ECOLOGO-C

**National Estuary Program (NEP)**

**Toxics and Nutrients**

**Reducing Nutrients in a Watershed**

**2013 Grant Application**

This NEP Toxics and Nutrients Grant Program

Application Form is available at:

[www.ecy.wa.gov/puget\_sound/grants\_fed\_toxics.html](http://www.ecy.wa.gov/puget_sound/grants_fed_toxics.html)

*This page is purposely left blank*

**APPLICATION INSTRUCTIONS**

## Application resources

Important requirements and an overview of the grant program can be found in the *National Estuary Program Toxics and Nutrients Grant Program Funding Guidelines for 2012-2013*. The funding guidelines can be found at: [www.ecy.wa.gov/puget\_sound/grants\_fed\_toxics.html](http://www.ecy.wa.gov/puget_sound/grants_fed_toxics.html).

## Funding program overview

The NEP Toxics and Nutrients Grant Program will fund projects to prevent and reduce the sources of nutrients entering a water body in Puget Sound. Nutrients include both nitrogen and phosphorus. When human activities add additional nutrients to fresh and marine waters, it can cause excess algae growth. As the algae die and decay, they rob the water of the dissolved oxygen that fish need to survive. Plant growth enhanced by human nutrients can also cause unhealthy pH levels and nuisance algae growth. Ecology will fund one or two projects to reduce the sources of nutrients entering the environment.

To solve the problem, a wide range of innovative solutions to address all aspects of nutrient pollution is needed. A wide range of partners are willing to address the problem, but more funding is needed to implement projects.

Applicants will need to justify why their water body is a high priority. Likely justifications include:

* Completed or in-progress Total Maximum Daily Loads (TMDLs) or a similar plan for nutrients.
* High loads / concentrations of nutrients (as documented by the applicant or using the information on page 39 of the document at: <https://fortress.wa.gov/ecy/publications/publications/1103057.pdf>).
* Nutrient-related problems such as low dissolved oxygen levels, changes in pH, or nuisance algae blooms.
* Willing partners / stakeholders.

Additional points are awarded for projects that are supported by local integrating organizations (LIOs), that implement Local Near Term Actions, or that address multiple parameters.

## Available funding

Total funding amount: $560,000.

Maximum funding per project: $560,000.

Applicants are highly encouraged to apply for at least $200,000.

*If you need this document in a format for the visually impaired, call the Water Quality Program at 360-407-6502. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.*

## Eligibility

Groups eligible to apply:

* State and federal agencies.
* Institutions of higher learning.
* Tribal governments and technical consortia.
* Local governments.
* Special purpose districts.
* Conservation districts.
* Watershed planning units.
* Local management boards.
* Salmon recovery lead entities.
* Regional fisheries enhancement groups.
* Non-profit entities.

Eligible applicants may partner on projects with ineligible entities. The eligible applicant must be the lead agency on the application and the agreement. It is the lead agency’s responsibility to ensure all project activities are completed and will collaborate and coordinate with their identified partners.

To be eligible, applicants must:

* Be ready to use the funds beginning November 1, 2013.
* Complete the work by June 30, 2016.
* Justify why their watershed is a priority.
* Demonstrate that specific locations which the project addresses within the priority watershed are of high importance.
* Address freshwater and/or marine water bodies and nitrogen and/or phosphorus loading.
* Address a nutrient problem in the priority watershed.
* Conduct activities to prevent and reduce nutrient loading to the environment. Innovative approaches are strongly encouraged. All projects must result in reduced nutrient loading.
* Focus on high-priority sources of nutrient pollution (applicants may also address other sources as long as the focus is on high-priority sources).
* Calculate the expected reductions in nutrient loads.
* Conduct water quality effectiveness monitoring under an Ecology-approved Quality Assurance Project Plan (QAPP) to determine effectiveness of the project in reducing nutrient loads.
* Conduct all monitoring, modeling, and data analysis under an Ecology-approved QAPP. Monitoring, modeling, and data analysis activities may not begin and will be ineligible for reimbursement until the QAPP is approved.
* Submit environmental data to Ecology’s Environmental Information Management (EIM).
* Be consistent with:
* Ecology’s *National Estuary Program Toxics and Nutrients Grant Program Funding Guidelines for 2012-2013* ([www.ecy.wa.gov/puget\_sound/grants\_fed\_toxics.html](http://www.ecy.wa.gov/puget_sound/grants_fed_toxics.html))
* *Agricultural Best Management Practices Funds for the Natural Estuary Program* ([www.ecy.wa.gov/puget\_sound/docs/NEP\_Ag\_BMP\_Funds\_Guidance\_2012.pdf](http://www.ecy.wa.gov/puget_sound/docs/NEP_Ag_BMP_Funds_Guidance_2012.pdf)).
* The National Marine Fisheries Service (NMFS) guidelines for *Riparian Buffers along Agricultural Water Courses in NW Washington* if the project installs riparian buffers.
* Evaluate their effectiveness for use throughout Puget Sound at the completion of the project.
* Provide a written report to Ecology at the completion of the work summarizing the results of the project.
* Read and understand requirements before applying for the grant. All NEP grants come with extensive reporting and accountability requirements.

The priority outcomes are:

* Decreased concentrations of nitrogen and/or phosphorus in marine or freshwater.
* Improved dissolved oxygen concentrations in marine or freshwater.
* Improved aquatic life health due to lower pollution pressures.

## Application submittal information

Applications must include all of the following:

* One original application with signature.
* One electronic version of the application in Microsoft Word format. The applicant may submit maps and other attachments in PDF format with the electronic version. E-mail electronic versions to [sarah.ralph@ecy.wa.gov](mailto:sarah.ralph@ecy.wa.gov) and [andrew.kolosseus@ecy.wa.gov](mailto:andrew.kolosseus@ecy.wa.gov)

All application material **must be received** at the Department of Ecology (Lacey headquarters office) **no later than 5:00 p.m. on September 18, 2013**. Postmarks are **not** accepted. Faxed applications will not be accepted.

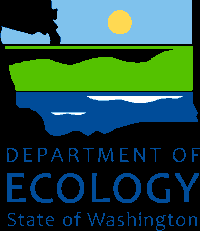
|  |  |
| --- | --- |
| ***U.S. Postal Mailing Address:*** | ***Overnight Mail or Hand Delivery Address:*** |
| Department of Ecology  Water Quality Program  Financial Management Section  P.O. Box 47600  Olympia, WA 98504-7600 | Department of Ecology  Water Quality Program  Financial Management Section  300 Desmond Drive  Lacey, WA 98503 |

For financial questions, contact Sarah Ralph, 360-407-6703, e-mail [sarah.ralph@ecy.wa.gov](mailto:sarah.ralph@ecy.wa.gov).

For technical questions, contact Andrew Kolosseus, 360-407-7543, e-mail [andrew.kolosseus@ecy.wa.gov](mailto:andrew.kolosseus@ecy.wa.gov).

|  |  |
| --- | --- |
| Grant funding cycle schedule | |
| Application submittal deadline | September 18, 2013 |
| Rate and rank applications | September 19 – 26, 2013 |
| Award notification | September 26, 2013 |
| Funding agreements signed | October 24, 2013 |

*This page is purposely left blank*.

For Ecology Use Only:

**Application No.**

# Background Information

|  |
| --- |
| **PROJECT TITLE:** *(Please keep the project title to five words or less.)* |
|  |

|  |
| --- |
| **APPLICANT NAME:** *(Public body or private not-for-profit per IRS 501 (C) (3))* |
|  |

|  |
| --- |
| APPLICANT DATA: |
| Federal ID No.: |

|  |  |  |
| --- | --- | --- |
| **APPLICANT SIGNATORY:** *(The person whose name is listed here must sign this application)* | | |
| Name: | | |
| Title: | Telephone Number:       Fax Number: | E-Mail Address: |
| Mailing Address  Agency:  Address:  City:       State:       Zip Code: | | |

|  |  |  |
| --- | --- | --- |
| **APPLICANT PROJECT MANAGER:** *(The person whose name is listed here is the main contact for the project)* | | |
| Name: | | |
| Title: | Telephone Number:       Fax Number: | E-Mail Address: |
| Mailing Address  Agency:  Address:  City:       State:       Zip Code: | | |

|  |
| --- |
| **PROJECT DURATION** *(Note: Projects must be completed by June 30, 2016)* |
| Estimated Start Date: |
| Estimated Completion Date: |

|  |  |  |  |
| --- | --- | --- | --- |
| **GEOGRAPHIC AREA:** | | | |
| **Where is the project area?**  Please attach a map of the project area. | | | |
| Provide **Latitude/Longitude coordinates in** **Decimal Degrees** (e.g., 45.3530/-120.4510) of your project location and the affected water body. The project location is the approximate center of where you will be working. Latitude/Longitude coordinates can be located at: <http://itouchmap.com/latlong.html>. | | | |
| Location | **Primary Site** | **Secondary Site** | Tertiary Site |
| Project Location (Lat/Long): |  |  |  |
| Water Body Name: |  |  |  |

|  |
| --- |
| EXECUTIVE SUMMARY |
| In 250 words or fewer, describe the problem to be addressed, the scope of the project, its water quality benefits, and how the project addresses the identified problem. |

# Watershed Selected (20 points)

|  |
| --- |
| **Scoring Guide:**  Does the water body selected by the applicant have:   * Completed or in-progress TMDL or a similar plan for nutrients? * High loads / concentrations of nutrients? * Nutrient-related problems such as low dissolved oxygen levels? * Willing partners / stakeholders?   **In a half page or less, describe why the water body selected for the project is a high-priority water body.** |

# Project Purpose (20 points)

|  |
| --- |
| **Scoring Guide:**   * Is the project addressing an important residential source of nutrients? * What is the overall scope of the problem and what aspect of the problem will this project address? * Is the purpose clear and compelling? * If the project is addressing specific locations within the watershed, are the locations high-priority? * Does the project help make ongoing activities more effective, efficient, affordable, or sustainable? * In addition to addressing nutrients, will the project have additional environment benefits? * Does the project have a written letter of support from the LIO? Is it local near term action or otherwise identified as a local priority? (5 points) * Does the project address multiple parameters? (5 points)   **In two pages or fewer, describe the purpose of project.** |

# Scope of Work (20 points)

|  |
| --- |
| **Scoring Guide:**   * Is the project well-structured and clearly described? * Does the project use innovative approaches? * Is the project schedule reasonable and achievable? * What is your long-range vision and what steps are you taking to improve and sustain your program? * Is an effectiveness monitoring plan included? * Does the project involve collaboration with other jurisdictions? * Will the results of the project inform future activities throughout Puget Sound?   **Task 1 is standard for all grant projects. Follow the format provided below for the additional tasks in your scope of work. Limit answer to four pages or fewer.**  **Task 1- Project Administration/Management:**  Budget for Task 1: $  Completion Date for Task 1:  Description: The recipient will administer the project. Responsibilities will include, but not be limited to: maintenance of project records; submittal of payment vouchers, fiscal forms, and progress reports; compliance with applicable procurement, contracting, and interlocal agreement requirements; application for, receipt of, and compliance with all required permits, licenses, easements, or property rights necessary for the project; and submittal of required performance items.  The recipient will manage the project. Efforts will include conducting, coordinating, and scheduling project activities and assuring quality control. Every effort will be made to maintain effective communication with the recipient’s designees; Ecology; all affected local, state, or federal jurisdictions; and any interested individuals or groups. The recipient must carry out this project in accordance with any completion dates outlined in this agreement.  The recipient will ensure this project is completed according to the details of this agreement. The recipient may elect to use its own forces or it may contract for professional services necessary to perform and complete project-related work.  **Task 2-**      **:**  Budget for Task 2: $  Completion Date for Task 2:  Description:  **Task 3-**      **:**  Budget for Task 3: $  Completion Date for Task 3:  Description:  **Task 4-**      **:**  Budget for Task 4: $  Completion Date for Task 4:  Description:  **Task 5-**      **:**  Budget for Task 5: $  Completion Date for Task 5:  Description: |

# Proposed Budget (5 Points)

**Scoring Guide:**

* Complete project budget is consistent with the scope of work.
* The cost estimate process is reasonable.
* The project budget represents a good value for the work and water quality benefits achieved.

Budget examples can be found in Appendix A of *Administrative Requirements for Recipients of Ecology Grants and Loans,* “The Yellow Book,” found at: [www.ecy.wa.gov/programs/wq/funding/cycles/2013/index.html](http://www.ecy.wa.gov/programs/wq/funding/cycles/2013/index.html).

Detailed budgets can be attached and submitted with the application.

|  |  |
| --- | --- |
| **Total Project Cost**  This amount represents the full cost of the project | $ |
| **Eligible Project Cost**  This amount represents the portion of the project costs that are grant eligible. | $ |

|  |
| --- |
| **Total Eligible Cost by Budget Object**  Salaries: $  Benefits: $  Indirect costs: $      (May include up to 25 percent of employee salaries and benefits. Some exceptions apply.)  Contracts: $  Materials, goods, and  services (list major item): $  Equipment (list major items): $        $        $  Travel: $  Other (please outline):       $        $  **Total Eligible Cost:** $ |

|  |
| --- |
| Describe how costs were estimated. Explain how you calculated each budget item and why it is necessary for the project. Include the steps taken to ensure the accuracy of cost estimates. |

# Programmatic Capability (5 points)

|  |
| --- |
| **Scoring Guide:**   * Capacity, expertise, and demonstrated ability to successfully carry out the project.   **In a half page or less, describe the applicant’s capability to conduct the project.** |

# Project Outputs and Outcomes (30 Points)

|  |
| --- |
| **Scoring Guide:**   * What are the expected numeric reductions in nutrient loads (in pounds per year)? * Does the project have additional environmental outputs and outcomes? * How will the results/changes be measured, and how do they align with local and regional performance measures and targets?   In one page or less, provide a description of the project’s outputs and outcomes.  **Outputs** (Outputs are the major products and/or the substantial and completed processes that will be created to reach outcomes. They are the anticipated accomplishments funded through the grant, and they are directly under the grantee’s control. The outputs occur “in order to achieve” an intended outcome. Outputs should be numeric whenever possible.)    **Outcomes** (Outcomes are the desired environmental changes or results that the proposed project will eventually accomplish. They follow from the outputs and identify the anticipated change that is the goal of the grant.) |

# Application Certification

|  |  |
| --- | --- |
| I CERTIFY TO THE BEST OF MY KNOWLEDGE THAT THE INFORMATION IN THIS APPLICATION IS TRUE AND CORRECT AND THAT I AM THE **LEGALLY AUTHORIZED SIGNATORY** OR DESIGNEE FOR THE SUBMITTAL OF THIS INFORMATION ON BEHALF OF THE APPLICANT. | |
|  |  |
| Printed Name | Signature |
|  |  |
| Title | Date |

*If you need this document in a format for the visually impaired, call the Water Quality Program at 360-407-6502. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.*