

ATTACHMENT 2: GUIDELINES FOR PROPOSALS - NONPOINT SOURCE POLLUTION CONTROL AND MANAGEMENT IMPLEMENTATION CWA SECTION 319(h) GRANTS

These guidelines are prepared to assist prospective applicants in applying for the USEPA Nonpoint Source Pollution Control and Management Implementation CWA Section 319(h) Grants as published in the accompanying Request for Proposal (RFP).

Introduction

The Section 319 Grants are administered by the Virgin Islands Department of Planning and Natural Resource (DPNR) - Division of Environmental Protection (DEP). The DPNR-DEP in conjunction with the Nonpoint Source (NPS) Advisory Committee, is seeking proposals for NPS pollution control and management implementation projects. The focus of the proposals will be on actions within a watershed or sub watershed that will address NPS problems germane to that watershed. This focus on a geographic area necessitates that implementation projects be based on cooperative partnerships among all levels of government as well as other private and public entities within the region for implementation and management effectiveness.

2.0 Background and History of the NPS Program and Watershed Management

DPNR-DEP has been involved in NPS demonstration and educational projects on a watershed basis since 1994. Beginning with FY 98 and FY 99, the project areas were expanded to include implementation projects in Category I Watersheds of the Territory, as identified in the Unified Watershed Assessment Report. The current funding cycle is looking to support projects throughout the 13 Category 1 watershed areas that provide the most NPS environmental and economic benefit.

The Territory's NPS Pollution Prevention Program operates pursuant to the 1987 Federal Clean Water Act and the Coastal Zone Management Act Re-authorization and Amendments of 1990 for the purpose of guiding the development and implementation of NPS management efforts to the extent consistent with existing statutory mandates and authority. These grants are funded through section 319 (h) of the Federal Clean Water Act for projects that implement best management practices (BMP) or innovative measures and other NPS controls in the 13 Category I watersheds as identified in the Unified Watershed Assessment Report, and for projects that provide education and outreach to critical audiences, both on a watershed and sub watershed basis. NPS management is a vital aspect of Virgin Islands efforts to improve and protect water quality and water supply on a watershed basis.

3.0 Purpose

The purpose of the funding is 1) to encourage the building of watershed management partnerships within a water management area, a watershed, or a sub watershed; and 2) to implement management practices for NPS control that have been proven to work either in the proposed project area or in another area of similar environmental conditions. The DPNR-DEP is actively involved with developing watershed management plans for several of the 13 watershed management areas (e.g. Fish Bay Watershed Management Plan; Magens Bay Watershed Management Plan) and expects the funded NPS projects to eventually become coordinated with these efforts.

Based on the reasons previously noted, this request for proposals is for implementation projects including the implementation of BMPs or innovative measures that have been previously proven effective. Proposals should fall into one of the two categories listed below.

These categories and the proposal selection criteria have been developed in consultation with the territory NPS Advisory Committee. This Committee is composed of representatives from federal, and local government agencies, and representatives from business and industry, water surveyors and environmental interests.

4.0 Availability of Funds

The total amount available is announced in the RFP, published in both the local electronic and print media. Start date for each project shall be upon execution of the individual contract or the subsequent 9 months.

5.0 Management Measures

Management measures are economically achievable measures to reduce NPS pollution. They reflect the greatest degree of pollutant reduction achievable through the application of the best available nonpoint source control practices, technologies, processes, siting criteria, operating methods or other alternatives (as defined in section 6217(g) of CZARA). Management measures are the objectives used to achieve an environmental goal. Management measures should result in delivery reduction of the NPS pollutant(s) to a ground or surface water resource. For the context of this Request for Proposal, management measures have been broken down into two categories.

6.0 Category Descriptions

Applicants may apply for a grant under one of the following categories:

Category I: Management Practices.

Category 11: Education and Outreach to Critical Audiences.

Implementing tools are application methods that may be used to achieve a management measure. These tools may be applied in your proposal to achieve your goal and objectives.

Examples of Implementing Tools for Management Measures are as follows:

Education, Guidance, Training, Technical Assistance, Planning Assistance, Financial Incentives, Financial Disincentives, Legal and Financial Liability, Inspections, and Municipal Zoning.

6.1 Category I - Management Practices

Management practices are employed to achieve a management measure. A management practice may be physical (e.g. construction) or operational (e.g. operation and maintenance). Management practices such as source control are the first opportunity in any NPS control effort. A management practice may be a series of BMPs that in combination achieve the goal of NPS control. For example a filter strip may be effective for controlling particulate and soluble pollutants where sedimentation is not excessive, but for excessive sediment input the filter strip may be used as pretreatment or supplemental treatment combined with operation and maintenance to the system and education and outreach to promote a behavioral change to those contributing to the source of the NPS pollutant.

Examples of source control techniques include, but are not linked to:

1. Reducing or eliminating the introduction of pollutants to a land area through reduced nutrient and pesticide application.
2. Implementing soil erosion measures to prevent pollutants from leaving the site during land-disturbance activities (Note: activities required by the Department or a Soil Conservation District through regulatory programs are not eligible for funding).
3. Protecting riparian habitat and other sensitive areas through protection and preservation of riparian zones and highly erosive slopes, etc.
4. Maintenance of pervious surfaces to protect natural hydrology.
5. Watershed management plans, ordinances, and farm management plans, etc.

6. Setback standards for buffer zones and limits on impervious surface areas, etc.

For Category I, applicants will need to identify the watershed management area, or a watershed/subwatershed in accordance with the unified Watershed Assessment Report that pertains to their proposal. The document identifies the 13 watershed management areas.

The project proposal may address the entire water region, a specific watershed management area(s), a watershed(s) within the management area, or a smaller subwatershed(s). The purpose of Category I is to implement BMPs, which have been proven to work whether tested in your project area, or in areas of similar environmental conditions elsewhere. Proposals for Category I must identify the impairment to the watershed/subwatershed and how the project will help mitigate or reduce this impairment or proactively address the prevention of future NPS impairment to the watershed/subwatershed. A single community seeking a grant will need to think about their role in reducing or preventing NPS pollution within the broader context of a watershed. The purpose is to encourage partnerships among cooperating entities that all have a "stake" in the environmental improvement of the watershed. Funding for these projects are encouraged to piggyback with other funding sources or be used to complete an ongoing project. Applicants may not submit the same proposal for multiple watersheds or for both categories. Applicants submitting a project under Category I are encouraged to incorporate an information and education component to their project. Please describe the target audience and how they will participate. Describe techniques employed to gain local government and community support. Describe how the activity coordinates with, enhances or supplements other education/outreach activities in the area.

6.2 Category II - Education and Outreach to Critical Audiences

Education and Outreach to a Critical Audience are another means to reduce NPS pollution. The critical audience participation is critical to meet management measure objectives. The purpose of this category is to provide mechanisms that teach people to implement BMPs or NPS Management Programs. Public education and outreach has long been recognized as an essential tool for NPS management and control. Proposals should be comprehensive in the design and implementation approach. In this category the applicant may choose a critical audience (such as developers) which may not lend itself to a specific watershed. The applicant should explain how educating this critical audience will help mitigate NPS pollution. Issues to be considered include:

- 1 Identify and target a critical audience(s) within a water region, a watershed Management area, or a watershed in accordance with the Unified Watershed Assessment Report or a more territory wide critical audience, e.g., environmental

- commissions, local government officials, transient summer residents in coastal watersheds, engineers, landscape architects, and homeowners, etc.
2. Coordinate with existing education and outreach initiatives within the region and/or expand upon an existing successful program. The success of the initial program must be documented.
 3. Identify partners for the project, including a) others who have a stake in the environmental improvement or well being of the watershed and b) those who can contribute to the project in either cash or in-kind contributions.

Applicants in this category may submit a proposal to be implemented statewide or they may choose to conduct their project within a specific watershed, sub-watershed or water region.

7.0 NPS Grant Program Specifications

7.1 Conflict of Interest

Recipients of federal funds may not participate in the selection, award, or administration of a contract if real or apparent conflict of interest would result. Conflict of interest would arise if an employee, organization officer, agent, immediate family member, partner, or organization that employs any of the above – mentioned persons (1) has a financial (or other interest) in a firm selected for award or (2) solicits or accepts gratuities, favors, or items of monetary value from contractors or sub awardees. Disciplinary actions are required for violations of standards of conduct.

7.2 Eligibility:

Entities which may apply for funding include 1) local comprehensive planning or health organizations and coalitions (formal or informal) of and/or local environmental commissions, and 2) watershed and water resource associations, and non-profit 501(c)(3) organizations, including but not limited to, the following:

1. County planning departments, health departments or boards;
2. Designated water quality management planning agencies;
3. V.I. and regional entities entirely within the Virgin Islands;
4. V.I. government agencies, universities and colleges;
5. Federal government;
6. Interstate agencies of which Virgin Islands is a member; and
7. Intrastate regional entities.

7.3 Qualifications needed by an Applicant to be Considered for Funding:

An applicant must:

1. Have the staff and resources with the capability, expertise, and environmental experience to perform the proposed work;
2. Have the ability and authority to implement the proposed project.
3. Demonstrate the ability to establish and maintain partnerships for project implementation; and
4. Provide matching funds in an amount equivalent to at least 20 percent of the total project amount (i.e., at most a 4:1 ratio between NPS grant and matching funds). The matching funds may consist of cash, in-kind services, or a combination of both.

7.4 Ineligible Activities

Funds will not be awarded for the following activities:

1. Activities currently required by Department regulation. Costs associated with compliance of permits or enforcement orders issued by the Department or a Soil Conservation District. Costs required as a result of a pre-existing permit are ineligible; however, the fee cost of the permit(s) to perform the project is eligible.
2. Costs for legal representation in a court of law.
3. Costs associated with the purchase of land or major capital improvements and computer hardware.
4. Pond dredging, weed harvesting, wier maintenance, or other activities beyond the scope of controlling the input of NPS pollutants.
5. Costs for BMP implementation on private lands, except for demonstration projects for which a mandatory cash cost-share of 25% is required. This cost share is for that part of the total project costs related to the implementation on private lands. However, it can be used as part of the overall 20% match for the total project cost.
6. Other activities deemed ineligible based on current EPA Guidance for Section 319 (h) grants.

8.0 Public Meetings

Two Public Meetings will be held on each island (St. Croix and St. Thomas) to provide potential applicants with information and to answer questions regarding the proposal process; and the dates will be provided in the RFP. Applicants are encouraged to come prepared to discuss potential projects eligible for funding. DPNR – DEP staff and the NPS Advisor

Community will entertain questions and provide comments on proposal ideas. The public will be informed of the meeting dates during the months of December or January of each year.

9.0 Pre-Proposal Format and Requirements

General Requirements for Submitting a Pre-proposal:

1. Cover Page - The cover page must contain: the title of the project, the project category, which one of the 13 watersheds the project falls under, the applicant's name, complete address, phone number, contact person, fax number, e-mail address, approximate amount of money to be requested, and approximate amount of match.
2. Number of Pages - The pre-proposal may not exceed 5 pages total, not including the cover page, letters of resource commitment and budget page.
3. Typeset - The applicant should use 12 point type in standard type such as Times NewRoman.
4. Number of Copies - Three copies of the pre-proposal must be submitted by the deadline.
5. Budget Page.
6. Letters of Resource Commitment - one page letter from all major project partners outlining their commitment toward the matching funds requirement. This is a letter and may be revised when submitting the complete proposal.

All pre-proposals must address the following:

1. Identify the watershed/subwatershed the project area will involve for Category I proposals. The identified watershed may be as large as one of the 13 watershed management areas identified in the Unified Watershed Assessment Report, or a hydrological complete subwatershed within one of the 13 watersheds. USGS hydrologic units may be used (particularly when addressing projects in smaller areas, such as those codes of eleven or fourteen digits). Category II proposals should also identify the watershed/subwatershed their project area will cover unless their project is Island wide.
2. Select one of the two categories for which the proposal is being submitted.
3. Provide a Statement of Need: What is the NPS problem, opportunity or need in your project area. Explain the extent of the NPS problem and how and why your project will address the issue. For Category II project explain how and why the target audience was selected to address a specific NPS issue.
4. State the goal and objective of the project. The objectives are implemented through specific project tasks. Identify the major tasks needed to implement the project.
5. For each task, identify all partnerships and clearly indicate their role in achieving the

objective. It is recommended that partnerships include entities from more than just one municipality.

6. Budget with figures associated with objectives (and if possible a task break down with cost and partner's contribution).
7. Attach letters of resource commitment from the major partners and project participants (as many of your identified partners as possible at this time). The letters from the partners should state what they are contributing to the project (time, money and effort) and should be reflected in the tasks section as discussed in Number 5. NOTE: Generic letters of support from non-project partners, although important to the applicant do not contribute to the execution and completion of the project in the long run and therefore, are discouraged from the pre-proposal process.

Pre-proposals must be delivered or postmarked by the date specified in the RFP, to the following address.

**Department of Planning and Natural Resources
Division of Environmental Protection
45 Mars Hill
Frederiksted, St. Croix, USVI 00840-4474**

Organizations may submit more than one pre-proposal, but are discouraged from submitting the same pre-proposal for different watersheds/subwatersheds. Pre-proposals will be reviewed by a team in the DPNR-DEP, EPA and the NPS Advisory Committee. The purpose of this review is to identify the most beneficial concepts, identify ways to improve the benefits of those projects, match potential partners with each other (as appropriate) and to save the applicants' time. Pre-proposals that pass this review process will be notified to proceed with submission of a complete proposal. Those applicants not selected will be notified and provided with recommendations on how to improve their proposals for the future.

10.0 Requirements for Submitting a Complete Proposal

Each proposal must contain Sections A through L. Please keep in mind when preparing your proposal that if the following format and requirements are not met including deadlines, the DPNR-DEP and NPS Advisory Committee will not review the proposal. Once you have been notified by DPNR-DEP to proceed with preparing a complete proposal, the following criteria are applicable:

General Instructions for Proposals:

- § Number of Pages - recommended 10-15 pages not including cover page, budget page, list of references (if applicable), watershed/subwatershed map (if applicable) and letters of resource commitment. Concise applications are encouraged, as they indicate a greater level of pre-planning and organization by the applicant.
- § Typeset - 12 point type in Times New Roman, single spaced.
- § Number of Copies - Five copies, preferably double sided (duplex).
- § Budget Page.
- § Letters of Resource Commitment - one page letter from each of your partners stating their role and contribution to the project. The letter should specify the monetary, in-kind labor (in hours and costs) or in-kind materials they are contributing to each of the tasks for which they will be involved.
- § Cite references - Supporting documentation should be cited and summarized as necessary.
- § Map - Provide a map of the watershed/subwatershed for your project (unless your project is Island wide Education and Outreach under Category II)

Complete proposals must be delivered to DPNR-DEP by deadline date specified in the RFP.

Please consider the following additional criteria for proposals:

1. The degree that the proposed project demonstrates coordination with existing territorial Nonpoint Source Initiatives and incorporates territorial best management practices priorities and goals. Evaluation may be based upon the degree to which the proposed project provides an effective and comprehensive management plan which is designed for continuing implementation.
Suggested References: Unified Watershed Assessment Report for the U.S.V.I. Stormwater and Nonpoint Source Pollution Control Best Management Practices Manual, National Environmental Performance Partnership Agreement, U.S. EPA's Guidance Specifying Management Measures for Sources of NPS Pollution in Coastal Waters (Issued under the Authority of Section 6217(g) of the Coastal Zone Act Reauthorization Amendments of 1990), and the Virgin Islands Water Quality Inventory Report (305 b report).

2. The degree of transferability of the proposed approach of the implementation project to other areas of the territory. Evaluation will be based on the extent to which other watershed areas throughout the territory can use the project.
3. The degree to which the proposed implementation project exceeds the required 20 percent local share.
4. Tax ID#, Authorized Business number.
5. Procurement Methods may use their own procurement procedures conform to applicable federal laws and standards. - Nonprofit/Government Agencies must submit the following documents for Property & Procurement. (1) Business of Corporation (2) Article of Corporation (3) Certificate of Corporation Resolution – indicating who has signatory authority to obligate the corporation (4) Letter of Good Standing.
6. Accessibility during DPNR-DEP work hour's 8:00am – 5:00pm, by phone, mobile, e-mail, Internet or fax of contact person and / or alternate contact.

10.1 Body of Proposal for All Projects:

A. Cover Page

The cover page must contain:

- § Title of the Project
- § Project Category (project may be submitted under one category only)
- § Watershed Region (unless Category 11 and you are citing Island wide education and outreach)
- § Primary or Lead Applicant's Name
- § Contact Person
- § Complete Fax number and E-mail address
- § Amount of Funding Being Requested
- § Anticipated Match and Source of Match
- § Total Project Cost and Ration of Requested Funding to match (4:1 maximum)
- § All Cooperating Entities (partners associated with objectives and tasks).

B. Executive Summary (about 250 words)

The executive summary should present the essence of the proposal much like an abstract. It summarizes the material in each major section of the proposal and describes the problem or need; the purposes and goals of the project, who will be served, methods, procedures, and program activities, who will carry out the project, where the project will take place, the time frame for the project, the background and qualifications of the organization, the cost of the project, and the benefits of the project. The executive summary is capable of speaking for the proposal when it is separated from it. NOTE: The Department may use this information for the preparation of press releases or other Departmental publications, so clarity is critical.

C. Statement of Need (Project Justification and/or Definition of Problem)

Describe why project is needed, scope of the problem, and current status. Explain how implementing this project will address the root cause of the NPS pollution problem. For Category II define the critical audience to be educated and how this will help reduce a specific cause of NPS pollution. Give background water quality information if available. The Statement of Need should provide data from multiple sources that answer the following questions:

- a. What is the problem?
- b. Where does the problem occur?
- c. When does the problem occur?
- d. Who is affected by the problem?
- e. What is the extent of the problem numbers affected, percent of occurrence?
- f. How long has the problem existed?
- g. What prior attempts have been made to address, reduce, or solve the problem, and what were the results of these efforts? How will this project coordinate with other plans and initiatives?
- h. What resources exist to address the problem, and what is the gap between needs and available resources?
- i. Is this project part of another local, federal initiative? How does it coordinate with the other plan(s) or initiative(s)?
- j. What is your organization's history of involvement with the problem, need or issue (may include experience of project partners as well)?
- k. What will the consequence are if the need or problem is not addressed?

D. Goals and Objectives Statement

The Goals and Objectives statement should first identify the project goals and related objectives. You should provide a narrative description of the work to be accomplished,

stating the tasks and who will be responsible for it.

1. **Goal:** A narrative describing what the project intends to accomplish and how it will address the basic objectives of the NPS Pollution Control and Management Implementation Grants program. The goal(s) should identify the desired outcome(s) related to your identified problem or need.
2. **Objectives:** Concise statements of measurable activities which need to take place in order to achieve the desired goal(s). **Tasks:** The steps you will take to meet the project goal and objectives. Tasks should demonstrate that you have thought your project through and know what you want to do to achieve your goal and objectives.
3. Provide a narrative on the scope of the work to be accomplished within each step or activity and a resultant work product for each. A narrative on describing what the project is going to do. List and describe the objectives and related tasks. For BMP installation, list schedule of implementation. Identify output from the task, which will accomplish the task, and estimate projected time for the task.
4. Describe what is to be accomplished. Propose projects that have a proven track record of successful NPS pollution management. Success must be documented. Describe the BMP's that are being or will be implemented. If applicable cite the location of the BMP. Provide information on how the BMP will be implemented physically and/or how the practice will be employed for Category I or identify the critical audience for Category II. Describe how activities or measures that have been previously proven or demonstrated will result in NPS pollution reduction or mitigation to the watershed/subwatershed.

E Goals/Objectives/Tasks Table

Put into a work plan format and time line who will be responsible for which task. This section should serve as the project schedule with outputs, date and responsible parties listed. Use a time line or table to show dates for each goal; identify names of cooperating agencies or organizations responsible for each. A two to three year schedule is appropriate, though a shorter schedule is acceptable if the project may realistically be implemented in that time period. The time allotment for the project should take into account required administrative start time, and monitoring needs (e.g. seasonal conditions, length of time for significant data, rainfall needs, etc).

F. Organizational Capacity of Project Partners

Explain why your organization is qualified to perform this project. Indicate how your

partners are also qualified to assist you with the project. What are your organizations and/or partner's strengths and past experiences to address and accomplish the goals of the project?

Cooperative partnerships between entities within the project area are required. Identify partners/responsible parties that will become involved. You should include local authorities, the general public, nonprofit agencies, business and industry as appropriate. Describe their commitment to the project. Evaluation will be based upon the extent to which the project comprehensively involves partnerships to accomplish the goals and objectives of the project. Project partners are those 1) who have a stake in the environmental improvement of the watershed and 2) who can contribute to the project in either cash or in-kind contributions. Evaluation will be based upon the extent to which the project fosters communication between interested parties and on the strength of the public outreach and education components of the best management practice. Do not include as "partners" those individuals or organizations that support your project, but will not be providing in-kind or financial resources.

G. Proposed or Expected Outcome/Results

Projects must have some way to measure success (environmental results) and should address the root cause of the NPS problem in the watershed/subwatershed. A project may rely on a proven NPS control technique previously not demonstrated/implemented in the Virgin Islands.

Describe the expected measurable environmental results and provide some background data if available. Show how goals will be achieved and measured. How will you demonstrate that your goal and objectives have been met and tasks completed? What mechanism will be employed to assure that the goals are achieved, e.g. public information, outreach, incentives, and enforcement. Results can be measured quantitatively and/or qualitatively.

Quantitative Results are results that are measured and shown with numbers (e.g. reduce loadings by X tons to meet WQ standards). Quantify the number of pounds of sediment reduced, etc.

Qualitative Results are results best described with words instead of numbers. The extent to which different segments of the population participated in the project, how the project promoted NPS awareness and resulted in increased understanding of the problem by the community.

H. Project Evaluation

The evaluation statement describes how you will monitor progress and evaluate your project's success. If your project contains an assessment portion this must be tied to an implementation portion of the grant application or part of an approved watershed management plan. Projects must demonstrate a clear understanding of the problem to be addressed, including the status and probable cause of the problem in the identified watershed. You should have a clear understanding of how you expect to measure success in meeting your stated goals and objectives. Please, identify what criteria you will use to judge the success of your project.

I. Long Term Commitment

Projects should have a long-range plan/commitment to show that efforts would extend beyond the proposed project if objectives are not achieved within the project period or if long-term maintenance is required. Provide a narrative explanation demonstrating the applicant's commitment for continued implementation of the program. This must include the projected long-term use of any equipment or capital materials purchased within the scope of the grant award.

J. Project Budget

1. Budget Narrative

This should be a description of the total project cost. You must show how you arrived at your in-kind contribution match (e.g. number of volunteer hours time at a value of # \$ per hour). You must explain the travel that is necessary to accomplish the project, specific supplies and equipment that you or your partners will provide to the project, and also any specific supplies and equipment that you or your partners will provide to the project (state their value for the in-kind match) or that you will need to purchase to carry out the project.

2. Budget Table

This section should include a cost projection for each task with total funding requested and in-kind match indicated. All pass-through funds and contractual costs must be clearly defined. Show total budget and annual breakdown of individual budget components using categories below. Show federal and non-federal components. A 25% local match of the cost of construction of a BMP on private property is required as a cash match (i.e., no in-kind match is acceptable for such efforts).

The following categories are required in your budgets:

1. Salaries - Administrative costs include salaries, overhead, and direct or indirect costs for services provided and charged against activities and programs carried out with section 319 funds. Note that only 10 percent of funding in section 319 grant may be used for administrative costs. The cost of Labor, considered personnel costs, should be broken down by classification (e.g., laborers, scientist, volunteer). Multiplying cost per hour by number of hours worked yields the total personnel costs.
2. Equipment – Equipment costs greater than \$5000 must have prior EPA approval.
3. Benefits
4. Travel
5. Supplies
6. Contractual Service (list)
7. Construction (BMP installation)
8. Other (list)
9. In-kind contribution and match

K. Data Collection

Section 319(h) grant projects often include monitoring components to measure effectiveness of the project. When environmental data are being collected during the course of a section 319 project, a Quality Assurance Project Plan (QAAP) must be developed in accordance with specific EPA guidelines (40 CFR 31.45 and 30.54). QAAP's outline the procedures that a monitoring project will use to make sure that samples are collected, data are stored, and reports are written to ensure quality high enough to meet the needs of the project. QAAPs must be approved by DPNR certifying authority before sampling and monitoring begin. Specific guidelines on writing a QAAPs are provided on EPA's Web site at <http://www.epa.gov/quality1/qs-docs/g5-final.pdf>. Describe how data will be used, stored and reported in the final report. Data collection should involve new data, a new coordination effort for data collection, or a new assessment of existing data. Data should be reported in a format, which can easily be transferable (computerized). If monitoring is planned, for biological, chemical, habitat and/or physical monitoring include information on sampling procedure, monitoring parameters, locations of sampling sites, frequency of collection, data usage, data format, and costs. Water quality monitoring will be funded only to fill information/data gaps or for specific assessment of project success and must follow DPNR protocol.

L. Attachments

1. Letters of resource commitment from cooperating entities identifying their role as a partner and their contribution to the project as identified under Goals/Objectives
2. Map of watershed or subwatershed
3. List of references (if applicable)
4. Data on work already done (if pertinent to text and too much to tabulate in text. Make sure it is important to the understanding of the issue. Otherwise cite the complete work in references).
5. Photos of problems (optional)

11.0 Process for Awarding and Issuing Grants

11.1 Proposal Review and Approval

Completed grant proposals must be submitted to the DPNR-DEP by the deadline indicated. Limited assistance will be provided to individual applicants by staff of the DPNR-DEP on an as-available and first come-first serve basis. The grant recommendation team will be comprised of DPNR-DEP staff and members of the Nonpoint Source Advisory Committee. After preliminary approval of the award, the Department may negotiate project tasks and/or monetary awards with the selected applicants.

11.2 Funding Agreement Requirements

NPS Implementation Project grants will be awarded through cooperative agreements under the authority of the Department. It is DPNR-DEP intent to award unit price contracts to accomplish the projects. The project work will consist of those tasks described in an approved Scope of Work (SOW) and any other work DPNR-DEP may determine is necessary to successfully complete the particular project. Entities awarded funding under this program will be required to provide at least 20 percent of the total cost of their project either in dollars or in-kind services. Other state and federal funding will be accepted as matching funds.

All grant recipients must complete an appropriate contract as required by the V.I. Department of Property and Procurement. Recipients are subject to basic record keeping, financial documentation and reporting requirements required by the agreement. Recipients will be required to submit monthly or quarterly progress reports for the duration of the grant.