

Application Instructions

FFY 2016

Section 319 Nonpoint Source Management Program Grants

Notice of Intent due June 1, 2015

Applications due September 1, 2015

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Introduction

1. Review these instructions carefully before submitting your Notice of Intent (NOI) and completing the current application form ([State Form 49367 \(R4/4-14\)](#)). Section 319 Applications will only be reviewed from applicants who submitted an approved NOI. Contact IDEM staff if you have any questions before submitting the application.
2. Consult the current [Solicitation Guidance](#) to determine what projects will be considered for funding and how IDEM will evaluate your proposal.
3. All sections of the application form must be completed. Please note: if you are using the PDF version of the application and your response doesn't show up when printed, it won't be read by the review committee.
4. There are 2 allowable attachments to the application: [extra partners](#) and a [list of landowners that have agreed and are ready to implement BMPs](#). Do not submit additional attachments with the application unless requested by IDEM. They will not be considered.
5. Do not use a font size smaller than 9 point when completing the application.
6. Check that your application is complete, concise, and your responses are limited to the space allocated.
7. There is no cap on application funding requests. Applicants should note that all grant applications require a 40% match of the total project cost, and the project term cannot exceed 48 months. Grant applicants should assess their ability to provide this match and manage grant funds when drafting a proposal.
8. Grant funds may not be spent to meet permit or rule requirements. This applies to Concentrated Animal Feeding Operations (CAFOs), Municipal Separate Storm Sewer Systems (MS4s), the State Confined Feeding Operation (CFO) Rule, and other local, state, and federal permits.
9. Completion of quarterly and final reports is a grant requirement and is not a reimbursable expense.

IDEM has many resources on its website (<http://www.in.gov/idem/nps/2524.htm>) explaining the policies governing the Nonpoint Source (NPS) Grants Program. Applicants are strongly encouraged to familiarize themselves with these policies prior to submitting a grant application. Some of these policies, particularly those related to the 319 application process, are presented below. Please review this list carefully and note that it is not comprehensive. IDEM also has [Watershed Specialists](#) who are available to help with project development including project ideas, reviewing monitoring needs, building partnerships and finding match commitment.

General Information for Developing or Implementing Watershed Management Plans (WMPs)

Developing a WMP

1. Developing a (new) WMP is a stand-alone project. NOTE: Projects that propose to develop a new WMP cannot combine this effort with implementing the WMP.

2. Projects creating a new watershed management plan should devote a minimum of 24 months to the planning process. IDEM encourages projects developing a WMP to have at least 10 steering committee meetings during the planning process.
3. If applying to develop a watershed management plan and the proposed watershed encompasses an existing WMP, the new WMP must incorporate the existing WMP.
4. Section 319 funds may not be used to develop a WMP for a 12 digit Hydrologic Unit Code (HUC) within an existing 10 digit HUC WMP.
5. In order for a group to receive Section 319 funding for WMP updates, at least two of the WMP sections below must be outdated. Please see [IDEM: When to Update a Watershed Management Plan](#) for more information on updating a WMP.
 - Information on land use and land characteristics
 - Current water quality
 - Pollution sources
 - Critical areas
 - Goals
 - Objectives designed to achieve the goals
6. Additional project areas may be added to an existing WMP if the delineation of the HUC(s) was changed by USGS when they converted from an 11 or 14-digit HUC to a 10 or 12-digit HUC and the WMP no longer matches the newly defined watershed boundaries. See [Guidance on the Conversion of HUC 11s/14s to HUC 10s/12s](#) for more information. Additional project areas may also be added if the applicant wants to expand the coverage of the WMP by adding an adjacent watershed. Implementation may occur in the current WMP's critical areas until the revised WMP is approved. The application information must include the water quality problem(s) in the additional watershed and justification of the need for a WMP. All revisions must use 8, 10, or 12-digit HUCs. Please differentiate between the information applicable to the existing WMP area and that for the new project area throughout the entire application, where appropriate.
7. Projects that are rewriting an existing WMP (e.g., the entire plan needs to be updated to meet the 2009 Checklist; incorporating the whole planning process) may apply for funding. Implementation may not occur in the watershed until the rewritten plan is approved.

Implementing a WMP/Cost-Share

1. All Section 319 grant projects that are implementing best management practices (BMPs) are required to develop a cost-share program. Details of the cost-share program shall be submitted to the State for approval in accordance with the [Section 319 Cost-share Program Development Guidelines](#) prior to program implementation.
2. BMPs must be installed in the critical area(s) described in an IDEM approved WMP (and the relevant critical areas referenced in the application Section 5A); address a water quality problem outlined in the WMP; and follow the project's approved cost-share program. Please refer to the IDEM [Agricultural](#) and [Urban](#) Cost-Share Guidance Documents for more information on cost-share requirements. Also, refer to the document

entitled [Section 319 Eligible NRCS Field Office Technical Guide \(FOTG\) Practices](#) for information on BMP eligibility.

3. Estimated pollutant load reductions for all BMPs implemented must be provided, if applicable. **NOTE:** estimated pathogen load reductions are required to be reported for BMPs that reduce *E. coli* or other pathogens.
4. A minimum of 50% of the 319 funds requested to implement a WMP must be allocated for BMPs. 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.
5. The 319-A Cost Share form requires farm tract and field numbers. It is the responsibility of the watershed group to obtain these numbers from the cost share participant.
6. All urban BMPs must be pre-approved by an IDEM Project Manager before grant funds are allocated to a landowner.
7. In some cases, Section 319 funds may be used for BMPs within an MS4's jurisdiction. See Section 3 of these instructions and the IDEM [MS4 FAQ](#) for more information.
8. Demonstration projects are strictly defined (see Section 5B of these instructions). They are a separate task and are not considered part of a cost-share program.
9. An entity may apply to implement more than one WMP during a project. The application must explain why the entity wants to implement more than one WMP, how implementation efforts will be focused, and show that there are sufficient personnel to successfully carry out the project.

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 the application and taking responsibility for the project if it receives funding. Applications may have only one sponsor.
3. The sponsor taxpayer identification number is required for funding consideration.
4. You must choose one organization type. If your organization type is not on this list, you are not eligible to apply for funding.
5. You must have a [Data Universal Numbering System \(DUNS\)](#) number and an active registration in the [System for Award Management \(SAM\)](#) (formerly CCR database) to be eligible for federal funding. See the above web sites for more information.

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 if the application is accepted for funding.
2. Provide contact information for the project coordinator (the person coordinating the activities of the project), if known.

Section 3: Project Overview

If no part of the proposed project area is within a Municipal Separate Storm Sewer System (MS4) area as defined in 317 IAC 15-13, check the “No” box on the application form and proceed to #2 below. If any part of the proposed project is within or partially within a (MS4) area as defined in 327 IAC 15-13, check the “Yes” box and read the information in Number 1 below.

1. Federal policy prohibits the use of Section 319 funds to meet MS4 requirements, regardless of whether that requirement is an educational program or a constructed BMP. The designated entity within the MS4 area is required to develop and implement a storm water quality management plan (SWQMP) to reduce the discharge of pollutants from their storm water conveyance system. The SWQMP lays out the methods by which the MS4 will manage and treat their storm water.

The SWQMP’s Minimum Control Measure (MCM) Number 5 for Post-Construction Runoff Control addresses discharges of post construction storm water runoff from new development and redevelopment areas. Storm water control features/BMPs at these sites are not eligible for 319 funds if the features are required by the MS4 Rule or are identified in the SWQMP. On the other hand, in most cases the post construction requirements for managing storm water do not apply to *existing sites* (where there is no construction). Generally, BMPs installed on an existing development do not conflict with the MS4 rule.

Section 319 funds may be used for BMPs and programs that go “above and beyond” the requirements outlined in the MS4’s SWQMP. Above and beyond for education programs can usually be established by focusing on the entire watershed and not just the MS4 area. 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 this project proposes to install BMPs on a new development or redevelopment site, that intention must be stated in Section 5A of the application, and you must determine if the BMP is listed in MCM 5 from the SWQMP-Part C. If the BMP is not listed in MCM 5, state that in the application. If the BMP is listed in MCM 5, before the BMP is approved by the IDEM Project Manager you must prove that the design goes above and beyond the SWQMP requirements.

Check the “I have read the application instructions regarding the use of Section 319 funds in these areas and will abide by the federal restrictions” box if you read and understand the federal restrictions regarding Section 319 funds and MS4 permits.

2. 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. These figures must be transferred from and match the *Budget for Section 319 Application* sheet

in the application form. More information about budgets is discussed in the [Budget for Section 319 Application](#) section of these instructions.

3. Indicate the proposed start and end dates for the project. Assume that the project may start approximately 12 months after the application is submitted to IDEM. The maximum project length is 48 months. Projects creating a new watershed management plan must devote a minimum of 24 months to the planning process. For a project 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 for such things as hiring a watershed coordinator, finalizing a WMP draft and getting IDEM approval, suitable weather needed to implement BMPs, and other administrative responsibilities. Time extensions for grant agreements are discouraged and are not guaranteed.
4. Check the appropriate box if the project will be developing a watershed management plan or implementing a watershed management plan. If neither applies, leave blank. If developing a WMP, check the box if the watershed has an [approved Total Maximum Daily Load \(TMDL\)](#) and state the name of the TMDL. Also check the box if there are any waterbodies listed in Category 5A on the Draft 2014 [303\(d\) List of Impaired Waters](#) in the watershed. If implementing a WMP, indicate if the plan meets or will meet the 2003 or 2009 WMP Checklist and provide the name and approval date of the plan. Check the box if there are any [approved TMDLs](#) for the watershed and provide the name of the TMDL.
5. Provide the name of the watershed(s) the project will be working in, if applicable, and the 8, 10, or 12-digit HUC for the watershed. The code may be obtained from your local Soil and Water Conservation District office, [Indiana HUC Finder](#) website, or IDEM staff.
6. Identify the name of major streams, rivers, or lake systems in your project area, and the counties and states within the project watershed.

Section 4: Water Quality Problem(s)

This section of the application focuses on the identified and perceived water quality problem(s) and sources within the targeted watershed and the problems that will be addressed by the project. Address the instructions on the application.

- A. List the Assessment Unit ID, Assessment Unit Name, and the cause(s) of impairments for impaired waters (Category 5A) and those for which a TMDL has been approved (Category 4A) which may be found in the [2014 Integrated Water Monitoring and Assessment Report](#) and associated Draft 2014 303(d) List of Impaired Waters. Applications based on Assessment Units listed only for non-traditional nonpoint source pollutants (Category 5B) are still eligible, however, will likely be less competitive.
- B. Provide as much support for the water quality problem(s) that will be addressed as possible, including possible sources of the water quality problems. If you are proposing to revise an existing WMP and add a new project area, please differentiate between information applicable to the existing WMP's area and that of the new project area. Note that this section continues on the next page.

Section 5A: Project Approach to Solving the Problem

This section of the application should provide a general overview of the project and its approach to solving the nonpoint source problems. Project details will be requested in the next section. Clearly differentiate between work you and your partners plan to do as part of this application and work that has been done/is being done outside of this project. Be sure to address all aspects of the instructions in this section of the application. Note that this section continues on the next page.

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.

If the project includes environmental monitoring, the goals and objectives of the monitoring program must be described here. See Section 5B of these instructions for more information on conducting a monitoring program.

If the application is to revise/update a WMP, explain what needs to be revised/updated, how information will be gathered and used, and if the revised information will be incorporated into the WMP or put into an addendum.

Applications for implementation projects must explain what parts of the WMP (goals, objectives, and critical areas with a page number from the WMP, if known) will be the focus of the project. Include estimated targets for number of acres treated, number of BMPs implemented, and load reductions expected from the project. A list of landowners that have agreed and are ready to implement BMPs may be submitted as an appendix to the application to show the group's ability to gain stakeholder interest and their readiness to begin.

Applications to continue implementing a WMP must describe what previous implementation has been done in the watershed, what water quality problems and critical areas were the focus, what WMP goals and objectives were accomplished, the number of BMPs installed, the load reductions achieved, progress toward meeting WMP goals, and the completed education and outreach efforts. Explain how this proposed project will get the group closer to meeting the WMP goals.

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. Address how the project will help others in Indiana improve the water quality of Category 4A and 5A waterbodies and/or protect unimpaired waters per the Indiana State NPS Management Plan goals/priorities.

Section 5B: Tasks

List the tasks that need 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.

The tasks will be used to draft a grant agreement if the project is chosen for funding. Group related activities into the same task where possible. Describe the product or deliverable that will result from the completion of that task.

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.

Develop a Watershed Management Plan

Consult the [IDEM WMP Checklist \(2009\)](#) to become familiar with the required elements of a WMP. There are many resources available to help with developing a watershed management plan including the [Indiana Watershed Planning Guide](#). Also, see the Project Schedule section in these instructions for more information on the watershed planning schedule.

Sample Task Language:

- Produce a watershed management plan for the ABC watershed, Hydrologic Unit Code (HUC) X that meets IDEM's 2009 Watershed Management Plan Checklist. Submit drafts of the WMP to the State for review and comment in accordance with the project schedule. WMP development will include 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
 - 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

For more information on revising a WMP, see the [General Information for Developing a Watershed Management Plan](#)

Sample Task Language:

- Update and revise the ABC Watershed Management Plan, sections 123. The completed WMP for ABC watershed will meet the 2009 WMP Checklist.
- Reconvene the steering committee and meet no less than X times
- Use a desktop survey and/or windshield survey to gather watershed information
- Reassess problems, causes, sources, critical areas, and goals

Conduct a Monitoring Program

Water quality monitoring is not required for Section 319 projects. However, projects do need to somehow identify critical areas and measure the effectiveness of their efforts (see Section 5D of these instructions).

Water monitoring is expensive, and doing it successfully requires training, following quality assurance protocols, skills in data management/analysis, and enough funding to monitor sufficiently to make it worthwhile. Monitoring that does not result in sufficient data that is representative of water quality is rarely useful and is not a good use of Section 319 funds.

Groups desiring to conduct their own water quality monitoring, must read and follow the document developed by Purdue called *Monitoring Water in Indiana: Choices for Nonpoint Source and Other Watershed Projects*, which may be found at:

<https://engineering.purdue.edu/watersheds/monitoring/MonitoringWaterinIndiana.2012.1.pdf>

It will help groups develop a monitoring strategy to obtain useful information and includes topics such as determining whether you have the resources and need for monitoring, exploring existing data, and identifying clear monitoring goals and means to achieve them. If water quality monitoring is desired, the following information must be included in the application:

1. The intent to develop a Quality Assurance Project Plan (QAPP). See “Note on monitoring” below for more information.
2. The level and type of monitoring you will be conducting (i.e., volunteer/Hoosier Riverwatch, analytical laboratory methods, a combination, etc.).
3. The specific purpose of the monitoring (i.e., goals and objectives)
4. How the monitoring program will be designed so the data collected will meet the intended purpose/goals of the program. Include the number of sites, frequency of monitoring, and parameters/indicators to be monitored.
5. What the group will do with the data.

All monitoring programs must follow these policies:

- As a general strategy to establish a water quality baseline for WMP development, the core chemical parameters should be analyzed no less than monthly for one year. Flow must be measured at every sample site since flow is used to calculate pollutant loads, which are a requirement of the WMP Checklist. See Section 15 of the *Monitoring Water in Indiana: Choices for Nonpoint Source and Other Watershed Projects* manual for more information on collecting flow data.
- Water quality monitoring is not eligible during WMP implementation unless the goal is trend monitoring, which will need to be explained and justified, and it follows the Quality Assurance Project Plan used during WMP development.
- Professional macroinvertebrate monitoring will only be funded 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), photo documentation of before and after BMP installation or stream condition, 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 and submit it to IDEM for approval at least one month prior to initiating monitoring activities.
- 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 ABCDXYZ. *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

All outreach and education must have a stated purpose. Education/outreach should be targeted to stakeholders for the purpose of directly fulfilling project tasks/goals, promoting behavioral changes that will lead to reduced nonpoint source pollution in the watershed, and implementing BMPs. Education activities not meeting the above criteria or activities targeted toward children (such as classroom education/presentations, curriculum development, and school outings/field days) are eligible, but should be counted as match for the project.

Sample Task Language:

- Develop an education and outreach program designed to bring about behavioral changes that will lead to reduced nonpoint source pollution in the watershed, including at least the following:
 - Conduct no less than quarterly public stakeholder meetings to gather public input into the development of the WMP.
 - Send out quarterly mailings to stakeholders updating them on the progress of the plan, opportunities to get involved, information on BMPs, and future meetings.
 - Develop and distribute to landowners a brochure on the cost-share program to promote implementation of BMPs.
 - 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 WMP.
 - Conduct a workshop on topic X to educate people on YZ.
 - Conduct two field days to showcase BMPs.
 - Track attendance at stakeholder and steering committee meetings to measure stakeholder participation and interest. Results will be included in the Final Report.

Develop a Cost-Share Program

All Section 319 grant projects with a cost-share component are required to develop a cost-share program. Details of the cost-share program shall be submitted to the State for approval in accordance with the [Section 319 Cost-share Program Development Guidelines](#) prior to program implementation. Refer to the document entitled [Section 319 Eligible NRCS Field Office Technical Guide \(FOTG\) Practices](#) for information on BMP eligibility.

Sample Task Language:

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

Implement a Cost-Share Program

All funds in this task/budget must be spent on implementing BMPs, with a 319 cost-share level of up to 75 percent. Comprehensive Nutrient Management Plan and Conservation Plan development may be funded up to 90 percent.

Sample Task Language:

- Implement the cost-share program described in Task X. All BMPs will be implemented in critical areas as described in the ABC 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, nutrient and pathogen load reductions for every BMP implemented as a result of this project, including BMPs not funded with this grant.

Demonstrate Best Management Practices (BMPs)

A BMP may be demonstrated in the watershed if the group has determined that this would be an effective way to encourage implementation of a particular BMP, and it meets the criteria listed below. IDEM encourages projects to consider showcasing an existing or recently cost-shared BMP through field days or other means rather than demonstrating a BMP. BMP demonstration projects are separate from cost-share projects and may be funded at 100% if they meet the following criteria. They must:

- be located on public land, or land the public can access on a regular basis;
- be installed in a critical area as defined in the WMP;
- not have been cost-shared on before in the watershed with Section 319 funds;

- be used/showcased as part of an education/outreach event; and
- meet the terms and conditions of the 319A or 319U Cost-Share Form.

Sample Task Language:

- Work with local leaders and landowners to find an appropriate site to demonstrate a Low Impact Development BMP to educate the public on improving water quality through this type of urban BMP. The BMP will be located on public land in a critical area as defined in the ABC WMP, will be showcased during a field day, and has not been implemented previously in the watershed with 319 funds.

Reporting to IDEM

IDEM cannot reimburse for costs associated with reporting. Progress reports must be submitted with every invoice, or at least quarterly. A final report is due by the grant agreement end date. Ten percent, and up to fifteen percent, of the total grant funds will be held until the final report is received.

Sample Task Language:

- Submit progress reports and a final report to IDEM in accordance with the grant agreement schedule.

Section 5C: Partners

List here partners that have provided a written commitment (not simply a letter of support) to the project. **Submit electronic copies of current signed letters of commitment from all listed partners that detail specific commitments that will assist in the completion of the project such as specific amounts of time, money, and activities that will be provided.** The commitment(s) in the letter must match the commitment(s) listed in the application. If there are more partners than the space allows, you may submit an appendix to the application. General letters of support from entities that do not detail commitments may be submitted, but these letters will not receive the same consideration when ranking proposals for funding. If requesting assistance from Joint NRCS/ISDA Conservation Teams, a letter of support from the NRCS Area Conservationist must be submitted.

Section 5D: Outcomes and Measures of Success

The Project Outcomes should reflect the goals listed in Section 5A of the application. Every goal listed 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/change). The measures chosen should be tailored to the size, scope, and specific goals of the project. Be specific and show how you will be able to gauge the success of meeting the project’s goals. Note: The [319/205 Final Report](#)

[Requirements](#) asks for an evaluation of how the project met/fulfilled the expected Outcomes. Examples include:

Outcome (Goal)	Measure of Success
Watershed Management Plan for X Watershed Developed	WMP approved by IDEM. (Administrative)
50% of stakeholders in critical areas educated about BMPs	3 field days on BMPs held, 30% of the stakeholders in the critical areas attended. (Administrative)
Increased amount of crop land implementing cover crops.	7,500 acres of land adopted cover crops (Administrative).
14,400 tons of sediment, 17,100 lbs. of phosphorus, and 34,100 lbs. of nitrogen reduced per year.	BMPs implemented on at least 50% of crop land, 30% of pasture and 5% of urban (Administrative). Sediment and nutrient load reductions estimated to be within 15% of the expected outcome. (Environmental)
	1000 acres of cover crops, 1,500 acres no-till, 250 head of livestock fenced from waterbodies, 600 acres of pasture & hayland planting, 2 rain gardens and 2,500 sq. ft. pervious pavement. Sediment and nutrient load reductions estimated to be within 15% of the expected outcome. (Environmental)
Social indicator data collected on adult knowledge and behavior concerning urban fertilizer application and nutrient reduction.	QAPP approved by IDEM. Survey results gathered with at least a 40% response rate. Results analyzed to develop baseline data on the capacity, skills, awareness, knowledge, beliefs, values, and behaviors of targeted landowners with regard to fertilizer application and nutrient reduction (social). Education and outreach program modified based on the results to better educate stakeholders on nutrient reduction. (Social)
Reduced nutrient loads in watershed by 20%	22 BMPs addressing nutrients implemented. (Administrative) Measured/modeled nutrient load reductions from BMPs estimated to be 15%. (Environmental)

Section 5E: Future Activities

Follow the instructions on the application.

Section 6: Project Schedule

Complete the schedule, filling in the anticipated project milestones and activities for each task 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.

Watershed Planning Schedule: This schedule is based on 24 months of continuous planning. Applicants 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.

- End of First Quarter - Submit draft WMP addressing the following elements from the checklist instructions: 1, 2, and 3.
- End of Third Quarter - Submit draft WMP addressing the following elements from the checklist instructions: 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, and 14.
- End of Fifth Quarter - Submit draft WMP addressing the following elements from the checklist instructions: 15, 16, 17, 18, and 19.
- End of Sixth Quarter - Submit draft WMP addressing the following elements from the checklist instructions: 20, 21, 22, 23, and 24.
- Last day of Month 22 - Submit final draft WMP addressing the following elements from the checklist instructions: 25, 26, 27, 28, 29, 30, 31, 32, and 33.

Section 7: 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 will be 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, email address, and date of signature on the electronic copy of the application.

Budget for Section 319 Application

The budget will be evaluated on its appropriateness and cost-effectiveness. Correlate your budget to the tasks listed in Section 5B of the application. Insert the amount of money that will be utilized from the categories listed on the application for each task. It is preferable for administrative costs to be counted as match toward the project. The grant-funded expense categories in the project budget are described below.

- **Personnel/Fringe**: Personnel refers to the salaries for permanent and/or temporary personnel directly working on the task. Fringe refers to benefits paid 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 may be claimed only for the portion of rent which is directly associated with the administration of the grant project, including the portion of the office space devoted to people and associated equipment for the project.
- Note on Indirect Rates: An Indirect Rate is a federally negotiated rate of reimbursement for overhead costs similar to Administrative costs. 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 may be reimbursed up to the current Federal Rate.
- Equipment: Items that will be used long-term. Examples include - office equipment, testing/engineering equipment, camera equipment, personal computer
- Supplies: Expendable commodities that are consumed within a relatively short period of time. Examples include - stationary/office supplies, educational supplies, camera supplies, testing supplies, repair parts, and safety supplies.
- Contractual: Expenses incurred through a subcontract. The subcontract costs must also be described and itemized (i.e., personnel, travel, equipment, etc.).
- Cost-Share: Expenses associated with a cost-share program for installing BMPs. Cost-share expenses may include technical support to design and install BMPs. When implementing a WMP, at least 50% of the total requested grant funds must be in this task. 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 services, rental costs for equipment, and training fees.

The following is general guidance on match for Section 319 funded projects. For additional information on match see the [Match and Grant Eligibility Guidance](#) on our web site.

- Match documented must be directly associated with the project and for work done to fulfill the contract tasks or meet 319 eligible WMP goals. 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 his/her 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., attendees 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 for the time it is actively used for the project. A large amount of match for a single service/activity must be justified in the application.

The budget sheet in 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”. You may need to tab or use the right arrow key to move to the end of the row for the calculations to populate the fields. 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. Check to make sure the sheet is filled out correctly and the numbers have been added before submitting your application!

Itemized Expenses - in the spaces provided at the bottom of the page, describe the expenses associated with the categories for each task. Clearly state how many people this grant will fund and what tasks will be their responsibility. Indicate the names of agencies, groups, and organizations that will be providing match for the project and an estimate of the amount of match being provided by each. A letter of commitment from each participating agency providing substantial match must be attached to your application at the time of submittal. Note that all payments are made in arrears for expenses incurred and payments are typically received five to six weeks after invoice submittal.

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 solicitation deadline.

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

NPSGRANTS@idem.IN.gov

2. Mail an original, complete, and signed application, postmarked by the deadline, to:

Indiana Department of Environmental Management
Office of Water Quality, Watershed Planning and Restoration Section
100 N. Senate Avenue
MC 65-44 Shadeland
Indianapolis, IN 46204

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

Who Can I Contact if I Have Questions?

IDEM staff can provide guidance on project development and assist with tasks associated with addressing NPS pollution issues in your watershed. [Contact IDEM](#) if you have any questions.