

Additional Grant Opportunities (AGOs)
Guidance for Developing and Submitting an
AGO Project Proposal



WV Department of Environmental Protection
Division of Water & Waste Management
Watershed Improvement Branch
Nonpoint Source Program
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<https://go.wv.gov/nonpoint>

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What is Nonpoint Source 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 nonpoint source pollution are runoff from cropland, animal feedlots, urban areas, construction sites, abandoned mining operations, logging roads, failing septic tanks, landfills, salted winter roads and removal of streamside vegetation. The most typical nonpoint pollutants are sediment, nutrients, pesticides, bacteria, oil and grease, metals, and thermal variations.

What is the \$319 Program?

WV Department of Environmental Protection (WVDEP) \$319 Program emphasizes management strategies and programs to address nonpoint source problems. The \$319 management programs are balanced between two priorities. One priority is to implement, on a generally applied statewide basis, the overall NPS, which includes technical and financial assistance and educational efforts. These efforts are funded through what are called [NPS program grants](#). A second priority is narrower and involves targeting specific watersheds with a [Total Maximum Daily Load](#) (TMDL) report to improve degraded water quality.

Grants dedicated to specific watersheds are called "watershed project grants". Both grants are from the Clean Water Act \$319 grant to West Virginia from the US EPA, as well as state funds provided by WVDEP. West Virginia's \$319 Program is part of WVDEP's [Watershed Improvement Branch](#).

What is an AGO?



AGO is the acronym for Additional Grant Opportunities. It is a request for proposals from viable organizations for projects related to nonpoint source pollution issues. These projects can include education and outreach to the public or a specific sector of the public, monitoring nonpoint sources and construction of practices to reduce nonpoint source pollution. This document describes the requirements for submitting an AGO proposal.

Annual AGO funds are limited therefore, proposal budgets should typically range from \$2,000 to \$20,000 or less depending on funding. If you have a worthy project that requires funds > \$20,000, it may be eligible for watershed project funds, if there is a [watershed-based plan](#) (WBP) or the [In Lieu Fee Program](#).

The AGO funds are \$319 Program grant funds and can focus on general nonpoint issues or projects in non-TMDL watersheds. When funding for AGOs is available an announcement is sent to any organization or agency that focuses on nonpoint issues. The types of proposals that can qualify for AGO funds vary widely. Typically, many proposals focus on education and outreach, monitoring, and systems evaluations. However, organizations may submit proposals that help build capacity (e.g., staff, equipment etc.). Examples of past AGOs include state of the watershed reports, outreach materials such as calendars and brochures, best management practices (BMPs) such as riparian restoration, rain gardens, wetlands, urban tree plantings, and other low impact and stormwater controls for schools and communities, a wide variety of monitoring programs and many more efforts with emphasis on nonpoint issues. Since 2010 West Virginia's \$319 Program has provided > \$400,000 in AGO funding.

The AGO grant proposal

The applicants are encouraged to submit a **letter of intent** (LOI). If the LOI is chosen, the organization will be asked to submit a formal proposal. This is not a commitment to fund the project; this proposal will be reviewed in detail before approval. Comments, questions or requested changes may be returned to the applicant for action. The \$319 Program accepts LOIs following an announcement of grant opportunity. All LOIs are submitted using our [online form](#). Organizations that have ideas for a proposal are encouraged to work with their Basin Coordinator and submit their LOI's at any time. They will be reviewed periodically, and the organization will be advised of the next steps.

How does the NPS Section determine qualified proposals?

LOIs should include the organizations contact information and consist of a brief description of the project's goals and objectives. It should also include a budget with justification (**not just the total request**). WIB personnel evaluate the initial proposals to determine which organizations will be invited to submit formal grant proposals. Proposals are evaluated on the criteria described on the next page. High and low outliers are removed, and rankings are determined based on the total score. The rankings are then compared to the amount of funding available, and the awards will be determined based on the ranks and funding.

Criteria and ranking

The scoring is based on the six statements below.

1. Project is nonpoint pollution related.
2. Project fits the mission of the NPS Program and will benefit the watershed and/or public.
3. The project is an activity that probably could not qualify for a watershed project proposal.
4. The organization is viable with the capability to successfully complete the project.
5. The budget and total funding request is reasonable.
6. The organization has proven it can complete a project and can manage grant funds responsibly.

Qualified organizations are invited to submit a formal proposal (e.g., workplan); they must do so, usually within two weeks of the invitation. Workplans must be submitted to the [\\$319 Coordinator](#).

AGO requirements

1. The applicant requesting AGO funds must support the project with a 40% match of the total project cost. In-kind support from the applicant is acceptable. The match cannot come from other federally funded programs or funds.
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, businesses, and citizen's groups.
4. The project is cost effective. Funds are targeted to provide maximum NPS pollution control.
5. The project activities can be achieved within an identified and reasonable time.
6. The proposal follows the format and instructions contained in this manual.

Note: All grant recipients must have a [FEIN](#), [SAM/UEI](#), OASIS number 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. These items must be verified by an NPS Program designee before funding can be awarded. See [Appendix 3](#) for our Financial History Checklist.

The project proposal format (Workplan)

The cover page identifies the project, the “lead agency” and the budget summary.

- 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 an NPS AGO Project.
- State the organization that is implementing the project and requesting the money.
- Include the date of the submission and a budget summary.
- The budget summary lists only the requested amount of AGO funds, the number of matches and the total project amount.

The project summary is a brief description (abstract) of the project. The project summary should be presented in narrative form, not as a list. The project summary should contain three components:

1. Background
2. Goals and objectives
3. Project description

Background, goals, and project description (aka abstract)

The background 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” (i.e. [study design](#)) of the entire project. This section establishes the need for the project, its justification and the credibility of the organization applying for the funds.

The background section does not have to be extensive, but it should describe the problem, the type of project and the capability of the applying organization. The NPS Program normally works through some type of government agency or non-profit organization. However, it helps facilitate the process if they coordinate through a Conservation District or government agency.

Goals and objectives (also known as outputs and outcomes)

This important section outlines the anticipated load reductions from best management practices (BMPs), educational outputs and restoration benefits of the project. All benefits expected from this project should be explained. Goals for educational projects should be stated also.

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.

1. 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 AGO funds for engineering and design is permitted.
2. Describe how the various partners involved in the project will contribute to its completion. Also, describe any efforts to educate the public, public officials and/or industry about the project.

Measures of success

In this section the applicant must describe how the success of the project will be measured and reported. All entities receiving AGO funds must file semi-annual reports to the [§319 Coordinator](#). These measures must relate to the goals and objectives of the plan. Some examples may include:

1. Length of stream bank restored; tons/year of sediment reduced.
2. Number of BMPs installed and their associated load reductions.
3. The number of presentations, workshops, trained individuals, etc.

Milestone schedule

The [milestone schedule](#) provides an estimated timeline for the life of the project. The milestones include 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 time of the grant award.



Example of a milestone schedule

FFY	2021						2022												2023									
Tasks	July	August	September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December	January	February	March	April	May	June	July	August	September	October
QAPP Development																												
Pre-Construction Sampling																												
Semi/ Final Annual Reporting																												
Surveying/Engineering																												
Permit Approval																												
Construction																												
Post-Construction Sampling																												

Budget

A detailed budget must show 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 **40% non-federal matching funds** for each project. Use the formula below to determine match. Note: Match is based on the total project cost.

Project funds requested [\$15,000]

A federal 60% contribution is $[\$15,000 \div 0.6] = \$25,000$

A 40% match is $[\$25,000 \times 0.4] = \$10,000$

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

1. 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.
2. Supplies: Identify supplies that are over \$500 or are significant to the project such as monitoring supplies.
3. Equipment: Identify any equipment purchased or leased whose value exceeds \$500. Donated equipment may be used as match.
4. Contractual: List all anticipated costs for services to be contracted. This would include construction costs even if construction will be done "in-house".
5. Travel: Any entry for travel must pertain to the project implementation within the state.
6. Operating costs: Include any indirect/overhead items such as building space, utility costs, incidental supplies, or other administrative costs. Note: NPS program funds cannot be used for food.

Reporting requirements

All AGO recipients are required to report their progress on a semi-annual basis to the NPS Program. The report should consist of a brief narrative describing the progress that has occurred during the appropriate six-month time frame (digital photos encouraged), and a list of expenditures during the period.

The report cover must contain the grant number, award date, 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 is for October 1 through March 31 and is due on May 1. The second semi-annual report is for April 1 through September 30 and is due on November 1. If reports are not submitted in a **timely manner**, reimbursement of your funds could be compromised.

Grant awards

All grantees must have a signed grant award with WVDEP that stipulates grantee requirements and payment schedules. Any non-governmental entity accepting a grant award must complete an IRS W-9 form and submit it to WVDEP; they must also submit a FEIN and SAM registration and unique entity identification (UEI) and more.

Organizations must have all the appropriate accounting, purchasing and procurement procedures in place. It is recommended that projects be coordinated through a state or local agency to facilitate these requirements, assistance and guidance will be provided at the appropriate time by NPS. To learn more, contact your regional [Basin Coordinator](#).

Request for funds

All \$ 319 grant funds are reimbursable only. You must provide adequate justification for any request for funds. The recipient must submit the DEP request for payment form, an invoice describing the request, and supporting documentation that provides evidence of 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. Note: There are additional requirements that have been added. Contact the NPS Program Manager for details.

For more details go to: <https://dep.wv.gov/WWE/Programs/nonptsources/Pages/AGO.aspx> scroll down the page to the [Request for Reimbursement](#) drop-down box.

Program Managers/Administrative Support

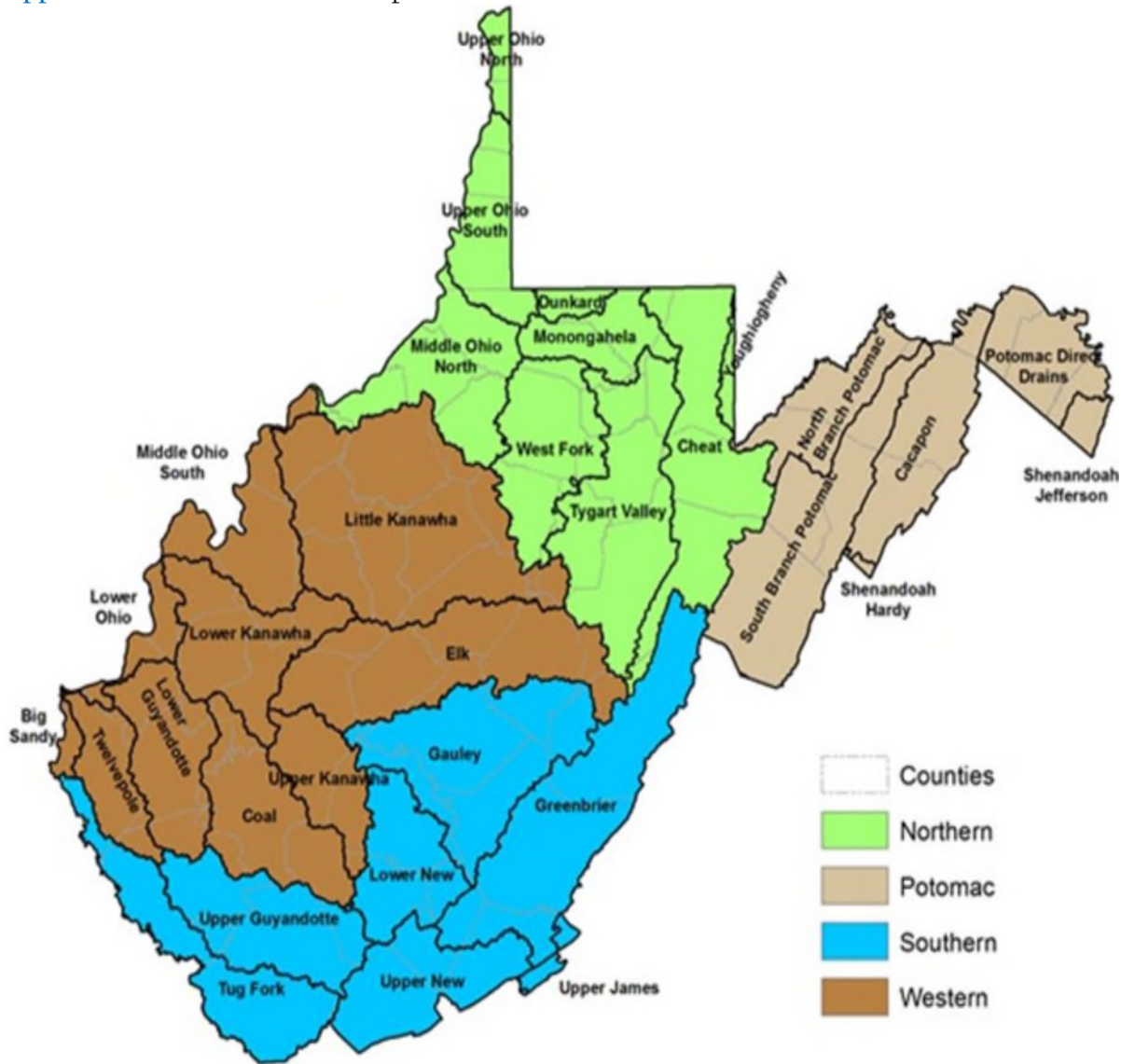
Scott Settle, Assistant Deputy Director (304) 926-0499 dallas.s.settle@wv.gov	Timothy Craddock, NPS Program Manager (304) 414-3868 timothy.d.craddock@wv.gov
Callie Sams, Chesapeake Bay Program Manager (304) 314-6095 callie.c.sams@wv.gov	Tomi Bergstrom, Watershed Program Manager/Project WET (304) 926-0499 x 43862 tomi.m.bergstrom@wv.gov
Kristy Rodrigue, ILF Program Manager (704) 277-3383 kristy.l.rodrigue@wv.gov	Brandi Cook, Administrative Support (304) 574-4465 brandi.d.cook@wv.gov

Basin Coordinators

<u>Contact</u>	<u>Phone</u>	<u>Email</u>	<u>Basin</u>
Mary DeWees	(304) 926-0499 x 43878	mary.a.deweese@wv.gov	Potomac
Izabella Hubbard	(304) 574-4465	izabella.b.hubbard@wv.gov	Southern
Martin Christ	(304) 368-2000	martin.j.christ@wv.gov	Northern
Tomi Bergstrom	(304) 926-0499 x 43862	tomi.m.bergstrom@wv.gov	Western

Please check on the NPS Program's website for updates. The latest information will always be posted to the website prior to updating guidance manuals. – https://go.wv.gov/nonpoint
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Appendix I. Basin Coordinator map



Basin Coordinators	Regions	Watersheds
Tomi Bergstrom	Western	Big Sandy, Coal, Elk, Little Kanawha, Lower Guyandotte, Lower Kanawha, Lower Ohio, Middle Ohio South, Twelvepole and Upper Kanawha
Izabella Hubbard	Southern	Gauley, Greenbrier, James, Lower New, Tug Fork, Upper Guyandotte and Upper New
Martin Christ	Northern	Cheat, Dunkard Creek, Middle Ohio, Monongahela, Tygart Valley, Upper Ohio North, Upper Ohio South, West Fork and Youghiogheny
Mary DeWees	Potomac	Cacapon, North Branch Potomac, Potomac Direct Drains, Shenandoah, and South Branch Potomac

Appendix 2. Typical workplan

A workplan is an outline of all tasks that need to be complete to finish an entire project. If you are submitting a work plan for a nonpoint source project your tasks may include the following:

- Introduction: Description of the geologic extent of watershed, problems and/or threats and the goals and objectives of the proposal.
- Management measures: A description of the nonpoint measures that will need to be implemented to achieve the goals and objectives of the plan. Include an identification (using a map or detailed description) of the critical areas in which those measures will be needed.
- Technical assistance: An estimate of the amount of technical assistance needed associated costs and the sources and authorities that will be relied on to implement this plan.
- Budget and match: The budget must be if shows a breakdown of anticipated expenses by category and by \$319 funds and matching funds. 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.
- Education and outreach: 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 nonpoint management measures that will be implemented.
- Milestones and schedule: A schedule and description of measurable milestones for determining whether management measures or other controls are being implemented. And a timetable associating important events.
- Measures of success: This could include a summary of your monitoring results, number of participants served by your outreach efforts, number of brochures distributed, number of BMPs installed, feet of stream bank restored etc.

Depending on the type of work plan, all the above components may not be necessary. For example if you are writing a plan that describes monitoring, it should be based upon your [study design](#). The monitoring plan would also include a budget with a match, and milestones. If you were planning an education and outreach campaign, a brochure or a document, your work plan would provide an overview of the delivery with justification, budget with a match, and milestones.

If you are developing a workplan for a staff position it will be very different from the above. It should have a clear set of guidelines for hiring, firing, and time-off; there should be no surprises. Your job description should be very clear and there should be good orientation and training guidelines so that the person chosen can do the job and enjoy it as well.

Appendix 3. Financial history checklist

Organization name

Mailing address

Date

Verified

Documents

		Financial statements (2-years)
		Bank statements (12-months)
		Financial management procedures
		Internal control procedures
		Procurement process
		Annual budget documents
		Board of Directors Charter
		Minutes of the last six board meetings
		FEIN number
		UEI number
		W-9 form

Date

Signature/Title

Date	Signature/Title
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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. 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)**: NPS provides education, technical assistance, [watershed planning](#) and best management practice implementation funding.
Contact: timothy.d.craddock@wv.gov
2. **Save Our Streams (SOS)**: SOS program provides education, project and technical assistance, and volunteer stream monitoring hands-on training and certification.
Contact: callie.c.sams@wv.gov
3. **Stream Partners Program (SPP)**: SPP provides grants to support the efforts of local watershed volunteers.
Contacts: callie.c.sams@wv.gov or tomi.m.bergstrom@wv.gov
4. **Water Education for Teachers (WET)**: Project WET is an interdisciplinary water education program.
Contact: tomi.m.bergstrom@wv.gov
5. **In Lieu Fee Program (ILF)**: ILF provides stream and wetland restoration and protection as part of compensatory mitigation.
Contact: kristy.l.rodrique@wv.gov
6. **Chesapeake Bay Program (CB)**: A wide variety of initiatives take place through the CB program; including implementation of WV's watershed implementation plan (WIP), technical assistance for [urban stormwater](#) and a variety of other initiatives.
Contact: callie.c.sams@wv.gov

These programs are delivered through our [Basin Coordinators](#) and individual [Program Coordinators](#). For more information go to: <http://go.wv.gov/wib>