

# Request for Proposals for Watershed Restoration & Protection Strategy Projects

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The Kansas Department of Health and Environment, Watershed Management Section, will be accepting 3 year proposals for Kansas Watershed Restoration and Protection Strategy projects for State Fiscal Years 2014 - 2016. This document is intended to answer general questions about the application process. For detailed application requirements please refer to the Application Guidance Document for the appropriate State Fiscal Year in which you plan to apply.

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## ***What is the Watershed Restoration and Protection Strategy Program?***

A Watershed Restoration and Protection Strategy (WRAPS) is a planning and management framework that engages stakeholders in a process to:

- Identify watershed restoration and protection needs
- Establish watershed management goals
- Create a cost effective 9 element Watershed Plan to achieve goals
- Implement the Watershed Plan

The WRAPS process includes three phases; Development, Assessment and Planning, and Implementation. The goal of the Development Phase of the WRAPS process is to create a Stakeholder Leadership Team to effectively lead the project through the Process of developing and implementing a Watershed Plan. This phase must be completed in order to apply for funding support for future implementation projects. The goal of the Assessment and Planning Phase is to characterize watershed conditions, identify needs and opportunities, and understand how the watershed responds to various management scenarios. An end work product of this phase is a 9 element Watershed Plan that identifies actions necessary to achieve stakeholder established watershed goals utilizing watershed assessment information. The goal of the Implementation Phase is to expeditiously and cost effectively implement the Watershed Plan. Additional information about the WRAPS program is available on-line at: [www.kswraps.org](http://www.kswraps.org).

KDHE is soliciting project applications for:

- Implementation Phase projects

WRAPS Projects in the Implementation phase may require Stakeholder Leadership Team (SLT) recruitment improvement, additional watershed assessments or a 9 element Watershed Plan update. In those instances WRAPS projects may apply for a combination of phases.

Each phase entails specific objectives to ensure that an effective framework is established. For more information on these objectives, please visit <http://www.kswraps.org/the-wraps-process>.

## ***Who can submit a WRAPS proposal?***

Any organization or individual can submit a WRAPS Implementation Phase proposal, but that organization or individual must be approved by the established local Stakeholder Leadership Team to submit the proposal. The sponsoring organization is expected to work on behalf of the Stakeholder Leadership Team to implement and support decisions made by the team with regard to WRAPS project activities and priorities.

The entity that submits a WRAPS proposal must have the institutional capability to receive and administer grant funds. This includes maintenance of auditable records of receipts and disbursements, personnel administration (recruitment, supervision,

etc.), preparing and submitting project performance reports, affidavits of expenditures and project work products. The sponsoring organization must also have a Federal Employee Identification Number (FEIN) and a Data Universe Numbering System (D-U-N-S) number. For more information or to obtain a D-U-N-S number please visit <http://fedgov.dnb.com/webform>.

### ***How do I submit a WRAPS proposal?***

All proposals must be submitted by the deadline set in the Application Guidance Document. Applications will only be accepted online via the Kansas Clean Waters System (KCW) at <https://kanphix.kdhe.state.ks.us/Public/KCW/>. If you have not done so already, please register to use the KCW system. Once an application is submitted, the system will inform you it has been submitted and will be considered in the review process.

A submitted proposal may be withdrawn upon notification to Amanda Reed, Interim WRAPS Program Coordinator, 785-296-7165, [akreed@kdheks.gov](mailto:akreed@kdheks.gov).

### ***What information is necessary to provide in the proposal?***

The required information will vary depending on which phase the WRAPS project is in. Generally, the following information will be required for all phases and must be included in the proposal:

- Describe the watershed goals and objectives to be addressed by the project (If an Implementation Phase project proposal, reference the applicable parts of your Watershed Plan)
- Description of the methods that will be used to achieve the objectives and a timeframe for achieving each method
- Identify the size of the watershed (HUC)
- Describe High Priority TMDLs or impaired water bodies (303d listed waters) to be addressed by the project
- Identify water bodies used for drinking water supply that will be restored or protected
- Identify the pollutants and pollutant sources that are being targeted, and the pollutant load reduction that will be achieved
- Describe how project success will be defined and assessed
- Identify the Stakeholder Leadership Team members and structure, and describe the general operating procedures of the team
- Describe the process for obtaining Stakeholder Leadership Team approval of this proposal
- Identify the project team members (if different from the SLT)
- Describe the commitment of local stakeholders that support the project and how this commitment will be demonstrated
- Submit the project budget including match, and a narrative describing the budget categories

## ***EPA Pass Through Proposal/PIP Requirements***

New for FFY13, EPA has developed a checklist of items linked to the requirements of the federal grant regulations, new program guidelines, the environmental results orders, existing Region 7 multi-FY funding guidance, or grants policy issuance. These items are required to be included in a proposal to be considered for federal funding.

- There must be a budget narrative, not just a table. The narrative should describe the purpose and types of any travel, explain and justify any equipment purchases, and describe any contracts, including the scope of work or services to be provided, proposed duration and proposed procurement method (competitive or non-competitive (sole-source)).
- Information and Education projects must clearly identify the target audience and the behavioral changes/outcomes pursued. There must be an evaluation mechanism for determining whether the information/education activities were effective.
- Goals, outputs, outcomes, and measures of success must be identified in the PIP including an Established Baseline for Measurement – the PIP provides a baseline for measuring the results of the project and discusses how this baseline will be used to determine whether the project resulted in environmental improvement (i.e., current condition, new condition).
- Where appropriate the project proposal should cross reference specific pages of the 9 element watershed plan and/or reiterate appropriate content for each bulleted item.
- The PIP must identify BMPs to be implemented, and BMP quantities, standards and specifications, total cost, 319 cost, % cost share, and the priority / critical areas for BMP implementation.

### ***If we are requesting Best Management Practice (BMP) funds, what are the guidelines?***

WRAPS projects may request financial resources to implement demonstration projects. The following guidelines have been approved by the KS WRAPS Work Group. To qualify for financial assistance, the project must meet either the first or second guideline.

1. The project must demonstrate a new or innovative water quality protection measure or enhance an established water quality protection measure.
  - Measures shall be implemented in a high priority area identified in the watershed assessment and will help achieve water quality and pollutant load reduction goals for the watershed.
  - Measures shall be implemented in accordance with standards or procedures developed by a recognized authority with expertise in the subject matter (e.g. KSU Research and Extension, KS Forest Service,

- conservation district, professional engineer or pollution control specialist) and reviewed by KDHE.
- An evaluation component shall be included to evaluate the effectiveness of the measure being implemented.
  - An information and education component shall be included to inform other stakeholders of the measure and its water quality benefits.
2. Demonstrate an established water quality protection practice.
- Practice shall be implemented in accordance with accepted standards and specifications of a state or federal agency when applicable. If no state or federal standard is available, other competent sources may be considered (e.g. urban BMP manuals).
  - Practice shall be implemented in a high priority area identified in the watershed assessment and will help achieve water quality and pollutant load reduction goals for the watershed.
  - Other federal, state or local funding sources have been explored and are not available for implementation of the practice or other sources are being leveraged to implement the practice.
  - An information and education component will be included to inform other stakeholders of the practice and its water quality benefits. An assessment of the effectiveness of the outreach efforts utilized shall be included.

***What is the required non-grant contribution?***

All project proposals are required to provide a non-grant contribution of 40% of the total project value. The 40% contribution is required for both Kansas Water Plan Funds and Federal Section 319 Nonpoint Source Pollution Control Grant Funds. Kansas Water Plan Funds may be matched from federal or local sources. Section 319 funds may only be matched by nonfederal sources. Match may be provided as dollars or in-kind contributions.

***What resources are available to help prepare our proposal?***

KDHE Watershed Management Section personnel are available to provide technical assistance via telephone and e-mail. If you are a current WRAPS project, please contact your KDHE Project Officer; otherwise please contact Amanda Reed, Interim WRAPS Program Coordinator, 785-296-7165, [akreed@kdheks.gov](mailto:akreed@kdheks.gov) for assistance. For specific KDHE Project Officer Contact information, please visit <http://www.kdheks.gov/nps/ContactUs.html>.

***What are the funding guidelines for each WRAPS phase?***

The anticipated annual WRAPS program budget is \$2 million: Approximately \$800,000 Kansas Water Plan funds (subject to the Governor’s budget and Legislative appropriations process) and approximately \$1.2 million EPA Section 319 funds (subject to Congressional appropriations). The number of WRAPS projects, as well as the financial need for the WRAPS program has grown considerably. Because demand far exceeds available financial resources, funding guidelines have been developed providing recommended funding caps. All applications are expected to be sufficiently detailed for reviewers to fully understand the purpose and intent of the financial request. If an application is submitted for funding and sufficient justification is not presented in the application, the applicant may not be considered for WRAPS program funding.

The funding guidelines are as follows:

Implementation Phase: Range as follows

- a. Top 10 Priority Watersheds: Application Guideline: \$150,000 cap
- b. Next 10 Priority Watersheds: Application Guideline: \$100,000 cap
- c. Remaining Watersheds: Application Guideline: \$50,000 cap

All WRAPS projects are competitive. Final funding allocations will be based on several criterion described later in this RFP.

***What are the guidelines for the new multi-year funding commitment?***

WRAPS projects that have a KDHE approved 9 element Watershed Plan in the Implementation Phase should apply for a three year funding commitment. A detailed scope of work for each individual year of the three year application is required. The funding guidelines issued below apply to each year in which you are applying for funds. For example, if your watershed has a funding guideline of \$50,000, and you request a three year project commitment, you may submit an application for up to \$50,000 per year, for a grant total of \$150,000 over the three year period. **If your multi-year application is approved, you will be awarded funding each year, subject to state and federal appropriations.** In this example each 12 month project period would receive \$50,000. The amount of financial resources approved for each year of funding will be final. Supplemental resource applications are being discontinued.

Project Implementation Plans will **not** need to be submitted annually, as long as the originally submitted scope of work is still pertinent to the funding allocation.

Approved grant applications will be fulfilled for years 2 and 3 as long as satisfactory performance is determined after year 1. Satisfactory performance will consider:

- Previously awarded funds have been sufficiently expended
- Demonstration Project / Best Management Practice funding is 100% allocated and sufficiently expended

- Project progress is demonstrated and satisfactory as determined by status reports submitted to KDHE

If federal or state resources are discontinued or reduced, or if a project does not complete project commitments, the multi-year commitment may be modified or terminated as determined by KDHE and the KS WRAPS Work Group.

### ***Are there services to assist our Stakeholder Leadership Team?***

To effectively engage local citizens and decision makers in assessing their watershed, writing a 9 element Watershed Plan and implementing the plan requires a significant amount of technical resources. Such resources vary as a local Stakeholder Leadership Team progresses through the phases of the WRAPS process. Often, Stakeholder Leadership Teams elect to hire a part time or full time WRAPS coordinator to assist them with the WRAPS process.

WRAPS coordinators are often very effective at serving Stakeholder Leadership Teams; however, as applicants identify goals and objectives for their project, it may become evident that technical expertise and resources are needed to accomplish the watershed goals. Such assistance is referred to as a Service Provider. A Service Provider is any organization or individual who provides services, expertise, products, or other resources (on a volunteer or contractual basis) to assist in the various phases of a Kansas WRAPS project. Examples include but are not limited to engineering BMP design services, watershed monitoring, watershed modeling and assessment, marketing assistance, pollutant inventory and field assessment.

### ***How do we include necessary services in our grant application?***

WRAPS projects should consider what services and service providers are available to fill the identified needs. The following is a recommended process of identifying and selecting service providers:

1. The Stakeholder Leadership Team must decide what assistance, if any, is needed. For implementation Phase projects the watershed Plan should provide guidance on what actions and services are needed.
2. Clearly define the scope of work needed and the timeframe in which assistance is required.
3. Visit the [www.kswraps.org](http://www.kswraps.org) website to view a list of WRAPS Program Service Providers.
4. The WRAPS Coordinator should contact the appropriate Service Provider or Providers to discuss the scope of work needed as well as requesting an estimated cost of the identified service.
5. Once the work and cost is defined the Stakeholder Leadership Team must prioritize the services considering the funding cap guidelines.
6. Costs for WRAPS service providers must be part of the WRAPS project proposal budget to be considered for funding. The grant application budget, **including the service provider costs**, must meet the funding guidelines detailed in this request for proposals.

In addition to the above recommended process, Service Providers are being encouraged to contact established WRAPS projects to help Stakeholder Leadership Teams understand the range of services available to them. Service providers may contact WRAPS Coordinators and team members over the phone, give oral presentations at WRAPS meetings, provide informational flyers or other products or give reference websites.

### ***How are the service funds administered and by whom?***

WRAPS projects that are awarded WRAPS funds will be responsible for sub-contracting with the service providers detailed in their grant applications. Each stakeholder leadership team, grant sponsoring organization and service provider will need to mutually agree upon:

- The scope, nature and timeline of the service provided
- Sub-contract procedures
- Progress and project completion reporting procedures
- Invoice and reimbursement procedures
- Match requirements
- Other necessary pre-determined grant conditions

WRAPS projects will be responsible for reporting to KDHE the progress of the service as well as detailing the results of the service at the end of the grant, as part of the grant Final Report. This includes information on the pollutant load reductions resulting from that service when applicable. WRAPS projects will be responsible for reporting to KDHE the service expenditures as well as reporting the match for the financial resources provided to the service provider. This information must be reported to KDHE through the Kansas Clean Water system, as part of the grant status report, grant final report, and grant affidavits of expenditures.

The Kansas Department of Health and Environment, Watershed Management Section, is also accepting proposals for Service Provider projects. Based upon a number of sources including WRAPS projects, KDHE identifies the most anticipated service categories to be requested each fiscal year. Those service categories are specified in the annual Application Guidance Document. At the end of the application period, both WRAPS Project applications and Service Provider applications will be reviewed and compared to determine the demand for the specified service categories in the Service Provider RFP. Depending on the need identified by the WRAPS proposals, KDHE may contract directly with the appropriate number of service providers to address the identified need. This could be more than one service provider per service category, or no service provider within a given service category, again depending on the need identified by the WRAPS projects.

If the services listed in the annual Application Guidance Document are needed for your watershed, WRAPS projects must include those services in the WRAPS grant

application and grant application budget. If these services are not needed, please do not include them in your WRAPS application.

Once the WRAPS Project proposals and Service Provider proposals are submitted they will be compared to identify common requests. Service providers will be selected for funding based on the categories identified in the Service Provider RFP and what is identified in the WRAPS Project proposals. KDHE may contract directly with the service providers that meet both requirements. For services other than those identified in the Service Provider RFP, the WRAPS project will contract directly with the Service provider.

***Who reviews the submitted proposals and what are the review criteria?***

Proposals will be reviewed by the KS-WRAPS Work Group. The proposals recommended by the Work Group will be recommended for funding to the State Water Agency Coordination (SWAC) Group. For more information on the review process please visit: <http://www.kswraps.org/wraps-grant-funds-general-information>.

The following criteria will be considered in the proposal review process:

- Stakeholder commitment and a functioning Stakeholder Leadership Team is clearly described in the proposal
- Project objectives are clearly stated and measurable
- The methods proposed are cost-effective and environmentally and socially feasible
- The proposed project can reasonably be completed in the timeframe proposed
- A process for assessing project results and success is clearly described
- All of the information requested in the RFP is provided in a well-organized, readable and complete manner

In addition to the criteria above, the following criteria will also be considered in the proposal review process for Implementation Phase projects:

- The proposed project clearly implements a portion of an approved 9 element Watershed Plan
- The project addresses restoration of an impaired water body and/or protection of public drinking water supplies
- The water quality problems being addressed are clearly identified and the restoration or protection methods that will be employed are clearly described
- Achievement of the project objectives will result in improved water quality and other environmental benefits

***What is the proposal timeframe and when will approved proposals be announced?***

<b>WRAPS Stakeholder Leadership Team Proposals</b>	<b>WRAPS Service Provider Proposals</b>	<b>Approximate Timeline</b>
SLTs prepare and submit proposals for WRAPS needs including all anticipated SP needs	SPs prepare and submit preliminary proposals for priority services	Jan-Feb
SLT proposals evaluated and SP needs identified	SP proposals evaluated and compared to SLT proposed needs	Feb - Mar
KS-WRAPS Work Group review & recommendations		Mar
Preliminary allocations for SLTs prepared and provided to applicants	Preliminary allocations for SPs prepared and provided to applicants	April
 		
Final Program Budget Allocated and presented to KS WRAPS Work Group for Concurrence		April
		
Recommended allocations presented to the SWAC group for concurrence and upon receipt applicants are notified of official award		May
		
Project Implementation Plans modified and grant agreements executed		May - Jul
		
Funding available (dependent on source – EPA Section 319 vs. State Water Plan)		Jul - Aug

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 For questions about the Kansas Clean Water system or proposal content, please contact Amanda Reed, Interim WRAPS Program Coordinator, 785-296-7165, [akreed@kdheks.gov](mailto:akreed@kdheks.gov).