

# INSTRUCTIONS FOR THE NONPOINT SOURCE MANAGEMENT PROGRAM SECTION 319 GRANT APPLICATION

*Indiana Department of Environmental Management*

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## SECTION 319 GRANT APPLICATION INSTRUCTIONS

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### APPLICATION OVERVIEW

1. Review these instructions carefully before completing the application form. Contact IDEM staff if you have any questions before submitting the application.
2. Information on application filing dates, staff contacts, and other resources is located at the end of the instructions.
3. Consult the Solicitation Guidance document to determine what projects will be considered for funding and how IDEM will evaluate your proposal.
4. Applications must be typed and submitted using the current application form.
5. All sections of the application form must be completed. Applications with blank or improperly completed spaces will not be considered for funding.
6. Do not use a font size smaller than 8 point when completing the application.
7. Please check that your application is complete, concise, and your responses are limited to the space allocated.

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### IMPORTANT INFORMATION

IDEM has many resources on its website explaining the policies governing the NPS Grants Program. Many are referenced in these instructions and applicants are strongly urged to familiarize themselves with these policies prior to submitting a grant application. Some of those policies, particularly those related to the 319 application process, are presented below. Please review this list carefully and note that it is not comprehensive. Contact IDEM with any additional questions.

1. There is no cap on application funding requests. Applicants should note that all grant applications require a 40% match. Grant applicants should assess their ability to provide this match and manage grant funds when drafting a proposal.
2. Grant funds may not be spent to meet permit requirements. This applies to CAFOs, MS4s, the State CFO Rule, and other local, state, and federal permits. See the IDEM [Agricultural](#) and [Urban](#) Cost-Share Guidance Documents for more information.
3. In some cases, Section 319 funds may be used for BMPs within an MS4's jurisdiction. See Section 3 and the IDEM [MS4 FAQ](#) for more information.
4. If applying to develop a watershed management plan (WMP) and the proposed watershed encompasses an existing WMP, the new WMP must incorporate the existing WMP.
5. Additional project areas may be added to an existing WMP if the delineation of the HUC(s) has been changed by USGS when they were converted from an 11 or 14 digit HUC to a 10 or 12 digit HUC and the WMP no longer matches the newly

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defined watershed boundaries. Additional project areas may also be added if the applicant wants to expand the coverage of the WMP by adding information about an adjacent watershed. All revisions must use 8, 10, or 12-digit HUCs.

6. IDEM encourages projects developing a WMP to have at least 10 steering committee meetings during the planning process.
7. An entity may apply to implement a WMP and create or revise a WMP during the same grant cycle.
8. Implementation projects will not be considered for funding unless the cost-share budget is at 50% or more of the total grant request. See IDEM's [Cost-Share Program Guidance](#) for more information on cost-share and implementing a WMP.
9. Demonstration projects are specifically defined (see Section 5C). They are a separate task and are not considered part of a cost-share program.
10. An entity may apply to implement more than one WMP during a grant period. Both WMPs must be approved under either the [2003](#) or [2009](#) checklist. The application must explain why the entity wants to implement two WMPs and show that it will have the personnel to do it.
11. Grant funds may be spent on providing technical support (design and construction) for BMP implementation. Funds will be reimbursed after the BMP is appropriately implemented.
12. IDEM does not have a comprehensive list of eligible and ineligible practices used to address nonpoint source pollution. BMPs or practices focusing on water quantity, rather than water quality, are not eligible for funding. Any activity that is match ineligible is also 319 ineligible.
13. Stream crossing (FOTG 578) is eligible practice as long as it is used with exclusion fencing (FOTG 382) or Hedgerow Planting (FOTG 422) to limit livestock access to the stream/ditch.
14. Manure hauling (FOTG 634) is no longer eligible for Section 319 funding.
15. The 319-A Cost Share form requires farm track and field number. NRCS may not release this information to the public, so it is the responsibility of the watershed group to obtain it from the cost share participant.
16. Some wetland BMPs are 319 eligible, however there are also some restrictions. Contact your IDEM Project Manager for information on all applicable policies.
17. All Urban BMPs must be pre-approved by an IDEM Project Manager before grant funds are allocated to a landowner. See the [Urban](#) Guidance for more details.
18. If requesting assistance from Joint NRCS/ISDA Conservation Teams, a letter of support from the NRCS Area Conservationist must be submitted.

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19. The word “conservation” may refer to reducing demand on a resource, or actively working to protect or enhance a resource. Because of Section 319’s inability to fund the reduction of water demand, i.e. “conservation”; we ask that the word “conservation” not be used in your application.
20. BMPs must be installed in your WMP’s Critical Areas and the relevant Critical Areas must be referenced in your application (see Section 5).
21. Completion of quarterly and final reports is a grant requirement and is not a reimbursable expense.

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### SECTION 1 - APPLICANT INFORMATION

1. The name of the project should be descriptive and not exceed one sentence.
2. The sponsor is the organization submitting this application and taking responsibility for the project if it receives funding.
3. Sponsor taxpayer ID number is required for funding consideration.
4. You must choose one organization type. If your organization is not on this list, you are not eligible to apply for funding.

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### SECTION 2 - PROJECT CONTACT INFORMATION

1. Provide the contact information requested for the sponsoring organization’s authorized representative. This is a person familiar with the proposal and who will be IDEM’s contact through the contract process and the project’s term, should the application be accepted for funding.
2. Provide contact information for the project coordinator (the person coordinating the activities of the project), if known.
3. Ensure that email addresses and telephone numbers are current. You may be contacted by IDEM during the grant review process to answer questions or provide additional information.

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### SECTION 3 - PROJECT OVERVIEW

1. **Municipal Separate Storm Sewer System (MS4) Information** - MS4 entities may apply for Section 319 funds. Read these instructions carefully before compiling the requested information. Federal policy prohibits the use of Section 319 funds to meet MS4 requirements unless the proposed use of funds goes “above and beyond” the requirements outlined in the MS4 permit’s Storm Water

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Quality Management Plan (SWQMP). See [IDEM's MS4 FAQ](#) for more information on “above and beyond” and the overlap of the MS4 and 319 programs. It is the responsibility of the applicant to prove that the proposed project is “above and beyond” the requirements set in the MS4 permit or SWQMP.

If you are proposing a project within or partially within an MS4 area as defined in 327 IAC 15-13, please follow the instructions below and provide the requested information.

- Every application must include a copy of Minimum Control Measure (MCM) 1 and 2 from the SWQMP-Part C so IDEM can determine the eligibility of education/outreach activities. See [IDEM's MS4 FAQ](#) for information about what education/outreach activities should be avoided within an MS4. Applications must also include a detailed map of the project area showing MS4(s) boundaries, major roads, and jurisdictional boundaries. This map can be hand drawn. Every SWQMP's Part C has a map of MS4 boundaries. Part Cs can be supplied by your local MS4 operator. Project sponsors should come to IDEM's Indianapolis office if they want access to the agency's filed Part Cs.
- BMPs installed on an existing development do not conflict with the MS4 rule. However, every application proposing to install BMPs on new construction or redevelopment sites within an MS4—but not specifically stating what BMPs will be installed—must state that intention in Section 5 of the application and provide a copy of MCM 5 from the SWQMP-Part C.

If the application implies that a specific BMP(s) will be installed on new construction or a redevelopment site, that intention must be stated in Section 5, and you must determine if the BMP(s) is listed in MCM 5 from the SWQMP-Part C and provide IDEM a copy of MCM 5. If the BMP(s) is not listed in MCM 5, state that in Section 5. If the BMP is listed in MCM 5, you must prove that the design goes above and beyond the SWQMP requirements by installing a BMP that reduces NPS pollution at a greater rate than the permit calls for. Document this by providing the following information:

1. Any documents referenced in Part C that details the SWQMP's BMP's specifications (purpose, physical dimensions, estimated pollutant removal efficiency, etc.)
2. A written description of the proposed BMP outlining purpose, physical dimensions (to the extent practicable), estimated pollutant removal efficiency, project partners, current owner of project site, street address of proposed site, and landuse immediately surrounding the project site.

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All applicable MS4 requested information must be submitted as an addendum to the application. Supporting documentation must be part of this addendum unless the information is available online, in which case a specific link to a website must be provided in the addendum. The MS4 addendum may be submitted on a CD.

2. Indicate the proposed start and end dates (month, day, and year) for the project. Assume that grant funds will become available one year after this application is submitted to IDEM. The maximum project length is 48 months. Projects creating a new watershed management plan (WMP) must devote a minimum of 24 months to the planning process. Implementation projects must be a minimum of 36 months. Combination applications which create a new WMP and then begin implementation must be a minimum of 36 months, of which 24 months must be allocated to WMP development. For a combination grant where a WMP is being revised, time spent revising a WMP is left to the discretion of the applicant. Implementation cannot begin until the WMP is approved by IDEM. When choosing the length of your project, consider time needed to hire a watershed coordinator, have IDEM approve a final WMP draft, and other administrative responsibilities. A schedule for meeting the requirements of the 2009 WMP Checklist is at the end of these instructions.
3. **Funding** - List the total grant funds requested, the matching funds that will be provided, and the total project cost, which is the sum of grant funds and the matching funds.

**NOTE:** A 40% (non-Federal) in-kind or cash match of the total project cost is required for all projects. Use these equations when calculating match, grant funds, and total project cost:

$$\text{Match} = \frac{\text{grant funds}}{0.60} \times 0.40 \qquad \text{Grant funds} = \frac{\text{Match}}{0.40} \times 0.60$$

$$\text{Total Project Cost} = \text{Match} + \text{Grant Funds}$$

The amounts noted in this Section 3 of the application must match the total numbers in the BUDGET (Section 7).

4. **Watershed/Waterbody Information** - Provide the name of the watershed the project will be working in, if applicable, and the 8, 10, or 12-digit Hydrologic Unit Code (HUC) for the watershed. The code may be obtained from your local Soil and Water Conservation District office, Indiana Geological Survey website, or IDEM's NPS/TMDL staff. Consult the Web-Based Resources section of these instructions for a link to guidance on the conversion of 11/14 HUCs to 10/12 HUCs, as well as links to the TMDLs. State what, if any, approved TMDLs are in your watershed. If you are proposing to revise an existing WMP and add a new

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project area to that WMP, please differentiate between the HUCs and TMDLs covering the existing WMP and those covering the new project area.

5. Identify the name of major streams, rivers, or lake systems in your project area, and the counties and states within the project watershed. Consult the Web-Based Resources section of these instructions for a link to a list of Category 4A and 5A waters. **Even though the Section 319 Application form does not reference Category 4A waters, they are eligible for funding.** Include the Assessment Unit ID (found in the column that begins with IN...) and the cause(s) of impairments for waterbodies within the project area listed in Category 4A and 5A. Proposals based on Assessment Units listed only for non-traditional non point source pollutants (such as cyanide) are still eligible for funding, however, will likely be less competitive. If you are proposing to revise an existing WMP and add a new project area to that WMP, please differentiate between the streams, rivers, lakes, counties, states, and Assessment Units covered in the existing WMP and those covered within the new project area.

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### SECTION 4 – DESCRIPTION OF WATERSHED & WATER QUALITY PROBLEM(S)

1. This section of the application focuses on the identified and perceived water quality problem(s) within the targeted watershed. Provide as much support for the water quality problem(s) as possible (i.e., references to studies, reports, water quality data, etc.). If you are proposing to revise an existing WMP and add a new project area to that WMP, please differentiate between information applicable to the existing WMP's area and that of the new project area.

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### SECTION 5A – PROJECT APPROACH TO SOLVING THE PROBLEM

1. If installing BMPs on new development, follow the MS4 instructions in Section 3.
2. Realistic goals for the project are administrative, environmental, or social targets which, when met, culminate in a successful project. For instance, meeting all water quality standards during the course of a Section 319 Implementation Grant is an unlikely goal, but reducing pollutant loading by a certain amount is more likely to occur during the course of your project.
3. In order for a WMP to be revised, at least two of the WMP sections below must be outdated. (WMPs approved by IDEM within four (4) years from the date of this application's submittal are not eligible to receive funding for revision).
  - Information on land use and land characteristics
  - Current water quality
  - Pollution sources
  - Critical areas

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- Targets and/or Goals
- Objectives

Because every WMP is different, judging what is "outdated" is subjective by nature and applicants should make this determination using their best professional judgment. It is in the applicant's best interest to work with IDEM before the solicitation deadline so both parties are in agreement on what WMP sections are outdated. Submit the [IDEM WMP Checklist \(2009\)](#) with the application and check every item you wish to update to meet the checklist. The addendum may be a hard copy or on a CD. Final revised/updated WMP material may not be placed in an addendum, but must be within the main text of the WMP. In Section 5, explain how information/data needed to revise the WMP will be gathered and used.

4. If submitting an application to implement a WMP, describe what, if any, implementation has already been done in the watershed, who was responsible for those efforts, what water quality problems and critical areas were the focus, what WMP goals and objectives were accomplished, the number of BMPs installed, and the completed education and outreach efforts. Discuss the load reductions achieved and progress toward meeting WMP goals. Explain what specific part(s) of the WMP (goals, objectives, and critical areas with a page number from the WMP) will be the focus of this project as well as the type and number of BMPs or measures you hope to implement. Clearly differentiate between work proposed as part of the application and work you and your partners have done/are doing.
5. If submitting an application for a statewide project, explain how the project supports your mission, why it is needed, and why it is best developed at the statewide level. How will your project help others in Indiana improve the water quality of Category 4A and 5A streams? If applicable, explain what resources will be needed to sustain the utility of the project once the grant period expires.

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### SECTION 5B – OUTCOMES AND MEASURES OF SUCCESS

1. The Outcomes requested in Section 5B refer to the goals listed in Section 5. Every goal listed in Section 5 must be measurable in some way. This may include administrative measures (i.e., meeting IDEM's WMP Checklist), environmental measures (parameters used to determine water quality), and social measures (behavior/activity you want to track). Measurements should be tailored to the size, scope, and specific goals of each project.
2. Be specific, concise, and show how you and IDEM will be able to gauge the success of the project's goals.

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Note on Outcomes and Measures: The [319/205 Final Report requirements](#) asks for an evaluation of how the project met/fulfilled the expected Outcomes.

Examples:

Goal (Outcome)	Measurement
<i>Complete a Watershed Management Plan</i>	<i>(Administrative) Status of plan - i.e., complete and approved</i>
<i>Involve people in the project</i>	<i>(Administrative/Social) Number of events and number of people attending</i>
<i>Demonstrate 2 BMPs</i>	<i>(Administrative) Number of correctly installed BMPs (Social) Number of people that attend demonstration field day and/or implement similar practices</i>
<i>Install 12 BMPs</i>	<i>(Administrative) Number of correctly installed BMPs. (Environmental) Amount of sediments and nutrients reduced</i>
<i>Determine water quality trends in the watershed</i>	<i>(Administrative) Research historic water quality monitoring. (Environmental) Trends shown through water quality data</i>
<i>Identify adult behavior regarding urban fertilizer application</i>	<i>(Administrative) Complete a social survey and analyze results</i>
<i>Reduced sediment and nutrient loads</i>	<i>(Environmental) Measured load reductions from BMPs</i>

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### SECTION 5C – TASKS

- List the tasks to be completed in order to reach the goals you are proposing in this project. Include a task name and a task description and list the activities that will lead to completion of the task. Tasks should be detailed and activities quantified as much as possible. Group related activities into the same task where possible. Describe the product or deliverable that will result from the completion of that task. Remember that all new or revised WMPs must meet the 2009 WMP Checklist.

Examples of types of tasks, the definition of the task, and associated task language are given below. This list is not exhaustive and some examples may not pertain to your project.

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Note on Tasks – Consult the IDEM WMP Checklist (2009) to become familiar with the required elements of a WMP and to ensure that your tasks include all activities needed to complete the checklist.

**Develop A Watershed Management Plan** – activities related to developing a comprehensive WMP.

### Sample Task Language

- *Produce a watershed management plan for the ABC watershed, Hydrologic Unit Code (HUC) X, that meets IDEM's Watershed Management Plan Checklist, 2009, by doing at least the following:*
- *Conduct no less than 10 steering committee meetings to guide the development of the plan*
- *Use a desktop survey and/or windshield survey to gather watershed information*
- *Make maps of the project area*
- *Calculate pollutant loads*
- *Identify problems, causes, sources, and critical areas*
- *Set goals*
- *Create a scheduled set of objectives designed to achieve the goals*

**Revise a Watershed Management Plan** – activities related to revising an existing WMP so it meets the IDEM Watershed Management Plan Checklist (2009)

### Sample Task Language

- *Update the ABC watershed, Hydrologic Unit Code (HUC) X, and add information pertaining to the adjacent XYZ watershed, HUC X. The attached IDEM WMP Checklist (2009) indicates what WMP parts will be updated.*
- *Reconvene the steering committee and meet no less than X times*
- *Use a desktop survey and/or windshield survey to gather watershed information*
- *Make maps of the project area*
- *Reassess problems, causes, sources, critical areas, and goals*

**Implement a Statewide Project** – activities related to designing and implementing a Statewide or regional project designed to address water quality issues

### Sample Task Language

- *Working with county governments across 20 northern Indiana Counties, create a clearinghouse of information on watershed activities, data, and public education resources. Devise a funding mechanism for a full time staff person to manage the clearinghouse and work with partners on implementing existing WMPs.*
- *Conduct no less than monthly steering committee meetings to guide the development of the project*
- *Gather existing WMPs, data, and already produced public outreach material*
- *Create a website for the clearinghouse*
- *Work with stakeholders to devise an equitable funding mechanism*

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**Conduct a Monitoring Program** – activities related to collecting data. Specify the level and type of monitoring you will be conducting i.e., volunteer / Hoosier Riverwatch, analytical laboratory methods, a combination, etc.

All monitoring tasks must answer these questions:

- What are the monitoring goals and objectives? Examples include establishing a baseline of current water quality to help with critical area identification and WMP development, and establishing or continuing trend monitoring.
- Please distinguish between the monitoring methods that will be used. For example: Hoosier Riverwatch program methods, field equipment such as data loggers, or data collection with analysis done at an analytical laboratory.
- Who is collecting the samples?
- Summarize monitoring protocol including number of sites, frequency, and parameters/indicators.

All monitoring programs must follow these policies:

- Monitoring to measure individual BMP effectiveness is not fundable without prior approval from IDEM and USEPA.
- When monitoring to establish a baseline of current water quality to help with WMP development, chemical parameters must be sampled no less than monthly during the recreational season. For a more complete picture of water quality, IDEM recommends monthly sampling of chemical parameters year round.
- When monitoring during WMP development, flow must be collected at every sample site. Flow is used to calculate loads, which are a requirement of the WMP Checklist.
- Water quality monitoring during WMP Implementation is not eligible unless its goal is trend monitoring and follows the Quality Assurance Project Plan used during WMP development.
- Macroinvertebrate monitoring is only eligible once a year per monitoring site and should be collected between July and October. (This does not apply to Hoosier Riverwatch biological monitoring which may be done more often).

Note on monitoring - A Quality Assurance Project Plan (QAPP) is required for projects collecting environmental data. Environmental data includes: generating new environmental data through water quality and/or biological monitoring activities, using existing environmental data from other sources (secondary data), using computer and/or other models to characterize environmental conditions, and creating new geo-spatial data and/or using existing geo-spatial data from other sources. The QAPP must be approved at least 30 days before data collection can begin. Resources spent collecting data before a QAPP is approved cannot be reimbursed with grant funds.

### Sample Task Language

- *Develop a QAPP to guide the monitoring. QAPP shall be completed before monitoring begins.*

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- *Conduct a chemical and biological monitoring program in the ABC watershed to establish baseline water quality and help with the development of the watershed management plan. No less than 8 sites will be monitored at least monthly for 2 years. Chemical and physical parameters will include temperature, flow, dissolved oxygen, pH, Total Suspended Sediment, nitrate + nitrite, total phosphorous, conductivity, and Atrazine. E. coli will be tested weekly from April to October. Biological (macroinvertebrate) monitoring will be conducted one time at the same sites, during July through October, and analyzed using the State's macroinvertebrate Index of Biotic Integrity (mIBI). A habitat assessment will also be conducted during the biological monitoring activities using the State's Qualitative Habitat Evaluation Index (QHEI). All monitoring will be contracted to a professional and analyzed in a professional lab.*

**Conduct an Outreach and Education Program** – activities related to educating the public and involving them in the project such as meetings, public events, submitting information to the media, flyers, brochures, field days, etc. All outreach and education must have a stated purpose.

### Sample Task Language

- *Develop an education and outreach program to bring about behavioral changes that will lead to reduced nonpoint source pollution in the watershed incorporating at least the following:*
  - *Conduct no less than quarterly public stakeholder meetings to gather public input into the development of the plan.*
  - *Send out quarterly mailings to stakeholders updating them on the progress of the plan, opportunities to get involved, and future meetings.*
  - *Submit press releases to the local media on no less than a quarterly basis to update the public on the progress of the project and plan.*
  - *Develop and display a booth that will promote the project at two (2) community events per year.*
  - *Conduct a workshop or field day to showcase BMPs.*
  - *Conduct two (2) written surveys, one at the beginning and one at the end of project, to evaluate stakeholder knowledge of BMPs. Results will be included in the Final Report.*
  - *Track attendance at stakeholder and steering committee meetings to measure stakeholder participation and interest. Results will be included in the Final Report.*

**Demonstrate BMPs** – BMP demonstrations are not cost-share projects and may be funded at 100%. Demonstrations must be located on public land, or land the public can access on a regular basis, in a critical area as defined in the WMP, not have been cost-shared on before in the watershed with Section 319 funds, and be used/showcased as part of an education/outreach event. All BMPs must meet the terms and conditions of the 319A or 319U Cost-Share Form.

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Sample Task Language – *Work with local leaders and landowners to find appropriate sites to demonstrate two (2) Low Impact Development BMPs to educate the public on improving water quality through these BMPs.*

**Develop a Cost-Share Program** – costs and activities related to planning, developing and promoting a cost-share program for installation of NPS BMPs.

Sample Task Language

- *Develop and promote a cost-share program to implement BMPs in critical areas identified in the watershed management plan. BMPs may include conservation tillage, pasture/hayland improvement, livestock exclusion, riparian buffers, and others that address the natural resource concerns outlined in the ABC watershed management plan.*

**Implement a Cost-Share Program** – costs associated with designing and installing NPS BMPs. All funds in this task/budget must be spent on BMPs, with a 319 cost-share level of up to 75%.

Sample Task Language –

- *Implement the cost-share program described in Task X. All BMPs will be implemented in critical areas as described in the WMP. BMPs will conform to the Natural Resources Conservation Service Field Office Technical Guide (NRCS FOTG) or other applicable, approved specifications. All BMPs will meet the terms and conditions of the 319A or 319U Cost-Share Form. The Region 5 Load Estimation Model (or other approved model) will be used to provide, when applicable, sediment and nutrient load reductions for every BMP implemented as a result of this project, including BMPs not funded with this grant.*

**Reporting to IDEM** – activities associated with submitting progress and final reports to IDEM. IDEM cannot reimburse for costs associated with reporting. Progress reports must be submitted with every invoice, or at least quarterly.

Sample Task Language – *Submit progress and final reports to IDEM in accordance with grant agreement schedule.*

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## SECTION 5D – PARTNERS

Attach letters of commitment from all partners listed or referenced in the application detailing specific commitments that will assist in the completion of the project (specific amounts of time, money, activities, etc.). Place signed letters at the end of the paper copy of the application. If possible, applicants are encouraged to submit electronic copies of signed letters on a CD. You may submit general letters of support from entities that do not detail commitments, but these letters will not receive the same consideration when ranking proposals for funding.

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### SECTION 5E – PUBLIC INVOLVEMENT

All projects must have a public education/outreach component. Public involvement includes participation on committees, assistance/attendance at project activities, presentations at local events, and other related activities. All listed public involvement activities must also be listed in Section 5C (Tasks) and be quantified.

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### SECTION 5F – FUTURE ACTIVITIES

Follow the instructions on the application.

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### SECTION 6 – SCHEDULE

1. Complete the schedule, filling in the anticipated project milestones and activities for each quarter. Milestones are markers that provide a project accomplishment point such as watershed management plan sections drafted, field days held, and education activities completed. Each Task should have milestones reflected in the schedule. The schedule is a tool to help evaluate how the project is going.
2. Time spent creating a WMP, implementing a WMP, or creating a WMP and implementing it during the same project should be scheduled at a minimum 24, 36, and 36 months respectively. Schedules for revising a WMP or a statewide project are at the discretion of the applicant. Be sure to build time in the schedule for administrative activities such as hiring a watershed coordinator/subcontractor or addressing IDEM comments on the Final WMP Draft. See Section 3.2 above for more information.

A draft schedule for meeting the requirements of the 2009 WMP Checklist is at the end of these instructions. Use it when putting milestones in the schedule

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### SECTION 7 – BUDGET

1. The budget will be evaluated on its completeness and cost-effectiveness. Correlate your budget to the tasks listed in Section 5C of the application. Insert the amount of money that will be utilized from the categories listed on the application (Personnel/Fringe, Administration, Travel, Equipment, Supplies, Contractual, Cost-Share, and Other) for each task. It is preferable for administrative costs to be counted as match toward the project.

Definitions of terms in the project budget:

Personnel/Fringe – Personnel refers to the salaries for permanent and/or temporary personnel directly working on the task. Fringe refers to benefits paid

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for permanent personnel such as health insurance, life insurance, retirement or other benefits. The average IDEM grant funded salary for a watershed coordinator is \$42,000/year (including fringe).

Administrative - Administrative costs are, generally, costs associated with a project that cannot be easily separated or classified under a specific task. Examples of these include costs of operating facilities (rent, utilities), accounting, and human resource services. IDEM will allow up to 5% of the grant amount to be allocated to Administrative costs.

Office rent is an allowable Administrative cost; however, grant funds may only be used for that rent which is directly associated with the administration of a grant. If a grantee hires or maintains a staff person to oversee the grant, they may only ask for rent that covers the portion of the office space devoted to that person and associated equipment.

Note on Indirect Rates— An Indirect Rate is a federally negotiated rate of reimbursement for overhead costs similar to Administrative costs. However, while Administrative costs can be applied to the entire grant amount, Indirect Rates are specific to a certain task or activity. Only sponsors who have a federally approved Indirect Rate may claim Indirect Rates in their project's budget, and IDEM will only consider funding grant proposals where this established Indirect Rate does not exceed 25%. Proper documentation of the Indirect Rate must be sent to IDEM with the completed application. Indirect Rates should be listed under Administrative costs and clearly explained under "Itemized Expenses."

Travel – Expenses related to mileage, fuel, and overnight stays that are within the scope of the approved project plan and directly support completion of tasks. Mileage can be reimbursed at the current Federal Rate.

Equipment - Items that will be used long-term (more than twelve months). Examples include - office equipment, testing/engineering equipment, agricultural equipment, camera equipment, personal computer, including software programs, reference books purchased for educational or library purposes.

Supplies - Expendable commodities that are consumed within a relatively short period of time. Examples include - stationary/office supplies, educational supplies, camera supplies, lumber and building supplies, copier supplies and paper, research and testing supplies, repair parts and supplies, small tools and implements, fencing/posts, signs/posts, safety supplies.

Contractual - Expenses incurred through a subcontract.

Cost-Share - Expenses associated with a cost-share program for installing BMPs. Cost-share expenses may include technical support to design and install

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**BMPs.** When implementing a WMP, at least 50% of the total requested grant funds must be in this task or the application will not be reviewed. Money designated for demonstration projects should not be listed in this category, but rather in Contractual (if being completed by a subcontractor) or Other.

Other - Expenses that don't fit in the other categories, such as postage, telephone charges, printing, rental costs for equipment, and training fees.

2. The following is guidance on match for Section 319 funded projects –

Match documented must be directly associated with the project and for work done to fulfill the contract tasks. Activities not eligible for grant funding cannot be counted as match.

Volunteer time as match: IDEM allows up to \$20/hour to be counted as match for a volunteer. This would apply to adults and youths volunteering their time for the project. Match counted for participants time in a meeting (i.e., SWCD Board Meeting or Steering Committee meeting) must reflect only the time in which the project is actually discussed.

Professional's time as match: For a person providing a service in their area of expertise or as part of their job, their hourly rate may be used.

Match cannot be counted for peoples/recipients' time or attendance at education or outreach activities – i.e., people at a field day, children/adults at an education/outreach event. Example: If a person is performing work required by the project (i.e., laborer, classroom aide, etc.), his/her services MAY be counted as match. If a person's involvement is solely in a learning capacity, and he/she is not providing a service but is a beneficiary of the project, his/her time may NOT be counted as match.

Space used as match (room use, use of office space at a SWCD, etc.) must be no more than the prevailing rate for "rental" of that space.

3. The application form will automatically total the amount for each category column at the bottom, and the amount for each task row at the right in the column called "Total 319\*\*\*". Check the calculations! Applications with budget sheets that do not match the budget in Section 3 will not be reviewed. Use the last two columns in the chart to indicate the amount of match that will be provided and whether it is cash or in-kind match.

In the spaces provided at the bottom of the page, describe the expenses associated with Personnel/Fringe, Administration, Equipment, Supplies, Contractual, and Other. Indicate the names of agencies, groups, and organizations that will be providing match for the project. A letter of commitment from each participating agency providing match must be attached to your

## SECTION 319 GRANT APPLICATION INSTRUCTIONS

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application at the time of submittal. Clearly state how many people this grant will fund and what tasks will be their responsibility.

4. Note that all payments are made in arrears for expenses incurred and payments are typically received four to six weeks after invoice submittal.

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### SECTION 8 - PROJECT AUTHORIZATION

An authorized representative of the sponsoring organization must sign and date the original application. If the project is funded, this person will be responsible for upholding the terms of the Grant Agreement and expected to follow the progress of the project and stay in contact with the sponsoring organization's designees (if applicable) and IDEM. Enter the name, title, and date of signature on the electronic copy of the application.

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### SUBMITTING YOUR APPLICATION

In order to be considered for funding under IDEM's Section 319 Nonpoint Source Grant Program, you must complete all of the following steps by the noted deadline.

1. Email an unsigned copy of the completed application by the deadline to:

[NPSGRANTS@idem.IN.gov](mailto:NPSGRANTS@idem.IN.gov)

2. Mail an original, signed, and completed application to:

Indiana Department of Environmental Management  
Office of Water Quality  
Watershed Planning Branch  
MC65-44 IGCN 1255  
100 North Senate Avenue  
Indianapolis IN 46204-2251

Your electronic submittal must be received by IDEM by the close of business on **September 1, 2010**, AND your mailed copy must be postmarked no later than **September 1, 2010**.

Because of the competitive nature of this program, applications submitted after this date will not be considered for review.

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### WHO CAN I CONTACT IF I HAVE QUESTIONS?

There are several IDEM staff who can provide guidance on project development, and assist with tasks associated with addressing NPS pollution issues in your watershed. Feel free to call or email with any questions.

Name	Position	Telephone
Andrew Pelloso	Section Chief	317-233-2481
Doug Campbell	Solicitation Coordinator	317-233-8491
Laura Bieberich	Senior Project Manager	317-233-1863
Joanna Wood	Project Manager/GIS Coordinator	317-233-6299
Betty Ratcliff	Project Manager/QAPP Coordinator	317-234-2997
Leanne Whitesell	Project Manager	317-234-5167
Crystal Rehder	Project Manager	317-233-8803

IDEM Watershed Specialists are also available to answer questions about your Section 319 Grant Proposal and provide technical assistance:

**Bonny Elifritz**  
(317) 234-0922

**Steve West**  
(317) 233-8905

**Kathleen Hagan**  
(317) 233-8801

**Angie Brown**  
(317) 234-3405

**Linda Schmidt**  
(317) 233-1432

## SECTION 319 GRANT APPLICATION INSTRUCTIONS

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### WEB-BASED RESOURCES

For more information on Indiana's Section 319 Grant Program, including specific information and guidance about project requirements see <http://www.in.gov/idem/5225.htm>

The IDEM Watershed Management Plan Checklist (2009) may be found at: <http://www.in.gov/idem/5235.htm>

For more information on the National Section 319 Program: <http://www.epa.gov/owow/nps/cwact.html>

The 2008 Indiana 303(d) List of Impaired Waterbodies may be found at: <http://www.in.gov/idem/4680.htm>

Category 4A and 5A from the 2008 Integrated Report may be found at: [http://www.in.gov/idem/files/section\\_303d\\_list\\_of\\_waterbodies.xls](http://www.in.gov/idem/files/section_303d_list_of_waterbodies.xls)

Information on the Total Maximum Daily Load (TMDL) Program, including TMDL reports and other documentation may be found at: <http://www.in.gov/idem/4676.htm>

The IDEM/USEPA Region V Pollutant Load Reduction Model may be used to provide load estimations and may be found at: <http://it.tetrattech-ffx.com/stepl/default.htm>

Quality Assurance Project Plan guidance may be found at: <http://www.in.gov/idem/4379.htm>

The Section 319 Agricultural Cost-Share Guidance may be found at: <http://www.in.gov/idem/5235.htm>

The Section 319 Urban BMP Guidance may be found at: <http://www.in.gov/idem/5235.htm>

The Section 319/205 Final Report requirements may be found at: <http://www.in.gov/idem/5235.htm>

The Section 319/MS4 FAQ may be found at: <http://www.in.gov/idem/5235.htm>

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### WATERSHED PLANNING SCHEDULE

This schedule is based on 24 months of continuous planning. Applicants submitting a request for a Section 319 Grant may include a schedule longer than 24 months if extra time is needed to hire a watershed coordinator, complete other project objectives, or they believe the planning process will take longer than 24 months. In that case, the WMP draft due dates will be spread out. This schedule is an example and may not represent the submittal dates which will be in your grant agreement.

#### Draft 1 – Due last day of 1<sup>st</sup> Quarter (3 months)

Submit draft watershed management plan (WMP) addressing the following elements from the checklist instructions: 1, 2, and 3.

1. The reasons the community initiated this watershed project.
2. A description of the steering committee and who they represent.
3. A list of stakeholder concerns.
Begin to place information for elements 4-14 into the draft and provide a list to IDEM of required information you have had difficulty collecting or anticipate having difficulty collecting.

#### Draft 2 – Due last day of 3<sup>rd</sup> Quarter (9 months)

Submit draft watershed management plan (WMP) addressing the following elements from the checklist instructions: 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, and 14.

4. A description of the geology/topography as it pertains to the watershed.
5. A brief overview of the hydrology as it pertains to the watershed.
6. Soil characteristics that can affect water quality including, but not limited to, highly erodible soil (HES), hydric soils, and septic system suitability
7. A description of landuse in the watershed.
8. Other planning efforts in the watershed project area.
9. An identification of threatened and endangered plants and animals that may be found in the watershed and a description of the types of habitat they prefer.
10. A description of the relevant relationships between the characteristics discussed in elements 4 through 9.
11. Data and Targets.
12. Water Quality Information.
13. Habitat/Biological Information. Those listed for 'Water Quality Information' Desktop survey and/or windshield survey done as part of your project
14. Landuse Information. a. Landuse concerns i. Describe and map: a. Stream miles that need to be buffered b. Stream banks that need to be stabilized c. Brownfields, LUST, and other remediation sites

## SECTION 319 GRANT APPLICATION INSTRUCTIONS

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| <p>ii. Describe:</p> <p>b. Spreading of fertilizer on non urban/suburban land uses such as agriculture, forest, and reclaimed mining land</p> <p>c. Hobby farms and animal feeding operations</p> <p>d. Land application of municipal wastewater sludge</p> <p>iii. Quantify and map:</p> <p>e. CSOs and SSOs</p> <p>f. CAFOs, CFOs, and other non agricultural animal operations such as fairgrounds and kennels</p> |
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### Draft 3 – Due last day of 5<sup>th</sup> Quarter (15 Months)

Submit draft watershed management plan (WMP) addressing the following elements from the checklist instructions: 15, 16, 17, 18, and 19.

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| 15. Watershed Inventory Summary.   |
| 16. Analysis of Stakeholder Concerns.  |
| 17. Problems that reflect the concerns on which the group has chosen to focus. |
| 18. The potential cause(s) for each identified problem.                        |
| 19. Potential sources for each pollution problem.                              |

### Draft 4 – Due last day of 6<sup>th</sup> Quarter (18 Months)

Submit draft watershed management plan (WMP) addressing the following elements from the checklist instructions: 20, 21, 22, 23, and 24.

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| 20. Current loads for each pollutant identified as a problem.  |
| 21. The load reduction needed to achieve the target pollutant load.  |
| 22. Water quality improvement or protection goal statements based on the calculated loads. Social and/or administrative goal statements may also be developed. |
| 23. An indicator that can be measured for each goal in order to determine whether progress is being made toward achieving the goal.                            |
| 24. Critical areas where implementation will be needed within the watershed project area.  |

### Draft 5 (Final Draft) – Due last day of Month 22.

Submit draft watershed management plan (WMP) addressing the following elements from the checklist instructions: 25, 26, 27, 28, 29, 30, 31, 32, and 33.

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| 25. A description of best management practices (BMPs) or measures that would be appropriate to address the goals.        |
| 26. The load reduction expected for each BMP.  |
| 27. A series of objectives scheduled to achieve each goal.   |
| 28. Interim measurable milestones for determining whether each objective is being implemented according to the schedule. |
| 29. An estimate of financial cost (in dollar amount) for each objective.   |
| 30. Determine possible partners to implement each objective.   |

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31. Technical assistance needed to implement the plan.
32. A strategy to track each goal's indicators and evaluate the effectiveness of the implementation efforts over time.
33. A description of future WMP activity.