**Federal Clean Water Act Section 319 Grant**

**Federal Fiscal Year 2019: Watershed Project Implementation**

**Solicitation for Applications (SFA)**

**Attachment A:**

**Application Form**

|  |  |  |
| --- | --- | --- |
| nmedlogo_color.jpg | IMPLEMENTATION 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 project implementation to improve water quality in New Mexico’s waters to produce measurable improvement in water quality by 2021 and in the longer term. 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. Part 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@state.nm.us](mailto:nd.coordinator@state.nm.us)

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 to learn how and where to file a complaint of discrimination.

ApplicATION FORM for WATERSHED PROJECT IMPLEMENTATION (FY 2019)

# **INSTRUCTIONS**

The purpose of this Solicitation for Applications (SFA) is to determine eligibility and award grants to subrecipients to achieve 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 in this application form. Letters of support and map figures will not be counted towards the page limit.

Potential applicants may request to be added to a distribution list, and ask questions, by sending an email with “FY19 Implementation Grant Application Questions” in the subject to NMED’s Watershed Protection Section (WPS) Program Manager at [abraham.franklin@state.nm.us](mailto:abraham.franklin@state.nm.us) no later than 11:59 pm Mountain Daylight Savings Time on May 24, 2018. The WPS Program Manager will reply with a questions and answers document sent to the distribution list by 5:00 pm Mountain Daylight Savings Time on May 31, 2018. Applications are due (also to [abraham.franklin@state.nm.us](mailto:abraham.franklin@state.nm.us), with “FY19 Implementation Grant Application” in the subject line) by 5:00 pm Mountain Daylight Savings Time on June 14, 2018.

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. 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/surface-water-quality/funding-sources>.

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 on the NMED web site at <https://www.env.nm.gov/surface-water-quality/funding-sources>.

The following information must be included in each application. **Please email your completed application to** **the WPS Program Manager at** [**abraham.franklin@state.nm.edu**](mailto:abraham.franklin@state.nm.edu) **no later than 5:00 pm Mountain Daylight Savings Time on June 14, 2018.**

# Applicant Information

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

# 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 Riparian Habitat Improvement Project).

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

# 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, 2018, 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): |  |

# Watershed-Based Plan Citation

# *Only those waters listed in the Notice of Grant Application Solicitation and having completed watershed-based plans (WBPs) listed at* <https://www.env.nm.gov/surface-water-quality/accepted-wbp/>*, and a limited category of waters with similar planning complete (Category 4B waters), are eligible. Identify the WBP or Category 4B demonstration that includes the proposed project or components thereof. Provide an internet link to the WBP or Category 4B demonstration.*

|  |  |
| --- | --- |
| WBP citation information: | Click here to enter text. |

# Planning Feedback

# *In addition to implementation activities, projects identified through this process may optionally revise or supplement existing WBPs. Briefly describe the main aspects, if any, of the WBP or Category 4B demonstration which are obsolete, inaccurate, or of insufficient detail. Optionally, describe how the proposed project will address that deficiency.*

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

# Project Area

*Priority stream reaches for this application are listed as impaired in the* 2016-2018 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 impairment. Also included as priority stream reaches are stream sections identified in the* Integrated Report *in Category 4B or Category 4C. Only those waters having completed WBPs, and a limited category of waters with similar planning complete (Category 4B waters), are eligible. The* Integrated Report *is available at* [www.env.nm.gov/swqb/303d-305b](http://www.env.nm.gov/swqb/303d-305b)*. TMDLs are available at* [www.env.nm.gov/swqb/TMDL/List](http://www.env.nm.gov/swqb/TMDL/List)*. Completed WBPs are available at* [www.env.nm.gov/surface-water-quality/accepted-wbp](http://www.env.nm.gov/surface-water-quality/accepted-wbp)*.*

*Identify the priority stream reach or reaches identified 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 that will be improved by the project, 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 provide one or more separate sheets with your application.) |  |

# 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. Briefly describe what you know about the contributors to the impairment in the watershed. Include land use, nonpoint sources of pollution, and related water quality problems in the watershed. Cite one or more sections in the WBP or Category 4B demonstration identified above that contain more information on the water quality problem.*

| **Assessment Unit ID** | **Assessment Unit Name** | **Impairment Parameters** |
| --- | --- | --- |
| 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. |
| **Assessment Unit Narrative**  Click here to enter narrative. | | |

|  |  |  |
| --- | --- | --- |
| **Assessment Unit ID** | **Assessment Unit Name** | **Impairment Parameters** |
| 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). |
| **Assessment Unit Narrative**  Click here to enter narrative. | | |

|  |  |  |
| --- | --- | --- |
| **Assessment Unit ID** | **Assessment Unit Name** | **Impairment Parameters** |
| 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). |
| **Assessment Unit Narrative**  Click here to enter narrative. | | |

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

# Goals

# *State one or more pollutant load reduction goals or hydrologic goals for the project. An example pollutant load reduction goal is that a proposed project will reduce nitrogen loading by an estimated 1.5 pounds per day on average. An example hydrologic goal is that a proposed project will increase the critical low flow by 0.1 cubic feet per second. Provide a brief explanation of how the goals were developed. Cite one or more sections in the WBP or Category 4B demonstration identified above that contain more information on the pollutant load reduction or hydrologic goals.*

| **Assessment Unit ID** | **Assessment Unit Name** | **Current Impairment Parameters** | **Load Reduction or Hydrologic Goals of Proposed Project** |
| --- | --- | --- | --- |
| 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. |
| **Goal Narrative**  Click here to enter narrative. | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessment Unit ID** | **Assessment Unit Name** | **Current Impairment Parameters** | **Load Reduction or Hydrologic Goals of Proposed Project** |
| 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). |
| **Goal Narrative**  Click here to enter narrative. | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessment Unit ID** | **Assessment Unit Name** | **Current Impairment Parameters** | **Load Reduction or Hydrologic Goals of Proposed Project** |
| 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). |
| **Goal Narrative**  Click here to enter narrative. | | | |

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

# Management Measures

*Briefly describe the management measures that will be implemented, and how they are related to pollutant load reduction or hydrology. Cite one or more sections in the WBP or Category 4B demonstration identified in item E) above that support the selected management measures. For the purposes of this process, education and outreach activities are considered a category of management measure.*

|  |
| --- |
| **Management Measure #1:** Click here to enter name of management measure. |
| **Management Measure #1 Description:**  Click here to enter description. |
| **Management Measure #2:** Click here to enter name of management measure. |
| **Management Measure #2 Description:**  Click here to enter description. |
| **Management Measure #3:** Click here to enter name of management measure. |
| **Management Measure #3 Description:**  Click here to enter description. |
| **Management Measure #4:** Click here to enter name of management measure. |
| **Management Measure #4 Description:**  Click here to enter description. |
| **Management Measure #5:** Click here to enter name of management measure. |
| **Management Measure #5 Description:**  Click here to enter description. |

*Add rows, if necessary, for more management measures included in the project.*

# Key Persons

*Identify all key persons including 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 each person’s role in the project. 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. | | |

# 

# 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.*

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

# Clearances

*List any permits, certifications, and environmental or cultural clearances that will be needed to implement the project. Describe any progress that has already been made to obtain those permits, certifications and clearances. This information is requested so that the Evaluation Committee can evaluate readiness of the proposed project. Costs of any permits, certifications, and environmental or cultural clearances completed* ***prior to*** *grant award are not reimbursable through any subgrant awarded under this SFA.*

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

# Measures of Success

*Describe the indicators that will be used to document project success. Cite one or more sections in the WBP or Category 4B demonstration identified above that support the selected indicators. Indicators may be of three types: 1) direct water quality measurements used to detect changes in water quality and assess water quality against water quality standards; 2) measurements of environmental parameters such as ground cover or canopy cover that will be used to model changes in pollutant loading; or 3) implementation monitoring of successful installation or adoption of management measures coupled with load reduction estimates associated with those measures. Applicants are encouraged to select the most practical and effective means of documenting project success. Direct measurement of water quality may not always be practical, as the scientific rigor required to detect statistically significant changes can be resource intensive. Therefore, water quality monitoring should be adequately planned and supported.*

*Responses should tie directly to the WBP elements g., h., and i., related to establishing goals and measuring progress. Project activities that involve the collection, production, and use of environmental data must be conducted under a Quality Assurance Project Plan (QAPP), approved by EPA. An example project QAPP is available at* <https://www.env.nm.gov/swqb/documents/swqbdocs/WPS/SanAntonioMonitoringPQAPP02-09-10.pdf>*, which describes monitoring intended to detect the effects of a group of projects on water temperature and turbidity in San Antonio Creek. Standard Operating Procedures (SOPs) described at* <https://www.env.nm.gov/surface-water-quality/sop> *should be used to collect water quality data that NMED can use to assess water quality standards attainment, when practical.*

|  |
| --- |
| 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 completion benchmark for each task (for example, completed management measures), 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 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** | **Completion Benchmark** |
|  |  |  |  |  |  |
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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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|  |  | Provide a brief description of how the task will be accomplished. |

# Letters of Support

*Include with your application copies of letters of support from key project participants such as contractors, landowners, public lands managers, 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 shall not exceed a wage rate of $631.53 per day or $78.94 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:** (hourly salaries must not exceed $78.94/hour or $631.53/day wage rate) |  |  |  |
| Project Coordinator |  |  |  |
| Other paid staff - (identify each person) |  |  |  |
| Volunteer participation, planning, review, monitoring |  |  |  |
| Benefits (paid insurance, vacation, etc.) |  |  |  |
|  |  |  |  |
| **Equipment:** |  |  |  |
| Field equipment; digital camera; computer; software; field garden hand tools; aerial photos; etc. |  |  |  |
| Sampling equipment pH / conductivity / turbidity meters |  |  |  |
| Heavy equipment (specify types and rental rates if applicable) |  |  |  |
|  |  |  |  |
| **Travel:** |  |  |  |
| Lodging / per diem (maximum $85/night in-state travel rate, or $135/night in Santa Fe) |  |  |  |
| Mileage reimbursement (@ 2016 Federal mileage rate of $0.540/mi) |  |  |  |
| Mileage match for volunteers |  |  |  |
|  |  |  |  |
| **Supplies:** |  |  |  |
| Field supplies / seed / plants / feed / reclamation materials |  |  |  |
| Office / meetings / public announcement supplies |  |  |  |
| Materials donations |  |  |  |
|  |  |  |  |
| **Contractual – Direct Labor, Outside Services:** (maximum $77.06/hour or $616.53/day wage rate plus costs) |  |  |  |
| Heavy equipment (specify types and rates for equipment plus operator, if operator is contracted) |  |  |  |
| 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 |  |  |  |
| Miscellaneous |  |  |  |
|  |  |  |  |
| **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** | **Description** | **Possible points** |
| --- | --- | --- |
| **a.** | **Program alignment** | 250 |
|  | * Likelihood that project will produce long-term (*i.e.,* after 2021) measurable improvement in water quality ***(140 max. points)***. |  |
|  | * Likelihood that project will produce measurable improvement in water quality by 2021 ***(90 max points)***. |  |
|  | * Problem statement accurately cites the 2016-2018 Integrated Report and (if applicable) at least one TMDL or Category 4B demonstration, and states a numerical pollutant load reduction goal or hydrologic goal applicable to the stream ***(20 max. points)***. |  |
|  |  |  |
| **b.** | **Technical strength** | 250 |
|  | * Selected management measures are appropriate for identified pollutant sources and are aligned with a WBP or Category 4B demonstration ***(100 max. points)***. |  |
|  | * A practical, effective means of documenting project success is presented***(75 max. points)***. |  |
|  | * The description of project tasks, associated schedule, and project area are clear and well developed ***(50 max. points)***. |  |
|  | * Rationale for selection of the project area is presented and is aligned with a WBP or Category 4B demonstration ***(25 max. points)***. |  |
|  |  |  |
| **c.** | **Organizational strength** | 250 |
|  | * Roles, responsibilities, and qualifications of the Project Manager and other project partners are well described and appropriate to accomplish the goals of the project***(50 max. points)***. * Past performance of Project Manager and other project partners indicate a high probability of project success ***(50 max. points)***. |  |
|  | * Project partners are committed to assist with their portions of the project as described in the application ***(50 max. points)***. * The application provides a clear summary of the status of watershed-based planning within the project area, and if a planning element is included, the element is appropriate for improving the WBP or Category 4B demonstration ***(50 max. points)***. |  |
|  | * Environmental clearances are substantially complete, and agency partners are committed to assist with remaining tasks related to clearances ***(50 max. points)***. |  |
|  |  |  |
| **d.** | **Value** | 250 |
|  | * Cost of project relative to expected long-term (*i.e*., after 2021) pollutant load reduction, considering maintenance and expected longevity of implemented management measures ***(75 max. points)***. |  |
|  | * Costs of individual project components are fair relative to market conditions ***(75 max. points)***. |  |
|  | * Cost of project relative to expected short-term (*i.e*., by 2021) pollutant load reduction ***(50 max. points)***. |  |
|  | * Non-federal match appropriately complements federally funded project components and appears attainable ***(50 max. points)***. |  |
|  |  |  |
| **Total** |  | **1000** |