

# WATERSHED ASSISTANCE SMALL GRANTS PROGRAM

## REQUEST FOR PROPOSALS

### (WASGP - 7)

**Rivers Alliance of Connecticut** (Rivers Alliance) is now soliciting proposals for the **Watershed Assistance Small Grants Program** for 2017-2018. Approximately \$63,000 will be available for funding projects and activities that strengthen river-watershed protection and/or implement approved “9 Element” watershed based plans in Connecticut. These funds have been made possible by the CT Department of Energy and Environmental Protection (CT DEEP) through a U.S. Environmental Protection Agency (US EPA) Clean Water Act Section 319 Nonpoint Source Grant. Projects or activities should be capable of being completed by December 31, 2018.

*\*Please note that the purpose of these grants has changed and expanded, as compared to previous funding rounds.*

**WHY?** These grants are intended to support one of the following two goals:

- (1) Planning Projects that foster Watershed Organizations: Assist with the growth and development of emerging or new river-watershed organizations and provide opportunities to established watershed organizations for capacity building projects;
- (2) Implementation Projects that support 9 Element Watershed Based Plans: Provide funding for implementation projects in watersheds that have CT DEEP approved watershed based plans that have been developed or are near completion.

**HOW MUCH?** The total available grant funds of \$63,000 will be allocated to support the above identified goals as follows:

- (1) Planning Projects that foster Watershed Organizations: \$21,000 has been allocated for planning projects. Depending on the number and quality of project applications, it is anticipated that numerous small to medium grants will be awarded. Grant awards are expected to range between \$500 to \$5,000.
- (2) Implementation Projects that support 9 Element Watershed Based Plans: \$42,000 has been allocated for implementation projects. Depending on the number and quality of project applications, it is anticipated that a few medium or one large grant(s) will be awarded. Grant awards are expected to range between \$5,000 to \$42,000.

**Watershed Assistance Small Grants** are provided on a reimbursement for services basis. A non-federal funding or in-kind services match of at least 40% of the total project / activity cost is required for all proposals.

**DEADLINES?** The deadline for proposals is Friday, October 27, 2017.

**WHO IS ELIGIBLE?** The following types of organizations are eligible to apply for grants:

- Nonprofit river watershed organizations and environmental groups with a strong watershed management focus with 501(c)(3) status.
- New river watershed groups seeking 501(c)(3) status who have a sponsoring 501(c)(3) environmental conservation organization that will receive and pass on grant funds.
- Organizations that do not have 501(c)(3) status and do not wish to seek it at this time, but that are willing to partner with a river watershed organization, other environmental conservation organization that does have 501(c)(3) status, or with a municipality or council of government.

Rivers Alliance will work with prospective grant recipients to match organizations with appropriate partners as needed. *(If assistance is required in the start-up of a new organization or in applying for a grant, please contact Rivers Alliance).*

**WHAT TYPES OF PROJECTS AND ACTIVITIES QUALIFY?** Examples of projects or activities that may qualify for funding include but are not limited to:

**(1) Planning Projects that may foster Watershed Organizations:**

- Aid in the start-up of new river watershed organizations (including filing for 501(c)(3) certification).
- Develop public outreach media.
- River cleanups, river appreciation events.
- Convene a series of stakeholder meetings; hire a facilitator to identify issues and priorities.
- Training for organization's staff and volunteers on watershed and river issues.
- Equipment for water quality monitoring and training. (This does not imply that data collected with equipment will meet water quality standards of CT DEEP and US EPA. Project or activity tied to equipment can be educational in nature.)
- Conduct a stream walk or water quality monitoring assessment in conjunction with a current US EPA approved Quality Assurance Approval Plan (QAPP).
- Develop plans to protect and/or restore water resources within watersheds.

Preference will be given to projects that address impaired water bodies listed in Connecticut's Integrated Water Quality Report to Congress (IWQR). The most recent report can be found at: [http://www.ct.gov/deep/cwp/view.asp?a=2719&q=325610&deepNav\\_GID=1654](http://www.ct.gov/deep/cwp/view.asp?a=2719&q=325610&deepNav_GID=1654).

Strong consideration will be given to projects or activities that encourage cooperation among organizations, businesses, watershed associations, governmental entities, educational and citizen groups.

**(2) Implementation Projects that may support 9 Element Watershed Based Plans:**

- Creation of rain garden or bioretention area.
- Installation of pervious pavement.
- Restoration and planting of riparian buffer.
- Installation of gravel infiltration trench.
- Establishment of streamside exclusionary livestock fencing.

- Installation of tree box filter.
- Placement of vegetated swale.
- Construction of subsurface gravel wetland.
- Installation of green roof.

A list of completed, approved watershed based plans for Connecticut can be found on the CT DEEP website at:

[http://www.ct.gov/deep/cwp/view.asp?a=2719&q=379296&deepNav\\_GID=1654](http://www.ct.gov/deep/cwp/view.asp?a=2719&q=379296&deepNav_GID=1654) .

Projects that assist CT DEEP with implementation of Total Maximum Daily Loads analyses (TMDLs) for waterbodies listed on the State's *Impaired Waters List* (part of the previously referenced IWQR report) may also be considered. TMDLs that have been developed for Connecticut waterbodies can be found on the CT DEEP website at:

[http://www.ct.gov/deep/cwp/view.asp?a=2719&q=325604&deepNav\\_GID=1654](http://www.ct.gov/deep/cwp/view.asp?a=2719&q=325604&deepNav_GID=1654) .

Preference will be given to physical implementation projects which will result in measurable nonpoint source pollutant load reductions. Projects proposed for communities subject to the CT DEEP General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer (MS4 GP) must not conflict with new, modified permit requirements, effective as of July 1, 2017. More information about the MS4 GP can be found on the CT DEEP website at:

[http://www.ct.gov/deep/cwp/view.asp?a=2721&q=558562&DEEPNav\\_GID=1654](http://www.ct.gov/deep/cwp/view.asp?a=2721&q=558562&DEEPNav_GID=1654) .

Applicants who receive awards for implementation projects must calculate pollutant load reductions once the project is installed, using U.S. EPA models or other acceptable method. More information on U.S. EPA load reductions models can be found at:

<http://it.tetrattech-ffx.com/staplweb/> .

Applicants who receive awards for implementation projects must also develop an Operations and Maintenance Plan (O&M Plan) for all installed practices. Each O&M Plan shall identify who will be responsible for maintaining the implemented practice. All O&M Plans shall be submitted to DEEP for review and approval. (Example O&M Plans can be provided by CT DEEP.)

#### **WHAT TYPES OF PROJECTS ARE NOT ELIGIBLE?**

Examples of projects or activities that do not qualify for funding include but are not limited to:

- Dam removal planning and implementation.
- Advocacy campaigns targeting state or federally funded projects, or state or federally permitted projects.
- Land or easement purchases.
- Promotional merchandise.
- Proposed projects or activities that do not meet the CWA 319 NPS grant requirements, including the 40% non-federal funding or in-kind services match. Please see note below.

**PLEASE NOTE: These grants cannot be used to cover the cost of food or any federally funded staff person or item, such as a government vehicle. Nor can such items be used as match. For example, a staff person receiving federal funds cannot use his or her staff time towards match. If a person or item is funded by the state, please seek approval from CT DEEP. Water quality monitoring activities or products conducted without an EPA approved QAPP, cannot be used as match.**

**APPLICATION**  
**WATERSHED ASSISTANCE SMALL GRANTS PROGRAM**  
**WASGP - 7**

**I. Proposal Cover Sheet**

Project Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Project Location: Town(s): \_\_\_\_\_

Regional Basin / sub-regional basin: \_\_\_\_\_

Contact Person  
and Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

E-mail: \_\_\_\_\_

*Please email a copy of your completed application form, along with your proposal (and any supporting materials) to: [rivers@riversalliance.org](mailto:rivers@riversalliance.org).*

**AND**

*Attach a copy of your completed application form to the front of your proposal (and any supporting materials) and mail 2 (TWO) **HARD COPIES** to:*

**Watershed Assistance Small Grants Program  
c/o Rivers Alliance of Connecticut  
7 West Street, P.O. Box 1797  
Litchfield, CT 06759**

**BOTH ELECTRONIC & HARD COPIES ARE REQUIRED FOR YOUR APPLICATION TO BE  
CONSIDERED FOR FUNDING.**

**ALL PROPOSALS MUST BE RECEIVED BY  
FRIDAY, OCTOBER 27, 2017**

**PROPOSAL CHECKLIST:**

- Organization description
- Project or activity description (limit 2 pages)
- Timetable
- Locational Map (if applicable)
- Budget (no more than one page)
- Financial forms: copy of the IRS letter certifying that you are a 501 (c) (3) organization
- Supporting materials (optional)

**I. Organizational Description**

A brief description of your organization, its purpose, and its past work.

**II. Project or Activity Description (Please limit to 2 pages)**

A description of your proposed project or activity, including:

- need for this work, goals and specific objectives;
- products or results from the project or activity;
- description of community support for the project;
- proposed method of calculating pollutant load reductions, if implementation project.

**III. Timetable**

Please provide a list of project activities with corresponding completion dates. If project or activity is expected to take more than one year, indicate that grant request is for Phase I and briefly describe subsequent phases and anticipated funding opportunities. (**Note: this does not guarantee future WASGP funding**).

**IV. Locational Map (if applicable)**

If applicable, please include a USGS map of the location of your project (with watershed boundaries indicated).

**V. Budget**

Attach a budget page (**please limit to one page**). The budget must include the following:

- The total estimated cost for the project or activity. If you are applying for a project that is a portion of a larger project please describe and give the budget for the full project and for the portion to which you will apply the grant. (For example, if the whole project is a \$60,000 watershed study, and you are applying for a grant of \$5,000 to be used for the cost of creating and displaying maps of your findings, give both budgets, specifying that your application is to go towards the map portion of the project.)
- Description and the value of other committed or potential funds and in-kind services that would be used as match. **Value of volunteer / pro bono / in-kind services should also be included in calculating matching funds.** *A 40% (non-federal) match of the total project or activity cost is required.* (For instance, if your grant request is for \$5,000, then a 40% match would equal \$3,333. Total project cost would be \$8,333).
- Personnel time, approximate number of hours and hourly rate.
- Overhead to be charged (expenses such as phone, office space, and management time).
- Travel mileage (at \$.535/mile).
- Other program costs (please describe).

An electronic copy and multiple hard copies (3 copies) of work products produced as a result of the WASGP grant may be requested of recipients for the files of funding partners. Applicants should consult with Rivers Alliance on this and budget accordingly.

As deemed appropriate on an individual project basis, Rivers Alliance will mentor or seek mentoring assistance from another appropriate entity to assist selected applicants on their projects. While this stipulation pertains primarily to emerging organizations, it may also apply to existing organizations. Mentoring assistance may also be requested by the applicant. In such cases, applicants may be requested to identify funds within their project budget that will be used to compensate Rivers Alliance or other mentoring entity for their services.

In order to allow more groups to benefit from the limited funding available, many partial grants have been awarded in the past. Please be aware that you may be requested to adjust the scope and budget of your project if partial funding is offered.

*All costs and funding associated with the project should be included in the budget. Sample budget follows:*

**SAMPLE BUDGET FORMAT**

	<b>Funding Requested from WASG Program</b>	<b>Other Funding or In-Kind Services (Non-Federal Match)</b>	<b>Subtotal</b>
<b>Salary</b>			
GIS Expert @ \$55/hr for 100 hrs	<b>\$4,000</b>	<b>\$1,500</b> (pro bono)	<b>\$5,500</b>
<b>Travel</b> (\$ 0.535 per mile)		<b>\$ 500</b>	<b>\$ 500</b>
<b>Expenses</b>			
Members dues, telephone, supplies, office space -- itemize		<b>\$ 500</b>	<b>\$ 500</b>
<b>Consulting</b>			
PowerPoint, presentation of maps with text \$40/hr for 45.8hrs	<b>\$ 500</b>	<b>\$1,500</b> (pro bono)	<b>\$2,000</b>
<b>Display Materials</b>	<b>\$ 500</b>		<b>\$ 500</b>
<b>Stipend</b>			
(for creating & presenting displays)	<b>\$1,000</b>		<b>\$1,000</b>
<b>TOTAL:</b>	<b>\$6,000</b> (60%)	<b>\$4,000</b> (40%)	<b>\$10,000</b>

**NOTE:** Your contribution can be more than 40% if that is the reality of your budget. But you will have to show proof of the match that you offer, so it is prudent to come up with as close to a 60-40% split as possible.

**HINTS FOR CALCULATING:** To figure the total cost of a project for any given grant award, divide the grant figure by 60% or (.6). For example, if you are asking for a grant of \$6,000, the total project must be at least \$10,000 (\$6,000 divided by .6).

## WHAT CAN BE USED FOR THE MATCH?

- Other non-federal grants or cash contributions.
- Volunteer services. <https://www.independentsector.org/resource/the-value-of-volunteer-time/> (this site lists an estimated dollar value for volunteer time).
- Pro bono services or reduced-fee services (the amount of the reduction is the match).
- Donated equipment (appraised at current value).
- Staff salaries, not paid by WASGP grant, that are allocated to the project.

***Reminder:** Federally funded personnel, services, or equipment cannot be used for the match. If state funded, please seek approval from CT DEEP. Donated food cannot be used for the match. Water quality monitoring activities or products conducted without an EPA approved QAPP, cannot be used as match.*

## VI. Financial Forms

Your application should also include your organization's (or partnering organization's) tax-exempt determination letter under Section 501(c)(3) of the IRS.

## OTHER IMPORTANT INFORMATION

- For each grant awarded, Rivers Alliance will prepare a contract that provides further details of grant requirements (i.e. – match documentation, pollutant load reduction estimates, quarterly and final reports, grant acknowledgement wording, etc.) Any potential applicant who would like more information on basic grant requirements in advance of submitting an application should contact Rivers Alliance.
- Grant recipients must notify Rivers Alliance of any proposed changes to their project. Proposed changes must be approved by CT DEEP in consultation with Rivers Alliance.
- It is expected that groups receiving funding for start-up will seek other sources of funding to sustain future operations. However, this does not preclude the possibility of such groups applying for future, project-specific funding.
- Each funded proposal should be completed by December 31, 2018, unless special circumstances dictate otherwise. If Rivers Alliance feels that a grant recipient is not making timely progress such that it appears that they are not likely to complete the project by deadline, Rivers Alliance may advise the group to either: apply for an extension, abbreviate the project, or cancel the project. Requests for extension shall be determined by Rivers Alliance in consultation with CT DEEP. In the event that an extension is not granted and the requesting group is not able to meet the existing deadline, the funding will be re-programmed to other groups or areas as deemed appropriate by CT DEEP. Please be aware that a 40% match is still required for any expended funds prior to terminating a contract.

**For more information or to discuss your proposal, please contact Rivers Alliance of Connecticut at 860-361-9349 or [rivers@riversalliance.org](mailto:rivers@riversalliance.org).**