

Clean Water Neighbor 2011 Project Proposal Guidelines

Nonpoint source (NPS) pollution prevention activities allow communities to invest in the protection of their watersheds by improving water quality. The Kansas Department of Health and Environment (KDHE) is excited to share an opportunity for restoring and protecting Kansas waters. The Clean Water Neighbor (CWN) Program provides funding opportunities for NPS pollution prevention planning and implementation projects and promotes partnerships in urban and rural communities to achieve water quality improvements.

General Comments:

1. Proposals should be as detailed as possible. All proposals should be written so that any individual could understand the project goals and objectives, the associated time frame, project accomplishments and the related costs.
2. Clearly explain the project goals. If you have a watershed, source water protection, or other nonpoint source pollution management plan, clearly identify the goals from your plan that will be addressed by the proposed project. All activities and funds associated with the proposed project should be clearly linked to plan goals.
3. Please provide a summary of all work previously completed and include the appropriate KDHE grant number if applicable. Please do not simply reference previous work (for example, "Please see page 42 of our Annual Report").
4. Administrative Costs are limited to 10% of the total grant amount. This includes expenses associated with the "cost of doing business," for example phone and internet services, rent, and other indirect costs.

Funding Information:

For SFY 2012, there will be approximately \$100,000 available for CWN projects. Funding levels for individual CWN grants will depend on the type of project. Planning/Assessment grants will be funded at a maximum of \$10,000. Implementation projects will be funded at a maximum of \$10,000. There will be the opportunity for projects focused on both planning and implementation to receive up to \$20,000 in funding. Projects funded under the CWN will require 40% match from non-federal contributions. Examples of these contributions are included in Table 1. CWN funds cannot be used to fund activities specifically required by a draft or final National Pollution Discharge Elimination System (NPDES) permit.

Upon the start date of the approved CWN project, up to 80% of the grant funds will be provided as an advance payment. Affidavits will need to be submitted and approved by KDHE to account for expenditure of all grant funds as well as matching contributions. A retained amount of 10% of awarded funding will be held until the completion and approval of a final report is filed with KDHE.

**Table 1
Match Methods**

Direct Cash: Refers to the direct expenditure of funds derived from local sources for implementation of the CWN grant.

In-kind: Refers to the value of goods and services provided by the project that support the CWN project or its personnel. Examples are:

- **Value of resources/supplies** -- The value of resources and/or supplies provided for the CWN project.
- **Supervisory or support personnel** -- The documented time personnel such as county commissioners, administrators, support staff, and other committee members spend on providing oversight, direction, or support to the CWN project.
- **Volunteer time and mileage (advisory committees, etc.)** -- If the CWN project uses unpaid citizen advisors or other volunteers, the time of the volunteers in service as well as any un-reimbursed cost of mileage and materials can be documented and claimed.

Budget Information:

A detailed budget must accompany the CWN proposal. Table 2 outlines eligible uses of CWN grant funds.

**Table 2
Definitions of Budget Items**

Personnel - All wages and salaries paid to individuals for management and implementation of the CWN project.

Fringe Benefits - Health insurance, FICA. (Social Security and Medicare), retirement, etc. The maximum allowable fringe rate is 32%.

Travel - Mileage, meals, lodging, parking, and toll costs. Mileage may be charged toward the grant or counted as match at the current state rate of 0.50 cents per mile.

Equipment - Any purchased item with a useful life in excess of one year and a unit cost of \$2000 or more. For equipment purchases please provide a copy of the invoice, make, model and serial number of the item purchased. If you lease or rent an item, the cost should be in contractual services.

Supplies - Any purchased item which cost less than \$5,000 or has a useful life of less than one year. All expendable items, such as copy paper, computer discs, light bulbs, costs of informational brochures, computer, computer programs, digital camera, etc.

Contractual Services - Any services provided by contract between the program and the service provider.

Other - Telephone, rent and expenses not included elsewhere.

Indirect Costs – A maximum of 10% for entities or agencies that have a federally negotiated and approved indirect rate.

Types of Projects:

The focus of the CWN grant program will be to promote the planning and implementation of projects that reduce NPS pollution in Kansas. Projects can utilize funding for various steps in NPS pollution management. Planning/assessment projects allow funding for the creation or revision of plans addressing NPS pollution reduction. Implementation project funds provide for the implementation of Best Management Practices (BMPs) and other demonstration project activities that achieve a reduction in NPS pollution. Funds are also available for the combination of planning and implementation projects. All implementation projects require an information and education (I&E) component.

Potential projects can include source water protection, nonpoint source pollution management, green-infrastructure, local environmental protection and other projects achieving NPS pollution reduction. Projects should be completed within an 18 month time period. Exceptions will be considered based on the needs of individual projects.

Proposal Review Process:

The CWN program is a competitive process. Proposals will be accepted during the Request for Proposal (RFP) time period. CWN proposals are reviewed by the KDHE Watershed Management Section staff and Watershed Field Coordinators (WFC).

Upon approval, proposals will be used to prepare a Project Implementation Plan (PIP). During the PIP stage, project sponsors may need to adjust project details in accordance with KDHE recommendations and CWN requirements.

The Fall 2011 RFP process will open **October 1, 2011** and end on **November 14, 2011**.

Reporting/Affidavit Information:

Funded CWN projects will report progress and affidavits to KDHE no later than 15 days after an agreed upon reporting period using the Kansas Clean Water (KCW) system.

At the completion of the CWN grant, the project coordinator will submit a final report for review and approval by KDHE. The final report is due no later than 30 days after completion of the grant. The remaining grant funds will be released upon KDHE approval of the project final report.

Submitting a CWN grant proposal:

Proposals will be submitted using the KCW system. KCW can be accessed at www.kdheks.gov/nps or <https://khap.kdhe.state.ks.us/public/kcw/>. If you currently have a login account with KCW, simply login. If you are a new user, register for an account under the REGISTER tab found on the left side of the screen. Registration may take 1 to 2 days for authorization. When registering, please include an organization/agency. If your organization/agency is not listed, please contact Dolly McKasson at dmckasson@kdheks.gov. Enter “**CWN Registration**” in the e-mail subject line.

When the RFP period is open, click the GRANTS tab on the left side of the home screen, then click APPLY under the Clean Water Neighbor grants. The system will walk you through the needed information. There is a 30 minute “time-out” period on the KCW system. Please keep this in mind and

save occasionally to prevent the loss of information. For additional assistance on submitting a CWN proposal, please visit www.kdheks.gov/nps/cwn.htm.

Technical Assistance:

KDHE, Watershed Management Section values the participation of Kansas citizens in protection and restoring Kansas waters. Technical support is offered in various forms to aid in the development and execution of the CWN program. Please contact us with any questions.

- Travis Sieve, CWN Program, 785.296.0051 or tsieve@kdheks.gov
- Sheryl Ervin, LEPP/SWPP, 785.296.8038 or servin@kdheks.gov
- Jaime Gaggero, WRAPS Program, 785.296.5579 or jgaggero@kdheks.gov

Abbreviations & Acronyms

- KDHE – Kansas Department of Health & Environment
- CWN – Clean Water Neighbor
- LEPP – Local Environmental Protection Program
- WRAPS – Watershed Restoration and Protection Strategy
- SWPP – Source Water Protection Program
- KCW – Kansas Clean Water system
- WMS – Watershed Management Section
- BMP – Best Management Practice
- I&E – Information & Education
- PIP – Project Implementation Plan