

Application Instructions

FFY 2024

Section 319 Nonpoint Source Management Program Grants

Notice of Intent due June 1, 2023

Applications due September 1, 2023

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Introduction

1. Review these instructions carefully before submitting your Notice of Intent (NOI) and completing the current application form. **Section 319 Applications will only be reviewed from applicants who submit an approved NOI.** Contact IDEM staff if you have any questions before submitting the application.
2. Only applications submitted using the official 319 form (State Form 49367/R7) will be considered for funding. Changes to the form are prohibited and altered forms will not be reviewed.
3. Consult the current [Solicitation Information](#) to determine what projects will be considered for funding and how IDEM will evaluate your proposal.
4. 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.
5. There are 4 allowable attachments to the application: additional impairments, [additional partners](#), WMP checklist for projects proposing to update a WMP, 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.
6. The [Climate and Economic Justice Screening tool](#) (CEJS) is a web-based tool that was created by the Council on Environmental Quality (CEQ) that identifies disadvantaged communities. The tool uses data that are indicators of socio-economic and environmental burden in eight categories: climate change, energy, health, housing, legacy pollution, transportation, water, and wastewater, and workforce development. The tool uses these indicators to identify communities that are experiencing socio-economic and environmental burdens and are therefore disadvantaged because they are overburdened and underserved. For the purposes of this application, IDEM will use this tool to identify proposals which include disadvantaged communities. Proposals will be scored and ranked against each other, with priority consideration given to proposals with a greater impact on disadvantaged communities.
7. There is no cap on application funding requests. While there is no defined maximum amount a project may receive, please be mindful of the fact that funds are limited when developing the project budget. 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. The Section 319 program is subject to the provisions of the Build America, Buy America Act (Section 70914 of P.L. 117-58), which requires that federally-funded public works infrastructure construction projects give preference to American-made products. This requirement took effect on May 14, 2022 and applies to grant funds awarded for projects subsequent to that date. In Indiana, this will apply to federal fiscal year 2022 grants and forward. Additional information on the BABA is available on the [U.S. EPA website](#). At this time, U.S. EPA has approved short-term waivers for the 319 program, recognizing that a structure of support has not been developed specifically for small-program use-cases and may

not be available to awardees at this time. However, the waiver decision memo acknowledges the expectation that, during the waiver period, the Agency, states, and communities will work towards building the network and support needed to fully implement the provisions of BABA, which include using made in America iron and steel, manufactured products, and construction materials such as non-ferrous metals, plastic, glass, lumber, and drywall. 319 grantees should use this waiver period to investigate the availability of Made in America products for their cost-share projects so that they are prepared to implement BABA requirements as soon as possible.

10. Completion of quarterly and final reports is a grant requirement and is not a reimbursable expense.
11. Check that your application is complete, concise, and your responses are limited to the space allocated. **Please note:** the space allocated allows a limited number of characters and all empty spaces (e.g., created when using a line return to start a new paragraph) are considered characters. The following review criteria are automatic failures in the administrative review and will eliminate a proposal from further competition:
 - a. Application without prior NOI submitted for the project
 - b. Alteration of the form/using an incorrect form
 - c. Ineligible organization as applicant for the grant
 - d. Ineligible project for 319
 - e. Incorrect budget or match totals

IDEM has many resources on its website (<https://www.in.gov/idem/nps/funding/clean-water-act-section-319h-grants/>) 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 unless they are done in conjunction with a Total Maximum Daily Load project.
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 **revisions**, at least two of the WMP sections below must be outdated. WMPs approved by IDEM within the last five years are not eligible to receive funding for revision, unless extraordinary circumstances necessitate it

and it is pre-approved by IDEM. Please see [IDEM: When to Update a Watershed Management Plan](#) for more information on updating a WMP. Applicants should also include a checklist of the outdated elements as an appendix to their application.

- 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 E1); address a water quality problem outlined in the WMP; and follow the project's approved cost-share program. Please refer to the IDEM [Agriculture](#) 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.
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 E2 of these instructions). They are a separate task and are not considered part of a cost-share program.
9. An organization may apply to implement more than one WMP during a project. The application must explain why the group 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.

Conducting 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 G 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 that 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 and biological parameters should be analyzed no less than monthly for one year. Flow must be measured, modeled, or calculated 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.

- During WMP development, professional water quality monitoring is not eligible after the WMP is complete, unless the goal is trend monitoring which will need to be explained and justified.
- During WMP implementation, professional water quality monitoring is not eligible unless the goal is trend monitoring, which will need to be explained and justified, and the monitoring follows the Quality Assurance Project Plan used during WMP development. In order to be funded through Section 319 funds, *trend monitoring* must meet the Tier 3 Data Quality Objectives as listed in the [Technical Guidance for the Office of Water Quality External Data Framework](#).
- Professional biological monitoring will only be funded once per year per monitoring site. (This does not apply to Hoosier Riverwatch biological monitoring which may be done more often).
- All projects with a QAPP must submit all data collected, separately from the final report, at least 30 days prior to closure for data validation. Data should be submitted in the format provided by IDEM.

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. Be sure to budget the appropriate funds for monitoring, including development of the QAPP and other quality controls (e.g., duplicate samples).

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.

Section A: 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. Please list the address where materials may be mailed to the sponsor.
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. The sponsor taxpayer identification number is required for funding consideration.
- 6.&7. You must have a [Unique Entity Identifier](#) (previously 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 B: Project Contact Information

- 1-5. 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. Please note that if your proposal is chosen for funding, IDEM’s contracting service will require a number capable of receiving text messages for the signatory of the contract for verification purposes.
- 6-10. Provide contact information for the project coordinator (the person coordinating the activities of the project), if known. At times, the primary contact and the project coordinator are the same person.

Section C: Project Overview

1. 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 an [MS4 area](#) as defined in 327 IAC 15-13, check the “Yes” box and read the information in part (a) below.

- (a). 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.

- (b). 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.

- (c). If this project proposes to install BMPs on a new development or redevelopment site, that intention must be stated in Section E1 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.&4. Time Frame – 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, work with your [IDEM Watershed Specialist](#) to determine an appropriate schedule. 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 and U.S. EPA approval, suitable weather needed to implement BMPs, and other administrative responsibilities. Time extensions for grant agreements are discouraged and are not guaranteed.
5. Watershed Management Plan - 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.
 - (a). 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 2022 [303\(d\) List of Impaired Waters](#) in the watershed.
 - (b). 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.
- 6.&7. 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.
- 8.&9. Identify the name of major streams, rivers, or lake systems in your project area, and the counties and states within the project watershed. Generally, Indiana 319 implementation funds can be spent in states adjacent to Indiana when the project is in a watershed covered by an Indiana-approved watershed management plan and is upstream of impaired Indiana waters. Section 319

planning funds may be spent to complete a watershed management plan when the watershed leaves Indiana and enters an adjacent state.

Section D: 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. Include an explanation of the problems that will be addressed by the project. Address the instructions on the application.

Section 1: 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 [2022 Integrated Water Monitoring and Assessment Report](#) and associated 2022 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. If you run out of space, you can include additional impairments in an attachment.

Section 2: Provide as much support for the water quality problem(s) that will be addressed as possible, including possible sources of the water quality problems and quantify the extent of potential sources where possible. If you are addressing an environmental justice area, make note of that project goal here. 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 E1: 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.

Discuss not only the goals of the project, but how you will measure success meeting those goals. 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 E2 of these instructions for more information on conducting a monitoring program.

If applicable, discuss how historically overburdened and underserved communities will be identified and included throughout the project. Historically overburdened and underserved communities may include non-English speakers, racial or ethnic groups, low-income communities, or tribal organizations. Use the [CEJS tool](#) to evaluate disadvantaged communities in the project area. This tool uses data that are indicators of socio-economic and environmental burdens in eight categories: climate

change, energy, health, housing, legacy pollution, transportation, water, and wastewater, and workforce development to identify communities that experience these burdens.

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. Please include a checklist of the watershed elements to be revised as an appendix to the application. See the guidance [IDEM: When to Update a Watershed Management Plan](#) for the required elements for revision.

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 or regional project, explain how the project supports your mission, why it is needed, and why it is best developed at the statewide or regional 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. If applying as an innovative project, ensure that the application ties the project back to the Indiana State NPS Management Plan goals/priorities.

Section E2: Tasks & Schedule

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. For each item, indicate the anticipated quarter(s) in which it will be completed. 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](#).

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 and EPA’s Nine Elements of a Watershed Based Plan. Submit drafts of the WMP to the State for review and comment in accordance with the schedule below:
 - Submit draft WMP addressing Checklist elements 1-3. (Q1)
 - Submit draft WMP addressing Checklist elements 4-14 (Q3)
 - Submit draft WMP addressing Checklist elements 15-19 (Q5)
 - Submit draft WMP addressing Checklist elements 20-24 (Q6)
 - Submit draft WMP addressing Checklist elements 25-33 (Q7)
 - Submit final WMP (Q8)

Conduct no less than 10 steering committee meetings, advertised and open to the public, to guide the development of the plan (Q#, Q#, Q#, ...)

Revise a Watershed Management Plan

For more information on revising a WMP, see the [General Information for Developing a Watershed Management Plan](#). Work with your IDEM Watershed Specialist to determine the appropriate schedule.

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 and EPA Nine elements.
- 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
- Submit drafts according to the schedule below:
 - Submit draft WMP addressing Checklist elements [#] – [#] (Q#)
 - Submit draft WMP addressing Checklist elements [#] – [#] (Q#)

Conduct a Monitoring Program

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. (Q#)
- 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 12 months. Chemical and physical parameters will include pH, dissolved oxygen, turbidity, conductivity, temperature, nitrate+nitrite, phosphorus, total suspended solids, and *E. coli*. 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. (Q#-Q#)

Conduct an Outreach and Education Program

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 nine (9) steering committee meetings to educate stakeholders and gather input for the project. (Q#, Q#, Q#...)
 - Use social networking media to provide monthly meeting notices/reminders and informational updates for a total of X. (All quarters)
 - Develop and distribute to landowners a brochure on the cost-share program to promote implementation of BMPs. (Q#)
 - 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. (All quarters)
 - Conduct a workshop on topic X to educate people on water quality. (Q#)
 - Conduct two field days to showcase BMPs. (Q#, Q#)
 - Track attendance at stakeholder and steering committee meetings to measure stakeholder participation and interest. Results will be included in the Final Report. (Q#-Q#)

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:

- The Grantee shall develop a cost-share program to implement best management practices (BMPs) such as conservation tillage, cover crops, pasture/hayland improvement, livestock exclusion, riparian buffers and others that address the water quality concerns outlined in the ABC Watershed Management Plan. Details of the cost-share program shall be submitted to the State for approval in accordance with the [IDEM: Nonpoint Source: Section 319\(h\) Cost-Share Program Development Guidelines](#) Section 319 Cost Share Program Development Guidelines prior to program implementation. Once the cost-share program is approved, the Grantee shall provide technical assistance to landowners to facilitate BMP implementation through activities such as conducting farm visits; assisting with conservation planning and BMP selection; and inspecting installed BMPs to ensure that they meet design specifications. (Q#-Q#)

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. (Q#-Q#)

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. (Q#)

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. At least 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. (All quarters)

Section F1: 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 G: Outcomes and Measures of Success

The Project Outcomes should reflect the goals listed in Section E1 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 [319/205j 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 and EPA. (Administrative)
500 of the 1000 stakeholders in the critical areas educated about BMPs	3 field days on BMPs held, 35% of the stakeholders in the critical areas attended. (Administrative)
Increased amount of crop land with 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% (1000 acres) of crop land, 30% (300 acres) of pasture and 5% (20 acres) 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% (20,000 lbs./yr.)	22 BMPs addressing nutrients implemented. (Administrative) Measured/modeled nutrient load reductions from BMPs estimated to be 20%. (Environmental)
Reduction in <i>E. coli</i> entering streams	Ten BMPs implemented that reduce <i>E. coli</i> . Five hundred cattle removed from stream access. Fifteen failing septic systems repaired or replaced (Administrative). Ten percent reduction (from baseline in WMP) of <i>E. coli</i> in stream per water quality monitoring or estimated load reductions (Environmental).
Involvement and education of the public on water quality issues, NPS pollution, and solutions	Increased attendance and participation recorded at each meeting, workshop, and educational event throughout the project (Administrative). Pre and post-event surveys indicate an increase in knowledge of topic covered (Social)
Educate a minimum of 300 watershed stakeholders about Best Management Practices (BMPs)	Host minimum of 3 field days (1 septic-focused), participate in at least 6 promotional events with local/regional partners. Monthly website/social media updates, conduct one-on-one conservation planning meetings with producers, develop/distribute newsletters (6 total) and brochures/flyers (5 total). Track number of people reached via newsletters, events, social media. Hold 1 Hoosier Riverwatch training. Track all volunteers and program participants.

Section H: Future Activities

Follow the instructions on the application. Consider the work that needs to be done in this watershed and the long-term goals of your current efforts. Identify whether the actions outlined in the application will be sufficient to achieve water quality standards in the watershed. If not, identify the steps that will be taken to create a stable organization/watershed effort capable of continuing to pursue watershed goals. Possible actions include:

- Identify funding sources, including non-319 funds, to provide financial stability to the organization.
- Identify organizational practices that will be implemented to ensure stability during staff turnover, changes in policy, or changes in organizational goals.
- Identify possible actions to promote continued community interest in and support of the project during possible breaks in funding.

Section I: 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 E2 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.

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.

1. **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 \$48,000/year (including fringe).

2. **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."

3. **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.

4. **Equipment:** Items that will be used long-term. Examples include - office equipment, testing/engineering equipment, camera equipment, personal computer.

5. 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.

6. Contractual: Expenses incurred through a subcontract. The subcontract costs must also be described and itemized (i.e., personnel, travel, equipment, etc.).

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

A note on cost-share: Cost-Share expenses should be 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.

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 \$29.95/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 or click the F9 key 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! Ensure that the total amounts from Section I on page 8 are visible in Section C on page 1 and that the amounts match.**

8. List sources and estimated amount of cash match that have been pledged to the project. For large sums of cash match, a letter committing those funds should accompany the application.
9. List sources and estimated amount of in-kind match that have been pledged to the project, as well as the activities that will be considered in-kind match.

Section 7: Project Authorization

An authorized representative of the sponsoring organization must sign and date the electronic submission of the 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.

Submitting Your Application

In order to be considered for funding under IDEM's Section 319 Nonpoint Source Grant Program applicants must email a copy of the completed and signed application, full letters of support, and eligible appendices by the **solicitation deadline** to:

NPSGRANTS@idem.IN.gov

It is recommended that you copy your Watershed Specialist on the email.

Because of the competitive nature of this program, applications and letters of support 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.