FFY 2012 Section 319(h) Nonpoint Source Project Grants

Part One – Sponsor Information & Project Overview

PROJECT SPONSOR INFORMATION

SPONSORING ORGANIZATION **Mailing Address** **City, State, Zip Code**	
Telephone	**FAX**
Federal Tax Identification #	
PROJECT REPRESENTATIVE **Telephone** **Fax** **E-mail Address**	

PROJECT TITLE & FUNDING

In the spaces below, include the title of your project, funding and start and completion date.

TITLE:

Total 319 Funds Requested	$	Total Local Match	$
Has the sponsor received any previous Section 319 Grants?		NO	YES
Project Site County		Project Site Township	
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. This application package is duly authorized by the following governing body

Name & Title of Authorized Individual	
Authorized Individual Signature	**Date**

PROJECT TYPE

Characterize your project using the following general categories. If proposing more than one project type (e.g., stream restoration and agricultural BMP projects), select each category that applies.

Stream Restoration		**Stormwater Demonstration Project**	
Streambank Stabilization		**Inland Lake Mgmt. and Restoration**	
Streambank or Riparian Restoration		**Agricultural Focused BMP Project**	
Dam or Levee Removal or Modification		**Acid Mine Drainage Abatement**	

PROJECT WATERSHED

WATERSHED NAME	**USGS Hydrologic Unit Code** **Please use new 12 digit HUCH** **or old 14 digit HUC**	Does this watershed have an endorsed watershed action plan or a completed TMDL?			
		Watershed Action Plan[1]		**TMDL**	
		YES	**NO**	**YES**	**NO**

[1] **Status of Watershed Planning Key:** Fully Endorsed (FE), Partially Endorsed (PE), Pending Full Endorsement (PFE), No Plan (NP)

Ohio Environmental Protection Agency

Section 319(h) Subgrant Application Checklist:

Your Section 319(h) project subgrant application will consist of a variety of completed forms and project narratives. Prior to completing and submitting your completed application, please review the following checklist carefully. It contains a listing of ALL items that are required when submitting an application for Section 319 subgrant funding.

REQUIRED FORMS AND ITEMS	√
Part ONE: Section 319 subgrant **Application Cover Sheet** and Project Sponsor and Contact Information	
Part TWO: Section 319 Subgrant **Detailed Project Workplan Narrative** that provides sufficient narrative details on the "who, what, where, when and how" of your project. A separate narrative must be completed for each type of project requested in your subgrant application.	
Part TWO: Complete the **Estimated Load Reduction Table.** Included in the workplan narrative section of the application.	
Part THREE (A): Project Deliverables Worksheet. Select, complete and attach the Deliverables Worksheet(s) that most closely aligns with the type(s) of project you are proposing. Worksheets that do NOT apply to your project(s) should be discarded and NOT included in your final application package.	
Part THREE (B): Project Specific Outreach Deliverables Worksheet. **ALL** Section 319 Subgrant applicants MUST include a completed **Project Specific Outreach Deliverable Worksheet**.	
Part FOUR (A): Project Grant Budget. **ALL** Section 319 subgrant applicants must include a completed detailed grant budget. If requesting more than one project in the same application, a separate budget must be completed for EACH project included in your application.	
Part FOUR (B): Personnel Roster Worksheet. **ALL** applicants requesting Section 319 grant funding to support 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: Section 319 Grant Project Work Plan

In this section of the Section 319 grant application, you are telling Ohio EPA what you intend to do with 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 identifying the nonpoint source pollution and/or problem(s) that your project is designed to address. Please include estimated pollutant load reduction estimates that will result from your project. Load reduction estimates should be calculated for nitrogen, phosphorus and sediment. Information and assistance with load reduction estimates may be obtained from the Ohio Department of Natural Resources, Division of Soil and Water Resources.
- A detailed description of the project site, including location, environmental conditions, accessibility, ownership, etc.
- Any relevant maps such as USGS quadrangle maps etc.
- A project schedule and timeline that describes and/or illustrates the sequence of events that will be completed in order to ensure project success.
- If subcontracting is involved, a description of the system that will be used to select subcontractors and how inspections will be completed to insure that work is properly completed by 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?
- 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 available).
- If applicable, a description of any tools that will be used to permanently protect a restored project site (such as easements, etc.).
- A description of the required public information and education activities that will be completed to inform the public about the project.
- A description of how the success of your project will be measured.

If your project will include cost-share practices such as an Agricultural BMP, you need to be sure that the following is also included (in sufficient detail) in your application:

- Method(s) for identifying areas of known problems
- Method(s) for focusing practices in specific problem areas.
- Maximum amount and percentage of cost-share for each practice
- Process for prioritizing cost-share participants
- Process for certifying satisfactory installation PRIOR to making payment to landowner
- Method for insuring that Agricultural BMPs will be maintained properly (Inspection, Operation and Maintenance Agreements, etc.).

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 Section 319 Grant Funds are awarded to your organization.

Part Two: Detailed Project Work Plan

Applicants must complete a detailed project work plan for EACH specific project that is being proposed. For example, if you are requesting funds to implement two separate stream restoration projects and a riparian protection project you must complete separate Detailed Project Work Plans for **each** of the three projects. Each project description should be highly detailed, however please try to limit it to no more than four pages in length.

PROJECT TITLE	
IMPLEMENTING AGENCY	

Environmental Benefits of Project	
*Choose **ONLY ONE** of the following that best characterizes the environmental benefit most likely resulting if the proposed project is implemented successfully.*	
	Project designed to ELIMINATE impairments
	Project designed to RESTORE impaired waters
	Project designed to REDUCE NPS pollution
	Project PREVENTS NPS pollution.
	Other: Specify

Causes of Impairment Addressed	
*Choose **ONLY ONE** of the following that best characterizes the CAUSE of impairment that will be most directly addressed if the proposed project is successfully implemented*	
	Project addresses habitat or hydromodification impairments.
	Project addresses silt and/or sediment impairments.
	Project addresses nutrient-caused impairments
	Project addresses impairments caused by acid mine drainage.
	Project addresses impairments caused by other NPS sources (specify):

LOAD REDUCTION ESTIMATES

USEPA requires all Section 319 grant (and sub-grant) recipients to report NPS load reductions that occur as a result of grant funded implementation projects. Provide load reduction estimates for the applicable pollutants listed below (that will be addressed by your project), using only the units of measurement provided (where listed). If you need assistance calculating load reductions, the Division of Soil & Water Conservation (614-265-6610) OR the ODNR-Division of Mineral Resources Management (614-265-6633) may be able to help. This section should not be left blank—if you are unable to calculate load reduction estimates contact Rick Wilson in our NPS Program at Ohio EPA at 614-644-2032.

Nitrogen (pounds/year)		**Metals (pounds/year)**	
Phosphorus (pounds/year)		**Acid (pounds/year)**	
Sediment (tons/year)		**Iron Loadings (pounds/year)**	

Part Two: Detailed Project Work Plan

Applicants must complete a detailed project work plan for EACH specific project that is being proposed. For example, if you are requesting funds to implement two separate stream restoration projects and a riparian protection project you must complete separate Detailed Project Work Plans for **each** of the three projects. Each project description should be highly detailed, however when possible please try to limit it to four pages. ***(Additional pages may be used if needed)***

Detailed Project Work Plan

Continued from previous pages.

Detailed Project Work Plan

Continued from previous pages.

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 Section 319 subgrants. If you are proposing to complete more than one type of project, you MUST complete a Project Specific Deliverable Worksheet for EACH of the projects you are proposing. **For example**, if you are proposing to restore two different stream segments and restore a riparian area, then you must complete THREE separate Stream and Riparian Restoration Deliverable Worksheets (one for each sub-project). **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 or recycled and not included as part of your final application package.

In addition to the Section 319 Grant Application Cover Sheet completed in "Part One" and the "Detailed Project Work Plan" completed in "Part Two", the following applicable worksheets must be completed as part of your application:

1. Stream and Riparian Restoration and Protection Project Deliverables Worksheet
2. Dam & Levee Removal/Modification Project Deliverables Worksheet
3. Innovative Stormwater Demonstration Activity Project Worksheet
4. Inland Lake Management & Restoration Project Deliverables Worksheet
5. Wetlands Restoration & Protection Project Deliverables Worksheet
6. Agricultural Best Management Practices Project Deliverables Worksheet
7. Acid Mine Drainage Abatement Project Deliverables Worksheet

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

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

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Stream and Riparian Restoration & Protection Project Deliverables Worksheet

Project Sponsor:	
Project Title:	

Directions: If requesting Section 319 grant funding for a project (or projects) that will restore a stream, stabilize eroding and unstable streambanks, and/or re-naturalize 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 Section 319 grant 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	
	Restore Natural Flow	Linear Feet	
Streambank & Riparian Restoration	Restore Streambank Using Bio-Engineering	Linear Feet	
	Restore Streambank By Recontouring or Regrading	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	Reports	
	Execute Landowner Contracts	Contracts	
	Acquire Conservation Easements	Acres	

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Dam & Levee Removal/Modification Project Deliverables Worksheet

Project Sponsor:	
Project Title:	

Directions: When requesting Section 319 grant funding to complete a project to remove and/or modify a dam or levee, then you **MUST** complete the Dam or Levee Removal/Modification Project Deliverables Worksheet in addition to the detailed project workplan narrative included in Part Two of the Section 319 grant application. Removing and/or modifying dams or levees to restore natural stream function and flow is very effective at eliminating impairments and improving water and stream habitat quality. 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
Dam Modification or Removal	Publish RFPs	RFPs	
	Execute -Planning or Design Contracts	Contracts	
	Develop Project Plans or Design Documents	Plans	
	Execute Construction-Contract(s)	Contract	
	Remove Dams	Dams	
	Modify Dams	Dams	
	Remove Associated Dam Support Structures	Structures	
	Install Fish Passage and/or Habitat Structures	Structures	
	Restore Natural Flow	Linear Feet	
	Dispose of Debris	Cubic Yards	
Levee or Dike Modification or Removal	Publish RFPs	RFPs	
	Execute Planning or Design Contracts	Contracts	
	Develop Project Plans or Design Documents	Plans	
	Execute Construction Contract(s)	Contract	
	Remove Dikes or Levees	Linear Feet	
	Breach or Modify Dikes or Levees	Levees	
	Restore Natural Flood Plain Function	Acres	
	Dispose of Debris	Cubic Yards	
Non-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 Demonstration Projects Deliverables Worksheet

Project Sponsor:	
Project Title:	

Directions: When requesting Section 319 grant funding to conduct 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 Section 319 grant application. Stormwater management demonstration projects using Section 319 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 grant funding. General Stormwater management projects and those required as part of an NPDES stormwater permit are NOT eligible for Section 319 Grant funding. **Section 319 grant funds also 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
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 Section 319 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 Section 319 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. Section 319 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 Lakeshore Stabilization BMPs	Linear Feet	
	Install Lake and/or Channel Aerators	Aerators	
	Install Alum Doser	Dosers	
	Conduct Alum Treatment	Acres	
	Install Water Circulators	Circulators	
	Construct Sediment Treatment Forebays	Acres	
	Construct/Restore Wetlands	Acres	
	Other: (specify)		
	Other: (specify)		
	Other: (specify)		
	Other (specify)		

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Wetlands Restoration and/or Protection Deliverables Worksheet

Project Sponsor:	
Project Title:	

Directions: When requesting Section 319 grant funds to conduct wetlands restoration and/or protection then you MUST complete the Wetlands Restoration & Protection Deliverables Worksheet in addition to the detailed project workplan narrative included in Part Two of the Section 319 grant application. Wetlands projects using Section 319 subgrant 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. **Section 319 grant funds may NOT be used to construct highly engineered wetland areas on sites where wetlands did not previously exist.** Wetland areas restored using Section 319 grant funds should where 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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Agricultural BMP Project Deliverables Worksheet

Project Sponsor:	
Project Title:	
Single 14-Digit Project Hydrologic Unit Code where practices will be installed	

Directions: **ALL** applicants proposing to conduct a Section 319 subgrant funded agricultural BMP Demonstration Project **MUST** complete an Agricultural BMP Project Deliverables Worksheet in addition to the detailed project workplan narrative included in Part Two of the application. Surface Water Improvement funding may be a valuable tool to local entities such as county SWCD's for demonstrating the effectiveness of various conservation practices when such practices are focused exclusively in a single small subwatershed. ***Agricultural BMP demonstration projects using grant funding must limit activities to a single 12-digit HUC (formerly 14-digit HUCs) subwatershed.*** 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
Agricultural Best Management Practices	Plant Cover/Manure Crops	Acres	
	Install Control Drainage System	Acres	
	Install Drainage Wetlands	Acres	
	Convert to Permanent Hayland	Acres	
	Implement Manure Transfer Practices	Tons	
	Develop Nutrient Management Plans	Acres	
	Develop Whole Farm Conservation Plans	Acres	
	Implement Conservation Tillage Practices	Acres	
	Implement Prescribed & Conservation Grazing Practices	Acres	
	Install Livestock Exclusion Fencing	Linear Feet	
	Install Alternative Water Supplies	Supplies	
	Install Erosion & Sediment Control Structures	Structures	
	Construct Overwide Channel	Linear Feet	
	Install Grassed Waterways	Acres	
	Install Vegetated Buffer Areas	Acres	
	Install Vegetated Buffer Strips	Acres	
	Install Heavy Use Feeding Pads	Pads	
	Construct Animal Waste Storage Structures	Structures	
	Install Manure Composting Structure	Structures	
	Install NRCS Bundled Management Practices	Acres	
	Implement Grass/Legume Rotations	Acres	
	Implement Drainage Water Management	Acres	
	Install Livestock Access Lanes	Linear Feet	
	Install Tile Control Structures	Structures	
	Install Milk house Waste Treatment Systems	Systems	

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Acid Mine Drainage Abatement Project Deliverables Worksheet

Project Sponsor:	
Project Title:	

Directions: **ALL** applicants proposing to conduct a Section-319 subgrant funded Acid Mine Drainage Abatement Project **MUST** complete an Acid Mine Drainage Abatement Project Deliverables Worksheet in addition to the detailed project workplan narrative included in Part Two of the application. Please be sure include all of the deliverables that will be completed, installed and/or constructed 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
Acid Mine Drainage Abatement	Publish RFPS	RFPs	
	Execute Planning and/or Design Contracts	Contracts	
	Develop Project Plans or Design Documents	Plans	
	Execute Construction Contracts	Contracts	
	Construct Lime Dosers	Dosers	
	Install Slag Leach Beds	Beds	
	Install Limestone Leach Beds	Beds	
	Install Limestone Channels	Linear Feet	
	Repair Subsidence Sites	Acres	
	Reclaim Abandoned Mine Land	Acres	
	Reclaim Pit Impoundments	Acres	
	Install Successive Alkalinity Producing Systems	SAPS	
	Install Settling Ponds	Acres	
	Eliminate Stream Captures	Stream Captures	
	Restore Positive Drainage	Acres	
	Cover Toxic Mine Spoils	Acres	
	Construct Acid Mine Drainage Wetland	Acres	
	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 Section 319 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 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 Section 319 subgrant applicants must include a detailed project grant and local match 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.
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.
4. **EQUIPMENT:** includes project specific durable items costing more than $300 per unit. Equipment purchased with section 319 subgrant funds must be directly necessary to successfully complete the project. ***Rented equipment costs should be included under the OTHER budget category.***
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. ***Supply costs for Section 319 grant funded projects should 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 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. Equipment Rental should also be included under this category for any rental charges incurred for equipment needed to complete the project.
9. **INDIRECT COSTS:** this category applies ONLY to those organizations with a previously negotiated indirect rate with the federal government. ***Grants in which the majority of funds are to be subcontracted may not charge indirect for the subcontracted amounts.*** If this budget category is used, then a copy of the previously negotiated indirect rate MUST be provided with the grant application and clearly support how the claimed indirect rate that is requested.

Section 319 subgrant applicants must complete a separate budget justification form for EACH specific type of project being proposed. For example: if requesting funds for both a stream restoration project and an Agricultural BMP project, then separate project budget forms (federal and local match) must be completed for each separate project. Use additional pages as needed.

Federal

Budget Justification

*Provide a summary of your **TOTAL FEDERAL GRANT FUNDS** project budget (by category) and include a **BRIEF** justification and **ITEMIZED** breakdown for the amount proposed in each category. **ANY** budget category with an amount entered **MUST** be accompanied by a justification/description. PLEASE NOTE: Applicants requesting PERSONNEL and/or FRINGE BENEFIT funding MUST also complete a PERSONNEL ROSTER.*

Category	Federal $$ Requested	BUDGET Justification & Description
Personnel: Include a Personnel Roster if Personnel funds are requested.		
Fringe Benefits Include a Personnel Roster if Fringe Benefit funds are requested		
Travel		
Equipment		
Supplies		
Subcontract: Include a Subcontract Worksheet.		
Other		
Cost Share		
Indirect Only available if you have a negotiated federal indirect rate with US EPA.		
TOTAL		

Match

Budget Justification

*Provide a summary of your **total CASH MATCH and In-Kind Services** budget (by category) and include a **BRIEF** justification and **ITEMIZED** breakdown for the amount proposed in each category. **ANY** budget category with an amount entered **MUST** be accompanied by a justification/description. PLEASE NOTE: Applicants providing PERSONNEL and/or FRINGE BENEFIT match funding MUST also complete a PERSONNEL ROSTER. Applicants showing match under the Subcontracts Category must also complete a SUBCONTRACT WORKSHEET.*

Category	Local Match Budget	BUDGET Justification & Description
Personnel: Applicants must include a Personnel Roster if Personnel Matching Funds are included.		
Fringe Benefits Applicants may only claim sponsoring organization personnel fringe benefits as Match.		
Travel If out-of-state travel is requested you must include an itemized listing of each proposed trip and estimated costs by trip.		
Equipment Specific items costing more than $5,000 per unit are not eligible.		
Supplies Costs in this category should be limited to no more than $1,000.		
Subcontract: includes technical services provided by project partners such as engineering, etc. Include a subcontract worksheet.		
Other:		
Cost Share		
Indirect: Only available if you have a negotiated federal indirect rate with US EPA at the time of application.		
TOTAL		

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Part Four (B): Personnel Roster Worksheet
FEDERAL SECTION 319 Grant Funds

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

Part Four (B): Personnel Roster Worksheet
LOCAL MATCHING Funds

This form MUST be completed whenever grant funds are requested for salary and fringe benefit costs used as local match 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-Contract 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 grant budget form. Additional information about these and other forms of sub-contracted deliverables may be obtained by contacting Ohio EPA 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
	Green Roof Installation	Units Constructed	Total Unit Cost

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Part Four (C): SUB-CONTRACT 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):

Match Commitment Form

A match commitment form must be completed for EACH organization that is committing any form of local match to the proposed project. Local match becomes "federalized" upon awarding of a grant and are required to meet all Section 319 grant limitations and accounting guidelines.

Project Title	
Project Sponsor	
Street Address **City, State, Zip**	
Telephone	

CASH MATCH PROVIDED: **Cash Match must be deposited directly into the grant account for exclusive use of the project sponsor to complete the project.**	
IN-KIND SERVICES PROVIDED: **All match other than cash**	
TOTAL MATCH VALUE	

THIS FORM SHOULD BE USED ONLY FOR MATCH BEING PROVIDED BY THE GRANT SPONSOR/APPLICANT. USE THE OTHER LOCAL MATCH FORM FOR MATCH PROVIDED BY OTHER PROJECT PARTNERS.

Budget Category	AMOUNT	Description
Personnel		
Fringe Benefits		
Travel		
Equipment		
Supplies		
Subcontract		
Other		
Cost-Share		
Indirect (only available if you have a previously negotiated federal indirect rate)		
TOTAL		

"I certify that that no federal funds (or employees paid with federal funds) are being used to match Section 319 monies."

Name & Title of Authorized Individual	
Authorized Signature	