



Clean Water Indiana 2024 Competitive Grants Guidance

Executive Summary

The Clean Water Indiana (CWI) Grant Program (IC 14-32-8-5) utilizes the Clean Water Indiana Fund to Support Indiana conservation groups (nonprofits or units or subdivisions of government), in cooperation with local Soil and Water Conservation Districts, in efforts to address the priority concerns of the State Soil Conservation Board (SSCB) business plan. The SSCB is accepting competitive proposals for targeted projects up to three years in length. The Clean Water Indiana fund is administered by the Indiana State Department of Agriculture (ISDA) under the direction of the SSCB (IC 14-32-8-6).

Application Process

Applications are submitted online through the Indiana Grant Management System (GMS). A request for a GMS account is required. Please visit:

<https://survey123.arcgis.com/share/898f6ffc7f794f80abda15c5b773ba93> to request a GMS account for a CWI grant access.

All applications will be scored and ranked for CWI funding consideration. The SSCB CWI grants committee's funding recommendations will be presented to the full SSCB at their October meeting.

Applicants who are not a local Soil and Water Conservation District (SWCD) must be working with a SWCD as a partner.

Applicants should request the amount of funds that are needed for the project. It is not the goal of the SSCB CWI Grants Committee to fund partial applications. Partially funded applications will be made only in special situations.

No more than three attachments, with a total maximum of six pages, may be uploaded with the application.

Application Deadline: September 8, 2023 by 12p.m. EST

Late applications will not be accepted.

By submitting the application, the lead applicant certifies that each partner has agreed to the terms outlined in the application. The designated signatory of the lead applicant must have prior approval from their boards, managers, etc.

Upon submission of the application, if a pdf copy is needed please request a copy here:

<https://survey123.arcgis.com/share/2a1a2557c61b4e688b028032c37697a4>

Eligible Applicants

- Any SWCD or natural resources related conservation groups in the State of Indiana.
- One application is permitted per project and must be submitted by a lead applicant.
- Lead applicants must be up to date on all awarded CWI grant reporting.
- Lead applicants may be lead on up to two applications.
- Applicants are not limited to the number of applications they can be partners on.
- Projects relating to urban practices that will reduce sediment and nutrient are eligible.
- Conservation practices and lab analysis of soil and water that are components of research projects are eligible.
- Equipment purchases for SWCDs and non-SWCDs to own and make available to land owners is allowable.

Funding Restrictions

Proposals must fall within the funding context allowed under the Clean Water Indiana Law (IC 14-32-8).

- The law prohibits funds to be used for food, food related paper products, office equipment or district self-promotional materials (i.e. mugs, t-shirts, pens, etc.)
- CWI grant dollars shall not be utilized to pay directly for employee benefits, such as retirement, health insurance, paid time off, taxes, etc. If CWI competitive grant dollars are being utilized to fund a staff position, once the funds are disbursed to a staff person, they may utilize their stipend/wages as they see fit. This only pertains to CWI competitive grant dollars and not to the \$10,000 CWI statutory match.
- Cannot be used to fund research equipment.
- Cost-sharing is also not allowed on specific practices that an entity is required to install to comply with a state or local rule or ordinance. *Example: CWI funds cannot be used to meet MS4 requirements unless the proposed use of funds goes above and beyond the requirement outlined in the MS4 permit's Storm Water Quality Management Plan.*
- Cost share programs for the modification or purchasing of equipment to enhance assets to a landowner is not allowable for a grant request.
- Recycling grants are not eligible.

Funding Staff

CWI grant dollars shall not be utilized to pay directly for employee benefits, such as retirement, health insurance, paid time off, taxes, etc. If CWI competitive grant dollars are being utilized to fund a staff position, once the funds are disbursed to a staff person, they may utilize their stipend/wages as they see fit. This only pertains to CWI competitive grant dollars and not to the \$10,000 CWI statutory match.

The grant may ask for no more than 10% of the total grant funds for administrative support of the grant.

Proposal Logistics

This grant opportunity is competitive. Proposals can be for any amount that would accomplish the project described. A lead district must be selected to serve as the grantee to receive and administer the grant. **However, grant funds can be shared between districts through cooperative agreements locally.** The grant proposal must document how the grant funds will address at least two of the State priority resource concerns referenced in the State Soil Conservation Board's (SSCB's) Business Plan adopted in 2021. Proposals that outline how CWI funds will leverage additional funding from other sources as well as engage other partners are strongly encouraged. CWI project proposals that will be in tandem with ongoing projects are encouraged. *Example: CWI funds might be used to add technical assistance to help implement sediment and nutrient reduction practices cost-shared through a LARE or 319 project.*

Project Dates

All 2024 Clean Water Indiana Grant projects shall take no longer than three full years to complete. Projects will start in 2024 after a fully executed contract between the lead applicant and the Indiana State Department of Agriculture is signed. Partners do not sign the contracts. All funds must be spent by December 31, 2026.

Partnerships

Each application must state clearly what each partner and participating district will be contributing to the proposed project (i.e. outreach, professional assistance, estimated funds, etc.) Partnering districts and organizations must be identified with a point of contact for the project, their contact information, and an explanation of any anticipated cash or in kind match from the partner.

Conservation Practices

- Conservation practices and structural measures shall follow NRCS Field Office Technical Guide where applicable. New technologies not currently in the technical guide may be implemented if reviewed and concurred in by a technical representative of the Conservation Implementation Teams (CIT) or their designee.
- Pollinator plantings must be free of species that are noxious, invasive, and/or all amaranth. To verify that seed mixes are free of these species, a district MUST request the seed lab card from the distributor.
- For all cost share programs, CWI funds may be used to pay up to a maximum of 75% of the total conservation final practice cost.
- For cover crop cost share programs, the maximum cost share is 75% of the total final cost of the practice, with 25% of the cost being the responsibility of the landowner, and a maximum dollar cap at \$30/ac.
- Any CWI funded applications that have cost share funds for livestock alternative watering systems, MUST fence out the existing watering sources that have a natural resource concern.
- If applying for cost share, please describe the process you will implement to select grant recipients. Priority will be given to projects who demonstrate a strategic process for managing cost share dollars and prioritizing first-time users and new acreage.

Match Requirements

A 50 percent cash and/or in-kind match is required. Match contributions can be federal, state, and/or local sources including such things as landowner costs, staff time, supervisor time, equipment use, purchase, rental, etc. Proposals that request funds for staffing require a 25% cash or in-kind match for the staffing component. *Example: District A submits a \$10,000 for solely a staff position. District A's proposal requires a match of \$2,500. District B submits a \$10,000 proposal that includes \$5,000 for staff and \$5,000 for cost share. Proposal B is required to have \$3,750 match.* The match is applicable only if directly related to the purpose of the proposed project. The grants committee may give preference to cash match rather than in kind during the scoring process. Grant proposals must use the match standards outlined below to develop their project budget. State employee time may not be used as match.

Each grantee must track in-kind/ cash match for all partners and be able to provide documentation.

Match Standards (all figures are per hour of project work)

ICP Staff/SWCD supervisors (including associates) \$25*

Landowner Time: \$25

Professional Services: \$25

Student/Intern/Volunteer: \$10

*ICP match rates were calculated from publicly available data in Gateway and public transparency portals.

Any landowner contribution toward the remaining portion of cost share practices should be counted as cash match.

In general, time spent working on the project should be considered in-kind match; whereas money would be considered cash match.

Leveraging Funds

SWCDs are encouraged to partner with traditional and non-traditional organizations/agencies at the local, state, and federal level to leverage additional funds for their project/initiative. Projects which add to the percent cost-share/incentive rate offered through another program are prohibited. *Example: A project where CWI funds are used for cost share and 319 funds for technical assistance are acceptable. A project where CWI and 319 funds are both used to give producers a larger cost share amount is prohibited.*

CWI Promotion

Any CWI funded projects will be required to have a CWI logo for equipment, handouts, and presentations.

Process of Payments

All funded SWCDs are required to register as a bidder with the State of Indiana. Instructions for registration can be obtained from the Indiana State Department of Agriculture (ISDA). Once the proposal is approved by the SSCB, ISDA will issue an electronic contract to the grantee. Grantees must return their electronically signed contract to ISDA within 30 days of receipt in order to receive their funds. Funds must be utilized in a timely manner. Up to 50 percent of grant funding may be disbursed at the beginning of the grant. All other payments, after the 50% is spent, will be made as reimbursement 45 days in arrears upon receipt of an updated report and claim that is submitted on GMS. *Please note that reimbursement claims may require updated financial reporting, a claim voucher and a financial report showing that requested funds have been paid by the lead entity.*

10% of the total grant funds will be withheld until the final report is completed.

All funds must be spent at the end of the grant. Applicants need to make sure all cost share or incentive payments are made to the landowner by the December 31st deadline.

Reporting Requirements

Financial and project status updates will be required for the duration of the grant and a cumulative final report will be due at the end of the grant. The grant updating form will be provided on GMS. This update must be completed semi-annually (every 6 months) and summarize the outcomes and achievements of the project for the 6 months. The total match and in-kind for each report is cumulative. Tracking of conservation practice implementation (following FOTG standards) must be reported through Conservation Link: conservation project tracking system (CPT) spreadsheet shall be completed by the 1st Friday of the quarter. The final report of the grant is a cumulative report; 10% of the total grant funds will be withheld in the state account before submitting the final report.

All in-kind must be reported in full for each grant update. In-kind cannot be accounted for at a later report. Any state employee's time may not be counted as in-kind match.

Grantees are expected to meet all deadlines. If reporting deadlines are not met on the due dates, the lead and the partners will not be eligible for CWI grant funding a year after the grant is complete. If special circumstances prevent a grantee from meeting a deadline they may make an in-person request to the SSCB for a waiver.

Reporting Deadlines

Grant updates due in GMS annually: January 31st, July 31st

Conservation Project Tracking in Conservation Link: 1st Friday of January, April, July, and October

Grant Reviews

ISDA routinely visits with its grantees to ensure projects and grants are proceeding as intended and offer guidance and support if needed. Each year, ISDA will strategically select grants to review. These reviews can include open grants and grants that have been completed in the last three years. Upon completion of a review, ISDA will send a summary of results to all districts involved in the project and their board(s).

If found during formal review or routine reporting checks, failure to make progress on the project or report progress as specified in the grant agreement will be noted in a project's file and may jeopardize a district's ability to receive competitive grant funds in future cycles. Also, no grant payment will occur until the grantee corrects any grant failures. Grant Reviews must take place or be scheduled within 90 days of being contacted by ISDA, or lead applicant will be ineligible for future grants for two years. Exceptions may be made (e.g. FMLA).

Modifications

Modifications should not be taken lightly. These grants were awarded based upon merit. Largely changing the program of a grant could be seen as favoring some applicants over others. Other applicants may have submitted similar applications to the proposed modification but were not funded. No modification requests will be accepted following the last SSCB meeting in the final year of the grant term. Please contact the DSS team before submitting a modification.

Questions

For assistance please contact your District Support Specialist (DSS).

<i>North</i>	Sandra Hoffarth	shoffarth@isda.in.gov	(317) 460--0428
<i>Central:</i>	Geneva Tyler	gt Tyler@isda.in.gov	(317) 518-4036
<i>South:</i>	Laura Fribley	lfribley@isda.in.gov	(812) 595-5641
<i>West:</i>	Nathan Stoelting	nstoelting@isda.in.gov	(812) 320-9873
<i>East:</i>	Kylie Wheeler	kywheeler@isda.in.gov	(765) 480-1713

Deadlines that SWCDs must meet or have met to be eligible to be lead on an application for CWI 2024

- Election Committee Report: November 1, 2022
- Recommendation for Supervisor Appointment: November 1, 2022
- Nominee for Election: December 1, 2022
- Annual Meeting Held: March 31, 2023
- Election held at Annual Meeting: March 31, 2023
- Annual Financial Report and Audit Form/Page 2 of AFR: March 31, 2023
- Certification of Election of Supervisors: Submitted in timely manner

The items are not specified in district law but are considered essential for district operations and will be considered for CWI 2023. These questions will appear as a self-assessment on the CWI application.

- Updated SharePoint Directories: Within 30 days of changes
- The district has a current business plan.
- District Staff or supervisors participated in the county conservation transects.
- District has applied for a grant other than CWI in the last 3 years and how many.
- All grant deadlines and reporting requirements have been met. (if applicable)