



Department of Environmental Quality



To protect, conserve and enhance the quality of Wyoming's environment for the benefit of current and future generations.

Dave Freudenthal, Governor

John Corra, Director

MEMORANDUM

TO: Cities, Counties, and Conservation Districts

FROM: Jennifer Zygmunt, Nonpoint Source Program Coordinator

DATE: June 15, 2009

SUBJECT: Request for Proposals for Water Quality Planning and Assessment Grants, Fiscal Year 2010

PRE-SUBMITTAL REVIEW DUE DATE: August 1, 2009

FINAL PROPOSAL DUE DATE: September 15, 2009

Under Section 205(j) of the Clean Water Act, the State of Wyoming has approximately \$40,000 available to local planning agencies for the purpose of water quality planning and assessment. These funds are **not** intended for construction or implementation of water quality controls, but rather, are to be targeted for water quality planning and assessment. Additionally, these funds may **not** be utilized to meet monitoring requirements of any enforcement action, permit or Public Water Supply regulation. The U. S. Environmental Protection Agency has ruled that **only** cities, counties and conservation districts are eligible to receive these planning funds. However, the local planning agency may subcontract work to other entities. **The Department of Environmental Quality and the Nonpoint Source Task Force are particularly interested in directing these funds to water quality improvement planning and assessment efforts for waterbodies on Wyoming's 2008 Section 303d List.**

The Funds will be awarded as reimbursement grants, which means the funds are issued to the recipient only after proof of disbursements for project eligible activities. All proposals submitted for these funds must identify at least 25% of the total project cost as **non-federal** cash or in-kind services match.

Applicants are strongly encouraged to participate in a pre-submittal review process where DEQ provides review comments on the draft proposal. DEQ comments from this review can be incorporated into the final proposal document to hopefully increase the chances of project funding.

The Department of Environmental Quality and U.S. Environmental Protection Agency will review the proposed Targets and Outcomes to be achieved by the project and provide an evaluation to the Wyoming Nonpoint Source Task Force. The Task Force will review each



project's Targets and Outcomes and DEQ/EPA evaluations, and make recommendations for funding. The proponent of each eligible project proponent will be allowed time for a presentation at the November, 2009 Task Force meeting. Upon recommendation by the Task Force, the Department of Environmental Quality will negotiate detailed Project Implementation Plans (PIP) with proponents of the selected projects.

Project proposals must meet the following criteria in order to be considered for funding:

1. Final proposals must be received by:

**Wyoming Department of Environmental Quality
Water Quality Division, Attention: Jennifer Zygmunt
Herschler Building, 4W
122 W. 25th Street
Cheyenne, WY 82002**

by close of business (5:00 p.m.), **September 15, 2009**. FAX copies or proposals received after the deadline **cannot** be considered. Please ensure that adequate time is allowed for postal service delivery on or before the deadline.

2. The basic content must be presented in the format provided below. The project summary sheet, milestone table, and budget tables must be presented in the forms provided on the WDEQ website (<http://deq.state.wy.us/wqd/watershed/index.asp#Grants>).
3. Prospective project sponsors may elect to participate in an optional pre-submittal review process. Project proposals (a single copy) submitted in hard copy to the WDEQ at the above address, via FAX (307-777-7610) or electronically (to jzygmu@wyo.gov) no later than August 1, 2009 will receive a WDEQ pre-submittal review of their project proposal. WDEQ comments can then be incorporated into a final project proposal submittal package. All prospective project sponsors electing to use this pre-submittal review option must still meet all deadline, format, and content requirements with their final project submittal.
4. Project narratives must be ten (10) pages or less. Budget forms, maps, milestone tables and the project summary sheet are in addition to the ten page narrative. Budget, Milestone, and Summary must be in the proper format. Examples are attached to this guidance and electronic templates of forms are found on the WDEQ website.
5. Fifteen copies of the proposal shall be submitted. One copy must be unbound, single-sided. The remaining fourteen copies should be two-sided. Proposals should be submitted on recycled paper. Maps should be black and white and no larger than 82 by 11 inches. If color or large maps must be used, five additional copies of the maps should be included with the proposals. Summary sheet must be first page of proposal (No covers, binding, or folders).
6. If project administration is to be charged against the grant, it must be included as a separate

task in the proposal. Federal 319 funds requested for administration must not exceed 10% of the total federal money requested and total administration costs must not exceed 10% of the total project cost. Administrative costs must be accounted for, and documented separate from other project work activities.

7. If the project is going to utilize funds and/or staff contributed by other agencies or organizations, written commitments must be included with the proposal documenting commitment of the other agency to the contribution. Contributions by federal agencies cannot be counted toward match on the grant.
8. Costs for travel and expenses incidental to travel shall be reimbursed or accrue as match at rates not to exceed Recipient's usual and customary rates for Recipient's employees and agents, not to exceed the actual cost to Recipient.
9. Proposals will be evaluated to determine if (1) the Outcomes and Targets are reasonable and attainable and (2) completion of the individual Tasks will meet the project Outcome(s).

These are competitive grants and applicants will be competing against other entities for a limited amount of funding. The more an application can demonstrate to the DEQ that the products from the proposed project are an efficient and effective use of funds to address nonpoint source water pollution planning and assessment, the better chance the proposal has of securing funding.

PROPOSAL FORMAT

SECTION 205(J) SUBGRANTS FOR

WATER QUALITY PLANNING AND ASSESSMENT

The guidance document for Section 319 project proposals contains expanded discussion on proposal structure and content. The prospective proponent of a Section 205(j) project can review that guidance document for more detailed information on developing a project proposal.

1.0 PROJECT SUMMARY SHEET

A complete Project Summary Sheet (in mandated format) is required. The latitude and longitude (degrees and decimal degrees) should reflect the most downstream point on the waterbody being assessed (where the waterbody of interest exists the study area). Latitude and Longitude are being requested as decimal degrees. An example of a decimal degree calculation is:

Example: $45^{\circ} 20' 40.5''$ $[((40.5 / 60) + 20) / 60] + 45 = 45.345^{\circ}$

2.0 STATEMENT OF NEED

Describe the need for the products derived from the project. This discussion could emphasize water quality problems, concerns, values, designated uses, and potential for improvement. Briefly describe the waterbody and/or watershed for which funding is being requested. Descriptions could include topography, land use, existing water quality, aquatic habitat health, soils, geology, etc.

3.0 PROJECT DESCRIPTION

Provide a narrative description of the product(s) (Targets and Outcomes) from the project. Targets are near time products the implementer needs funding to accomplish. Outcomes are the ending state the implementer believes will be achieved through the successful accomplishment of the Target(s).

Targets specify in more detail what is to be accomplished to help meet the Outcome and are broken down into specific Tasks. Each Target should have at least one associated Task to be performed to accomplish the Target. Tasks are specific activities that include milestones, outputs, responsible parties, and costs. The following is an example of the Outcome, Targets, and accompanying Tasks in the prescribed format.

Outcome: Determine the use attainment status of all designated uses on Elk Creek through a Credible Data water quality assessment and monitoring program.

Target 1: Efficient Administration of Project (not to exceed 10% total project cost).

Task 1. Project Administration by Roosevelt County CD.

Outputs -Complete Reimbursement requests (at least quarterly, no more frequent than monthly), Progress Reports with each Reimbursement, Semi-and Annual Reports, and selection and contract with data analysis consultant.

Costs -Federal (205) funds -\$1,000
Non-federal match-\$0
Total Task cost -\$1,000

Target 2: An approved Sampling and Analysis Plan (SAP) for Elk Creek Watershed.

Task 2. Roosevelt County CD will develop draft SAP for review and comment in 2 months with final SAP accepted in 4 months.

Outputs --Approved SAP for Elk Creek Watershed -Sampling Data Sheets and Chain of Custody Form.

Costs -Federal (205) funds -\$805
Non-federal match -\$195
Total task cost -\$1,000

Task 3. Roosevelt County CD will develop a draft Quality Assurance Program Plan (QAPP) with final QAPP accepted in 4 months.

Outputs -Approved QAPP for Elk Creek Watershed Monitoring.

Costs -Federal (205) funds -\$400
Non-federal match -\$100
Total task cost -\$500

Target 3: Credible Data (physical, chemical, biological) collected in the Elk Creek watershed at a minimum of 6 locations.

Task 4. Roosevelt County CD will collect credible quarterly water quality data and annual biological and physical data at a minimum of 6 locations in the watershed over a period of 24 month.

Outputs --Credible Data that meets Data Quality Objectives. -Data in reviewable and database-transferable format. -Final QA/QC Report

Costs -Federal (205) funds -\$10,000

Non-federal match -\$5,000 Total task
cost -\$15,000

Target 4: Acceptable Final Assessment Report.

Task 5. Roosevelt County CD will hire a qualified consultant to conduct data interpretation and analysis, write the draft final report, incorporate comments and write final report over a period of 6 months.

Outputs -Final Report.

Costs -Federal (205) funds -\$7,000
Non-federal match -\$1,000
Total task cost -\$8,000

Milestone Table. A milestone table (in mandated format) that provides the timelines for each task and delivery of task products is required in this section of the proposal.

4.0 COORDINATION

Describe any coordination which will occur between agencies, land owners, etc. to help ensure success of the project. Letters of support for the project are needed from all significant partners; those reported to be contributing funding, technical assistance, or in-kind match.

5.0 QUALITY ASSURANCE AND QUALITY CONTROL

Any monitoring and assessment performed with EPA funds must meet Quality Assurance/Quality Control criteria. Describe how QA/QC requirements will be met to ensure validity of data collected. All QA/QC procedures must be approved prior to initiation of the project. The proponent needs to include a statement of commitment to an annual DEQ QA/QC field audit and an independent third party QA/QC review of the data (the recipient has the option to request this service from DEQ).

Describe who will collect the data and who, how and when the data will be managed, analyzed, and reported. Data collection must be done by a person having appropriate water quality monitoring training and experience (for example: Conservation District training Modules I through III).

Data management should be done by a person having data management training and experience. Data management must be such as to allow the data collected to be incorporated into the EPA STORET data base. Data must be provided to DEQ in ACCESS⁷ database format to achieve this function. An ACCESS⁷ template will be provided to the recipient by DEQ.

Data analysis and interpretation are critical components to a monitoring program. Results from the data analysis are used to evaluate progress, determine if changes in project/monitoring design need to be considered, and assess the overall final project success.

The proponent needs to identify organization(s) responsible for project evaluation and specify how the resulting information from the data analysis will be shared and utilized for future projects. The proponent needs to demonstrate the individual(s) conducting data analysis and interpretation have the following minimum qualifications:

- Minimum of a Bachelor of Science degree in watershed, biological or physical sciences (biology, chemistry, geology, hydrology, zoology, etc.); and
- three or more years experience in water quality and data analysis; including experience in data management, statistics, and data quality assurance; and
- knowledge of and experience in experimental design principles; and
- knowledge of the physical, chemical, and biological components of aquatic ecosystems, their intra-relationships and their inter-relationships with geology, physiography, climate, and land use.

6.0 UTILIZATION OF INFORMATION

Describe how the products obtained from this project will be utilized to improve water quality in the future. For example, will the product allow for the identification of Best Management Practices for future implementation to correct water quality problems, or will the product allow an agency to identify water quality problems in order to prioritize areas of greatest need?

7.0 BUDGET TABLES AND BUDGET JUSTIFICATION

Budget tables summarizing each individual task and the total project budget (in the mandated format) are required in each proposal. A separate budget justification describing how each of the individual budget line items was calculated (ie: the Task 2 Personnel under in-kind match was reported in the table as \$195; in the budget justification this might be explained as: “Technical Review of Sample and Analysis Plan by volunteer water quality specialist -10 hours @ \$19.50/hour = \$195.00”) is necessary to explain the budget values.

NOTE: Persons wishing to apply for funding should contact the Water Quality Division, Nonpoint Source Program at (307) 777-6080.