

**Watershed Protection Assistance Program
New Mexico Environment Department
Surface Water Quality Bureau**

Overview of Program

The Watershed Protection Assistance Program provides funding to develop, construct, maintain or monitor projects that improve surface water quality, riparian habitat or aquatic habitat. This opportunity is not intended to fund multiple phases or portions of one project over time. If the project requires multiple requests, contractors should seek other [funding opportunities](#) to fully fund the project.

Who is eligible to apply for the program?

Vendors who are active on the Riparian, Aquatic, and Wetland Restoration Services Statewide Price Agreement (40-00000-23-00037) or other applicable price agreements, National Association of State Procurement Officials, GSA schedule awards, or local public bodies (e.g., municipalities, counties, or political subdivisions of state or local governments).

What is the contract term?

Contractors can select either a six-month term or a one-year term. Two six-month terms are available (January through June or July through December). The one-year term is from July to June. Funds will be awarded every six (6) months in January and July. Applications are due May 15th and November 15th each year. Contractors will be notified at least 2 weeks before the starting month of the award. All project deliverables must be completed 10 days prior to the end of the term. No extensions will be granted for projects funded under this assistance program.

What projects are eligible for funding?

Eligible projects must directly or indirectly contribute to improvement of surface water quality, riparian habitat or aquatic habitat.

Funding is available for the following types of projects:

- Project planning: e.g., to collect baseline information such as watershed assessments, or to complete permitting and other environmental clearances
- Designs: to complete preliminary or final designs for a project
- Construction: to complete on-the-ground work that improves surface water quality, riparian habitat or aquatic habitat
- Maintenance: to conduct maintenance on a previous project
- Monitoring: to monitor water quality around a completed or prospective project

How much funding is available?

Contractors may request up to \$75,000 per project.

What type of activities are funded?

This program provides funding to develop, construct, maintain and/ or monitor watershed protection projects that will result in improvement of surface water quality, riparian habitat or aquatic habitat.

Instructions and Requirements for Completing Form

1. Requester Information:

Contractor Name: Must be an eligible vendor as mentioned in the Overview of the Program.

Price Agreement #: The specific price agreement number associated with the contractor.

Contract Information: Include vendor address, email address, and phone number

Project Type: Select what type of project from the dropdown list. If your project has multiple types, select the type that best represents where a majority of the funding is applied.

Amount Requesting: Contractors may request up to \$75,000. Only enter numbers.

Total Project Cost: The total project cost is required and can be equal to the requested amount. Only enter numbers.

2. Project Location:

Waterbody: The names of all water bodies associated with the project.

Project Title: The title that will be used to report on the project (i.e. Pecos River Habitat Restoration).

County: The county where the project is located.

Coordinates: GPS coordinates for the site location in latitude and longitude.

HUC12: Provide the HUC 12(s) numbers and names where the project will occur.

Landowner: The party with surface rights to the land (e.g. U.S. Forest Service, or private). If the project is located on private property, Question 10 applies. NOTE: NMED requires a landowner agreement for projects occurring on private lands.

Estimated acreage or miles of improvement: Mileage of stream or acres of riparian or wetland habitat expected to be improved or restored by completing the project. For planning, maintenance or monitoring projects, enter the estimated area or linear mileage that the project covers.

3. Purpose of the Project:

A brief narrative explaining why the project is needed and what will be accomplished by completing the project. Applicants must address how the project will directly or indirectly improve surface water quality, riparian habitat or aquatic habitat.

4. Description of the Project:

Detailed information describing how the project will be accomplished. If installing structures describe how many and what types. If planting or seeding, include the area and quantities.

5. What water quality impairments are associated with this waterbody/project?

List any water quality impairments in the project area. Describe the water quality impairments, if any, to be addressed by the project.

6. Are there any planning documents that support this project? If so, provide the name and brief excerpt from the plan that supports this project.

This could be a watershed-based plan, wetland action plan or other planning document that supports the project, project location selection and rationale for the project. Provide a citation to the planning document and include an excerpt from the document that directly supports the proposed project.

7. Requested Contract Term:

Contractors must indicate the specific term they would like to utilize the funds. Project terms are either 6-months or 1-year. No extensions will be provided under these contracts. All projects must be completed within the timeframe specified.

8. Partners involved in the project:

List all partners involved in the project and their roles (e.g., volunteer coordinator, project manager, etc.). This includes any organization involved in the project (e.g., landowner, conservation organization, etc.).

9. List all subcontractors that will be utilized to complete this project (if applicable):

All subcontractors that will be utilized to complete the project must be listed. New subcontractors not previously listed on the price agreement must be specifically mentioned with a note as to the distinctive need for their services and their qualifications.

10. Private Land:

A written description of the public benefit of the project. Note: NMED requires a landowner agreement for projects occurring on private lands, which requires the landowner(s) to protect the project for a period of ten (10) years.

11. Tasks/ Deliverables/ Timeline:

Complete the table to show the tasks that will be completed and deliverables associated with each task as well as the timeframe for completion. List tasks that run the duration of the project, such as project administration, first. Tasks should be listed in chronological order. Each task must have at least one deliverable and deliverables should be quantified where applicable (e.g., 10 acres of wetland restored, 500 willows planted, 5 cross-vanes completed, watershed assessment report, monitoring results, etc.). A final report must be included in the tasks.

Items to Attach

- A map with sufficient detail to clearly identify the areas where project actions to address identified pollutant sources or riparian habitat impairments will be implemented. The map should include aerial imagery and a legend identifying all features (e.g., north arrow, scale bar).
- Budget Spreadsheet: Contractor costs must align with the quotes provided in a Statewide Price Agreement. The cost of materials will be reimbursed at the cost to the offeror. Travel is reimbursable and may be included in the budget. Include estimated gross receipts taxes, as applicable, in the budget. Markup is not allowed.

Final Report

The final report must include the following:

1. A project overview including details of completed implementation, quantity, location and area of installations such as structures and plantings or results of planning or monitoring actions.
2. Description of any changes made from the original proposal and why.
3. Copy of any electronic deliverables (designs, plans, assessments, or monitoring results, etc.)
4. If it was an on-the-ground project, include before and after photos of project.

Applications are due May 15th and November 15th to be considered for the contract terms. Applications should be submitted to WPSProgram.Manager@env.nm.gov.

For Questions: Please email WPSProgram.Manager@env.nm.gov or call 505-479-0481