

Ohio Environmental Protection Agency-Division of Surface Water
Buckeye Lake Watershed Surface Water Improvement Fund (SWIF)
Grant Application

Part One: Project Sponsor Information

Sponsoring Organization			
Mailing Address			
City, State, Zip Code			
Telephone #		FAX #	
Federal Tax ID #			
Congressional District		Organization's Dun and Bradstreet #	
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	Buckeye Lake; or Buckeye Lake Reservoir Feeder	Hydrologic Unit Code	05040006 04 03; or 05040006 04 04
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

Buckeye Lake Watershed SWIF Grant Application Checklist:

Your Innovative Nutrient Reduction and Stormwater Demonstration Projects 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: Buckeye Lake Watershed SWIF Application Cover Sheet and Project Sponsor and Contact Information	
Part TWO: Buckeye Lake Watershed SWIF Project Workplan Narrative that provides sufficient narrative details on the “who, what, where, when and how” of your project. Please include any relevant description of how your BMP design may incorporate the ability to monitor water quality on your project site (if applicable).	
Part THREE (A): Project Deliverables Worksheet. Select, complete and attach the Deliverables Worksheet(s) that most closely aligns with the type of project you are proposing. <u>Worksheets that do NOT apply to your project should be discarded and NOT included in your final application package.</u>	
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 Buckeye Lake Watershed SWIF applications must include a completed detailed grant budget. Ohio EPA will review all budgeted items to insure that they are allowable, allocable and reasonable. Budgets may be reduced during review of the application and a reduced amount offered.	
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: Buckeye Lake Watershed SWIF 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 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, if applicable. 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, **including any design characteristics that will enable post-project water quality monitoring** by Ohio EPA or other third parties. (if available).
- If applicable, a description of any tools that will be used to permanently protect a restored project site (such as easements, etc).
- 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.
- If you are contributing local funds as part of the overall project, please track such funding as you would grant funds since will be asking you to report such contributions on a quarterly basis.

Applicants should be sure to include ANY pertinent information that will help Ohio EPA grant reviewers to better understand what you are proposing to accomplish if SWIF 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

PROJECT IMPLEMENTATION Timelines & deliverables: Provide a general timeline and sequence of events that will need to be completed in order to ensure project success.

EDUCATION & OUTREACH Timeline & Deliverables: Combined education and outreach costs may NOT exceed 10% of total project costs. Provide a brief description of the PROJECT SPECIFIC educational and outreach efforts that you will implement to make the public aware of the project and the benefits that will result. These efforts may NOT be general NPS “educational activities”. This description should be limited to two or three paragraphs and include a timeline, goals, target audience and specific number of different publications such as brochures, booklets, etc that will be produced.

Part Three (A): Project Specific Deliverable Worksheets

The following pages contain worksheets that have been developed for the Buckeye Lake Watershed Innovative Nutrient Reduction and Stormwater Demonstration Project grants. **ALL** applicants **MUST** also include a “Buckeye Lake Watershed SWIF Project Deliverables Worksheet” and a “Project Specific Outreach Deliverable and Timeline Worksheet”.

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

1. Innovative Stormwater Demonstration Projects Worksheet

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

2013 Buckeye Lake Watershed Project Grant Application
Buckeye Lake Watershed SWIF Project Deliverables Worksheet

Project Sponsor:

Project Title:

Directions: If you are requesting SWIF grant funding to complete a innovative nutrient management or 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 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 residential rain gardens, rain barrels or other practices on lands owned by private for-profit businesses and/or individual homeowners.** 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
Innovative Nutrient Reduction and 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)		

2013 Surface Water Improvement Project Grant Application

Innovative Nutrient Reduction Project Deliverables Worksheet

Project Sponsor: _____

Project Title: _____

Directions: ALL applicants proposing to conduct a SWIF subgrant funded Innovative Nutrient Reduction Project **MUST** complete an Innovative Nutrient Reduction Project Deliverables Worksheet in addition to the detailed project workplan narrative included in Part Two of the application. Please be sure include all best management practices that will be installed using the list in the worksheet and the number of each item using the “deliverable units” listed below.

Project Activity	Deliverables Associated with Proposed Project Activity	Deliverable Units	Expected Deliverable Units to be Completed
Innovative Nutrient Reduction Practices	Install Vegetated Buffer area/strip (per NRCS-FOTG 393 that disperses concentrated flow via diversion and/or level spreader)	Acres	
	Install Surface Water Diversion Structure	Structures	
	Install Level Spreader	Structures	
	Install Drainage Water Storage (e.g., Wetland, etc.)	Acres	
	Install Saturated Buffer System	System	
	Install Blind Inlet	Structures	
	Implement Drainage Water Management	Acres	
	Install Control Drainage System	Acres	
	Install Tile Control Structures	Structures	
	Install Erosion & Sediment Control Structures	Structures	
	Restore Riparian Wetland	Acres	
	Eliminate Invasive species in riparian areas	Acres	
	Other (specify)		
	Other (specify)		

Project Specific Outreach Deliverables Worksheet

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

Project Sponsor:	
Project Title:	

Directions: ALL applicants for the Buckeye Lake Watershed 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 ADDITIONAL 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 \$250 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. **Equipment items costing more than \$5,000 each are NOT eligible for funding.**
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 \$1,000.**
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.

Part Four (A) Project Grant Budget

Detailed Project Budget: All 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 \$250. In-state travel ONLY is permitted).		
Equipment (only durable items >than \$300)		
Supplies (total supply costs funded with SWIF grant funds may not exceed \$1,000)		
Subcontract (Any services provided by a third party. Applicants MUST complete and include a detailed subcontract worksheet).		
Other		
Cost Share .		
TOTAL		<p>The total grant request may not exceed \$50,000. Applicants requesting less will likely be more competitive. Local match identified during the pre-Grant recipients will be required to track and report on local contributions made to the project even though it may not be listed in the budget.</p>

Buckeye Lake Watershed SWIF Project Grants

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

Buckeye Lake Watershed SWIF Project Grants

Part Four (C): SUB-CONTRACTUAL Worksheet

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.

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):