West Virginia’s Nonpoint Source Program Guidance for Developing and Submitting §319 Watershed Project Proposals

http://www.dep.wv.gov/nonpoint
The purpose of this manual is to provide guidance on the development and submittal of proposals for Clean Water Act (CWA) §319 Watershed Project Proposals, which may result in a grant award. The West Virginia Department of Environmental Protection’s (WVDEP) Nonpoint Source (NPS) Program administers §319 grants, which are awarded on a federal fiscal year schedule by the U.S. Environmental Protection Agency (USEPA) Region III. The grants are dedicated to projects that seek solutions to nonpoint source pollution impairments and threats.

This manual provides information on proposal eligibility, content and form, submittal, evaluation, reporting, financial requirements etc.

WV Department of Environmental Protection
Division of Water & Waste Management
Watershed Improvement Branch - Nonpoint Source Program
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http://www.dep.wv.gov/nonpoint

Note: Updates will occur periodically as §319 grant conditions change. Any interim revisions will be posted to the website, so we strongly encourage referring to it periodically to make sure you are aware of any program changes. Most of the changes associated with this guidance manual will occur within the watershed project and additional grant opportunity (AGO) sections of the NPS website. Typically, this manual is updated when deemed necessary.

Cover: Rain garden in the Piney Creek watershed - downtown Beckley; acid mine drainage maintenance performed by Friends of Deckers Creek volunteers on a Kanes Creek project; rain barrel workshop in downtown Charleston; stream restoration and riparian planting along Mill Creek near Martinsburg.

Back cover: Successive alkaline AMD treatment system – Kane’s Creek
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What is NPS Pollution?

Nonpoint source (NPS) pollution is defined as man induced pollution carried into streams by rain or snowmelt runoff from land surfaces. The pollution can impact surface waters as well as groundwater and comes from diffuse sources, in contrast to "point" source pollution, which is discharged through a pipe.

Typical examples of activity which contribute to NPS pollution are runoff from cropland, animal feedlots, urban areas, construction sites, abandoned mine lands, logging roads, failing septic tanks, landfills, salted winter roads and removal of streamside vegetation. The most typical nonpoint source pollutants are sediment, nutrients, pesticides, bacteria, oil and grease, metals, and thermal variations. Recent studies and surveys by USEPA and State water quality agencies indicate that most the remaining water quality impairments in our nation’s rivers, streams, lakes, estuaries, coastal waters, and wetlands result from nonpoint source pollution.

What is the NPS Program?

The NPS Program (part of WVDEP’s Watershed Improvement Branch) emphasizes management strategies and programs to address nonpoint source problems and threats. The management programs are balanced between two priorities. One priority is to implement, on a statewide basis, the overall program, which includes technical and financial assistance as well as educational efforts. These efforts are funded through what are called Nonpoint Program Grants.

A second priority involves targeting specific watersheds to improve degraded water quality or protect high quality areas that may be threatened. Grants dedicated to specific watersheds are called Watershed Project Grants. It is these types of grants that this manual explains. Watershed grants fund specific projects intended to restore impaired watersheds or protect high quality watersheds. The ultimate goals of these projects are to insure the short and long term health of the watersheds.

Table 1. WVDEP’s Watershed Assessment Branch (WAB) sampling cycle.

<table>
<thead>
<tr>
<th>Group A</th>
<th>Group B</th>
<th>Group C</th>
<th>Group D</th>
<th>Group E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheat River</td>
<td>Coal River</td>
<td>Gauley River</td>
<td>Greenbrier River</td>
<td>Big Sandy</td>
</tr>
<tr>
<td>Shenandoah River</td>
<td>Elk River</td>
<td>Lower Guyandotte River</td>
<td>James River</td>
<td>Cacapon River</td>
</tr>
<tr>
<td>South Branch Potomac</td>
<td>Lower Kanawha River</td>
<td>Middle Ohio North</td>
<td>Little Kanawha River</td>
<td>Dunkard Creek</td>
</tr>
<tr>
<td>Upper Kanawha River</td>
<td>North Branch Potomac</td>
<td>Middle Ohio South</td>
<td>Lower New River</td>
<td>Lower Ohio</td>
</tr>
<tr>
<td>Upper Ohio North</td>
<td>Tygart Valley River</td>
<td>Potomac Direct Drains</td>
<td>Monongahela River</td>
<td>Twelvepole Creek</td>
</tr>
<tr>
<td>Youghiogheny River</td>
<td></td>
<td>Tug Fork River</td>
<td>Upper New River</td>
<td>Upper Guyandotte River</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Upper Ohio South</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>West Fork River</td>
</tr>
</tbody>
</table>

https://dep.wv.gov/WWE/watershed/TMDL/Pages/default.aspx
Figure 1. West Virginia’s major watershed groups (HUC 8).
**What is a watershed project grant?**

The NPS Program is charged with the mission of implementing nonpoint source Total Maximum Daily Loads (TMDLs). The goal is the full restoration of the targeted stream with its removal from the State’s 303(d) list. The 303(d) list is the list produced by WVDEP every two years that identifies streams that are not meeting water quality standards. Watershed project funds are grants to reduce or eliminate nonpoint source pollution in these targeted watersheds.

Before any watershed project grants can be approved, watershed plans are developed through local stakeholder involvement. Projects that are developed within a watershed must be designed to implement the plan. The plan will identify all the partnerships, projects, funding sources, monitoring, and timelines. A watershed plan can be based on a watershed strategy or a TMDL (or both) and more clearly defines the specific responsibilities of each stakeholder group in implementing efforts to restore a watershed to compliance with water quality standards.

The §319 grants are a major source of funding for projects involving nonpoint sources statewide. Once the project proposals are approved by EPA and the funding is acquired, project implementation can begin. Incremental grants are set in the federal fiscal year in which they were applied for and are active for four years. New projects to implement the WBP can be applied for even while older projects are being implemented.

Watersheds are selected for TMDLs based on the groupings and schedule based on the Watershed Management Framework. A TMDL is the total amount of a pollutant that can be assimilated by the receiving water while still achieving water quality standards. TMDLs can be expressed in terms of mass per time such as tons/year or by other appropriate measures. TMDLs provide a water quality budget for a specific water body. The expenses of the budget are comprised of the sum of individual wasteload allocations for point sources, load allocations for nonpoint sources, and natural background levels. In addition, the TMDL must include a margin of safety. The assets of the budget would be all those factors that allow the water body to dilute or absorb pollutants. As with any budget when expenses are greater than assets then problems occur.

A TMDL sets load reductions from the various sources to bring the budget back into balance. It allows for various management options that will achieve the desired source load reductions. A load reduction is the amount of pollutant that is prevented from entering a stream. Achieving load reductions is the goal of most NPS projects.

**Developing a project proposal**

Project proposals seeking funding from §319 funding must follow specific guidelines to be eligible for such funding. The project must support the NPS Program in accomplishing its goals as stated in the Management Plan. The project must also meet all the requirements of the CWA and USEPA’s guidelines for §319 Grants.

[http://www.dep.wv.gov/WWE/Programs/nonptsource/Pages/Proposal.aspx](http://www.dep.wv.gov/WWE/Programs/nonptsource/Pages/Proposal.aspx)

**Eligible projects**

1. The project contributes to the implementation of the NSP Management Plan.
2. The project is in a watershed with a TMDL or in a watershed listed on the 303(d) list with a TMDL scheduled.
3. The project addresses nonpoint source water quality impairment. The goal of the project must be to reduce the loading of one or more nonpoint source pollutants.
4. A demonstration project can install **best management practices** (BMPs) that are innovative, holistic or hard to sell. Education, load reduction and technology transfer are the purposes of the project so defined efforts to publicize the project are required.

All watershed project proposals must be a part of a comprehensive watershed plan. We recommend that a plan be developed before watershed project proposals are submitted; however, in some cases projects may be considered if the plan is currently being developed. Requests for proposals will be targeted towards watersheds where a plan has been or is being developed.
Note: All grant recipients must have a **FEIN** and **DUNS** numbers, and a W-9 (Tax ID number) and be able to verify that the appropriate accounting, procurement and purchasing procedures, as well as other business and organizational standards (e.g. board of director charter, budget documents, meeting minutes etc.) are in place. See **Appendix 3** for the Financial History Checklist

**Criteria for a project proposal**

1. The proposal is linked to the objectives of the NPS Program’s Management Plan and the West Virginia Watershed Management Framework.
2. The proposal includes appropriate and effective measures of success.
3. The project recruits and facilitates partnerships, support and involvement from governmental entities, educational institutions, business, and citizen’s groups.
4. The project obtains funds and develops efforts to continue nonpoint source pollution management after § 319 funding ends.
5. The project is cost effective. Funds are targeted to provide maximum nonpoint source pollution control. Requested funds for administration and other non-implementation activities are kept to a minimum and cannot exceed 10% of the total watershed project grant.
6. The entity requesting § 319 funds must support the project with a 40% match of the total project cost. In-kind support from the requesting entity is acceptable. The 40% match cannot come from other federally funded programs or funds.
7. The proposal incorporates an effective public education and outreach component.
8. The project activities can be achieved within a reasonable time.

An organization can submit an Initial proposal or a **letter of inquiry (LOI)** at least four months’ prior of OUR due date. The document must include the organizations contact information and consist of a brief description of the project’s goals and objectives, and a budget with justification. NPS personnel evaluate the LOIs to determine which organizations will be invited to submit formal grant proposals. Our decisions are based on our priorities, the amount of funding available, the quality of the proposal, and the organizations capacity to implement the project. Figure 2 shows the online LOI form.

The NPS Program encourages the submission of project ideas at any time through our on-line form. If the projects meet our guidelines the NPS Team will work with the organization to develop a full project proposal, which may be eligible for future funding. The organizations are then contacted regarding the next steps. They may be invited to submit a formal proposal (workplan) and must do so within **30 days** of the invitation.

Normally proposals are submitted based on our schedule - the deadline for submitting §319 proposals are on/before **May 1st of every year**. After receiving proposal submissions, the NPS Team reviews the proposal and provides feedback. There is a short window of time during our annual grant submission process where proposals are evaluated and submitted in a grant package to USEPA. See the **Grant awards and timelines**.

Additional information from the Code of Federal Regulations is provided in **Appendix 2**. We highly recommend that any entity considering submitting a Watershed Project Proposal or any other NPS grant become familiar with the contents of this manual, the information provided within the NPS Programs website, and USEPA’s revised guidance.
**Figure 2.** Example - Letter of Inquiry submission form.

Organization: Required
Contact Name(s): Required
Address: 

|
---|
Down| Zip Code: Required
E-mail: Required
Phone Number: Required
Project Title: 
Estimated Costs: Required

Project description (8,000 character limit)

The online form is a portal for your basic idea; it is not for submissions of full §319 proposals (workplans). Before completing this form please review all related information provided within the NPS Program’s website and the Guidance Manual.

http://www.dep.wv.gov/WWE/Programs/nonptsource/submit/Pages/LOI.aspx

**Ineligible projects**

Any activities that controls pollution from point source discharges, and are regulated by National Pollution Discharge Elimination System (NPDES) permits, are ineligible for §319 funding. Examples include sewage treatment plants, industrial facilities, concentrated animal feeding operations (CAFOs), active mines or mines abandoned after 1977, urban stormwater activities that require a Municipal Separate Stormwater (MS4) Phase I or II permit, and construction activities greater than one acre. The exceptions, in some cases, are certain activities in MS4 designated areas.

Decisions regarding which activity is eligible for §319 funding will be determined on a case-by-case basis. §319 funds cannot be used to construct BMPs or carry out activities required as part of one of the Minimum Control Measures (MCM) listed in the MS4 permit unless those BMPs or activities are above and beyond the requirements of the permit. MS4s cannot include §319 funded activities as part of their required permit reporting.

**Project proposal format**

**Cover page**

1. The cover page identifies the project, the lead agency, and the budget summary.
2. The project title, located near the top of the page, should be consistent throughout the entire proposal. There should be an identification that this proposal is for a CWA §319 Project.
3. State the entity (lead agency) that is implementing the project and requesting the money.
4. Include the date of submittal and a budget summary. The budget summary lists only the requested amount of §319 funds, the amount of match and the total project amount.
5. Include the HUC 12, 303(d) stream list code and TMDL sub-watershed (SWS) number.

**Project summary:** This is a brief description (abstract) of the project. The project summary should be presented in narrative form, not as a list. Note: Be brief; each component should only contain a few sentences. The project summary description should contain the following:
Background

This section lays out the foundation for the entire proposal. From this section, any reviewer should be able to learn the “where, what, when, why and who” of the entire project. This section establishes the need for the project, its justification and the credibility of the organization applying for the funds. Background information on the watershed is important to set the nonpoint source problem and the justification for the project. Examples of watershed background information can include but is not limited to ecology, geology, land uses, water quality, TMDL status, economic and recreational uses and public support within the watershed.

Watershed information and location: All proposed projects must provide the following information.

1. Name of the major watershed and its HUC-8 code
2. Name of the specific sub-watershed and its HUC-12 code
3. TMDL sub-watersheds (SWS) number
4. 303(d) list stream code number
5. Note: Submitting a map with the proposal is very helpful and will be required during the reporting phase of the grant.

- Nonpoint problems and sources: All §319 watershed projects must be focused on solving nonpoint pollution problem. To set achievable goals and objectives anyone submitting a proposal must have prior knowledge of the problems and their causes. Clearly state what the problem is and how it affects water quality. Describe the sources or causes of the nonpoint source pollution and how this project will address those aspects.
- Type of project: Nonpoint projects should address the focus areas of the program. Briefly describe the type of project being proposed and how it relates to the NSP focus areas. For example, is the project an agricultural project intended to protect riparian zones by fencing livestock out of the stream? Or, is it an acid mine drainage project using passive treatment systems to raise pH and remove metals? In other words, this part should not be a detailed description of the project, which will come later. This part is only intended to categorize the project and its area of focus.
- The Lead Agency and contacts: The lead agency is defined as the entity that is coordinating or implementing the project. The NPS normally works through government agencies; however, it is not necessary that the lead agency be a government agency. Any entity that receives program funds must be listed as a registered vendor with the State of West Virginia. Private businesses are not eligible for applying for §319 funds. Not for profit (NGO) groups may apply but it helps facilitate the process if they coordinate through a local Conservation District or government. In this part the applying entity must describe their organization and provide contact information. Briefly describe the purpose and goals of the organization and any operational information that may be pertinent to the proposal. A brief description of past accomplishments that may illustrate the competency of the organization to successfully implement the project should be included.

Goals and objectives

This important section outlines the anticipated load reductions, educational outputs, and restoration benefits of the project. EPA guidelines for §319 grants require that each proposal estimate the nonpoint load reductions the project should achieve. When models are used to make these estimates the name and description of the model must be included. Any project that seeks to reduce nutrients such as nitrogen or phosphorus, restore and protect streambanks to reduce sediment, or reduce the influence of pollution from metals or acidity must provide a numerical goal for the project. Note: It is important to keep in mind that certain types of projects may have multiple load reductions, and these should be accounted for. If applicable estimate the acres of wetlands restored or created, the feet of streambank restored or stabilized, and the length of stream restored.
All benefits expected from the project should be explained. Goals for the educational components of the project should be noted. This may include, but is not limited to, the number of workshops planned; the number of people trained or educated; the number of public relations/education events planned, etc.

**Project description**

In this section the applicant defines the project site and the activities that will occur with the implementation of the project. The dimensions of the site, problem area or the area to be placed under management should be given.

- **Project workplan**: Describe the activities, structures, BMPs and technologies employed to implement the project. This should provide enough detail to illustrate that a viable plan has been developed. A lack of detail may be indicative of a poorly devised plan. Submitting drawings of a conceptual design is optional and may be helpful but do not submit blueprints unless requested. Requesting §319 funds for engineering and design is permitted.
- **Partner involvement**: Describe how the various partners involved in the project will contribute to its completion.
- **Education and outreach**: Describe any efforts to educate the public, public officials, or industry by the project. If applicable and agreeable by the landowner a sign designating the project and the sponsors (i.e. NPS, EPA and any partners) should be placed at the site during the project and if possible, for a short period afterwards.

In some cases, carry-over funds or other alternate funding sources may become available. Often, the EPA will consider funding additional proposals with these monies. To be eligible for funding, EPA requires the submission of a workplan. Funding cannot be secured until an initial review of the work plan is completed and the plan is accepted by EPA. Additional details will be required after funding is awarded.

**Monitoring**

In this section the applicant must describe how the success of the project will be measured and reported. All entities receiving §319 funds must file semi-annual reports to the NPS Program. These measures must relate to the goals and objectives of the plan. For water quality projects monitoring for load reductions or water quality improvements will be required.

In accordance with 40 CFR 30.54 and 31.45, the recipient must develop and implement quality assurance and quality control procedures, specifications and documentation that are sufficient to produce data of adequate quality to meet project objectives. The Quality Assurance Project Plan (QAPP) should be prepared in accordance with EPA QA/R-5: EPA Requirements for Quality Assurance Project Plans.

The QAPP must be submitted to the DEP Nonpoint Source Coordinator at least 60 days prior to the initiation of data collection or data compilation. Prior to the data collection or compilation, the QAPP must be approved by WVDEP and the US EPA. A summary of all monitoring results must be submitted to the NPS on a semi-annual basis on or before the appropriate reporting time. The NPS water quality data must also be entered into USEPA’s Water Quality Exchange, previously STORET database. Measures of success for nonpoint projects must have reductions in nonpoint pollutant loads but can also include:

- Measurable improvement in the chemical, physical or biological integrity of the stream or river.
- The number of developed plans for erosion and sediment control, nutrient management, pesticide management, etc.
- Photographs or videos to document improvements
- Number of BMPs installed.
- Qualitative measures such as photographs or videos to document improvements, number of presentations, workshops, trained individuals, etc.
- Improvements in fisheries.
Milestones

The milestone schedule provides an estimated timeline for the life of the project. The milestones include all project activities and interim steps needed to implement the project. The schedule should include milestones for the planning, development, construction, evaluation and reporting of the project’s implementation. The milestone dates are only projected dates based on an anticipated grant award. Those dates may change depending on the timing of the grant award.

**Table 2.** Simplified milestone schedule for the phases of an AMD project.

<table>
<thead>
<tr>
<th>Durations years</th>
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<th>2010</th>
<th>2011</th>
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<tr>
<td>Quarters</td>
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<td>2</td>
<td>3</td>
<td>4</td>
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<tr>
<td>Task</td>
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<tr>
<td>Pre-construction sampling</td>
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<tr>
<td>Surveying/engineering</td>
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<tr>
<td>Permitting</td>
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<tr>
<td>Construction</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Post-construction sampling</td>
<td></td>
<td></td>
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</tbody>
</table>

**Budgets**

A detailed budget must be if shows a breakdown of anticipated expenses by category and by §319 funds and matching funds. The most effective format for showing the budget is a spreadsheet format with rows being the budget categories and columns showing the funding sources and totals. The maximum §319 reimbursement for a project is 60% of the total project cost. There must be at least 40% non-federal matching funds for each project. The match is based on the federal funds. See the example below:

- Project funds requested [$125,000]
- A federal 60% contribution is [$125,000 ÷ 0.6] = $208,333
- A 40% match is [$203,333 x 0.4] = $83,333

Budget categories are dependent on the project type and specifics but may include:

- **Personnel:** List the position titles (not names of individuals) and the amount of anticipated time that will be contributed to the project. No position included in this item can be a federally funded position. Personnel costs should be divided between administration and project management; administrative costs should not exceed 10% of the §319 request.
- **Supplies:** Identify supplies that are over $500 or are significant to the project such as monitoring supplies.
- **Equipment:** Identify any equipment purchased or leased whose value exceeds $500. Donated equipment may be used as match.
- **Contractual:** List all anticipated costs for services to be contracted. This would include construction costs even if construction will be done “in-house”.
- **Travel:** Any entry for travel must pertain to the project implementation within the state.
- **Operating costs:** Include any indirect/overhead items such as building space, utility costs, incidental supplies, or other administrative costs.

The administrative costs **may not exceed 10 percent of §319 funding** (CWA section 319(h)(12); 40 CFR 35.268). Administrative costs include salaries, overhead, or indirect costs for services provided and charged against general activities and programs carried out with the grant. **Note:** Salary is not included if it’s related specifically to implementation, outreach or monitoring necessary for the project. The costs of enforcement and regulatory activities, education, training, technical assistance, technology transfer and demonstration projects are not subject to the 10 percent limitation. This requirement does not apply to a PPG that includes §319 funds (40 CFR 35.134(c)).
Table 3. Example budget from an AMD proposal.

<table>
<thead>
<tr>
<th>Category</th>
<th>Items</th>
<th>$319 Request</th>
<th>Match</th>
<th>Totals</th>
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<tbody>
<tr>
<td></td>
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<td>WCAP</td>
<td>FDC</td>
<td>Overall totals</td>
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<tr>
<td>Contracts</td>
<td>Engineering costs</td>
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<td></td>
<td>Construction costs</td>
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<td>Analytical costs</td>
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<td>$5,500</td>
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<td></td>
<td>Outreach</td>
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<td>Personnel</td>
<td>Project manager</td>
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<td>Supplies</td>
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</table>

Miscellaneous information - Other information can be included in the proposal, in appropriate sections, if it is necessary or contributes significantly to the proposal. Examples are:

- **Literature cited**: Studies or other references that are quoted or used to support statements of fact should be listed.
- **Obstacles**: Anticipated obstacles or difficulties could be mentioned in the background section; for example: local resistance to installing BMPs could be used to justify an educational component.
- **Other efforts**: Providing a connection between a §319 project and other state, private or federal projects intended to improve water quality from nonpoint source pollution in the watershed should be explained.

The funding for watershed and nonpoint program grants is authorized by §319 of the CWA and is appropriated by Congress. The amount of funding available for §319 projects will depend upon the amount of funds appropriated in any given fiscal year. Recent trends have seen a reduction in §319 funding of about 20 – 40 percent.

http://www.dep.wv.gov/WWE/Programs/nonptsource/Pages/Budgets.aspx

**Reporting requirements**

The NPS Program submits reports to USEPA on a semi-annual basis and updates the Grants Reporting and Tracking System (GRTS). All projects are tracked within the GRTS using multiple fields and GIS. Specific practices installed are matched to water quality improvements in a specific reach of the stream or portion of the watershed, usually at the SWS level within a given HUC 12.

**Report format**

To comply with the USEPA reporting requirements, all §319 grant recipients are also required to report their progress on a semi-annual basis to the NPS Program. The semi-annual report should be no more than four to six pages in length including photos and maps (not including the cover page). Your report may be longer if multiple projects are included. The report must contain the following information:

1. A brief narrative describing the progress that has occurred during the appropriate **six-month** time frame (digital photos welcomed).
2. An easy to read listing of all pollutant load reductions that are estimated to, or have occurred because of the project, if you are reporting on an existing project report new load reduction.
3. A milestone schedule that illustrates if the project is on schedule and percent completed.
4. A table with descriptions of important expenditures for the period.
5. A map that shows the streams and the project site(s).
6. The report needs to identify to the lowest level possible (SWS) where BMP implementation and load reductions have occurred.
7. A table (spreadsheet) that provides the expenditures for the period. The spreadsheet must be submitted as a separate file along with the report.

The report cover must contain the grant number, award year, and contact information (Name, mailing address, phone number and E-mail) of the Project Manager or other primary contacts.

§319 grants are timed to a Federal fiscal year, which is from October 1st to September 30th. The first semi-annual report covers the period from October 1 through March 31 and is due on May 1. The second semi-annual report covers April 1 through September 30 and is due on November 1. Note: If reports are not submitted in a timely manner, reimbursement of your funds could be compromised.

When the project is completed a final report and final inspection are required no more than 30-days following the completed project and prior to the end of the performance period. This report indicates the completion of the project and its results. The inspection is usually completed by the Basin Coordinator, Project Manager, or other(s) when appropriate.

All reports should be submitted in electronic formats to the NSP Coordinator. The final report summarizes the project and its results, which include the goals and objectives accomplished, pollutant load reductions, expenditures, challenges etc.

http://www.dep.wv.gov/WWE/Programs/nonptsource/Pages/Reports.aspx

Grant awards and timelines

Any entity accepting a grant award must complete an IRS W-9 form and submit it to WVDEP. All grant recipients must also have a FIENT and federal DUNS number, and must provide those to the NPS Program. The organization must also verify their abilities to perform basic business practices.

It is recommended that projects be coordinated through a state or local agency to facilitate these requirements; however, some watershed groups can meet the requirements. Invoices for reimbursement may be submitted any time after the award and should include specifics on the money spent and what was accomplished.

Timeline - §319 grants are timed on a Federal fiscal year, which runs from October 1 to September 30. Project planning and work plan developments are focused on the next fiscal year while reporting activities are focused on the current or previous fiscal year. The following timeline is general for any fiscal year.

Application schedule

Note: The application schedule has been recently revised

- May 1 – First draft proposals are due to WVDEP’s NPS Coordinator
- June 1 – Final draft proposals are due to WVDEP’s NPS Coordinator
- July 1 – NSP overall grant application is submitted to the USEPA
- October/December – Responses and corrections to USEPA’s comments on the grant application
- April/May – Grant awarded to state (this date may vary considerably, see the note below)
- July 1 – Anticipated start date of projects submitted from the previous year

Note: After the overall grant is submitted to EPA, the information is reviewed and often revised multiple times before the grant is approved. The NPS Program will be notified of any changes required by USEPA. The final grant approval process isn’t quick. WVDEP is usually notified by the spring or summer of the following fiscal year.
Timely Reports and Reimbursement Requests

Your organization must maintain accurate records of all project related documents (e.g. receipts, bids, engineering drawings, communications, reports, Emails etc.). This information may be requested at any time by WVDEP and USEPA for audit purposes. It is VERY important that you maintain appropriate records and SUBMIT timely financial reimbursement request, semi-annual and final reports. Failure to do so can result in non-compliance, which may result in remedial actions such as those listed below:

- Withholding payment until the condition complies
- Disallowing costs
- Suspending or terminating current award
- Withholding future awards

Request for funds

All Federal §319 grant funds are reimbursable only. You must provide adequate justification for any request for funds. Recipient will submit the WVDEP request for funds form along with supporting documentation to obtain reimbursement for allowable expenses.

Supporting documentation includes a spreadsheet or other budget breakdown on expenses incurred during the specified period and based on budget categories as outlined in the original project proposal.

Typically request for funds (RFF) are submitted periodically throughout the life of the grant. Make sure your organization submits all RFFs in advance of the end of your grant’s performance period so that all payments can be processed well in advance of the grant’s expiration date.

All grant recipients must have a W-9, FIENS and federal DUNS numbers, and must provide those to the NPS Program.

Note: We now accept electronic requests for funds (RFF). The RFF form and documentation can be scanned and submitted via email - the form must be signed in BLUE ink. You can also continue to submit the RFF form by mail to the address above. Email: Brandi.L.Hicks@wv.gov for details.

http://www.dep.wv.gov/WWE/Programs/nonptsource/Pages/RFF.aspx

Watershed plans

The nine elements in a WBP (A – I) are based upon the outline presented in EPA Handbook for Developing Watershed Plans to Restore and Protect Our Waters.

Table 4. Watershed plan elements.
A. An identification of the causes and sources or groups of similar sources that will need to be controlled to achieve the load reductions estimated in this watershed-based plan (and to achieve any other watershed goals identified in the watershed-based plan), as discussed in item (b) immediately below. Sources that need to be controlled should be identified at the significant subcategory level with estimates of the extent to which they are present in the watershed (e.g., X number of dairy cattle feedlots needing upgrading, including a rough estimate of the number of cattle per facility; Y acres of row crops needing improved nutrient management or sediment control; or Z linear miles of eroded streambank needing remediation). Consider the following:
1. Sources of impairment are identified and described.
2. Specific sources of impairment are geographically identified (i.e. mapped).
3. Data sources are accurate and verifiable, assumptions can be reasonably justified.

B. An estimate of all load reductions expected for the management measures described under paragraph (c) below (recognizing the natural variability and the difficulty in precisely predicting the performance of management measures over time). Estimates should be provided at the same level as in item (a) above (e.g., the total load reduction expected for dairy cattle feedlots; row crops; or eroded streambanks). Consider the following:

1. Load reductions achieve environmental goal (e.g. TMDL allocations).
2. Desired load reductions are quantified for each source of impairment.
3. Expected load reductions are estimated for each management measure described in (C) and the overall watershed.
4. Data sources and/or modeling processes are accurate and verifiable, assumptions can be reasonably justified.

C. A description of the nonpoint management measures that will need to be implemented to achieve the load reductions estimated under paragraph (b) above (as well as to achieve other watershed goals identified in this watershed-based plan), and an identification (using a map or a description) of the critical areas in which those measures will be needed to implement this plan. Consider the following:

1. Specific management measures are identified and rationalized.
2. Proposed management measures are strategic and feasible for the watershed.
3. Critical/priority implementation areas have been identified.
4. The extent of expected implementation is quantified (e.g. miles of streambank fenced etc.).

D. An estimate of the amounts of technical and financial assistance needed associated costs, and/or the sources and authorities that will be relied upon, to implement this plan. As sources of funding, States should consider the use of their § 319 programs, State Revolving Funds, USDA's Environmental Quality Incentives Program (EQUIP), Conservation Reserve Program, and other relevant Federal, State, local and private funds that may be available to assist in implementing this plan. Consider the following:

1. Cost estimates reflect all planning and implementation costs.
2. Cost estimates are provided for each management measure.
3. All potential Federal, State, Local and Private funding sources are identified.
4. Funding is strategically allocated; activities are funded with appropriate sources (e.g. NRCS funds for BMP cost share).

E. An information and education component that will be used to enhance public understanding of the project and encourage their early and continued participation in selecting, designing, and implementing the various nonpoint management measures that will be implemented under this category. Consider the following:

1. A stakeholder outreach strategy has been developed and documented.
2. All relevant stakeholders are identified, and procedures for involving them are defined.
3. Education/outreach materials and dissemination methods are identified.

F. A schedule for implementing the nonpoint management measures identified in this plan that is reasonably expeditious. Consider the following:

1. Implementation schedule includes specific dates and expected accomplishments.
2. Implementation schedule follows a logical sequence.
3. Implementation schedule covers a reasonable time frame.
G. A description of interim, measurable milestones for determining whether nonpoint management measures or other control actions are being implemented. Consider the following:

1. Measurable milestones with expected completion dates are identified to evaluate progress.
2. A phased approach with interim milestones is used to ensure continuous implementation.

H. A set of criteria that can be used to determine whether load reductions are being achieved over time and substantial progress is being made towards attaining water quality standards and, if not, the criteria for determining whether this watershed-based plan needs to be revised or, if a nonpoint TMDL has been established, whether the NPS TMDL needs to be revised. Consider the following:

1. Proposed criteria effectively measure progress toward achieving load reduction goals.
2. The criteria include: (1) quantitative measures of implementation progress (BMPs and pollutant load reductions); and (2) qualitative measures of overall program success (including public involvement).
3. Interim water quality indicator milestones are clearly identified. Note: indicator parameters may be different from water quality standards.
4. An adaptive management approach is in place with threshold criteria identified to trigger modifications.

I. A monitoring component to evaluate the effectiveness of the implementation efforts over time, measured against the criteria established under item (H) immediately above. Consider the following:

1. Monitoring plan includes an appropriate number of monitoring stations.
2. Monitoring plan has an adequate sampling frequency.
3. Monitoring plan will effectively measure criteria identified in (H).

https://dep.wv.gov/WWE/Programs/nonptsource/WBP/Pages/planning.aspx

Tracking watershed plans

USEPA tracks the progress of WBP and TMDL load reduction. The goals are calculated from TMDL allocations and key BMPs goals identified from WBPs. These goals are entered in Watershed Plan Tracker (WPT) database. This step requires a dialogue with the author(s) of the WBPs and the state TMDL program to assure that information taken from the WBP is properly interpreted. The next step requires that the implementation data in GRTS be checked to assure that it matches the TMDL boundaries identified in the WBP already entered in the WPT. Once these adjustments have been made in GRTS, the linkage is established between WPT and GRTS.
Watershed Improvement Branch

In July 2015, multiple programs with similar missions were combined into a new branch within WVDEP - the "Watershed Improvement Branch".

The mission of WVDEP’s Watershed Improvement Branch (WIB) is to inspire and empower people to value and work for clean water. WIB administers programs that educate, aid, plan and implement water quality protection, improvement, and restoration projects. The programs within the WIB include:

1. **Nonpoint Source Program** (NPS): Provides education, technical assistance, watershed planning and best management practice implementation funding.
2. **Save Our Streams** (SOS): Provides education, project and technical assistance, and volunteer stream monitoring hands-on training and certification.
3. **Stream Partners Program** (SSP): Provides grants to support efforts of local watershed volunteers.
4. **Water Education for Teachers** (WET): Project WET is an interdisciplinary water education program.
5. **In Lieu Fee Stream and Wetland Mitigation** (ILF): Provides stream and wetland restoration and protection as part of compensatory mitigation.
6. **Chesapeake Bay Program** (CB): Implementation of WV’s watershed implementation plan (WIP), technical assistance for urban stormwater and other CB initiatives.

These programs are delivered through our regional Basin Coordinators and individual Statewide Program Coordinators as well as other staff. For more information go to: [http://go.wv.gov/wib](http://go.wv.gov/wib).
WIB Program contacts

Teresa Koon, Assistant Director
WVDEP's, Nonpoint Source Program
601 57th Street, SE
Charleston, WV 25304
Office: (304) 926-0499 x 43828
Email: teresa.m.koon@wv.gov

Timothy Craddock, NPS Program Coordinator
WVDEP's, Nonpoint Source Program
601 57th Street, SE
Charleston, WV 25304
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Email: timothy.d.craddock@wv.gov

Jennifer Pauer, Watershed Basin Coordinator
WVDEP's, Nonpoint Source Program
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Email: jennifer.pauer@wv.gov

Brandi Hicks, Administrative Assistant
WVDEP’s, Nonpoint Source Program
601 57th Street, SE
Charleston, WV 25304
Office: (304) 926-0499 x 43873
Email: brandi.l.hicks@wv.gov

Basin Coordinators

Western
Tomi Bergstrom
tomi.m.bergstrom@wv.gov (304) 926-0499 x 43862
Klancey Burford (assistant) klancey.m.burford@wv.gov (304) 926-0499 x 43870

Southern
Jennifer Liddle jennifer.d.liddle@wv.gov (304) 574-4471

Potomac
Alana Hartman alana.c.hartman@wv.gov (304) 822-7266 x 3623

Northern
Martin Christ martin.j.christ@wv.gov (304) 368-2000

Statewide Program Coordinators and other staff contacts

WV Save Our Stream Position is currently vacant http://www.dep.wv.gov/sos

Project WET Program tomi.m.bergstrom@wv.gov http://go.wv.gov/pwet
(304) 926-0499 x 43862

Scott Settle, ILF Coordinator dallas.s.settle@wv.gov (304) 926-0499 x 1848

References

1. USEPA, April 2013. Nonpoint Source Program and Grants Guidelines for States and Territories
4. WV NPS Program’s Watershed Project Grant Tutorial
Appendix 1. Basin Coordinator map

<table>
<thead>
<tr>
<th>Basin coordinator</th>
<th>Region</th>
<th>Watersheds</th>
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<tr>
<td>Tomi Bergstrom</td>
<td>Western</td>
<td>Big Sandy, Coal, Elk, Little Kanawha, Lower Guyandotte, Lower Kanawha,</td>
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<td>Lower Ohio, Middle Ohio South, Twelvepole and Upper Kanawha</td>
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<td>Klancey Burford</td>
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<tr>
<td>Jennifer Liddle</td>
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<td>Upper New</td>
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Appendix 2. Title 40 Part 35 Subpart-A – Environmental Program Grants

Nonpoint Source Management (§319(h))

§35.260 - Purpose

a) Purpose of section. Sections 35.260 through 35.268 govern Nonpoint Source Management Grants to States (as defined in section 502 of the Clean Water Act) authorized under section 319 of the Act.

b) Purpose of program. Nonpoint Source Management Grants may be awarded for the implementation of EPA-approved nonpoint source management programs, including ground-water quality protection activities that will advance the implementation of a comprehensive approved nonpoint source management program.

§35.265 - Maximum federal share

The Regional Administrator may provide up to 60 percent of the approved work plan costs in any fiscal year. The non-federal share of costs must be provided from non-federal sources.

§35.266 - Maintenance of effort

To receive section 319 funds in any fiscal year, a State must agree to maintain its aggregate expenditures from all other sources for programs for controlling nonpoint pollution and improving the quality of the State’s waters at or above the average level of such expenditures in Fiscal Years 1985 and 1986.

§35.268 - Award limitations

The following limitations apply to funds appropriated and awarded under section 319(h) of the Act in any fiscal year.

a) Award amount: The Regional Administrator will award no more than 15 percent of the amount appropriated to carry out section 319(h) of the Act to any one State. This amount includes any grants to any local public agency or organization with authority to control pollution from nonpoint sources in any area of the State.

b) Financial assistance to persons: States may use funds for financial assistance to persons only to the extent that such assistance is related to the cost of demonstration projects.

c) Administrative costs: Administrative costs in the form of salaries, overhead, or indirect costs for services provided and charged against activities and programs carried out with these funds shall not exceed 10 percent of the funds the State receives in any fiscal year. The cost of implementing enforcement and regulatory activities, education, training, technical assistance, demonstration projects, and technology transfer programs are not subject to this limitation.

d) Requirements: The Regional Administrator will not award section 319(h) funds to a State unless:

1. Approved assessment report: EPA has approved the State's assessment report on nonpoint sources, prepared in accordance with section 319(a) of the Act.

2. Approved State management program: EPA has approved the State's management program for nonpoint sources, prepared in accordance with section 319(b) of the Act.

3. Progress on reducing pollutant loadings: The Regional Administrator determines that the State made satisfactory progress in the preceding fiscal year in meeting its schedule for achieving implementation of best management practices to reduce pollutant loadings from categories of nonpoint sources, or nonpoint sources, designated in the State's management program. The State must have developed this schedule in accordance with section 319(b)(2)(c) of the Act.

4. Activity and output descriptions: The work plan briefly describes each significant category of nonpoint source activity and the work plan commitments to be produced for each category; and

5. Significant watershed projects: For watershed projects whose costs exceed $50,000, the work plan also contains:

   i. A brief synopsis of the watershed implementation plan outlining the problem(s) to be addressed.
The project’s goals and objectives; and
iii. The performance measures or environmental indicators that will be used to evaluate the results of the project.

Nonpoint Source Program Grants Guidelines

Date: Issued on April 12, 2013. These guidelines apply to all § 319-funded grant activities beginning in fiscal year 2014.

Addresses: Persons requesting additional information should contact Nancy Yoshikawa at (202) 566-3012; yoshikawa.nancy@epa.gov; or U.S. Environmental Protection Agency (4503T), 1200 Pennsylvania Avenue, NW, Washington, DC 20460.

Preface

The U.S. Environmental Protection Agency (USEPA) is issuing revised guidelines to states, territories, and the District of Columbia (hereinafter referred to as “states”) for the award of §319 grants under the Clean Water Act for the implementation of nonpoint source (NPS) management programs. These guidelines are requirements that apply to recipients of grants made with funds appropriated by Congress under §319 of the Clean Water Act. States and USEPA regions will implement these guidelines in fiscal year 2014 and in subsequent years. The new guidelines replace the Nonpoint Source Program and Grants Guidelines for States and Territories that have been in effect since the fiscal year 2004 grant cycle (hereinafter referred to as the “2004 guidelines”). These revised guidelines provide updated program direction, an increased emphasis on watershed project implementation in watersheds with impaired waters, and increased accountability measures. These guidelines also emphasize the importance of states updating their NPS management programs to ensure that §319 funds are targeted to the highest priority activities. These guidelines were developed following a process that included state and EPA workgroups, national meetings, stakeholder outreach, and a 5-week public comment period. Nearly 80 comment submittals were received from a diverse set of individuals and organizations. USEPA finalized these guidelines after considering all the comments received.

In fiscal year 2003, the total annual appropriation for the §319 program was $238.5 million. The 2004 guidelines set-aside $100 million of the total appropriation to be used mostly for implementation of nine-element watershed-based plans (WBPs) that address NPS impairments in watersheds that contain impaired waters. The 2004 guidelines referred to this $100 million set aside as “incremental” funds. The §319 appropriation decreased to $165 million in fiscal year 2012 and the $100 million “incremental” set aside no longer represents a reasonable balance in the allocation of NPS management funds, given the wide variety of important uses to which states put these funds to control NPS pollution. These new guidelines recognize annual variability in appropriations for the §319 program, and require a revised set aside of at least 50 percent of a state’s allocation for watershed projects to provide an appropriate balance between implementation of WBPs and other important planning, assessment, management, and statewide NPS programs and projects. This 50 percent set aside is referred to as watershed project funds. The remaining funds are referred to as NPS program funds. In addition to the revised watershed project set aside, other significant changes in these revised guidelines include:

- The 2004 guidelines allowed states to use a portion (up to 20%) of their “incremental” funds for the purposes of developing WBPs and total maximum daily loads (TMDLs). To increase the focus of §319 funding on watershed project implementation, these revised guidelines remove this allowance and require planning activities to be funded with NPS program funds.
- The guidelines continue to place a strong emphasis on taking a watershed-based approach to restore NPS-impaired waters. States will focus watershed project funds primarily on these efforts. Following consultation with EPA, a limited amount of watershed project funds may also be used for projects to protect unimpaired/high quality waters when protection is cited as a priority in the state’s updated NPS management program. Procedural requirements from the 2004 guidelines for protection projects have been removed.
- The guidelines include a renewed focus on updating state NPS management programs on a five-year basis, with the expectation that 50% of NPS management programs will be updated by September 2013, and all management programs will be up-to-date by September 2014.
To facilitate program efficiency and watershed implementation, the guidelines include specific requirements for supplemental information to be submitted with TMDLs developed using §319 funds. The guidelines provide an increased emphasis on coordination with USDA Farm Bill programs to leverage water quality investments. The 20% “base” funds cap on the use of §319 funds for statewide NPS monitoring and assessment from the 2004 guidelines has been removed in recognition of the importance of these activities for measuring success and in targeting watershed restoration and protection efforts. For states that go well beyond an expected level of non-federal funds leveraging, the revised guidelines provide an incentive to use the Clean Water State Revolving Fund (CWSRF) and other state or local funding for NPS watershed projects by providing additional flexibility with §319 funds when states provide funding for watershed projects equal to their total §319 allocation.

Learn more at: http://water.epa.gov/polwaste/nps/upload/319-guidelines-fy14.pdf

Appendix 3. Financial History Checklist

| Mailing address |

| Organization |

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Date        Signature/Title

The completion of form is required for each grant recipient. The items must be verified in person by the Regional Basin Coordinator, NPS Coordinator or another designee. Note: Grant funds cannot be used for lobbying, other political activities, and litigation against the State.
Appendix 4. §319 grant conditions (Example).

1. SUBGRANTEE agrees to ensure that all space for conferences, meetings, conventions, or training seminars funded in whole or in part with federal funds complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act (PL 101-391, as amended). Recipients may search the Hotel Motel National Master List at: https://apps.usfa.fema.gov/hotel/ to see if a property complies, or to find other information about the Act.

2. SUBGRANTEE shall comply with Subpart C of 2 CFR Part 180 and 2 CFR Part 1532 entitled "Responsibilities of Participants Regarding Transactions (Doing Business with Other Persons).” The SUBGRANTEE is responsible for ensuring that any lower tier covered transaction, as described in Subpart B of 2 CFR Part 180 and 2 CFR Part 1532, which includes a term or condition requiring compliance with Subpart C.

3. SUBGRANTEE who receive awards exceeding $100,000 shall comply with Title 40 CFR Part 34-New Restrictions on Lobbying.

4. SUBGRANTEE shall ensure that no grant funds have been or will be used to engage in lobbying the Federal Government, other political activities, or in litigation against the United States. See 2 CFR Part 200.450.

5. In accordance with 2 CFR 200.501(a) the recipient agrees to obtain a single or program-specific audit from an independent auditor if it spends $750,000 or more in total in Federal funds in any fiscal year. The recipient may select a program-specific audit if all the federal funds are through a single program, and if the program permits it. For more information visit: http://harvester.census.gov/facweb/

6. SUBGRANTEE agrees to use recycled paper and double-side printing for all reports that are prepared as a part of this grant award and delivered to USEPA.

7. SUBGRANTEE must make an ongoing, good faith effort to maintain a drug-free workplace pursuant to the specific requirements set forth in Title 2 CFR Part 1536 Subpart B.

8. If a contract is awarded under this subgrant award, the SUBGRANTEE agrees to take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

   a. Affirmative steps must include:

      i. Placing qualified small and minority businesses and women's business enterprises on solicitation lists.

      ii. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.

      iii. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises.

      iv. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises.

      v. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

     vi. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs i. through v. above.

     vii. Other sources: http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm


9. SUBGRANTEE with federal and match funds budgeted for procurement including supplies, equipment and construction services more than $150,000 must report to WVDEP on MBE/WBE utilization as noted in 8 above by October 15 of each year of the grant.

10. All procurements and expenditures must be allowable under OMB 2 CFR Part 200 and conform to the standards in Title 2 Subpart E – Cost Principals. Learn more HERE.

11. If you, the SUBGRANTEE, have indirect costs budgeted in the subaward agreement, the rate must meet the following:

   a) If subgrantee has a federally recognized indirect cost rate negotiated with the federal government (a federally negotiated indirect cost rate or FNICR), the negotiated rate must be used.
b) If a subgrantee does not have a FNICR, the subgrantee may elect to charge a de minimis rate of 10% or less of the modified total direct costs (MTDC). See CFR 2 Part 200.414.

12. SUBGRANTEE shall not use costs for matching federal funds received under this subgrant award that have been included or used to meet cost-sharing/matching requirement of any other federal funding award.

13. SUBGRANTEE shall limit the federal participation in the salary rate (excluding overhead) paid to individual consultants retained by subgrantee or by the subgrantee’s contractors or subcontractors to the maximum daily rate for level 4 of the Executive Schedule. Subgrantee may, however, pay consultants more than this with non-EPA funds. This limitation applies to consultation services of designated individuals with specialized skills who are paid at a daily or hourly rate. The rate does not include transportation and subsistence costs for travel. Contracts with firms for services which are awarded using the procurement standards in Subpart D of 2 CFR 200 are not affected by this limitation.

14. SUBGRANTEE agrees that management fees or similar charges more than direct and indirect costs are not allowable. The term “management fees or similar charges” refers to expenses added to the direct costs to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs which are not allowable under this award.

15. SUBGRANTEE, and SUBGRANTEE’S employees may not engage in severe forms of trafficking in persons during the period that the award is in effect; procure a commercial sex act during the period that the award is in effect; or use forced labor in the performance of the award or sub-awards under the award.

16. SUBGRANTEE understands that the funds for this project (including funds contributed by the SUBGRANTEE as their cost share) may not be used to pay for the travel of Federal employees, or for other costs associated with Federal participation in this project unless the Federal agency is performing special technical assistance to the SUBGRANTEE.

17. SUBGRANTEE is free to copyright any original work developed during or under the subgrant award. DEP reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, the work for Government purposes. Any publication resulting from work performed under the subgrant award shall include any acknowledgement of WVDEP’s financial support, a non-discrimination clause, and a statement that the publication does not necessarily reflect WVDEP’s views.

18. If the 319 award includes an outreach component, SUBGRANTEE agrees to provide signage that informs the public that the project is funded by USEPA. The signage shall contain the USEPA, other sponsoring/funding agency(s) and follow all guidelines. If the physical design of the sign allows, it should also include the following text: “This project has been funded (in part) by the United States Environmental Protection Agency”

19. SUBRECIPIENT agrees that announcements through the web or print materials for workshop, conference, demonstration days or other events as part of a project funded by a 319-assistance agreement shall contain a statement that the materials or conference has been funded by USEPA.

20. SUBGRANTEE agrees to perform the activities identified and specified in the project proposal that is made a part of the subgrant award, and agrees to inform WVDEP as soon as problems, delays or adverse conditions become known which will materially impair the ability to meet the outputs/outcomes specified in the workplan. Furthermore, the SUBGRANTEE will secure prior written approval from WVDEP Project Manager prior to all substantive changes to the project.

21. SUBGRANTEE will submit WVDEP Request for Funds form along with supporting documentation to obtain reimbursement for allowable expenses. Supporting documentation includes a spreadsheet or other budget breakdown of expenses incurred during the specified period and based on budget categories as outlined in the original project proposal.

22. By completing the WVDEP SUBGRANTEE Request for Funds form, the SUBGRANTEE is certifying that goods and services have been received or completed within the time-frame specified.

23. SUBGRANTEE agrees to submit semi-annual and a final project report for all projects identified in this grant award document. The reports must contain the elements described on the Nonpoint Source (NPS) Programs website at: http://www.dep.wv.gov/nonpoint.

Reporting periods are as follows:

- October 1 – March 30 report is due May 1
- April 1 – September 30 report is due November 1
- A final report is due following the completion of the grant
24. SUBGRANTEE agrees to work with WVDEP to enter or provide water quality monitoring data, for data collected in a waterbody pursuant to the implementation of a §319 project, into EPA’s “storage and retrieval” (STORET) data system using either the Water Quality Exchange (WQX) or WQXweb.

25. SUBGRANTEE agrees that when collecting and managing environmental data under this subaward, it will protect the data by following all applicable State law cybersecurity requirements.

26. Funds awarded by this grant and identified as watershed project (WP) funds shall be used to implement best management practices and/or programs that will result in direct measurable environmental results such as load reductions and/or water quality improvements and which implement a specific goal, action or project clearly identified in the Watershed Based Plans (WBP).

27. Engineering costs for design work shall be capped at the following:
   a. Projects less than $100,000 for construction, 15-20% cap on design costs
   b. Projects between $100,001 and $500,000 for construction, 10-15% cap on design costs
   c. Projects over $500,000 for construction, 6-10% cap on design costs.

28. SUBGRANTEE agrees to ensure that all permits are obtained prior to implementation of any grant funded activity that may fall under applicable federal, state, or local laws. The project implementation plan must identify permits that may be needed to complete work plan activities. The SUBGRANTEE must keep documentation regarding necessary permits in the project file.

29. SUBGRANTEE shall ensure the continued proper operation and maintenance (O&M) of all management practices that have been implemented for projects funded under this grant. Such practices shall be operated and maintained for the expected lifespan of the specific project in accordance with commonly accepted standards. The SUBGRANTEE shall include a provision in every applicable sub-grant or contract awarded under this grant requiring that the management practices of the project be properly operated and maintained.

30. In accordance with §319(h) of the Clean Water Act, administrative costs in the form of salaries, overhead, or indirect costs shall not exceed 10% of the amount of the grant award.

31. Food and Refreshments. Unless the event(s) and all its components are specified in the approved workplan, the SUBGRANTEE agrees to obtain prior approval from WVDEP for the use of grant funds for light refreshments and/or meals served at meetings, conferences, training workshops, and outreach activities (events). The SUBGRANTEE must send requests for approval to the DEP Nonpoint Source Coordinator and include: an estimated budget and description of the light refreshments, meals, and/or beverages to be served at the event(s); a description of the purpose, agenda, location, length and timing of the event; an estimated number of participants in the event and a description of their roles. Note: U.S. General Services Administration regulations define light refreshments for morning, afternoon, or evening breaks to include, but not limited to, coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, or muffins. See 41 CFR 301-74.11.

32. In accordance with 40 CFR 30.54 and 31.45, the SUBGRANTEE must develop and implement quality assurance and quality control procedures, specifications and documentation that are sufficient to produce data of adequate quality to meet project objectives. The Quality Assurance Project Plan (QAPP) should be prepared in accordance with EPA QA/R-5: USEPA Requirements for Quality Assurance Project Plans. The QAPP must be submitted to the DEP Nonpoint Source Coordinator at least 60 days prior to the initiation of data collection or data compilation. Prior to the data collection or compilation, the QAPP must be approved by WVDEP and the USEPA.

33. State Freedom of Information Act (FOIA) requests apply to SUBGRANTEES and their files.

34. SUBGRANTEE shall retain all records for three (3) years beginning on the date that the final grant close-out report is submitted to DEP. If any legal action, audit, or other investigation regarding the records of the subgrant award begins before the three (3) year period expires, all records are to be retained until the action is completed and a resolution is made. SUBGRANTEE is to require contractors and sub-contractors to retain their records for three (3) years after the final payment or any other pending matters are resolved.

35. If you are not a state agency and would like to receive reimbursement through electronic deposit into your bank account, complete the paperwork for an eVendor agreement.

Learn more at: [http://www.wvsao.gov/electronicpayments/DirectDepositForms.aspx](http://www.wvsao.gov/electronicpayments/DirectDepositForms.aspx)