Ohio Environmental Protection Agency-Division of Surface Water

2014 Surface Water Improvement Fund Grant Application

STATEWIDE

Part One: Project Sponsor Information

Sponsoring Organization			
Mailing Address			
City, State, Zip Code			
Telephone		**FAX**	
Dun & Bradstreet 9-digit number		**Congressional District**	
Federal Tax ID			
Project Representative Name & Title			
Telephone			
Email Address			
PROJECT TITLE			
Project Location Identify the county and township(s) where project site is located			
Name of the Project Watershed		Hydrologic Unit Code	
IS PROJECT IN LAKE ERIE WATERSHED (circle yes or no)	Yes	No	
Estimated Project Start Date		Completion Date	
Sponsor Authorization	To the best of my knowledge and belief all data and information contained in this project application are true, current and correct. The application package is duly authorized by the sponsoring organization as certified by the following:		
Name, Title of Authorized Official			
Signature of Authorized Official		Date	

Surface Water Improvement Fund Grant Application Checklist:

Your Surface Water Improvement Fund grant application will consist of a variety of completed forms and project narratives. Prior to completing and submitting your completed SWIF grant application, please review the following checklist carefully. It contains a listing of ALL items that are required when submitting an application for SWIF grant funding.

REQUIRED FORMS AND ITEMS	√
Part ONE: SWIF **Application Cover Sheet** and Project Sponsor and Contact Information	
Part TWO: SWIF **Project Workplan Narrative** that provides sufficient narrative details on the "who, what, where, when and how" of your project.	
Part THREE (A): Project Deliverables Worksheet. Select, complete and attach the Deliverables Worksheet(s) that most closely align with the type of project you are proposing. Worksheets that do NOT apply to your project should be discarded and NOT included in your final application package.	
Part THREE (B): Project Specific Outreach Deliverables Worksheet. **ALL** SWIF applications MUST include a completed **Project Specific Outreach Deliverable Worksheet**.	
Part FOUR (A): Project Grant Budget. **ALL** SWIF applications must include a completed detailed grant budget.	
Part FOUR (B): Personnel Roster Worksheet. **ALL** applicants requesting SWIF funding to support sponsoring organization personnel costs **MUST** complete and attach a **Personnel Roster Worksheet**.	
Part FOUR (C): Sub-Contractual Worksheet. ALL applicants proposing to sub-contract any or all of the activities associated with their project to a third-party MUST complete and attach a **Sub-Contractual Worksheet.**	

Part Two: Surface Water Improvement Fund Project Work Plan

In this section of the SWIF application, you are telling Ohio EPA what you intend to do with SWIF grant funding—please be thorough. Provide a detailed description of the proposed project, including all specific actions that will be conducted to ensure that it is successfully implemented. At a minimum, be sure to include the "who, what, where, when, and how" the project will be completed.

In general, ALL project work plan narratives should to include the following:

- A statement of the problem your project is designed to address
- A detailed description of the project site, including location, environmental conditions, accessibility, ownership, etc.
- Any relevant maps such as USGS quadrangle maps etc.
- A general timeline and sequence of events that will need to be completed in order to ensure project success.
- If subcontracting is involved, a description of the system that will be used to select subcontractors
- A listing of all "activities" that will be completed, including intermediate deliverables such as design documents, permit applications, contracts, etc.
- A description of project partners. Who will be doing what parts of the project and when.
- Relevant project photos that identify the "before" condition of the project site.
- Drawings and/or design documents that depict what the project site will look like **"after"** project completion.
- If applicable, a description of how the project site will be maintained and protected.
- A brief description of outreach activities to inform the public about the project.
- A description of how the success of your project will be measured.

Applicants should be sure to include **ALL** pertinent information that will help Ohio EPA grant reviewers to better understand what you are proposing to accomplish if Surface Water Improvement Grant Funds are awarded to your organization.

Part Two: Detailed Project Work Plan	The project description should be highly detailed, however please try to limit it to no more than five or six pages in length.

Detailed Project Work Plan

Continued from previous pages.

Add additional pages as needed

Part Three (A): Project Specific Deliverable Worksheets

The following pages of this application form contain a series of worksheets that have been developed for each of the types of projects that are eligible for Surface Water Improvement Fund grants. **For example**, if you are proposing to remove a lowhead dam with SWIF funding, select, complete and attach the "Dam/Levee Removal or Modification Project Deliverables and Timeline Worksheet". **ALL** applicants **MUST** also include a "Project Specific Outreach Deliverable and Timeline Worksheet". Please do not attach worksheets that do not apply to your type of project. They should be discarded and not included as part of your final application package.

In addition to the SWIF Application Cover Sheet completed in "Part One" and the "Project Work Plan" completed in "Part Two", the following applicable worksheets must be completed as part of your application:

1. Stream and Natural Flow Restoration Project Deliverables Worksheet
2. Wetlands Restoration and Protection Project Deliverables Worksheet
3. Innovative Stormwater Demonstration Activity Project Worksheet
4. Riparian Restoration and/or Invasive Species Management
5. Inland Lake Management and Restoration

ALL APPLICANTS MUST ALSO COMPLETE AND ATTACH A "Project Specific Outreach Deliverables Worksheet".

NOTE: Do not include worksheets that do not apply to your project in the final application. Worksheets that are not needed should be recycled. Ohio EPA needs only to see those that are directly applicable to the type of project you are proposing.

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Stream and Natural Flow Restoration Project Deliverables Worksheet

Project Sponsor:

Project Title:

Directions: If you are requesting SWIF grant funding to complete a project that results in the restoration of a stream, stabilization of an eroding and unstable streambank, and/or restoration of a riparian area, then you **MUST** complete the Stream and Riparian Restoration Project Deliverables Worksheet in addition to the detailed project workplan narrative included in Part Two of the SWIF application. Stream and riparian restoration are important tools for undoing human damage such as channelization or the denuding of riparian forests and/or streambanks. Please include all deliverables (including interim deliverables such as design documents and permit documents) that will be produced. If you are going to protect the project site with a conservation easement or other tool, please include that information as well in the respective box.

Project Activity	Deliverables Associated with Proposed Project Activity	Deliverable Units	Expected Deliverable Units that will be Completed
Stream Restoration	Publish RFPs	RFPs	
	Complete Pre-Construction Site Assessment	Assessments	
	Execute Planning, Design and/or Construction Contract	Contracts	
	Develop Project Plans or Design Documents	Plans	
	Restore Flood Plain	Linear Feet	
	Restore Stream Channel	Linear Feet	
	Install Erosion & Sediment Control Structures	Structures	
	Install In-Stream Habitat Structures	Structures	
	Install Grade Structures	Structures	
	Construct 2-Stage Channel	Linear Feet	
	Remove or Modify Dikes and Levees	Linear Feet	
	Remove or Modify Lowhead Dam	Dams	
	Reconnect Stream to Natural Floodplain	Linear Feet	
	Restore Natural Flow Conditions	Linear Feet	
Streambank & Riparian Restoration	Restore Streambank Using Bio-Engineering	Linear Feet	
	Restore Streambank By Re-contouring or Re-grading	Linear Feet	
	Plant-Native Grasses in Riparian Areas	Acres	
	Stabilize Streambank Using Bio-Engineering	Linear Feet	
	Remove/treat Invasive Species	Acres	
	Plant Trees, Shrubs and/or Live Stakes in Riparian Areas	Acres	
Non-Wetland Conservation Easements	Draft Standard Easement Legal Language	Standard Language	
	Complete Appraisal Reports	Appraisals	
	Acquire Conservation Easements	Acres	

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Wetlands Restoration and/or Protection Deliverables Worksheet

Project Sponsor:

Project Title:

Directions: If you are requesting SWIF grant funding to complete a wetlands restoration and/or protection project then you MUST complete the Wetlands Restoration & Protection Deliverables Worksheet in addition to the detailed project workplan narrative included in Part Two of the SWIF application. Wetlands projects using SWIF grant funds are most appropriate when restoring naturally occurring wetland areas that have been impacted by previous activities such as farming or subsurface drainage. Other wetlands projects may include the construction of passive stormwater treatment wetland areas. **SWIF funds are NOT available to construct highly engineered wetland areas on sites where wetlands did not previously exist.** Wetland areas restored using SWIF grant funding should wherever possible, be protected with conservation easements and/or within local or county park areas. Please include all project specific deliverables that will be produced as part of your project and the number of each item using the "deliverable units" listed below. If an item that will be produced is not included on the list, please use the "Other" category and specify the deliverable.

Project Activity	Deliverables Associated with Proposed Project Activity	Deliverable Units	Expected Deliverable Units to be Completed
Wetland Restoration	Publish RFPs	RFPs	
	Complete Wetland Delineation Report	Report	
	Execute Planning, Design & Construction Contracts	Contracts	
	Develop Project Plans or Design Documents	Plans	
	Construct Inlet Channel	Channel	
	Construct Outlet Channel	Channel	
	Install Stop-Log Structure	Structures	
	Reconnect wetland to stream	Acres	
	Reconstruct & Restore Wetlands	Acres	
	Plant Wetland Species	Acres	
	Treat/Remove Invasive Species	Acres	
	Remove Drainage Tile	Acres	
	Install Water Control Device	Device	
	Other (specify):		
	Other (specify):		
	Other (specify):		
Wetland Conservation Easements	Draft Standard Easement Legal Language	Standard Language	
	Complete Appraisal Reports	Reports	
	Execute Landowner Contracts	Contracts	
	Acquire Conservation Easements	Acres	

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Innovative Stormwater Management Demonstration Project Deliverables Worksheet

Project Sponsor:	
Project Title:	

Directions: **If** you are requesting SWIF grant funding to complete a stormwater management demonstration project then you **MUST** complete the Stormwater Management Demonstration Project Deliverables Worksheet in addition to the detailed project workplan narrative included in Part Two of the SWIF application. Stormwater management demonstration projects using SWIF grant funds are most appropriate when demonstrating an innovative stormwater management practice in highly visible and publicly accessible sites within your community. For example, projects such as retrofitting small public parking lots with permeable pavement or installing large community rain gardens or vegetated infiltration areas are examples of projects that may qualify for SWIF funding. General Stormwater management projects and those required as part of an NPDES stormwater permit are NOT eligible for SWIF funding. **SWIF funds may NOT be used to install rain gardens, rain barrels or other practices on lands owned by private for-profit businesses.** Please include all project specific deliverables that will be produced as part of your project and the number of each item using the "deliverable units" listed below. If an item that will be produced is not included on the list, please use the "Other" category and specify the deliverable

Project Activity	Deliverables Associated with Proposed Project Activity	Deliverable Units	Expected Deliverable Units that will be Completed
Stormwater Management Demonstration Practices	Publish RFPs	RFPs	
	Execute -Planning or Design Contracts	Contracts	
	Develop Project Plans or Design Documents	Plans	
	Execute Construction-Contract(s)	Contract	
	Install Permeable Pavement	Square Feet	
	Construct Bio-filtration Islands	Square Feet	
	Install Passive "Treatment Trains"	Systems	
	Construct Stormwater Treatment Wetlands	Acres	
	Install Rainwater Harvesting/Reuse Systems	Systems	
	Install Large Community Rain Garden Demonstrations	Square Feet	
	Install Vegetated Infiltration Areas	Square Feet	
	Install Green Roof on Public Facilities	Square Feet	
	Other: (specify)		
	Other: (specify)		
	Other: (specify)		
	Other (specify)		

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Inland Lake Management & Restoration Deliverables Worksheet

Project Sponsor:

Project Title:

Directions: If you are requesting SWIF sub-grant funding to complete a lake management and/or restoration project, then you MUST complete the Lake Management & Restoration Deliverables Worksheet in addition to the detailed project workplan narrative included in Part Two of the subgrant application. Lake management and/or restoration projects may be important tools for local organizations and communities who are looking to improve lake water quality in and around public recreational areas. Subgrant applications for lake management and restoration will score substantially higher when implementing recommendations from a lake management plan, TMDL Study or endorsed watershed action plan. Please include all project specific deliverables that will be produced as part of your project and the number of each item using the "deliverable units" listed below. If an item that will be produced is not included on the list, please use the "Other" category and specify the deliverable.

Project Activity	Deliverables Associated with Proposed Project Activity	Deliverable Units	Expected Deliverable Units that will be Completed
Lake Management and Restoration	Publish RFP's	RFP's	
	Execute Planning, Design and/or Construction Contracts	Contracts	
	Develop Project Plans or Designs	Designs	
	Install "**GREEN**" Lakeshore Stabilization BMPs (not riprap)	Linear Feet	
	Install Lake and/or Channel Aerators	Aerators	
	Conduct Alum Treatment	Acres	
	Install Water Circulators	Circulators	
	Construct Sediment Treatment Fore Bays	Acres	
	Construct/Restore Wetlands	Acres	
	Other: (specify)		
	Other: (specify)		
	Other: (specify)		
	Other (specify)		

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Project Specific Outreach Deliverables Worksheet

!!!This Worksheet is REQUIRED for ALL applicants!!!

Project Sponsor:	
Project Title:	

Directions: **ALL** applicants for Surface Water Improvement Project grants MUST complete a project specific outreach deliverable and timeline worksheet in addition to the detailed project workplan narrative included in Part Two of the SWIF application. Helping the public to become aware and informed about the benefits of your projects is a critical component of any successful water quality project. We recommend that all restoration and/or stormwater projects install project specific signs, construct informational kiosks (where applicable) and develop other items to inform the public of your project. Please include all project specific outreach deliverables that will be produced as part of your project and the number of each item using the "deliverable units" listed below. If an item that will be produced is not included on the list, please use the "Other" category and specify the deliverable.

Project Activity	Deliverables Associated with Proposed Project Activity	Deliverable Units	Expected Deliverable Units to be Completed
Project Specific Outreach	Develop Project Fact Sheets	Fact Sheets	
	Conduct Public Meeting	Public Meetings	
	Develop Press Releases	Press Releases	
	Create/Maintain Websites	Website	
	Install Project Signs	Signs	
	Develop Displays	Displays	
	Install Informational Kiosk	Kiosk	
	Conduct Tours	Tours	
	Conduct Tours via Canoe	Canoe Tours	
	Conduct Stream Clean-Ups	Clean-Ups	
	Conduct Field Days	Days	
	Conduct Workshops	Workshops	
	Develop Newsletters	Newsletters	
	Other (specify)		
	Other (specify)		
	Other (specify)		
	Other (specify)		

Part Four – Project Grant Budget

In addition to the detailed project workplan completed in Part Two of this application, and the respective project deliverable worksheets completed in Part Three, ALL SWIF applicants must include a detailed project grant budget. In addition to the forms below, you must also include a Sub-contractual Worksheet if any of the activities proposed will be subcontracted to a third-party for completion. Please familiarize with the following budget categories prior to completing your project budget.

Budget Categories: the following budget categories are used to record project costs to be incurred directly by the grant sponsoring organization (applicant). Technical services such as engineering, legal etc., provided under a subcontract by partner organizations or a third-party must be included in the Sub-Contractual budget category. **PLEASE SEE THE SUB-CONTRACTUAL GUIDANCE SHEET FOR ADDITONAL DETAILS on managing third-party costs and services.**

1. **PERSONNEL:** limited to salary costs only for employees of the grant sponsoring organization working directly on the project. These costs should be summarized when completing the budget form but must be justified in detail in the project workplan in Part Two. Salary costs must be justified by providing the number of hours that an employee will be working directly on the project multiplied by the hourly wage.
2. **FRINGE BENEFITS:** includes costs for such items as health, dental, life insurance, retirement and other standard benefits provided to employees of the grant sponsoring organization who are working on the project. ***Fringe benefit costs reimbursed with SWIF grant funding must be for actual fringe expenses and may not exceed 30% of the hourly salary costs.***
3. **TRAVEL:** includes costs such as mileage, lodging and meals when traveling in-state on project-related business for employees of the sponsoring organization who are working on the project. ***Travel costs may not exceed $500 in SWIF funding and may NOT include out of state travel.***
4. **EQUIPMENT:** includes project specific durable items costing more than $300 per unit. Equipment purchased with SWIF grant funds must be directly necessary to successfully complete the project. ***(Items under $300 are considered to be supplies)***
5. **SUPPLIES:** includes one-time use items that are necessary to complete the project or administer the grant. Examples include: office supplies, first-aid supplies, gloves, printer ink, toner cartridges and other supply costs that are proportionate to the type of project that is being conducted. ***Reimbursement of supply costs for SWIF funded projects may not exceed $500.***
6. **SUB-CONTRACTUAL:** this category is used to identify costs associated with services provided by third-parties and may include technical services such as engineering studies and project planning and design, construction services, grant management, fiscal services, project management, and others. **PLEASE SEE THE SUB-CONTRACTUAL GUIDANCE SHEET FOR ADDITIONAL DETAILS ON THE SUB-CONTRACTUAL BUDGET CATEGORY.** Sub-contractual costs may be summarized when completing the budget forms; however they must be justified in detail when completing the required SUB-CONTRACT WORKSHEET.
7. **COST-SHARE:** this category **must** be used whenever there is a cost-share agreement in place that splits the cost of implementation between grant funds and private landowner contributions. It is most often used in agricultural or home septic replacement projects where a local organization enters into a cost-share agreement with a farmer or landowner to implement a selected best management practice.
8. **OTHER:** includes project-specific costs for goods or non-technical services (such as printing or copying etc) that do not belong in the cost categories listed above. Examples include: film development, postage (for mailings directly related to the project), the cost of acquiring conservation easements and other miscellaneous items that are necessary and allocable to the project.
9. **INDIRECT COSTS**: **Indirect costs are NOT eligible for Surface Water Improvement Grant funding.**

Part Four (A) Project Grant Budget

Detailed Project Budget: All SWIF applicants must complete a detailed project grant budget using the form below. Include a brief justification and itemized breakdown for the amount proposed in each budget category. Any budget category with an amount entered MUST include a justification/description. Please note: applicants requesting funds under the Subcontracts Category must also complete a SUBCONTRACT WORKSHEET.

Budget Category	Amount SWIF $$ Requested	Budget Justification and Description
Personnel (Applicants requesting personnel funds MUST complete and attach a Personnel Roster Worksheet).		
Fringe Benefits (Fringe costs may not exceed 30% of hourly salary costs)		
Travel (Travel costs may not exceed $500. In-state travel ONLY is permitted).		
Equipment (only durable items >than $300)		
Supplies (total supply costs funded with SWIF grant funds may not exceed $500)		
Subcontract (Any services provided by a third party. Applicants MUST complete and include a detailed subcontract worksheet).		
Other		
Cost Share (must be used whenever cost-share is used for Agricultural projects).		
TOTAL		**The total grant request may not exceed $150,000. Due to limited fund availability, applicants are encouraged to apply for considerably less than the maximum.**

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Part Four (B): Personnel Roster Worksheet

This form MUST be completed whenever grant funds are requested for salary and fringe benefit costs only for those **employees of the grant sponsoring organization working on the project**.

Employee Title	# of Hours	Hourly Wage	Total Salary Costs	Fringe Rate/Hour	Total Fringe Costs	Role/Description of Tasks and Responsibilities

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Sub-Contractual Guidance Sheet

Following is a table of project items that are frequently sub-contracted by grantees. This sheet provides guidance on the types of deliverables frequently produced under a sub-contract, the units of measure that should be used and how such services should be represented in your Surface Water Improvement Fund grant application budget and Sub-Contractual Worksheet. Please consult this guidance sheet prior to and while completing your sub-contractual worksheets and your proposed SWIF grant budget form. Additional information about these and other forms of sub-contracted deliverables may be obtained by contacting Ohio EPA SWIF Grants staff at the Division of Surface Water at 614-644-2869.

Objective or Project Type	Deliverables	Deliverable Units	Costs should be Represented as
3rd Party Professional Services Examples include: Engineering, Fiscal Management, Legal and Consulting Services.	Site Assessment & Permitting	Hours of Service	Cost/Hour
	Hydraulic Modeling & Professional Technical Services		
	Project Design & Engineering Services (such as design work)		
	Grants Management & Fiscal Services		
	Construction Project Management Services		
	Conservation Easement Appraisals & Legal Services	Hours or Appraisals Completed	Hourly Rate or Unit Cost
Construction Related Services Examples Include: Restoration, Dam Removal, and Related Activities	Stream Restoration, Stabilization, and/or Renaturalization	Linear Feet Restored	Cost/Linear Foot
	Dam Modification, Demolition, Excavation and/or Removal	Dams Removed	Fixed Total Price
	Levee Removal and/or Modification	Levees Modified	Fixed Total Price
	Wetland Restoration	Acres Restored	Cost/Acre
	Riparian or Wetland Plantings	Acres Planted	Cost/Acre
	Pervious Pavement Installation	Square Feet	Cost/Square Foot
	Install Rain Gardens	Square Feet	Cost/Square Foot
	Install Bio-Retention and/or Vegetated Bioswales	Square Feet	Cost/Square Foot
	Rain Barrels	Rain Barrels	Cost/Unit
	Green Roof Installation	Units Constructed	Total Unit Cost

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Part Four (C): SUB-CONTRACTUAL Worksheet

A separate sub-contractual worksheet must be completed when any part of a proposed project will be prepared or produced by a party OTHER than the grant sponsoring organization.

Project Sponsor				
PROJECT Title				
Deliverable	**# of Units to be Completed (such as hours of service)**	**$$ Cost per Unit**	**Total Est. $$ Costs**	**Description**
Total Sub-Contracting Costs Associated with this Project				

Please NOTE: Briefly describe the process that will be employed by the grant sponsoring organization when selecting sub-contractors (use additional space if necessary):