Iowa Dept of Natural Resources

Low-head Dam Public Hazard Program

Cost-share Application (rev. 5-30-2013)

INTRODUCTION

(PLEASE DELETE THIS SECTION FROM YOUR APPLICATION)

The Iowa Department of Natural Resources (Iowa DNR) Conservation and Recreation Bureau under Chapter 30 of 571 Iowa Administrative Code will direct funds appropriated by the Iowa General Assembly to the Low-head Dam Safety program. These funds are available to all owners of dams on navigable streams through cost-sharing at a minimum of 50 percent cost to the project sponsor to mitigate hazards at low-head dams through warning signage, portage trail construction, and modifications to or removals of low-head dams. An 80 percent state cost-share is available for warning signage only. Depending upon funds availability, additional application deadlines may be announced during this fiscal year.

Project eligibility. PLEASE NOTE: There are separate application forms for various sizes and types of projects, in order to encourage the development process. Scoring criteria are different for each one, so please make sure you select one that fits your project categories. The scoring committee will evaluate proposals for safety projects related to low-head dams, for activities on or adjacent to navigable waters in Iowa, using three categories:

Portage or hazard warning signage projects. Warning signage and dam portage projects can receive up to 80 percent state cost-share, up to $10,000 per project site.

Small projects. Small projects shall include proposal requests of up to $20,000. Eligible projects for consideration for award as a small project shall include: warning signage and supporting infrastructure; feasibility, environmental, or preliminary design or engineering studies related to

removal of hazardous structures; and construction costs related to portage trails and modification or removal of hazardous dams. Maximum state cost-share is 50 percent.

Medium projects. Medium projects shall include proposal requests of $20,001 to $50,000. Eligible projects for consideration of award as a medium project shall include: warning signage and supporting infrastructure; and construction and engineering costs related to portage trails and modification or removal of hazardous dams. Maximum state cost-share is 50 percent.

Large projects. Large projects shall include proposal requests of over $50,000. Eligible projects for consideration of award as a large project shall include construction and engineering costs related to modification or removal of hazardous dams. Maximum state cost-share is 50 percent.

Definitions.
"Commission" means the natural resource commission.
"Coordinator" means the staff person of the department responsible to implement this chapter.
"Department" means the department of natural resources.
"Director" means the director of the department of natural resources.
"Low-head dam" means a uniform structure across a river or stream that causes an impoundment upstream, with a re-circulating current downstream.
"Navigable water" means all lakes, rivers, and streams, which can support a vessel capable of carrying one or more persons during a total of six months period in one out of every ten years.
"Scoring committee" means water trails scoring committee.
"Sponsor" means an eligible applicant, as described in these rules.
"Water trail" means a point-to-point travel system on a navigable water, and a recommended route connecting the points.

Important information

- For funds to be dispersed, your local entity must enter into a project agreement with the Iowa DNR, which details requirements and commitments your organization will keep.
- Funds must be applied to intended use within three years of award.
- Grantees should give Iowa businesses priority, when possible, in contracting labor or purchasing materials.
- Administering organizations are required to keep all project records for three years after the final report is completed. These records are to be available for audit by the state.
- Any deviation from the project outlined in your application must be confirmed in advance by the Iowa DNR Water Trails coordinator.
- Applicants need to meet the requirements for construction permits from federal, state and local authorities before constructing their projects. Receipt of state funding does not eliminate the need for appropriate construction permits.

Timeline

- Application deadlines vary, and announcements are placed online here.
- Applications will be scored within 45 days of the application deadline. Applicants will receive notification of the date and will be invited to attend the scoring committee meeting.
- Commission approval will be within 45 days of the scoring committee meeting.
- Funds to be applied to cost-sharing can be spent after applicant receives an award letter and agreement.

How will grant awards be determined?
Applications will be scored by three Iowa DNR staff members and two appointed representatives of the water trails advisory committee. After scoring the applications,

the committee will prioritize determine where the most impact can be made in a given year with given resources.

Application instructions

Applications for the Low-head Dam Public Hazard cost-share funds must be completed and postmarked by the date listed on the Iowa DNR web site in order to be eligible for review. Please review the application checklist. Submit **six copies** of your application to:

Nate Hoogeveen
Iowa DNR
502 E 9th St.
Des Moines, IA 50319

Questions may be addressed to:
Nate Hoogeveen, River Programs
515-281-3134
Nate.Hoogeveen@dnr.iowa.gov

Applicant eligibility

Local governments (cities, counties, and their agencies), state agencies, corporations, individuals, and other dam owners are eligible applicants. Other entities may apply for funds, but must show signed agreement with the dam-owning entity(ies). The Iowa DNR does not make or imply any guarantees from the information found in this application or persons contacted.

Application checklist:

_ A. APPLICATION FORM with full contact information, and responses to Small, Medium, or Large application criteria. Please make sure the questions correspond to your requested project size as determined by the amount of funding you are requesting. Please review your project's eligibility for each category before selecting the appropriate form. If applicant is a unit of local government applying as responsible agent for other partners, list local groups involved.

_ B. NARRATIVE assessing existing conditions, clearly outlining the concept of the proposed project, and providing project justification. Narrative should be no more than two typed pages.

_ C. A MAP identifying the location of the project.

_ D. Responses to APPLICATION RANKING CRITERIA listed below.

_ E. An ITEMIZED BREAKDOWN of the total project costs and, if applicable, the portion this grant is expected to fund.

_ F. A TIME SCHEDULE for the total project development, and when funds from this grant program are expected to be spent.

_ G. LETTERS OF AGREEMENT, if needed, from managers of lands where construction will take place and/or signs will be installed.

_ H. CONSTRUCTION DRAWINGS and/or SIGN PLACEMENT PLAN for the proposed project.

IOWA WATER TRAILS PROGRAM
GRANT APPLICATION -- COVER PAGE

Postmark Deadline: Last business day of January

PROJECT NAME

APPLICANT NAME

CONTACT PERSON

ADDRESS (street address required)

CITY STATE ZIP CODE

PHONE (day) PHONE (evening)

E-MAIL

IF PROJECT IS IN AN AREA CONTROLLED OR PARTIALLY CONTROLLED BY OTHER ENTITY(IES), PLEASE LIST:

ORGANIZATION 1

CONTACT PERSON

PHONE

E-MAIL

ORGANIZATION 2

CONTACT PERSON

PHONE

E-MAIL

TOTAL IOWA DNR LOW-HEAD DAM SAFETY AMOUNT REQUESTED

$

(PLEASE ROUND ALL FIGURES TO NEAREST DOLLAR)

FUNDS SECURED FROM OTHER SOURCES $

FUNDS NEEDED FROM OTHER SOURCES $

TOTAL COST OF PROJECT $

TOTAL NUMBER OF NAVIGABLE RIVER MILES TO BE CONNECTED TO NEXT DAM OR DAMS

TOTAL NUMBER OF UPSTREAM MILES FOR FISH PASSAGE

APPLICATION RANKING CRITERIA:

Warning signs and portage mini-grant (maximum $8,000) application

Maximum 80 percent state cost-share

The first 4 percent in low-head dam cost-share funds will be reserved for low-head dam warning signs, unless funds in that amount are not requested, in which case funds may be applied by the scoring committee toward other funding categories. Use this application form for warning signage requests for state cost-share up to $10,000. Eligible projects for consideration for award as a small project shall include:

- Warning signage and supporting infrastructure (posts, cabling, buoys, related structures) designed in accordance with methods shown in "Developing Water Trails in Iowa," Chapter 6B.
- Small-scale portage projects designed in accordance with methods shown in "Developing Water Trails in Iowa," Chapter 3and signed according to guidance outlined in Chapter 6B.

Applications will be reviewed on a 100-point scoring system. Point values have been assigned to the various questions in the application as indicated below. Applicants will receive notification of acceptance or deferral by mail or e-mail in October and February of each calendar year. Please be concise; limit responses to a maximum of 250 words per question.

1. Describe the level and types of public use in the vicinity of this low-head dam, the relative hazard of the dam, and how this project is expected to improve public safety. (50 points)

2. How will this project install warning signage or establish a portage according to guidelines in "Developing Water Trails in Iowa," Chapter 6B? (25 points)

3. Describe project sponsor's control of area where signs will be placed, or attach written agreements for placement of signage with landowners or managers. (5 points)

4. Describe funding sources that are expected to contribute to this project and detail level of confidence that each sources of funds will come to fruition (possible, expected, secured). Funds raised locally receive highest priority. (10 points)

5. Describe a maintenance plan and list authority(ies) to be responsible for the completed project. Projects with a planned approach to maintenance over the coming decades will receive higher priority. (10 points)

APPLICATION RANKING CRITERIA:

Small project application

Small projects shall include proposal requests of up to $20,000. Eligible projects for consideration for award as a small project shall include:

- Feasibility, environmental, or preliminary design or engineering studies related to removal of hazardous structures
- Construction costs related to portage trails and modification or removal of hazardous dams.

Applications will be reviewed on a 100-point scoring system. Point values have been assigned to the various questions in the application as indicated below. Applicants will receive notification of acceptance or deferral by mail or e-mail in October and February of each calendar year. Please be concise; limit responses to a maximum of 250 words per question.

1. Describe the level and types of public use in the vicinity of this low-head dam, the relative hazard of the dam, and how this project is expected to improve public safety. (20 points)

2. Describe expected benefits of this project to overall stream health, fish or mussel migration and habitat. (5 points)

3. Will this project install warning signage or establish a portage according to guidelines in "Developing Water Trails in Iowa," Chapter 6B ? (5 points)

4. Describe all recreational groups expected to be affected by this project and expected recreational impacts. (15 points)

5. Describe commitment and endorsements of various partners and local political entities to this project, and likelihood of successful completion of the project. Please attach letters detailing partner commitments and support from partners and supporters. If project area is not in direct and full control of the applicant, the applicant MUST submit a letter of agreement or a more formal agreement to the project from partners in control or partial control of area to be eligible. If area is in complete control of applicant and no additional agreement is needed, especially for a signs-only project, please indicate so. (15 points)

6. Describe the planning efforts and how public input will be or has been sought and demonstrated (i.e., public meetings, media coverage, local supporting group endorsements, etc.)? Have outside governmental staff (i.e., DNR, National Park Service, United States Fish and Wildlife Service, RC&D) or private consultants assisted a planning and design effort, and how was the public engaged? Describe the results. (15 points)

7. Describe funding sources that are expected to contribute to this project and detail level of confidence that each sources of funds will come to fruition (possible, expected, secured). Funds raised locally receive highest priority. (15 points)

8. Describe a maintenance plan and list authority(ies) to be responsible for the completed project. Projects with a planned approach to maintenance will receive higher priority. (10 pts)

APPLICATION RANKING CRITERIA:

Medium projects

Medium projects shall include proposal requests of $20,001 to $50,000.

Eligible projects for consideration of award as a medium project shall include:

- Warning signage and supporting infrastructure
- Design, engineering, and / or construction costs related to portage trails and modification or removal of hazardous dams.

Applications will be reviewed on a 100-point scoring system. Point values have been assigned to the various questions in the application as indicated below. Applicants will receive notification of acceptance or deferral by mail or e-mail in October or February of each calendar year. Please be concise; limit responses to a maximum of 250 words per question.

1. Describe the level and types of public use in the vicinity of this low-head dam, the relative hazard of the dam, and how this project is expected to improved public safety. (20 points)

2. Describe expected benefits of this project to overall stream health, fish or mussel migration and habitat (absence of specific species and expected recovery to certain stream reaches, etc.). (20 points)

3. Describe all recreational groups affected by this project and expected recreational impacts. Is this dam on a navigable stream, and to what degree is it used for navigation? (10 points)

4. Describe commitment and endorsements of various partners and local political entities to this project, and likelihood of successful completion of the project. Please attach letters detailing partner commitments and support from partners and supporters. If project area is not in direct and full control of the applicant, the applicant MUST submit letter agreeing to the project from partners in control or partial control of area to be eligible. (15 points)

5. Describe the planning efforts and how public input will be sought and demonstrated (i.e., public meetings, media coverage, local supporting group endorsements, etc.)? Have outside governmental staff (i.e., DNR, National Park Service, United States Fish and Wildlife Service, RC&D) or private consultants assisted a planning and design effort, and how was the public engaged? Describe the results. (15 points)

6. Describe funding sources that are expected to contribute to this project and detail level of confidence that each sources of funds will come to fruition (possible, expected, secured). Funds raised locally receive highest priority. (10 points)

7. Describe a maintenance plan and list authority(ies) to be responsible for the completed project. Projects with a planned approach to maintenance over the coming decades will receive higher priority. (10 points)

APPLICATION RANKING CRITERIA:

Large project application

Large projects shall include proposal requests of over $50,000. Eligible projects for consideration of award as a large project shall include:

- Construction and engineering costs related to modification or removal of dams on navigable streams.

Applications will be reviewed on a 100-point scoring system. Point values have been assigned to the various questions in the application as indicated below. Applicants will receive notification of acceptance or deferral by mail or e-mail in October or February of each calendar year. Please be concise; limit responses to a maximum of 250 words per question.

1. Describe the level and types of public use in the vicinity of this low-head dam, the relative hazard of the dam, and how this project is expected to improved public safety. (20 points)

2. Describe expected benefits of this project to overall stream health, fish or mussel migration and habitat (absence of specific species and expected recovery to certain stream reaches, etc.), and stream channel stability. (20 points)

3. Describe all recreational groups affected by this project and expected recreational impacts. Is this dam on a navigable stream, and to what degree is it used for navigation? (10 points)

4. Describe commitment and endorsements of various partners and local political entities to this project, and likelihood of successful completion of the project. Please attach letters detailing partner commitments and support from partners and supporters. If project area is not in direct and full control of the applicant, the applicant MUST submit letter agreeing to the project from partners in control or partial control of area to be eligible. (15 points)

5. Describe the planning efforts and how public input will be sought and demonstrated (i.e., public meetings, media coverage, local supporting group endorsements, etc.)? Have outside governmental staff (i.e., DNR, National Park Service, United States Fish and Wildlife Service, RC&D) or private consultants assisted a planning and design effort, and how was the public engaged? Describe the results. (15 points)

6. Describe funding sources that are expected to contribute to this project and detail level of confidence that each sources of funds will come to fruition (describe each source as possible, expected, or secured). Funds raised locally receive highest priority. (10 points)

7. Describe the maintenance plan and list authority(ies) to be responsible for the completed project. Projects with a planned approach to maintenance, or that will not require maintenance due to channel stability, over the coming decades will receive higher priority. (10 points)

Minority Impact Statement

Pursuant to 2008 Iowa Acts, HF 2393, Iowa Code Section 8.11, all grant applications submitted to the State of Iowa which are due beginning January 1, 2009 shall include a Minority Impact Statement. This is the state's mechanism to require grant applicants to consider the potential impact of the grant project's proposed programs or policies on minority groups.

Please choose the statement(s) that pertains to this grant application. Complete all the information requested for the chosen statement(s).

☐ The proposed grant project programs or policies could have a disproportionate or unique **positive** impact on minority persons.

Describe the positive impact expected from this project

Indicate which group is impacted:

___ Women
___ Persons with a Disability
___ Blacks
___ Latinos
___ Asians
___ Pacific Islanders
___ American Indians
___ Alaskan Native Americans
___ Other

☐ The proposed grant project programs or policies could have a disproportionate or unique **negative** impact on minority persons.

Describe the negative impact expected from this project

Present the rationale for the existence of the proposed program or policy.

Provide evidence of consultation of representatives of the minority groups impacted.

Indicate which group is impacted:

___ Women
___ Persons with a Disability
___ Blacks
___ Latinos
___ Asians
___ Pacific Islanders
___ American Indians
___ Alaskan Native Americans
___ Other

☐ The proposed grant project programs or policies are **not expected to have** a disproportionate or unique impact on minority persons.

Present the rationale for determining no impact.

I hereby certify that the information on this form is complete and accurate, to the best of my knowledge: Name**:**_____
Title: _____

Definitions

"Minority Persons", as defined in Iowa Code Section 8.11, mean individuals who are women, persons with a disability, Blacks, Latinos, Asians or Pacific Islanders, American Indians, and Alaskan Native Americans.

"Disability", as defined in Iowa Code Section 15.102, subsection 5, paragraph "b", subparagraph (1): *b.* As used in this subsection:

(1) *"Disability"* means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of the individual, a record of physical or mental impairment that substantially limits one or more of the major life activities of the individual, or being regarded as an individual with a physical or mental impairment that substantially limits one or more of the major life activities of the individual.

"Disability" does not include any of the following:

(a) Homosexuality or bisexuality.

(b) Transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments or other sexual behavior disorders.

(c) Compulsive gambling, kleptomania, or pyromania.

(d) Psychoactive substance abuse disorders resulting from current illegal use of drugs.

"State Agency", as defined in Iowa Code Section 8.11, means a department, board, bureau, commission, or other agency or authority of the State of Iowa.

SAMPLE

, IA

Re: Iowa Water Trails grant

Dear :

Congratulations! Enclosed, please find two copies of a grant agreement for your Iowa Water Trails Grant awarded by the Department of Natural Resources (DNR). Please carefully review the grant agreement. Your organization must sign both copies of the agreement, return them to my attention and a fully executed copy will be returned to you.

Funding for the attached Grant will be available after the first of the Fiscal Year that begins July 1, 2006. You may receive a 90% advance of the grant amount by sending a letter requesting the advance with your signed agreements.

If you have any questions, please contact me at 515-281-3013.

Sincerely,

Kathleen Moench
Budget and Finance Bureau

Enclosures

SAMPLE

Department of Natural Resources

COST-SHARE AGREEMENT- LOW-HEAD DAM SAFETY

GRANTEE:
PROJECT TITLE:
GRANT AWARD:

DNR CONTACT/PHONE #: Kathleen Moench 515-281-3013

1. PURPOSE. The purpose of this Low-head Dam Safety Agreement is to enable the Iowa Department of Natural Resources (the Department) to assist to improve safety at low-head dams on navigable rivers in Iowa.

2. PARTIES/AUTHORITY. The parties to this Grant Agreement are the Iowa Department of Natural Resources, an agency of the State of Iowa, and . The parties make this Grant Agreement under the authority of Chapter 30 of 571 Iowa Administrative Code and Iowa General Assembly appropriation.

3. GENERAL DESCRIPTION OF PROJECT . This Grant Agreement is for the project described as:

4. COST-SHARE AWARD AND REIMBURSEMENTS. The Department will provide the costs as described and agreed to in the grant application up to a maximum cost-share amount of **$.**

a) Sponsors shall provide at least fifty percent of the funds required to complete any project. Cost sharing funds may include local, private, federal or other state funds. Any claim of cost share, including reasonable in kind contributions, shall be supported through a signed letter from the organization providing the cost share.

b) With the exception of "Small" projects (awards of $20,000 and under) once actual project costs are ready to be incurred, up to 90% of the award may be advanced by submitting a letter requesting the advance along with the signed agreements to the address below. The remaining 10 percent will be paid upon completion of the project in the final billing. If an advance is not requested, or for projects under $20,000, financial assistance will be in the form of reimbursements, with the award paid at the final billing.

Budget & Finance Bureau, Kathleen Moench
Iowa Department of Natural Resources
E. 9th & Grand
Des Moines, Iowa 50319

c) A two-part final report is required on the date indicated on the Final Report Form (Attachment A). Submit this report electronically to watertrails@dnr.state.ia.us. Within 20 business days the report will be reviewed and instructions for submitting the final 10% payment request (Attachment B) will be forthcoming.

5. CERTIFICATION. Medium and Large projects (any project with a request to the Department of more than $20,001 per year) must have plans certified with a registered engineer and submitted to the Water Trails Coordinator before any funds are disbursed. Drawings can be sent to the above address, or electronically to watertrails@dnr.state.ia.us.

5. RESPONSIBILITIES. The grantee is solely responsible for project completion as outlined in the project proposal. The grantee will make a concerted effort to procure goods and services from Targeted Small Businesses (TSBs) listed at www.iowai.org/iowa/dia/tsb/ during the performance of this Grant Agreement. The Department may provide assistance at the request of the grantee, or at the Director's recommendation. The grantee agrees to meet the requirements for construction permits from federal, state and

local authorities before constructing their projects. Receipt of state funding does not eliminate the need for appropriate construction permits.

6. **AMENDMENTS.** This Grant Agreement may be amended only by written ADDENDA signed by the Department Director. Requests for amendments shall be directed to watertrails@dnr.state.ia.us.

7. **EFFECTIVE DATE/TERMINATION.** This Grant Agreement shall become effective when it has been signed and dated by the Department Director and the grantee. All work specified in the project proposal will be completed by DATE-THREE-YEARS-FROM-AWARD.

8. **AVAILABILITY OF FUNDS**: If funds anticipated for the continued fulfillment of this agreement are at any time not forthcoming or insufficient, either through the failure of the State of Iowa to appropriate funds, or discontinuance or material alteration of the program under which funds were provided, then the Department shall have the right to terminate the agreement without penalty.

9. **By** signing this Grant Agreement, the grantee agrees to the terms and conditions set forth in this agreement, failure to meet the terms and conditions of this grant agreement may be cause for repayment of all or part of the grant funds.

Date	Liz Christiansen, Deputy Director Iowa Department of Natural Resources
426004572 Fed ID #	Grantee Signature
	Print Name

SAMPLE

Attachment A

DEPARTMENT OF NATURAL RESOURCES
MIDTERM PROJECT REPORT

For Programs: LWCF REAP WRAC ATV Snowmobile REAP Ed Water Trails **Low-head Dam Safety**

If you have questions, please contact the Budget & Finance Bureau at 515-281-3013. Make additional copies as needed.

This form is due and is required for all projects NOT filing a final report before that date.

Grant Recipient: **Grant #:**
Project Title: **Billing #:_____**

Do you still plan to complete this project?

Are there any unexpected problems with your project are being encountered? Please describe.

Are there delays due to waiting for additional funds from other sources or using these funds to help match another grant program? Please describe.

What is your timeline for completing this project?

I certify that this statement is correct and that the work and services are in accord with the approved grant.

Signature: _____ Date: _____
Print Name: _____
Title: _____ Fed ID#:_____

SAMPLE

Attachment B

DEPARTMENT OF NATURAL RESOURCES
FINAL PROJECT BILLING

For Programs: LWCF REAP WRAC ATV Snowmobile REAP Ed Water Trails **Low-head Dam PHP**

Project billings must be accompanied by all required documentation (invoices, canceled checks, deeds, etc.) covering expenditures included in the billing. If you have questions, please contact the Budget & Finance Bureau at 515-281-3013. Make additional copies as needed.

Grant Recipient: Iowa DNR Grant #:
Project Title: Billing #:

Use the table below to list your budget items and the expenditures for each item. You should follow the budget items provided with your original proposal as closely as possible.

Budget Item	Budget Amount	**Expenditures This Billing**	**"To Date" Item Expenditures**
Totals			
Less Expenditures In Excess of Total Authorized Project Budget:			
Total "To Date" Expenditures:			
CLAIM REQUEST (__% OF "TO DATE" EXPENDITURES):			
LESS PREVIOUS PAYMENTS OF:			
TOTAL CLAIM TO BE PAID:			

Land Acquisition - List each parcel separately by parcel #. Use purchase price or appraised value, whichever is the lesser.

I certify that this billing is correct and just based upon actual payment(s) of record by the grant recipient, and that the work and services are in accord with the approved grant.

Signature: _____ Date: _____
Print Name: _____
Title: _____ Fed ID#:_____