

State of New Jersey
New Jersey Department of Environmental Protection
Division of Watershed Management
Bureau of Evaluation and Management
Statewide Nonpoint Source Program

REQUEST FOR PROPOSALS
SFY 2005 Section 319(h)
Grants for Nonpoint Source Pollution Control

March 15, 2004

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1. REQUEST FOR PROPOSALS (RFP) IN BRIEF

NOTE: PROSPECTIVE APPLICANTS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THIS ENTIRE GUIDANCE DOCUMENT PRIOR TO SUBMISSION OF A GRANT APPLICATION.

1.1 DEADLINES:

- A. INTENT TO APPLY MUST BE SUBMITTED BY:
FRIDAY, APRIL 30, 2004, 5:00 P.M., E.S.T.**
- B. FINAL APPLICATION MUST BE SUBMITTED BY:
WEDNESDAY, JUNE 30, 2004, 5:00 P.M., E.S.T.**

1.2 COPIES AND FORMAT OF SUBMISSION:

Applicants must deliver 3 hard copies of the project proposal as well as an electronic copy that includes all elements of the proposal by the final application deadline.

1.3 PROPOSAL DELIVERY LOCATION:

New Jersey Department of Environmental Protection
Division of Watershed Management, Bureau of Evaluation and Management
Statewide Nonpoint Source (NPS) Program
401 E. State Street- 4th Floor East Wing
P.O. Box 418
Trenton, New Jersey, 08625-0418
Attention: **Time Sensitive** SFY 2005 319(H) Grant Proposal

1.4 GENERAL APPLICATION PROCEDURES:

All applicants must submit a formal intent to apply for an SFY 2005 Section 319(h) NPS Grant by completing the electronic application form provided on the Nonpoint Source Program's website at <http://www.state.nj.us/dep/watershedmgt/319grant.htm>, or by mailing the completed form found at Appendix A to the above address, by **FRIDAY, APRIL 30, 2004 at 5:00 P.M. E.S.T.** All mailed submissions must be postmarked by April 30, 2004 to be eligible for funding in SFY 2005.

Pre-application meetings will be scheduled by the Nonpoint Source Program for all applications submitted in accordance with the above deadlines. **Applicants must attend the pre-application meeting prior to submitting a final grant application in order to remain eligible for funding.** The pre-application meeting will be used to identify any technical or procedural issues that must be addressed by the applicant in developing or implementing the scope of work and grant agreement.

Applicants adhering to these guidelines must submit final applications to the address above by **WEDNESDAY, JUNE 30, 2004, 5:00 P.M. E.S.T.** Late or incomplete proposals **will not** be

² Information regarding proposed, established, approved, and adopted TMDLs in New Jersey can be found at <http://www.state.nj.us/dep/watershedmgt/tmdl.htm>.

considered for funding. Final applications must be submitted in the format found in Section 5 of this RfP; otherwise they will be declared incomplete.

2. PURPOSE OF THIS REQUEST FOR PROPOSALS

The New Jersey Department of Environmental Protection's (Department) Division of Watershed Management (DWM) is requesting proposals from organizations and governmental entities for the purpose of (1) developing Watershed Restoration and Preservation Plans in targeted waters as well as (2) implementing nonpoint source (NPS) pollution control measures as identified in a proposed, established, approved, or adopted Total Maximum Daily Load (TMDL) implementation plan. This request for proposals (RfP) is for State Fiscal Year (SFY) 2005, pursuant to Section 319(h) of the federal Clean Water Act (Act). The goal of this RfP is the development of implementable watershed-based plans to protect and restore identified water bodies throughout the state as well as the realization of projects that will achieve load reductions as detailed in TMDLs.

2.1 Watershed Restoration and Protection Plans

Watershed Restoration Plans and Protection Plans are watershed-based plans designed to determine the course of action necessary through the identification of specific measures to be taken to restore impaired waters and to protect unimpaired waters, respectively.

2.1.1 Target Waters for the Development of Watershed Restoration and Protection Plans

Funding priority will be given to the development of Watershed Restoration Plans located in waters that at a minimum have a TMDL² proposed; are found on sublist 5 of the *New Jersey 2004 Integrated Water Quality Monitoring and Assessment Report*³; or have been identified as a priority water segment which currently has stream or a lake restoration plan in development (Appendix B). For these priority segments, funding will be focused on the gaps between the existing stream or lake restoration plan scope of work and the components detailed in section 2.1.2 below in order to create a watershed restoration plan. Applicants must identify these gaps in the proposal as well as submit the existing stream or lake restoration plan in order to receive consideration. All applications must detail how the watershed restoration plan will specifically address the waterbody segment and pollutant(s) that are the subject of the TMDL.

Funding priority will be given to development of Watershed Protection Plans located in waters that are designated Category One⁴ or have been identified as a priority water (Appendix B), with first priority given to Category One waters also identified as priority water segments. For the priority segments, funding will be focused on the gaps between the existing stream or lake restoration plan scope of work and the components detailed in section 2.1.2 below in order to create a watershed protection plan. Applicants must identify these gaps in the proposal as well as submit the existing stream or lake restoration plan in order to receive consideration.

2.1.2 Requirements of Watershed Restoration and Protection Plans

³ The *New Jersey 2004 Integrated Water Quality Monitoring and Assessment Report* can be found at <http://www.state.nj.us/dep/wmm/sgwqt/wat/>.

⁴ Information concerning Category One designation and a list of waterbodies so designated can be found at <http://www.nj.gov/dep/cleanwater/c1.html>.

For Watershed Restoration Plans to be developed where a TMDL has been at least proposed, the plan must be designed to achieve the load reductions detailed in the TMDL. Where a plan is to be developed for a sublist 5 waterbody, the plan must be designed to reduce nonpoint source pollutant loading that is contributing to surface water quality impairments. Once the TMDL is approved, the plan must be modified, as appropriate, to be consistent with the load allocation portion contained within the TMDL. Alternatively, through the course of implementing the watershed restoration plan, the State may find that surface water quality standards are met, negating the need to create the TMDL or modify the plan.

For Watershed Protection Plans for Category One waters, the plan must be designed to ensure protection from any negative measurable changes in water quality characteristics and, where feasible, enhance surface water quality.

At a **minimum**, both Watershed Restoration and Protection Plans **must** include the following components:

- a. An identification of the causes and sources or groups of similar sources that will need to be controlled to achieve the load reductions estimated in this watershed-based plan (and to achieve any other watershed goals identified in the watershed-based plan), as discussed in item (b) immediately below. Sources that need to be controlled should be identified at the significant subcategory level with estimates of the extent to which they are present in the watershed (e.g., X number of dairy cattle feedlots needing upgrading, including a rough estimate of the number of cattle per facility; Y acres of row crops needing improved nutrient management or sediment control; or Z linear miles of eroded streambank needing remediation).
- b. An estimate of the load reductions expected for the management measures described under paragraph (c) below (recognizing the natural variability and the difficulty in precisely predicting the performance of management measures over time). Estimates should be provided at the same level as in item (a) above (e.g., the total load reduction expected for dairy cattle feedlots; row crops; or eroded streambanks).
- c. A description of the NPS management measures that will need to be implemented to achieve the load reductions estimated under paragraph (b) above (as well as to achieve other watershed goals identified in this watershed-based plan), and an identification (using a map and description) of the critical areas in which those measures will be needed to implement this plan.
- d. An estimate of the amounts of technical and financial assistance needed, associated costs, and/or the sources and authorities that will be relied upon, to implement this plan. Possible sources of funding include Section 319(h) Programs, the New Jersey Environmental Infrastructure Trust, USDA's Environmental Quality Incentives Program and Conservation Reserve Program,

and other relevant Federal, State, local and private funds that may be available to assist in implementing this plan.

e. An information/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 NPS management measures that will be implemented.

f. A schedule for implementing the NPS management measures identified in this plan that is reasonably expeditious.

g. A description of interim, measurable milestones for determining whether NPS management measures or other control actions are being implemented.

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

i. A monitoring component to evaluate the effectiveness of the implementation efforts over time, measured against the criteria established under item (h) immediately above.

As previously stated, items (a-i) detailed above are the **minimum** components necessary for Watershed Restoration or Protection Plans. Additional components may include the integration of Regional Stormwater Management Plans⁵ (RSWMPs) or other appropriate management tools developed for the watershed.

Watershed Restoration or Protection Plans must address a large enough geographic area so that its implementation will address all of the sources and causes of impairments and threats to the waterbody in question. While there is no rigorous definition or delineation for this concept, the general intent is to avoid single segments or other narrowly defined areas that do not provide an opportunity for addressing a watershed's stressors in a rational and economic manner. Conversely, the plan's scale should not be so large as to minimize the probability of successful implementation.

2.2 TMDL Implementation Projects

A Total Maximum Daily Load (TMDL) represents the carrying capacity of a waterbody, taking into consideration point and nonpoint sources of pollutants of concern, natural background and surface water withdrawals, and margin of safety. In general terms, a

⁵ Guidelines on the creation of RSWMPs can be found in Appendix C, while a Scope of Work for the development of these plans can be found in Appendix D. Additional information regarding the requirements of RSWMPs can be found in the adopted Stormwater Management Rule N.J.A.C. 7:8 which can be obtained from the DWM website at <http://www.state.nj.us/dep/watershedmgmt/rules.htm>.

TMDL quantifies the amount of a pollutant a waterbody can assimilate without violating a state's surface water quality standards.

In accordance with Section 303(d) of the Federal Clean Water Act (CWA) (33 U.S.C. 1315(B)), states are required to prepare and submit to the USEPA a report that identifies waters that do not meet or are not expected to meet surface water quality standards. This report which was commonly referred to as the 303(d) list is now sublist 5 of the *New Jersey 2004 Integrated Water Quality Monitoring and Assessment Report*. Those waterbodies, which are listed on the sublist 5, are water quality limited waterbodies and therefore a TMDL must be developed for each individual pollutant in these waterbodies.

TMDLs developed in New Jersey include implementation plans which detail steps needed to be taken to address the identified impairment. Projects funded by the 319(h) NPS Program that address these measures identified in TMDLs will be considered TMDL implementation projects⁶.

2.2.1 Target TMDL Implementation Projects

Funding priority will be given to implementation of TMDLs adopted for waters also identified as priority water segments by the DWM and those that call for a reduction of waterfowl populations through the development of goose management plans or the restoration of riparian buffers surrounding the particular waterbody. All riparian buffer implementation projects are required to use only species of plants native to that region. Please be aware that goose management plans will be required for any riparian buffer restoration project proposed at a site with a resident goose population. The Department will assist all applicants with the development of goose management plans.

3. ELIGIBILITY REQUIRMENTS

3.1 Eligible Entities

Entities that may be eligible for funding through Section 319(h) include but are not limited to:

- Municipal planning departments or boards, health departments or boards;
- County planning departments, health departments or boards;
- Designated water quality management planning agencies;
- State and regional entities entirely within New Jersey;
- State government agencies, universities and colleges;
- Interstate agencies of which New Jersey is a member;
- Intrastate regional entities; and
- Watershed and water resource associations and other local nonprofit organizations recognized by the Internal Revenue Service under Section 501(c)(3) of the Internal Revenue Code.

3.2 Eligible Entity Capabilities

⁶ Information regarding proposed, established, approved, and adopted TMDLs in New Jersey can be found at <http://www.state.nj.us/dep/watershedmgt/tmdl.htm>.

In order for the entities noted in Section 3.1 above to qualify for 319(h) grant funds, they must have:

- Staff and resources with the capability, expertise and environmental experience to perform the proposed work;
- Ability and authority to implement the proposed project;
- Ability to establish and maintain partnerships to ensure project implementation as well as long-term operation and maintenance/management; and
- An established working relationship with municipality(ies) in which the project will be located.

3.3 Ineligible Activities

Section 319(h) NPS funds may not be used for the following purposes:

- Purchase of land or major capital improvements;
- Purchase of food or promotional items;
- Implementation of any permit or permit application requirements of Federal, State, or local agencies;
- Implementation of activities required by the NJPDES regulations, including Phase II permit requirements;
- Implementation projects located on private property unless specifically designated a demonstration project⁷
- Implementation of lake dredging, weed harvesting, or dam maintenance without addressing the sources of the NPS pollutants causing the impairment and providing documentation to demonstrate the pollutant load reduction achieved by these actions; or
- Ineligible activities based on current EPA guidelines for Section 319(h) grants⁸

⁷ Demonstration projects are those that apply new, innovative methods to address NPS pollution. Department concurrence of demonstration project designation will be necessary to submit for funding on private property and will require conservation easements or deed restrictions in order to ensure the viability of the project.

⁸ EPA guidelines that describe the process and criteria to be used to award Clean Water Act (CWA) Section 319 nonpoint source grants for States and Territories, can be found at <http://www.epa.gov/fedrgstr/EPA-WATER/2003/October/Day-23/w26755.htm>.

4. GRANT PROCESSING SCHEDULE

4.1 Schedule

The following schedule provides a timeline of events to occur within the SFY 2005 funding cycle:

Action	Responsibility	Deadline
Submit Formal Intent to Apply	Applicant	4/30/04
Pre-Application Meeting	Applicant/Department	6/15/04
Submit Project Proposal	Applicant	6/30/04
Administrative Review for Applicability and Completeness and Notification of Dismissal from Consideration	Department	7/04
Regional and Technical Review	Department	9/04
Modification Requests and Notification of Dismissal from Consideration	Department	9/04
Submit Project Modifications	Applicant	11/15/04
Distribution to PACs or RDEs	Department	12/04
PAC and RDE Comment Submission	PAC or RDE	1/05
Final Project Review	Department	1/05
Final Funding Decisions	Department	3/05

4.2 Schedule Description

The following paragraphs further describe the activities listed in the preceding table.

4.2.1 Submit Formal Intent to Apply

In order to be eligible for SFY 2005 319(h) funds, interested entities must submit their intent to apply through the NPS Program website⁹ or via hard copy (Attachment A) to the address noted in Section 1 by **FRIDAY, APRIL 30th, 2004, 5:00 P.M.** This submission must include a brief project description and necessary contact information in order to schedule the pre-application meeting with the applicant and necessary Department staff.

⁹ The NPS Program where the web-based intent to apply form may be located is http://www.state.nj.us/dep/watershedmgt/nps_program.htm.

4.2.2 Pre-Application Meeting

The Department will begin scheduling pre-application meetings with interested parties as soon as submissions are received. Only applicants that have submitted the intent to apply within the allotted time period will be allowed to move into the next phase of consideration and be contacted to schedule a meeting. The purpose of this meeting is to develop the applicant's proposal into a project that best fits the goals of the 319(h) Program and will achieve the greatest environmental benefit. Applicants must attend these meetings prepared to discuss overall project goals as well as more detailed logistics. Applicants are encouraged to bring pertinent information regarding the project location and viability in addition to visual aids such as maps and conceptual designs. Please be aware that applicants themselves must attend the pre-application meeting. The deadline for holding pre-application meetings is Tuesday, June 15th, 2004.

4.2.3 Submit Project Proposal

All applicants who have submitted their intent to apply and attended their pre-application meeting will then be eligible to submit a project proposal, reflecting the issues discussed at the pre-application meeting, by **WEDNESDAY, JUNE 30th, 2004, 5:00 P.M.** In order to be considered for funding, all proposals must be submitted by this deadline, with **three (3) hard copies and an electronic copy of all elements of the proposal**, and must adhere to the format and components described in Section 5 below.

4.2.4 Administrative Review for Applicability and Completeness and Notification of Dismissal from Consideration

All proposals submitted by the above detailed deadline will initially be reviewed for applicability to receive 319(h) NPS funds and compliance with this guidance document. Proposals which do not meet these standards will be eliminated from further review at this point and notified in writing of the findings of the NPS Program.

4.2.5 Regional and Technical Review

Proposals that are considered applicable and complete as an outcome of the administrative review, will then undergo review by Department regional watershed staff and the Department's Technical Review Committee (TRC). Project evaluations will be conducted considering the criteria described in Appendix E.

4.2.6 Modification Requests and Notification of Dismissal from Consideration

Projects ranking the highest as an outcome of the regional and technical review may then be asked to modify some elements of their project proposal to better meet the goals and objectives of the state. Projects no longer eligible due to the outcome of the regional or technical review, or due to the limited funding available and the competitive nature of the program will be eliminated from further review at this point and notified in writing of the findings of the NPS Program.

4.2.7 Submit Project Modifications

All projects remaining in contention for SFY 2005 319(h) funds will be required to address the content of the modification request presented by the Department. Resubmission of project proposals addressing the elements detailed in the Department's

correspondence shall require an additional 3 hard copies and electronic copy including all proposal components, which must be received by the NPS Program at the address noted in Section 1 by Monday, November 15th, 2004.

4.2.8 Distribution to PACs or RDEs and PAC and RDE Comment Submission

All Department modification requests and modified project proposals will be forwarded to the appropriate watershed management area public advisory committee (PAC) or an other entity selected by Department watershed staff to serve in place of this committee should there not be one in place. This regionally designated entity (RDE) will be an organization capable of reaching out to various stakeholders through the watershed to solicit feedback on project proposals. All PAC or RDE comments will be due back to the NPS Program by a specific deadline in the month of January, 2005 to be determined at a later date.

4.2.9 Final Project Review and Final Funding Decisions

After the Department has received all project modifications, a final regional and technical review will take place. Once the Department has received all PAC or RDE comments, final funding decisions will be made.

5.0 Components of a Complete Proposal

A complete project proposal must contain all of the elements described below.

5.1 Cover Page

The cover page must identify all of the following information applicable to the project type.

- Project Title- A concise statement of the project
- Identification of Hydrologic Unit Code (HUC) of the watershed in which the project is located¹⁰ - Watershed Restoration and Protection Plans and TMDL implementation projects must detail the HUC14(s) in which the project area is located.
- Identification of whether the Watershed Restoration or Protection Plan will cover a water with at least a proposed TMDL, that is found on sublist 5, or has Category One Designation. The TMDL is to be named and the sublist 5 impairment detailed (if applicable).
- TMDL that project will implement (if applicable)
- Applicant's name, address, and phone number
- Contact Person's name, address, phone number, fax number and email address- Please identify the appropriate contact party. All correspondence regarding the application will be directed to contact identified.
- Names, addresses, telephone numbers, and email addresses of all persons and their organizations serving as project partners- Project partners are individuals or entities contributing services and/or money to the project. All project

¹⁰ NJDEP GIS datasets of HUC-14, 11, and 8 boundaries are available for download as ArcView Shape files. These files can be used with your GIS or can be viewed with a free GIS Data Viewer from ESRI called ArcExplorer and can be found at <http://www.nj.gov/dep/gis/lists.html>.

partners identified must submit a Letter of Resource Commitment as detailed in Section 5.5 below.

- Total Project Amount Requested
- Total Project Cost
- Date of Proposal and all Revision Dates
- Square Miles Covered by Plan (based on HUC 14)
- Cost per Square Mile of Plan Requested
- River Miles and/or Lake Acres Covered by Plan (if applicable)

5.2 Abstract

The proposal must include a brief abstract of the project that includes a summary of the information contained in the scope of work (see detailed description below), including a description of the project area, that can also serve as a stand-alone document.

5.3 Applicant Description

On the same page as the abstract, a description of the applicant and the applicant's ability to complete the project must be included. Indicate whether this entity or any partners have received any CWA section 319(h) grant funding in the past including the dates, project title(s), and grant identification numbers.

5.4 Scope of Work (Maximum of 5 Pages not Including Cover Page or Attachments)

The proposal must include a scope of work that includes all of the elements described below but does not exceed 5 pages in length. Any reference photos and/or maps should be added as an appendix and should not be included in the 5 page scope of work. In addition to project specific requirements, all proposals shall adhere to the scope of work format provided below.

5.4.1 Background Information

Describe why the project is needed, the scope of the problem, and/or current condition of the watershed (non-impaired, moderately impaired, impaired), as defined by the Department in the *New Jersey 2004 Integrated Water Quality Monitoring and Assessment Report* or TMDL to be implemented. Define the desired result that this project will seek to achieve. Also identify any other ongoing or completed projects or studies that address the project site or planning area specifically including any United States Army Corps of Engineers projects¹¹.

5.4.2 Root Cause Analysis

Identify the causes or obstacle(s) that contribute to or are causing the gap between the current condition(s) and the desired result. Explain how implementing this project will address the root cause of the problem and work towards achieving the project's goal by implementing measures that work towards closing the gap that exists between current conditions and desired outcome. Give background water quality information if available.

¹¹ Information regarding current United States Army Corps initiative in New Jersey can be found by selecting the geographically appropriate district through the North Atlantic Division's website at <http://www.nad.usace.army.mil/>.

5.4.3 Goals and Objectives Statements

The goal(s) of the project should first be identified followed by the related project objectives. The steps that will be taken to meet the goal serve as the methodology to address the conditions described in as a result of Section 5.4.2 above. This section should also include a narrative description of the work to be accomplished. Necessary project specific elements found in Sections 2.2 and 2.3 above as well as Appendices C and D should be included as applicable to address this section.

The goal statement should:

- Identify the desired outcome(s) related to your identified problem or need; and
- Serve as a general statement of results.

Objectives describe the outcomes in a measurable way, they are not about the tool you are using to implement your project. Objectives specify:

- The results to be achieved or criteria by which results will be measured (i.e. 25% of a targeted population's improvement in knowledge or 25% reduction in phosphorous loading).
- Time frame for achieving the objective.
- Specific target group toward which the service or program is directed.

Tasks are concise statements of activities, which need to take place to achieve the desired goal(s). They serve as the steps you will take to meet the project goal and objectives. Tasks should:

- Demonstrate who will be responsible for each task (including your partners) and
- Identify your and your partner's role in achieving the objective

5.4.4 Project Evaluation Plan

Each project proposal must contain a Project Evaluation Plan (PEP). A PEP will evaluate the achievement of the project goals and objectives by assessing the outcomes that measure the success of the project; not by counting or documenting the number of services delivered by the project. Project **outcomes** should be evaluated not project outputs. The PEP will explain how each project will incorporate measurable components to evaluate the effectiveness of project efforts.

5.4.5 Project Implementation Schedule

A complete proposal must include a project schedule (following the table format provided below) that lists outputs or deliverables associated with each task identified to achieve the objectives of the project as well as identifies the party responsible for and time duration associated with completing the tasks. The schedule should describe the total duration of the project from commencement to completion (usually between two and five years) and should include a separate table for main objective of the project detailing each phase/key task of the project including: administrative start time, monitoring needs (e.g. seasonal conditions, length of time for significant data, rainfall needs), all required paperwork and legal review, project completion and evaluation of the outcome, described above, and preparation and submission of the final report. A goal/task table must be included with the project schedule that contains the following information for each goal of the project:

- Specific tasks to be implemented and who will be responsible for each task;
- Start dates and completion dates for each task;
- Quantified specific outputs, such as reports, manuals, videos, maps, meetings, etc.;
- The anticipated timeframe for achieving each project goal.

Project Implementation Schedule

Project Objective: COMPLETION MONTH/YEAR					
TASK	Responsible Party	Timeframe	Anticipated Start Date	Project Deliverable	Anticipated Completion Date
Task 1	Ex. Lead Agency	Months	Month/Year	Ex. A,B, and C maps	Month/Year
Task 2	Ex. Partner's Name	Months	Month/Year	Ex. D, E, and F maps	Month/Year
Task 3	Ex. Partner's Name	Months	Month/Year	Ex. G, H, and I maps	Month/Year

5.5 Letter(s) of Resource Commitment

DWM encourages all grantees to seek out partners with whom they may join to achieve project goals and objectives. It is felt that partners are an essential component towards building success in achieving long-term watershed goals. Attach letters of resource commitment from all partners and project participants. The partners that will become involved should be reflected in the tasks portion of the Project Implementation Timeline. The letters from your partners must describe their commitment to the project (time, money, effort) or will not be considered. Letters of resource commitment must be included with the grant proposal or the NPS Program cannot guarantee that they will be taken into consideration. If any partner is no longer involved with the project, or if new partners are added during the implementation of the project, a letter from the applicant explaining the change shall be submitted to the DEP in the subsequent quarterly report.

5.6 Budget

Both a detailed budget describing how **costs per task** will be broken down and a more generalized budget adhering to the following categories must be provided within the project proposal.

General Budget Categories

- Salaries
- Benefits
- Travel @ 0.31 cents per mile
- Equipment- List must be provided
- Administration (rent, phone, etc.)- May not exceed 10%
- Contractual Services
- Construction (related to implementation of BMPs)

5.7 Monitoring and Evaluation Information

In order to document and support the information provided under Section 5.4.4 above some element of monitoring and evaluation will be required and must be explained in the project proposal. All projects must include a description of how the project success will be measured, and most projects should involve traditional chemical water quality monitoring as verification of load reduction estimates.

All chemical water quality monitoring must follow Department protocol and, once determined eligible for funding, must include a Quality Assurance Project Plan (QAPP) approved by the Department¹². Monitoring QAPPs do not have to be developed until an applicant has been notified that the project has been selected for funding. However, applicants should be aware that, no water quality monitoring shall begin until the QAPP has been approved by the Department.

5.8 Supporting Documentation

The following support documentation is required to be submitted in attachments to the scope of work.

- Dated USGS or State Plane map with project area delineated on it
- Dated Lot and Block tax map with project area delineated on it
- Sketch/site plan or dated large-scale map showing project-area in detail
- List of required permits (if applicable)
- Photos of site for implementation projects
- Details of chemical monitoring plan and biological monitoring plan if applicable

5.9 Manufactured Treatment Devices

Dependant upon the type of project being proposed, additional supporting documentation is required for the use of a specific manufactured treatment device (i.e. a commercially developed water quality treatment devices). When considering a manufactured treatment device (commercially developed water quality treatment device), please note that the Department does not endorse the use of any particular product and strongly advocates that the vendors of such devices pursue the Verification Protocol under the Department's Office of Innovative Technology and Market Development. Preference will be given to technologies that have entered or been verified through this protocol¹³. If the technologies under verification are not applicable to the project, preference will be given to those committed to the verification process. Please see refer to the protocol in *Stormwater Best Management Practices Demonstration Tier II Protocol*¹⁴ for information on the verification procedure. Additional information regarding the verification process can be obtained from the Department's Office of Innovative Technology and Market Development at (609) 292-0231. Documentation supporting the decision to use a particular device must be included in the project proposal.

¹² Information regarding QAPPs can be found at www.epa.gov/quality/qs-docs/g5-final.pdf. For applicants unfamiliar with QAPP procedures and protocol a meeting with Department QAPP staff will be coordinated in order to facilitate this process.

¹³ Technologies that have been verified through this process can be found through the New Jersey Corporation for Advanced Technology website at <http://www.njcat.org/verification/Verifications.cfm>.

¹⁴ *Stormwater Best Management Practices Demonstration Tier II Protocol* may be downloaded at <http://www.state.nj.us/dep/dsr/oitmd/DocumentMain.htm>

5.10 Geographic Information System Data

All projects involving activities using a GIS data or mapping component must follow the Department's *Mapping and Digital Data Standards, (2002)*¹⁵.

6.0 Proposal Evaluation Criteria

All proposals will be evaluated utilizing the criteria located in Appendix E.

7.0 Requirements for Projects Selected for Funding

7.1 Coordination of Project Permitting

All implementation projects funded through 319(h) must coordinate all permit applications and meetings with the DWM Project Manager.

7.2 Maintenance and Monitoring Agreement

In order to insure the success of any nonpoint source implementation project provided with 319 (h) funds, a Maintenance and Monitoring Agreement will be executed before the project can begin. This agreement will delegate maintenance and monitoring responsibilities, describe timetables by which these functions will be carried out, and detail tasks performed to accomplish the continuing functionality of the implementation project.

7.3 Native Species

All implementation projects that involve the selection and planting of vegetation are required to use only species of plants native that particular region of New Jersey. Final species lists indicating quantities will be submitted to the DWM Project Manager for approval prior to purchase.

7.4 Quality Assurance Project Plan

All monitoring measurements¹⁶, or data generation¹⁷ must have a quality assurance project plan (QAPP) approved by the Department before any monitoring, measurements, or data generation is initiated. A QAPP is a blueprint by which individual projects involving environmental data are implemented and assessed. The QAPP also details how specific Quality Assurance (QA) and Quality Control (QC) activities will be applied during a particular project. The development of QAPPs is part of the mandatory USEPA requirement that requires all organizations performing work for the USEPA to develop, implement, and approve QAPPs to ensure that the data collected is of sufficient quality for its intended use.

7.5 Grant Reporting Tracking System (GRTS) Reference Data

¹⁵ The Department's Mapping and Digital Data Standards (2002) may be downloaded at <http://www.nj.gov/dep/gis/standard.htm>.

¹⁶ Information regarding QAPPs for water quality monitoring can be found at www.epa.gov/quality/qs-docs/g5-final.pdf. For applicants unfamiliar with QAPP procedures and protocol a meeting with Department QAPP staff will be coordinated in order to facilitate this process

¹⁷ Information regarding QAPPs for the data generation through modeling can be found at <http://www.epa.gov/quality/qs-docs/g5m-final.pdf>.

The USEPA requires that the specific information be provided for each project for the purpose of tracking and evaluating the grant program. This information will be required to be provided from the grantee for projects identified as fundable (Appendix F).

7.6 Quarterly Performance Reports

Performance reports are required to be submitted to the Division on a quarterly basis that provide an update and explanation of the project status. These reports are vital to the success of the project and must be submitted in whole and on time. Adherence to the required format and timetables will factor into present and future evaluations. The reports must follow the format found in Appendix G.

7.7 Final Reports

Three hard copies and an electronic version of the final report must be submitted to the project manager upon the completion of the project. The Division must deem the report acceptable prior to the release of final payment to the grantee. The format found in Appendix H shall be used.