



## South Carolina Section 319 Grant Program

### Request for Proposals: Watershed-Based Plan Development

**February 2015**

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The South Carolina Department of Health and Environmental Control (SCDHEC) is seeking project proposals for funding with grants provided by the United States Environmental Protection Agency (USEPA) under Section 319(h) of the Clean Water Act. Proposals will be accepted for the **development of watershed-based plans**, as defined by federal 319 grant guidance.

#### Who Can Apply?

South Carolina public organizations such as state agencies, local governments, public universities, soil and water conservation districts, regional planning commissions, watershed organizations and nonprofit organizations are eligible to receive NPS grants.

Please note that for-profit entities should not develop proposals for other organizations in anticipation of receiving a future contract. All sub-contracts awarded under a selected project's grant must be issued in accordance with federal procurement guidelines. This cautionary comment does not apply to for-profit entities already retained by organizations through such a procurement process.

#### What's the Deadline?

This solicitation includes a phased application process. Applicants are required to submit a brief, initial proposal, which will be used to screen projects for eligibility based on consistency with grant guidelines, watershed location, impairment status and MS4 permitting requirements. Proposals that make it through this eligibility screening will then be invited to submit a full application package approximately 30 days after they receive notification.

**Initial proposals must be received by 3 PM on Friday March 20, 2015. All proposals must be submitted electronically to [NPSGrants@dhec.sc.gov](mailto:NPSGrants@dhec.sc.gov).** DHEC staff will review proposals for eligibility within 14 days. Applicants with eligible proposals will be given 30 days to submit a full application package and will be provided with necessary forms at that time. The **estimated** final application package due date is May 1, 2015 (actual deadline will be determined when the review of initial proposals is complete).

#### What Projects Are Eligible?

This solicitation is solely seeking proposals for the **development** of a watershed-based plan. (Please note that the Agency has simultaneously released a solicitation with additional funding which invites proposals for the **implementation** of a watershed-based plan. Interested groups may apply under both solicitations, but not for the same watershed.)

##### ***What is a watershed-based plan?***

Watershed-based plans are documents that identify a pollutant in a watershed, determine the sources of that pollutant and describe what needs to be done to address each source. In order to receive funding for implementation, current federal 319 grant guidelines specify that projects must have an approved watershed-based plan. Those guidelines outline nine required elements which must be generally included in a plan. SCDHEC has created a *South Carolina Simplified Guide to Developing Watershed-Based Plans*

(available here:

<http://www.scdhec.gov/HomeAndEnvironment/Water/Watersheds/DevelopWatershedPlans/>). This document describes the required elements in detail and walks potential grantees through what will be expected in an approvable watershed-based plan. The purpose of this solicitation for plan development is to assist stakeholders in preparing plans which may be eligible to receive 319 funding in the future.

Ultimately, plans should *demonstrate a clear, in-depth knowledge* of the watershed. Local groups are often best-suited to develop and implement these plans as they are most familiar with their watersheds and those in the community.

### ***Which watersheds?***

For purposes of this solicitation, only watersheds with 303(d)-listed impairments and/or approved TMDLs are eligible.

Selected watersheds should be chosen so that elements of the completed plan may then be implemented using 319 funds, although communities are encouraged to explore multiple funding options for plan implementation. Selection for funding under this RFP does not guarantee future 319 implementation funding. All implementation funds will be reviewed under a separate process.

Note that watershed-based plans are not meant to substitute for or replace existing approved TMDLs. The load reductions prescribed in approved TMDLs must remain in place for permit requirements or other non-regulatory reduction goals. Watershed-based plans may build on these reductions and outline a set of best management practices needed in order to effectively reach them.

Plans should address a watershed at the 12-digit-HUC scale or greater and may also address multiple pollutants although, currently in South Carolina, most approved watershed-based plans address only one pollutant.

### ***Is monitoring allowed?***

Due to the relatively short project duration (expected 12-15 months), monitoring is not anticipated as a component of the WBP development proposals. Watershed-based plans may utilize any existing data in plan development (including applicable volunteer monitoring data), but no new data is envisioned as part of a plan development proposal.

## **What Can These Funds NOT Be Used For?**

Grant funds under this RFP may NOT be used:

- To implement requirements of any draft or final permit (includes MS4),
- For nonpoint source research,
- To undertake, complete or maintain erosion or stormwater control work otherwise required by existing permits or orders,
- To pay for requirements under a Comprehensive Nutrient Management Plan for a permitted animal operation.

## **What Would a Final Product of a Funded Project Be?**

At the completion of a selected project, grantees must submit a completed, fully reviewed watershed-based plan. These plans will include all nine required elements outlined in the *SC Simplified Guide to Developing Watershed-Based Plans* (<http://www.scdhec.gov/library/CR-010496.pdf>). This will mean that selected projects must submit a final draft of their watershed-based plan to SCDHEC *thirty (30) days prior* to the completion of their contract in order to provide enough time for final review.

## Are There Priority Areas?

SCDHEC and EPA Region 4 have established 14 priority watersheds across the state. These include the following Hydrologic Unit Codes (HUCs):

- 03050109 (Saluda)
- 03060106 (Middle Savannah)
- 03050206 (Edisto)
- 030601100301 (May River)
- 030502080606 (Okatie River)
- 0304020106, 0304020107 (Black Creek)
- 030502090201, 030502090202 (Sewee-Santee)
- 030501091104 (Upper Little Saluda)
- 030502030101 (Chinquapin Creek)
- 030402020703 (Big Swamp)
- 030502060203 (Polk Swamp)
- 03060103 (Upper Savannah)
- 03060109 (Lower Savannah)
- 0305010115, 0305010301, 0305010302, 0305010303, 0305010304, 0305010305, 0305010306, 0305010401 (Catawba Basin)

Bonus points will be awarded to any project within these HUCs. However, while priority is given to projects within these watersheds, projects in other watersheds will also be considered.

Priority points will also be given to WBP development proposals for watersheds with approved TMDLs and proposals with other sources of funding (even other Federal sources) above and beyond the needed match amount.

Note also that NPS Staff will review all proposals to determine if any applicants and/or project cooperators have received or assisted with 319-funded projects in the past. Should an organization have been a part of a past project with documented non-compliance, point(s) will be deducted from the overall score. Organizations with fully compliant past performance will not receive bonus points.

## What About MS4s?

While 319 funds may not be used to implement requirements of any draft or final permit, potential BMPs identified in the watershed-based planning process *may* not specifically be required in MS4 permits. Organizations proposing to develop a WBP in an MS4 area may be allowed to apply, as long as there are BMPs eligible for future 319 funding within the proposed watershed planning area. With this in mind, ALL prospective applicants, INCLUDING MS4s and other organizations seeking to do planning within urban areas, must complete an initial proposal form.

The initial proposal form will include the following information to assist with eligibility screening::

- A description of the potential activities (BMPs, etc) that would be included in a final watershed-based plan which would be eligible for 319 funding
- The location of the proposed activities (a map would be beneficial)
- A brief discussion on why the proposed activities are beyond/outside permit requirements

Submit the initial proposal form via e-mail to [NPSGrants@dhec.sc.gov](mailto:NPSGrants@dhec.sc.gov) by 3 pm on March 20, 2015. Applicants are *strongly* encouraged to submit draft proposals as early as possible to receive timely feedback. Requests for approval will be reviewed by NPS staff for eligibility and by Stormwater Permitting staff for correlation with the appropriate NPDES permit. Keep in mind that the information requested in the initial proposal will be used to determine eligibility, so it is crucial for applicants, particularly in MS4 areas, to fully address each item. All applicants will be notified of the eligibility determination within 14 days. Eligible applicants will then be invited to submit a full application.

Finally, should a project be selected within an MS4's urbanized coverage, remember that any activities paid for using 319 funds *or* funds used to provide match may *not* be reported as activities performed by the MS4 to address their permit requirements.

### **How Much Money is Available?**

NPS Grants will be funded with monies provided to SCDHEC by EPA under the Federal Clean Water Act, Section 319(h). SCDHEC plans to allocate approximately \$80,000 for projects under this RFP. No per-proposal maximum funding amount is specified in this solicitation, but **proposals must clearly justify all costs included in the application**. SCDHEC anticipates funding 2 to 3 plan development projects.

**Section 319 projects are funded by quarterly reimbursement.** SCDHEC is not liable for any costs incurred by the grantee prior to the date of grant agreement approval, and no payment in advance of the final approval can be made.

*SCDHEC reserves the right to (1) make no awards following this solicitation, (2) reject all proposals, or (3) to reject proposals which, in the judgment of NPS staff, fail to reasonably meet requirements of the RFP.*

### **Are Matching Funds Required?**

Applicants must demonstrate a minimum non-federal match of twenty-five percent (25%) of the total cost of the project (Grant funds requested = 75%, non-federal match = 25%, total project cost = 100%). SCDHEC will not accept proposals with less than 25% non-federal match.

The 25% non-federal match may be calculated as follows:

$$\text{Minimum non-federal match required} = \text{Grant funds requested} * (1/3)$$

Match is the value of funds or services used to help conduct the project that is not borne by the federal grant funds. These funds must come from non-federal sources. Match includes, but is not limited to, contributions of cash or value of services from individuals, organizations, municipalities or non-federal public agencies. Federally-funded projects or services cannot be used as match for NPS grants, but should be referenced in the proposal for information. Match activities must meet the same eligibility requirements as the federally funded portion of the grant. All of the match must be fully documented. Proposals must identify the agency/ organization(s)/group(s) providing non-federal match and amounts.

Funds or services contributed to the project as matching funds or services must:

1. Be eligible under EPA National 319 Program Guidance (i.e. matching funds have the same requirements as federal funds)

2. Relate **directly** to the tasks in the project workplan
3. Be reasonably valued for the work performed
4. Be supported by documentation.

Match may be cash or the value of “in-kind” non-cash contributions such as charges for equipment used on the project or the value of goods and/or services directly contributed to the project. Third party in-kind contributions may be provided by non-federally funded public agencies, organizations or individuals. Volunteer services provided by individuals to the Grantee for project activities and travel costs may be valued as match at rates consistent with rates ordinarily paid by employers for similar work.

Examples of project actions that might be used as eligible project match include the following:

1. Cost or “value per hour” rate multiplied by the number of hours of work performed to help carry out project workplan tasks, such as: serving on the project Steering Committee; writing, copying and mailing water quality publications or watershed newsletters; participating in project activities; providing training or workshop sessions; designing or reviewing BMP conservation plans, etc.
2. The value per hour rates for the volunteer services must be reasonably valued for the work performed. Information regarding *match activities* and current valuation of volunteer time, respectively, is available online at the following pages: <http://www.scdhec.gov/HomeAndEnvironment/Docs/319match.pdf> and [http://www.independentsector.org/volunteer\\_time](http://www.independentsector.org/volunteer_time).
3. Cost of travel. Mileage rates must be in accordance with State reimbursement rates at the time of the travel. The rate is currently 57.5¢ per mile.
4. Cost of office facility or equipment rentals, and supplies used for the project.

### **How Long Can Projects Last?**

Projects are expected to last from 12 to 15 months depending on final start date.

### **How Quickly Will Projects Be Selected?**

**Initial proposals must be received by 3 PM on Friday March 20, 2015. All proposals must be submitted electronically to NPSGrants@dhec.sc.gov.** DHEC staff will review proposals for eligibility within 14 days. Applicants with eligible proposals will be given 30 days to submit a full application package and will be provided with necessary forms at that time. The **estimated** final application package due date is May 1, 2015 (actual deadline will be determined when the review of initial proposals is complete).

Once final applications are received, a Review Committee composed of representatives from State and Federal agencies, universities, environmental groups, and industry associations will select eligible projects for funding. Applicants will be notified of selection within 60 days of the close of the final application period. From the time that the Review Committee evaluates the proposals until the grant agreement is signed will be approximately 60 days.

For each project selected, SCDHEC NPS Staff will ask the applicant to submit a revised workplan, taking into account the comments received from the Review Committee and SCDHEC. Following the submittal of the revised workplan, SCDHEC and EPA Region 4 will conduct a final review. EPA Region 4 must ultimately approve all projects for funding.

*SCDHEC reserves the right to (1) make no awards following this solicitation, (2) reject all proposals, or (3) to reject proposals which, in the judgment of NPS staff, fail to reasonably meet requirements of the RFP.*

## Can SCDHEC Staff Review Draft Documents?

NPS staff and Watershed Managers are available to review draft initial proposals and draft applications on a first-come, first-served basis. Staff may also meet with applicants, upon request. Applicants are *strongly* encouraged to submit draft materials, and submit those materials well before the deadlines in order to receive timely feedback.

## Who Can I Contact For Assistance?

The following staff are available for assistance with this solicitation. Applicants should contact the appropriate Watershed Manager for the watershed of interest.

### Nonpoint Source Staff

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Delaney Faircloth  
*NPS and 319 Program Coordinator*  
[fairclids@dhec.sc.gov](mailto:fairclids@dhec.sc.gov)  
803-898-1904

Jana Baxley  
*319 Grant Coordinator*  
[baxleyjs@dhec.sc.gov](mailto:baxleyjs@dhec.sc.gov)  
803-898-4213

Anne Marie Johnson  
*Manager, Watersheds and Nonpoint Source Section*  
[johnsoam@dhec.sc.gov](mailto:johnsoam@dhec.sc.gov)  
803-898-4168

### Watershed Managers

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Amy Bennett  
*Pee Dee Watershed Manager*  
[bennetam@dhec.sc.gov](mailto:bennetam@dhec.sc.gov)  
803-898-4249

Amanda Ley  
*Broad Watershed Manager*  
[leyah@dhec.sc.gov](mailto:leyah@dhec.sc.gov)  
803-898-4183

Andy Miller  
*Edisto and Santee Watershed Manager*  
[millerca@dhec.sc.gov](mailto:millerca@dhec.sc.gov)  
803-898-4031

Carol Roberts  
*Salkehatchie and Savannah Watershed Manager*  
[robertck@dhec.sc.gov](mailto:robertck@dhec.sc.gov)  
803-898-4355

Karin Skipper  
*Salkehatchie and Savannah Watershed Manager*  
[skippekba@dhec.sc.gov](mailto:skippekba@dhec.sc.gov)  
803-898-4187

## What Grant Conditions Will Apply to Selected Projects?

The applicant for each project which is selected by the Review Committee and approved by EPA must enter into a written Grant Agreement with SCDHEC to establish mutually agreeable terms for completing the project. The Grant Agreement is in the form of a contract formatted according to standard SCDHEC contract procedures. A sample grant agreement is available upon request. Some of the key elements included are as follows:

- **Administrative Capacity**

A “Grantee” (grant recipient) must have administrative capacity to comply with the applicable requirements of federal “Uniform Administrative Requirements for Grants and Cooperative Agreements”

(40 CFR Part 30 or 31) and State requirements. This includes, but is not limited to, managing allowable project costs, non-federal match, cost accounting and invoicing, audit procedures, records access, record keeping, sub-agreements, and progress reporting.

- **Timely Implementation and Closeout**

A grantee is obliged to take action to implement the project as planned and closeout the project in the time frame outlined in the workplan. The final watershed-based plan document will be due at the close of the grant period. Note that additional final financial paperwork and closeout reporting documents will be due 30 to 45 days AFTER the close of the project. NO costs will be allowed after the close of the project; hence potential grantees should plan to complete these requirements accordingly.

- **Pre-Award Costs**

SCDHEC is not liable for any cost incurred by the Grantee or any Grantee subcontractor(s) prior to the contract effective date. SCDHEC cannot authorize any payments prior to final approval and signing of the grant agreement.

- **Reporting and Invoice Requirements**

The grantee agrees to submit interim **quarterly** progress reports and a final closeout report that evaluates the project. The evaluation is to include a critique of approaches that were used, and recommendations for other similar projects. All selected projects will also be subject to on-site visits by NPS staff annually, or on a more frequent basis if deemed necessary.

In addition to the quarterly progress reports, grantees must also submit invoices each quarter. The grantee also agrees to support minority and women-owned businesses whenever feasible and will submit MBE/WBE (Minority Business Enterprise/Women Business Enterprise) forms.

- **Fund Reimbursement**

Grantees will be paid by reimbursement **only**. Applicants should have funds available to cover costs each quarter while waiting for reimbursement.

- **Environmental Data Quality Assurance**

If your project involves environmentally-related measurements such as water quality sampling, monitoring, or sample analysis, then the work must be completed in accordance with a Quality Assurance Project plan (QAPP) that is approved by SCDHEC prior to data acquisition. NO costs associated with monitoring occurring outside of a QAPP will be allowed and no data collected outside of a QAPP will be considered. All grant agreements will include a term stipulating this requirement. More information on QAPPs, including guidelines, can be found online:<http://www.scdhec.gov/HomeAndEnvironment/Docs/QAOAPP%20Guide.pdf>. **As noted above, due to the relatively short project duration (expected 12-15 months) for this solicitation, monitoring is not anticipated as a component of the WBP development proposals.**

- **Food and Promotional Items**

*Prior* approval must be obtained if food or certain promotional items will be purchased with 319 funds. Contact Delaney Faircloth (803-898-1904 or fairclids@dhec.sc.gov) to discuss these items.

- **GIS Requirements**

All selected projects that have a Geographic Information System (GIS) component must follow EPA/DHEC GIS guidance. Please contact NPS and Watersheds Section staff prior to submitting GIS data to ensure the most current protocols are used..

- **Travel**

Travel expenses, including room and board, incurred in connection with the project will be limited to reimbursement at the standard State rate in effect during the period of the project agreement and will be included within the maximum amount of the contract. The current mileage rate is 57.5 cents per mile. Due to travel reimbursement policy changes made by the State of South Carolina, effective on July 1,

2006, the State standard rate for hotels will be at the established Federal Government Services Administration rate or below for the area of travel. These rates can be found at <http://www.gsa.gov>.

- **Management Fees and Similar Charges**

Management fees or similar charges in excess of the direct costs and approved indirect rates are not allowable. The term “management fees or similar charges” refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs which are not allowable under this solicitation. This includes any mark up added to eligible costs.

## How Do I Apply?

This solicitation involves a phased selection process. To be considered, interested groups should submit an initial proposal form. This form was distributed with the e-mail announcement of this solicitation and can also be requested via e-mail to [NPSGrants@dhec.sc.gov](mailto:NPSGrants@dhec.sc.gov). A sample can be found in the Appendix.

*Organizations wishing to use 319 funds for activities within permitted MS4 urbanized coverages should be sure to complete the MS4 section of the proposal document.*

In addition to the proposal form, applicants must provide a location map of the project watershed or area on one page of 8.5”x11” paper clearly showing, at a minimum, the DHEC monitoring sites(s), waterbody(s), town(s) and watershed boundaries. For projects near MS4 permitted coverage, the permit boundaries should also be included. This map is required of all applicants.

**Proposals must be received by 3 PM on Friday March 20, 2015.**

E-mail your complete proposal to [NPSGrants@dhec.sc.gov](mailto:NPSGrants@dhec.sc.gov). Only e-mails sent to this address will be considered. Confirmation e-mails will be sent upon receipt of all proposal-related messages.

The proposal materials will be used to screen for eligibility. Applicants who make it through the initial screening will be invited to submit a full application. This application will include extensive detail about the project and its budget. Should a proposal be invited to submit a full application package, detailed instructions and fillable forms will be provided.

In addition to a sample initial proposal form, the Appendix includes samples of the grant application form and the budget worksheet. These materials apply only to those proposals that make it through the eligibility screening. All applicants should, however, review these materials in order to understand what they will be required to submit at a later date. When it comes time to prepare the budget for the application, keep in mind that:

- No maximum budget amount is specified in this solicitation, however ALL costs must be justified.
- A minimum of 25% of the total project cost must come from non-federal matching funds.
- The source of all non-federal funds must be clearly explained.

The following table outlines the significant events of this solicitation process.

<b>Process Step</b>	<b>Date</b>	<b>What Applicants Submit</b>
<b>Initial Proposal</b>	<b><u>Due 3/20/15 by 3 pm</u></b>	<ul style="list-style-type: none"> <li>• <b>Initial Proposal Form</b></li> <li>• <b>Map</b></li> </ul>
Eligibility Screening (DHEC)	Within 14 days (approximately 4/3/15)	(n/a)
Full Application <i>(Eligible applicants only)</i>	30 days after invitation to submit (approximately 5/1/15)	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Map</li> <li>• Budget</li> <li>• <u>Commitment</u> letters from cooperators</li> </ul>
Applicants are notified of selection decision	Within 60 days of application submittal	(n/a)
Selected projects are asked to revise application/workplan	Given 2-3 weeks to make changes	All requested information
Finalized documents submitted to EPA for approval	One week after receipt	(n/a)
Grant agreement drafted and sent to grantee for signature	Three weeks	Signed grant agreement

**SCDHEC's NPS Program reserves the right to refuse any proposal which does not meet the RFP requirements for:**

- 1. Eligibility,**
- 2. A minimum of 25% of the total project cost must be provided by non-federal matching sources,**
- 3. Submission of a required information.**

**Additionally, proposals which, in the judgment of NPS staff, fail to reasonably meet other requirements of the RFP may also be rejected.**

**List of Appendices:**

Appendix: Sample Forms

- Initial Proposal
- Application
- Budget Worksheet



**South Carolina Nonpoint Source Program - §319 Initial Proposal**  
**Watershed-Based Plan DEVELOPMENT Projects**

*Due March 20, 2015, 3 PM*

**Organization Information:**

*Tell us about who plans to be the lead organization on this Watershed-Based Plan (WBP) DEVELOPMENT project.*

Lead Organization: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Contact E-mail: \_\_\_\_\_

**Project Location Information**

*Tell us about the watershed the proposed WBP would address.*

Watershed Name(s): \_\_\_\_\_  
 12 Digit HUC(s): \_\_\_\_\_  
 County(ies): \_\_\_\_\_  
 The proposed project area:  
 (Place an X next to one) \_\_\_\_\_ Includes an MS4 \_\_\_\_\_ Does NOT include an MS4  
 (If watershed includes an MS4, the MS4 section below **MUST** be completed in order for the proposal to be considered)

**Water Quality Information**

*Tell us what water quality concerns you will be addressing in the proposed WBP.*

Water Quality Impairments \_\_\_\_\_ Pathogens (Fecal coliform/E. coli) \_\_\_\_\_ pH \_\_\_\_\_ Turbidity \_\_\_\_\_  
 Being Addressed: \_\_\_\_\_ Fecal coliform (Shellfish) \_\_\_\_\_ Nitrogen \_\_\_\_\_ Copper \_\_\_\_\_  
 (Mark all that apply) \_\_\_\_\_ Macroinvertebrate Community \_\_\_\_\_ Phosphorus \_\_\_\_\_ Nickel \_\_\_\_\_  
 \_\_\_\_\_ (BIO/Aquatic Life Use) \_\_\_\_\_ Ammonia \_\_\_\_\_ Zinc \_\_\_\_\_

SCDHEC Monitoring Site(s): \_\_\_\_\_

*Place an X next to the applicable answers below relating to the watershed to be covered by the proposed WBP.*

TMDL: \_\_\_\_\_ Has an approved TMDL \_\_\_\_\_ Is impaired (no TMDL) \_\_\_\_\_

*(If watershed has a completed WBP, please submit it along with this initial proposal. It will be reviewed to ensure it includes the required nine elements)*

**Project Information**

*This section helps us understand what you are proposing with your project. It should not be lengthy, but should demonstrate that you have a clear course of action for developing the WBP.*

1. *Tell us about your project partners. List them in the chart below according to whether or not they have officially agreed to partner on the project at this time.*

Confirmed Project Partners	Potential Project Partners
■	■

2. *List the potential pollutant sources you are going to address with this WBP.*

■

3. *List the potential Best Management Practices (BMPs) you anticipate the WBP will identify.*

■

4. *Tell us what you are planning to do. Provide a brief (1/2-page maximum) description of what you are proposing.*

**South Carolina Nonpoint Source Program - §319 Initial Proposal**  
Watershed-Based Plan **DEVELOPMENT** Projects

*Due March 20, 2015, 3 PM*

**MS4 Information** (if applicable)

*ALL WBP development in watersheds that include MS4 areas are required to complete this section in order to be considered, even if the applicant is not subject to an MS4 permit. Decisions regarding whether or not the activities proposed are part of an MS4 permit are made by DHEC MS4 permitting staff.*

- 1. If the BMP section above did not provide sufficient detail, please describe the potential BMP activities you anticipate the WBP will include.*
- 2. Tell us where these BMPs are likely to be located. It may be helpful to note this on the required map (details below).*
- 3. Briefly discuss why you believe the potential activities are beyond/outside MS4 permit requirements.*

**Required Map**

Provide a location map of the project watershed or area on one page of 8.5"x11" paper clearly showing, at a minimum, the DHEC monitoring sites(s), waterbody(s), town(s) and watershed boundaries. For potential projects near MS4 permitted coverage, the permit boundaries should also be included. This map is required of all applicants.

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**Submitting this Proposal** – ONLY submittals of electronic proposals will be accepted.

E-mail the completed initial proposal form and map to [NPSGrants@dhec.sc.gov](mailto:NPSGrants@dhec.sc.gov). E-mails submitted to other addresses will not be considered. Do not exceed 20 MB for attachments on any e-mail; send multiple e-mails if needed for larger attachments. Confirmation e-mails will be sent upon receipt of all proposal-related materials.

**Initial proposals must be received by 3 PM on Friday March 20, 2015.**

Applicants will be notified within 14 days whether or not they are invited to submit a full application package.



**South Carolina Nonpoint Source Program - §319 Grant Application**  
Watershed-Based Plan **DEVELOPMENT** Projects

*Due 30 days after invitation to apply*

**Instructions:** Complete the application using the instructions provided in each section. All instructions are included in blue text. **Please be sure to delete all blue text prior to submittal.**

*Required attachments are listed at the end of this application. Do NOT submit a separate cover letter.*

**1. PROJECT INFORMATION:**

Project Title: \_\_\_\_\_  
Length (months): \_\_\_\_\_

Watershed Name(s): \_\_\_\_\_  
12 Digit HUC(s): \_\_\_\_\_  
County(ies): \_\_\_\_\_  
Water Quality Parameter(s): \_\_\_\_\_  
DHEC Monitoring Site(s)  
Included in Watershed: \_\_\_\_\_

This watershed: \_\_\_\_\_ Has an approved TMDL \_\_\_\_\_ Is impaired (no TMDL)  
(Place an x next to the appropriate option)

**2. FUNDING REQUEST:**

Federal Request: \_\_\_\_\_  
Non-Federal Match: \_\_\_\_\_  
Total Amount: \$ \_\_\_\_\_

Additional Federal Funding, if applicable: \$ \_\_\_\_\_  
Source: \_\_\_\_\_

**3. LEAD ORGANIZATION INFORMATION:**

Lead Organization: \_\_\_\_\_  
Federal ID Number: \_\_\_\_\_

Project Manager: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

Financial Officer: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

Official paperwork (e.g. contract) should be sent to the attention of: \_\_\_\_\_

**South Carolina Nonpoint Source Program - §319 Grant Application**  
Watershed-Based Plan **DEVELOPMENT** Projects

*Due 30 days after invitation to apply*

**4. COOPERATING ORGANIZATIONS:**

*List organizations and briefly describe responsibility with and/or contribution to project. All organizations listed here must also submit a letter of commitment. Supporting organizations may also submit letters, but should not be listed here. Cooperating organizations are those that will actually be working on the project. Supporting organizations support the idea of the project and may be involved in future implementation, but will not directly be involved with the development of this watershed-based plan.*

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**5. PROJECT STAFF EXPERTISE:**

*BRIEFLY describe the expertise and experience of the lead organization and key cooperators as it relates to watershed-based plan development. Note that some organizations may not have planning experience, but may possess key watershed knowledge (e.g. agricultural influences).*

**6. PROJECT DESCRIPTION:**

*The following sections comprise the body of your proposal and should be the longest part of the document. Fill out each section using complete sentences. The provided format and instructions are intended only as a guide and do not substitute for proper organization, grammar and flow.*

**A. Watershed Description:**

*Briefly describe the watershed in which you are planning to work. What makes it special? What interest is there in restoring it? Why should the Committee select this watershed to receive funding?*

**B. Previous Work in the Watershed:**

*What work, if any, has already been done in this watershed?*

**C. Planning Goal:**

*What is the ultimate goal following this planning effort? Will the plan be utilized? If so, how? Are existing funds available for implementation, or are you planning to apply for other funds? Who would be responsible for plan implementation and how would it occur? How would this planning effort relate to any other required plans (e.g. TMDL implementation plans for MS4s)?*

**D. Strategies for Plan Development:**

*How will you execute the development of this watershed-based plan? How will cooperators and other stakeholders be involved in the process. You need to demonstrate to the Committee that you have a strategy up-front and will be able to start work immediately and successfully.*

**E. Data Usage:**

*What data will you use to put the plan together? List the planned and potential sources.*

**F. Monitoring Component: (if applicable)**

*Due to the relatively short project duration (expected 12-15 months), monitoring is not anticipated as a component of the WBP development proposals. Watershed-based plans may utilize any existing data in plan development (including applicable volunteer monitoring data), but no new data is envisioned as part of a plan development proposal.*

**7. MEASURABLE MILESTONES:**

*List milestones associated with completion of your project. Examples would include meetings, completion of plan sections, etc. These will be used to track progress of selected projects. All projects are required to include four milestones, which are already provided below. All other milestones should be listed using the number of month by which they will be complete (e.g. Month 5, NOT November 2015) or with a range illustrating when the milestone will be worked on and completed (e.g.*

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*Months 9-10). Keep in mind that these are months after the project starts, counted from the grant agreement signature date. Delete any rows that are not needed.*

#	Month	Milestone
1	Quarterly	Submit progress reports, invoices, and MBE/WBE forms per schedule outlined in grant agreement. (Note: All report and invoice forms will be provided by DHEC)
2	30 days prior to project completion	Submit final draft watershed-based plan to SCDHEC for review.
3	Last day of grant period	Submit final watershed-based plan to SCDHEC.
4	30 days after project completion	Submit final invoice and final technical closeout report to SCDHEC. Submit Final Budget Report within 45 days of project close.
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**8. PROPOSED BUDGET**

**A. Overall Project Budget**

*Use the chart in Attachment 1 (required) to generate the overall project budget. Use those numbers to fill in the chart below. Please also note that, while equipment and construction categories are included below, your proposal should not include these expenses.*

	Federal	Non-Federal	Total
<b>Personnel - Salary</b>			<b>\$0.00</b>
<b>Personnel - Fringe</b>			<b>\$0.00</b>
<b>Travel</b>			<b>\$0.00</b>
<b>Equipment</b>			<b>\$0.00</b>
<b>Supplies</b>			<b>\$0.00</b>
<b>Contractual</b>			<b>\$0.00</b>
<b>Construction</b>			<b>\$0.00</b>
<b>Other</b>			<b>\$0.00</b>
<b>Indirect</b> <i>(Requires additional documentation)</i>			<b>\$0.00</b>
<b>TOTAL</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$0.00</b>

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**B. Budget Narrative:**

*Explain and justify all costs included in your budget. Be sure to note the source of all non-federal funding. Reference the budget chart in Attachment 1 as needed. Include any calculations that are not found on Attachment 1.*

Personnel - Salary:  
Personnel – Fringe:  
Travel:  
Supplies:  
Contractual:  
Other:  
Indirect :

**Required Attachments:**

Commitment letters from all cooperating organizations (not support letters)  
Attachment 1 - Budget Chart (Excel document)  
Attachment 2 – Map  
Attachment 3 – Documentation for Indirect Category Billing (only if requesting indirect expenses)

**References**

*List references cited, if applicable. Otherwise, delete this section.*

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