**Federal Clean Water Act Section 319 Grant**

**Federal Fiscal Year 2024: Watershed-Based Planning**

**Solicitation for Applications (SFA)**

**Attachment A:**

**Application Form**

|  |  |  |
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| nmedlogo_color.jpg | WATERSHED-BASED PLANNING GRANTS  New Mexico Environment Department  Surface Water Quality Bureau  PO Box 5469  Santa Fe, NM 87502 |  |

Dear Partners in Water Quality,

The New Mexico Environment Department (NMED) seeks to support stakeholder-driven watershed-based planning to identify practical approaches to improve water quality in New Mexico’s waters to meet State Water Quality Standards. Your interest and participation in this process is key to the success of this approach, and we thank you for considering the grant application process presented in this package.

Sincerely,

Abraham Franklin

Program Manager, Watershed Protection Section

NMED does not discriminate on the basis of race, color, national origin, disability, age or sex in the administration of its programs or activities, as required by applicable laws and regulations. NMED is responsible for coordination of compliance efforts and receipt of inquiries concerning non-discrimination requirements implemented by 40 C.F.R. Parts 5 and 7, including Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, and Section 13 of the Federal Water Pollution Control Act Amendments of 1972. If you have any questions about this notice or any of NMED’s non- discrimination programs, policies or procedures, you may contact:

Non-Discrimination Coordinator

New Mexico Environment Department

1190 St. Francis Dr., Suite N4050

P.O. Box 5469

Santa Fe, NM 87502

505-827-2855

[nd.coordinator@env.nm.gov](mailto:nd.coordinator@env.nm.gov)

If you believe that you have been discriminated against with respect to a NMED program or activity, you may contact the Non-Discrimination Coordinator identified above or visit our website at [www.env.nm.gov/non-employee-discrimination-complaint-page](http://www.env.nm.gov/non-employee-discrimination-complaint-page) to learn how and where to file a complaint of discrimination.

ApplicATION FORM for WATERSHED-BASED PLANNING (FY 2024)

# **INSTRUCTIONS**

The purpose of this Solicitation for Applications (SFA) is to determine eligibility and award grants to subrecipients to develop new watershed-based plans or revise existing watershed-based plans, consistent with the purposes of Section 319 of the Clean Water Act. If selected, subrecipients shall be responsible for adherence to the federal program requirements enumerated in Section 319 of the Clean Water Act and 2 C.F.R. 200.

The acceptable font size for the narrative is 12 Point font, single-spaced, with all margins at 1 inch. The maximum number of pages allowed is twenty, including the instructions on this page and in the application form below (you may delete the cover page and cover letter above). Letters of support, letters of commitment, and map figures will not be counted towards the page limit.

**Potential applicants may ask questions** by sending an email with “FY24 WBP Grant Application Questions,” in the subject to NMED’s Watershed Protection Section (WPS) Program Manager at [wpsprogram.manager@env.nm.gov](mailto:wpsprogram.manager@env.nm.gov) **no later than 11:59 pm Mountain Standard Time on December 5, 2022.** Applicants who submit questions will be added to a distribution list for this SFA. The WPS Program Manager will reply with a questions and answers document sent to the distribution list by 5:00 pm Mountain Standard Time on December 12, 2022. **Applications are due (also to** **[wpsprogram.manager@env.nm.gov](mailto:wpsprogram.manager@env.nm.gov), with “FY24 WBP Grant Application” in the subject line)** **by 5:00 pm Mountain Standard Time on January 3, 2023.**

Applications will be evaluated by a committee of approximately five staff with technical expertise in watershed management and water quality protection from NMED and at least one other state or federal agency or non-profit organization. The evaluation committee will use the evaluation criteria found at the end of the application, which applicants should read carefully. Successful applicants will be invited to enter into a Subaward Agreement with NMED, following the format in the Sample Agreement available at <https://www.env.nm.gov/subgrants>.

The WPS Program Manager will inform each applicant whether the applicant is invited to develop a subgrant agreement with NMED for the proposed project within approximately sixty days of the due date for the applications. Scores and comments on the applications will be provided to applicants on request.

The following information must be included in each application. **Please email your completed application to** **the WPS Program Manager at** **[wpsprogram.manager@env.nm.gov](mailto:wpsprogram.manager@env.nm.gov) with the subject line: “FY24 WBP Grant Application” no later than 5:00 pm Mountain Standard Time on January 3, 2023.**

# Project Title

Provide a descriptive project title in 15 words or less in the space below. It should include the waterbody name (if applicable) and type of activity (Example: Trout Creek Planning Project).

|  |
| --- |
| Click here to enter text. |

# Applicant Information

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Organization: | |  | | | | |
| Address: | |  | |  | | |
| Contact Person: | |  | | Title: |  | |
| Phone: | | **/** | | Email: |  | |
|  | |  | |  |  | |
| FED. Tax ID # |  | | Date of Incorporation: | | |  |
|  |  | |  | | | *(non-profits only)* |

# Project Manager

*Identify a project manager who will be responsible for oversight of the approved project including: administering contracts; ensuring technical viability of the project; ensuring funds expended are within the budget and in accordance with applicable law; and ensuring that quarterly fiscal and technical progress reports, and a final report, are submitted to NMED.*

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Organization: |  | | |
| Phone: | **/** | Email: |  |

# Start and End Dates

*Indicate the planned beginning and ending dates of the project. The project start date cannot be earlier than July 1, 2023, and project terms initially planned cannot exceed four years in duration.*

|  |  |  |  |
| --- | --- | --- | --- |
| Planned project start date (mm/dd/yyyy): |  | Planned project end date (mm/dd/yyyy): |  |

# Project Area

*Priority stream reaches for this application are listed as impaired in Appendix A of the* 2022-2024 State of New Mexico Clean Water Act Section 303(d)/Section 305(b) Integrated Report (Integrated Report) *and have one or more U.S. Environmental Protection Agency (EPA) approved total maximum daily loads (TMDLs) to describe at least one current impairment. Also included as priority stream reaches are stream sections identified in the* Integrated Report *in Categories 4B and 4C. The* Integrated Report *(including Appendix A) is available at* [*www.env.nm.gov/surface-water-quality/303d-305b*](http://www.env.nm.gov/surface-water-quality/303d-305b)*. TMDLs are available at* [*www.env.nm.gov/surface-water-quality/tmdl*](http://www.env.nm.gov/surface-water-quality/tmdl) *(see “List of New Mexico TMDLs”).*

*Identify the priority stream reach or reaches within your proposed project area, by stream name and assessment unit ID number. Describe the watershed area covered by the proposed project in terms of 12-digit watersheds. State the number of impaired stream miles and acres of land within the project area. Provide one or more maps of the project area, designed to print on 8.5” x 11” paper, at an appropriate scale, identifying project area boundaries.*

|  |  |  |
| --- | --- | --- |
| Assessment Units: |  |  |
| 12-digit Watersheds: |  |  |
| Project area (stream miles): |  |  |
| Project area (acres): |  |  |
| Project area map: | (Please include in the final page or pages of your application, below.) |  |

# Problem Description

*Indicate the cause or causes of impairment (i.e. impairment parameters) in the streams listed in the “Project Area” section that will be addressed by the project. Provide the overall load reduction goals associated with TMDLs, if available.*

| **Assessment Unit ID** | **Assessment Unit Name** | **Current Impairment Parameters** | **Load Reduction Goals in TMDLs (if available)** | **TMDL Notes** |
| --- | --- | --- | --- | --- |
| Click here to enter AU ID for first stream. | Click here to enter name of first AU. | Click here to enter impairment parameters of first AU. | Click here to enter load reduction goals of first AU. | Click here to enter notes or comments on the TMDLs. |
| Click here to enter AU ID for second stream (if applicable). | Click here to enter name of second AU (if applicable). | Click here to enter impairment parameters of second AU (if applicable). | Click here to enter load reduction goals of second AU (if applicable). | Click here to enter notes or comments on the TMDLs (if applicable). |
| Click here to enter AU ID for next stream (if applicable). | Click here to enter name of next AU (if applicable). | Click here to enter impairment parameters of next AU (if applicable). | Click here to enter load reduction goals of next AU (if applicable). | Click here to enter notes or comments on the TMDLs (if applicable). |

*Add rows, if necessary, for more assessment units included in the project area.*

*Summarize existing information concerning pollutant sources, such as available data, completed studies and reports, related planning efforts, or past planning efforts. Briefly describe the information gaps which the proposed planning project will fill. This part of your application is expected to be about one-half page to two pages in length.*

*Where available, provide citations for key documents or data sources, with enough information that reviewers may find them. Provide web site addresses for the documents which are available on line.*

|  |  |
| --- | --- |
| Document 1 citation information: |  |
| Document 1 web site address: |  |
| Document 2 citation information: |  |
| Document 2 web site address: |  |
| Document 3 citation information: |  |
| Document 3 web site address: |  |

*Add rows, if necessary, for more key documents or data sources.*

# Key Persons

*Identify all key persons other than the project manager who will be responsible for completing work plan objectives or tasks. Briefly describe qualifications of each key person. In describing qualifications, include past accomplishments related to organizational and document preparation skills, as well as applicable planning, water quality modeling and monitoring, and public involvement experience. Indicate which persons will work as contractors, and which will provide project assistance as matching effort.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Key Person 1:** | **Enter name of first key person.** | **Enter organization of first key person.** | **Enter project role of first key person.** |
| Key Person 1 Qualification Summary: | Summarize qualifications of first key person. | | |
| Contractor? | Indicate whether this key person will work as a contractor. | | |
| Matching effort? | Indicate whether this key person’s effort will be reported as in-kind match. | | |
| **Key Person 2 (if applicable):** | **Enter name of second key person.** | **Enter organization of second key person.** | **Enter project role of second key person.** |
| Key Person 2 Qualification Summary: | Summarize qualifications of first second person. | | |
| Contractor? | Indicate whether this key person will work as a contractor. | | |
| Matching effort? | Indicate whether this key person’s effort will be reported as in-kind match. | | |
| **Key Person 3 (if applicable):** | **Enter name of third key person.** | **Enter organization of third key person.** | **Enter project role of third key person.** |
| Key Person 3 Qualification Summary: | Summarize qualifications of third key person. | | |
| Contractor? | Indicate whether this key person will work as a contractor. | | |
| Matching effort? | Indicate whether this key person’s effort will be reported as in-kind match. | | |
| **Key Person 4 (if applicable):** | **Enter name of fourth key person.** | **Enter organization of fourth key person.** | **Enter project role of fourth key person.** |
| Key Person 4 Qualification Summary: | Summarize qualifications of fourth key person. | | |
| Contractor? | Indicate whether this key person will work as a contractor. | | |
| Matching effort? | Indicate whether this key person’s effort will be reported as in-kind match. | | |
| **Key Person 5 (if applicable):** | **Enter name of fifth key person.** | **Enter organization of fifth key person.** | **Enter project role of fifth key person.** |
| Key Person 5 Qualification Summary: | Summarize qualifications of fifth key person. | | |
| Contractor? | Indicate whether this key person will work as a contractor. | | |
| Matching effort? | Indicate whether this key person’s effort will be reported as in-kind match. | | |

# Methods Description

1. *Describe the methodology or approach that will be employed to develop sufficient stakeholder participation.* *This part of your application is expected to be about one half page to two pages in length.*

**Methods used to identify and engage key stakeholders (including agency stakeholders):**

**Methods used to facilitate stakeholder participation:**

**Outreach activities to the broader community to build awareness and increase participation:**

1. *Describe the process that will be employed to develop and complete the WBP. This should demonstrate the applicant’s knowledge of the nine “Minimum Elements of a Watershed-based Plan” as outlined in EPA’s* Nonpoint Source Program and Grants Guidelines for States and Territories *(available* [*https://www.epa.gov/nps/319-grant-current-guidance*](https://www.epa.gov/nps/319-grant-current-guidance)*).*

*EPA listed five elements for “Alternatives to Nine-Element Watershed-based Plans” in their Nonpoint Source Program and Grants Guidelines for States and Territories. If your project is to develop a water quality improvement plan for one or more Category 4C (flow impaired) streams, then describe methods to address those five elements.*

*This part of your application is expected to be about three to six pages in length.*

**Methods that will be used to identify sources of pollutants (as related to planning element a):**

**Methods that will be used to estimate pollutant load reductions associated with management measures (as related to planning element b):**

**Methods that will be used to identify and describe management measures, and the critical areas for implementing them (as related to element c):**

**Methods that will be used to identify programs, key landowners, and agencies that can help implement the WBP with funding or other assistance, and to estimate the costs of management measures (as related to element d):**

**Describe how your project will identify the education and outreach activities that will be included in the WBP (as related to element e):**

**Describe how your project will develop the schedule for implementation (as related to element f):**

**Describe how your project will select milestones for determining whether nonpoint source management measures or other control actions are being implemented (as related to element g):**

**Describe how your project will select criteria that can be used to determine whether substantial progress is being made toward attaining water quality standards (as related to element h):**

**Describe how your project will develop a monitoring component to evaluate the effectiveness of the implementation efforts over time, measured against the criteria established under element h, above (as related to element i):**

# Complementary Programs and Match

*Describe related state, federal, or private programs or partners that will contribute effort or funding for the project. A minimum of 40% of the total project budget must be made up of nonfederal funds, in-kind labor, equipment, services, or other items of value that the applicant or other project partners will contribute to the project.*

|  |
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| Click here to enter text. |

# Implementation Plan and Schedule

*Describe the tasks needed to achieve project results. Task descriptions must include the person responsible for implementation, planned task start dates and completion dates, a deliverable for each task (for example, completed sections of the WBP), and a brief description of how the task will be accomplished. Add rows to or delete rows from the tables below as necessary.*

*Environmental monitoring or modeling conducted with support of funds administered by EPA must be conducted under a monitoring plan, called a Quality Assurance Project Plan (QAPP), approved by EPA.* ***If environmental monitoring or modeling is proposed, include a task early in the project term to develop a QAPP or to extend the term of or otherwise revise an existing approved QAPP.***

***Include a task for reporting.*** *See the Sample Agreement for more information on reporting.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task Number** | **Task Title** | **Key Person** | **Planned Start Date** | **Planned End Date** | **Deliverable** |
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| --- | --- | --- |
| **Task Number** | **Task Title** | **Task Description** |
|  |  | Provide a brief description of how the task will be accomplished. |
|  |  | Provide a brief description of how the task will be accomplished. |
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# Letters of Commitment and Letters of Support

*Include with your application Letters of Commitment for Key Persons providing project assistance as match, stating their role or contribution to the project. A Letter of Commitment is required for each Key Person not employed by the applicant organization.*

*Include with your application copies of Letters of Support from key project participants and supporters such as landowners, public lands managers, watershed groups, user groups, and other agency partners. Letters of Support should state the role or contribution in the project for that specific agency or individual, where applicable. Letters of Support are not required but do assist with evaluating applications.*

# Budget

*The following table indicates the preferred budget format and an appropriate level of detail. Categories may include, but are not limited to, the examples shown below. Please revise this table (or insert your own) based on this example to provide a project budget. Additionally, cost acceptability is determined pursuant to Subpart E of 2 C.F.R. Part 200.*

*Hourly rates must reflect current market value and the federal portion of fees paid to consultants shall not exceed a wage rate of $675.80 per day or $84.47 per hour.* ***The total for the CASH OR IN-KIND MATCH column must equal at least 40% of the total project cost.***

| **BUDGET CATEGORIES** | **CWA 319 Funds** | **Cash or In-Kind MATCH** | **TOTAL** |
| --- | --- | --- | --- |
| **Personnel:** (State planned number of hours and hourly rate paid to each person.) |  |  |  |
| Project Manager |  |  |  |
| Other paid staff - (Identify each person. Add rows as necessary.) |  |  |  |
| Benefits and Employee Withholdings – (enter the estimated costs of benefits and withholdings, if applicable, in one or more rows.) |  |  |  |
|  |  |  |  |
| **Equipment:** (This is for the purchase of items costing $5,000 or more. See 2 CFR 200.439.) |  |  |  |
| Monitoring equipment (describe) |  |  |  |
|  |  |  |  |
| **Travel:** (If applicable, enter one or more rows for per diem, mileage, lodging, and/or meals, using rates in accordance with your organization’s written travel reimbursement policies, or use the rates applicable to New Mexico state employees, at 2.42.2 NMAC). |  |  |  |
| Per diem |  |  |  |
| Mileage reimbursement (applicants may use the current Federal mileage rate) |  |  |  |
| Per diem for volunteers |  |  |  |
| Mileage match for volunteers |  |  |  |
|  |  |  |  |
| **Supplies:** (individual items under $5,000 each) |  |  |  |
| Field supplies / seed / plants / feed / reclamation materials |  |  |  |
| Monitoring supplies |  |  |  |
| Office / meetings / public announcement supplies |  |  |  |
| Materials donations |  |  |  |
|  |  |  |  |
| **Contractual – Direct Labor, Outside Services:** (State hourly or daily rates for each person. Rates paid to consultants must not exceed $675.80 per day or $84.47 per hour, plus costs.) |  |  |  |
| Heavy equipment (specify types and rates for equipment plus operator, if operator is included) |  |  |  |
| Consultants / instructors |  |  |  |
| Field contractors/subcontractors: labor and services |  |  |  |
| Workshop arrangements / publications (drafting, printing) / web site |  |  |  |
|  |  |  |  |
| **Other:** |  |  |  |
| Map and photo duplication; postage/mailing costs |  |  |  |
| Office / workshop venue; port-a-potty rentals; telephone |  |  |  |
| Rent; insurance; utilities |  |  |  |
|  |  |  |  |
| **TOTAL** |  |  |  |
| % of Total | % | % | 100% |

# Evaluation Criteria

*The following is a summary of evaluation factors with point values assigned to each. These weighted factors will be used in the evaluation of individual potential Offeror applications by sub-category.*

| **Criterion** | **Points Available** |
| --- | --- |
|  |  |
| **Program alignment** |  |
| The application demonstrates the applicant’s knowledge of the nine essential elements of a WBP **(100 max. points).** | 100 |
| The application demonstrates the applicant’s knowledge of the collaborative process involving a stakeholder-driven workgroup **(100 max points)**. | 100 |
| Problem statement includes accurate reference to the 2022-2024 Integrated List and an accurate summary of at least one TMDL or conditions of flow causing water quality impairment **(50 max. points)**. | 50 |
|  | **250** |
| **Technical strength** |  |
| Proposed methods for identifying pollutant sources, estimating pollutant loading associated with pollutant sources, and estimating pollutant load reductions associated with management measures are of sufficient scientific rigor **(100 max. points)**. | 100 |
| Proposed methods to identify and engage stakeholders and facilitate stakeholder participation are clear and well developed **(100 max. points)**. | 100 |
| The description of project tasks, associated schedule, and project area are clear and well developed **(50 max. points)**. | 50 |
|  | **250** |
| **Organizational strength** |  |
| Roles and responsibilities of the Project Manager and other project partners are well described and appropriate to accomplish the goals of the project **(75 max. points)**. | 75 |
| Project partners are committed to assist with their portions of the project as described in the application **(75 max. points)**. | 75 |
| Timelines appear feasible **(50 max. points)**. | 50 |
| Qualifications and past accomplishments of key people related to organizational and document preparation skills are appropriate for completing a WBP or WBP revision **(50 max. points)**. | 50 |
|  | **250** |
| **Value** |  |
| Cost of project relative to the proposed scientific rigor in determining causes, sources, and estimated loading for a given impairment **(75 max. points)**. | 75 |
| Costs of individual project components are fair relative to market conditions **(75 max. points)**. | 75 |
| Application indicates the WBP will be versatile and applicable for use by a variety of stakeholders **(50 max. points)**. | 50 |
| Non-federal match appropriately complements federally funded project components and appears attainable **(50 max. points)**. | 50 |
|  | **250** |
| **Total** | **1000** |