

*W*atershed Planning Grant *Proposal Application and Guidelines*

IOWA DEPARTMENT OF NATURAL RESOURCES



Applications due April 2, 2012



Watershed Improvement Program
Wallace State Office Building
502 East Ninth Street
Des Moines, Iowa 50319

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PURPOSE

The Iowa DNR Watershed Improvement Program seeks to empower Iowans working to revitalize the state's impaired rivers, lakes and streams through comprehensive planning and a long-term local commitment to make water quality improvements. The Watershed Planning Grants program helps support local groups with a vision to rejuvenate a lake or stream by providing them guidance and a substantial funding mechanism to create a Watershed Management Plan (WMP).

The WMP serves as a road map for how to get from today's water quality problems to tomorrow's solutions. Creating and using a locally-led and thorough WMP is continuously cited as the major reason for success in watershed improvement efforts. By using the most complete scientific information available, a WMP can identify what is necessary to improve water quality, why it is needed, where to strategically use watershed improvement practices, and how to motivate the community and key audiences to participate in the effort.

DNR Watershed Planning Grants award funds to develop WMPs aimed at restoring lakes or streams on Iowa's impaired waters list. Look to page 4 for additional information on watersheds and groups eligible for grants. The DNR will award up to \$200,000 total in Watershed Planning Grants this cycle, with individual grants ranging from \$10,000 to \$50,000. All awarded grants will require a 50 percent local match, of which at least 20 percent of the local match must be in hard dollars. For examples and more information on local match requirements, please see page 4.

Successful applicants will have up to 24 months to finalize and submit a WMP to the DNR that meets the U.S. Environmental Protection Agency's nine elements of a Watershed Management Plan. Once a local watershed group has a DNR-approved WMP, the group can use the WMP as a tool to seek funding to put the plan into action. Various state and federal sources, including the DNR Watershed Improvement Program, offer funding to execute the strategies outlined in the WMP to improve water quality.



The U.S. Environmental Protection Agency, through Section 319 of the Clean Water Act, provides DNR funding for nonpoint source pollution programs, including Watershed Planning Grants.

GENERAL APPLICATION INFORMATION

Applicant Eligibility

Eligible Applicants

Eligible applicants include local or regional public and private organizations or agencies able to collaborate with other local stakeholders within Iowa watersheds to develop Watershed Management Plans (WMPs). Please see the eligibility checklist on page 7 for details.

Ineligible Applicants

DNR Watershed Planning Grants cannot be awarded to individuals or for-profit businesses and corporations. For clarification on eligibility requirements, contact the DNR program staff listed in the Contact Information section (page 9) of this Planning Grants application guide.

Award Limits

The DNR will award up to \$200,000 total in Watershed Planning Grants in this grant cycle, with individual grants ranging from \$10,000 to \$50,000. Applicants may apply for any amount of grant funding between \$10,000 and \$50,000. All applications must demonstrate funding needs through an itemized budget included as part of the application.

Watershed Eligibility

Watershed Type and Size

Only applications addressing watersheds of 50,000 acres or smaller that drain directly or indirectly to a waterbody on the state's impaired waters list are eligible (for more information on impaired waters, see <http://www.iowadnr.gov/Environment/WaterQuality/WatershedImprovement/WatershedResearchData/ImpairedWaters>). A waterbody is impaired if it does not meet water quality criteria designed to protect its designated uses (for example, to sustain aquatic life or provide primary contact recreation) as established in the Iowa Water Quality Standards (<http://www.iowadnr.gov/InsideDNR/RegulatoryWater/WaterQualityStandards.aspx>) and is placed in either Category 4 or 5 of the most recent (2010) Iowa Integrated Report. Additional information about Category 4 and 5 impaired waters and the Iowa 2010 Integrated Report is available at: <http://www.iowadnr.gov/Environment/WaterQuality/WaterMonitoring/ImpairedWaters.aspx>.

If you have questions regarding your local waterbody and if it is included on the impaired waters list, or if it drains to a waterbody on the list, please contact the DNR using the contact information found in the Contact Information section (page 9) of this Planning Grants application guide.

Project Duration

The DNR will issue Watershed Planning Grant awards for up to 24 months to complete a WMP that incorporates EPA's nine elements of a watershed plan. Planning grant applications proposed to last longer than 24 months are subject to prior approval from the DNR Watershed Improvement Program.

Cost-Share (Match) Requirements

As a required part of the grant award, an applicant must contribute a local cost-share match of at least 50 percent of the grant (a match-to-grant ratio of 1:2), of which at least 20 percent of the local match is in cash and no more than 80 percent of the local match is from in-kind contributions. For example, a \$50,000 grant would require a local match of at least \$25,000 in total contributions, of which at least \$5,000 must be in cash. For this example, the total amount committed to the project would be \$75,000.

PROJECT FUNDING EXAMPLE

Grant	+	Local Match	=	Total Project Amount
\$50,000		\$25,000		\$75,000
		<i>(\$5,000 in cash; \$20,000 in-kind)</i>		

All grants require the same minimum 1:2 ratio of match-to-grant contributions, regardless of the size of the grant awarded. Unobligated Watershed Development and Planning Assistance Grant awards from the Iowa Department of Agriculture and Land Stewardship – Division of Soil Conservation may be used as part of the local soft (non-cash) match. *Applicants must demonstrate their local dollar match* from third-party sources by providing a signed commitment letter from each source listed on the budget form (Form E), noting that source's local dollar commitment. The document must state that the donor has agreed to provide the match listed in the application. The main grant applicant does not need to submit a commitment letter, only non-applicant agencies and organizations involved in the project.

Eligible and Ineligible Expenses

Eligible Expenses

Planning grant funds may be used for the following expenses: staffing costs directly related to WMP development including salary and benefits; conducting social scientific research and other work to assess the community, key audiences and stakeholders in terms of outreach; consulting or other services to develop an outreach plan; local stakeholder group facilitation as part of WMP development activities; consulting or other services to help develop the WMP; water monitoring costs including sampling and laboratory fees; costs to conduct field assessments; purchasing selected field equipment and related project travel costs.

Local match funds may be used on direct grant-related costs such as: staffing costs, grant administration, vehicle costs, office/meeting space, contractor costs, public outreach, selected field equipment costs, volunteer hours, monitoring costs and lab fees.

Ineligible Expenses

Ineligible expenses for Watershed Planning Grant funds include: food and beverages, taxes, vehicle registration, overhead expenses, indirect costs and office expenses not directly related to project implementation. Ineligible expenses for matching funds include: taxes, overhead expenses, indirect costs, and office expenses not directly related to project implementation.

Application Submission Guidelines

Mail or hand-deliver completed applications (in electronic format on CD) to the following address no later than 4:30 p.m. Central time on April 2, 2012:

Steve Hopkins

Iowa Department of Natural Resources
Wallace Building – Fifth Floor
502 E. Ninth St.
Des Moines, IA 50319-0034

Applicants must:

- Submit the application in electronic format on a CD, using Microsoft Word software. (Paper copies of applications will not be accepted. If you do not have access to Microsoft Word, please contact Steve Hopkins at (515) 281-6402 for assistance.)
- Use the application format and forms provided (Appendix A).
- Include a detailed watershed map in the application.
- Describe all known impairment(s), including type(s) and source(s) of impairment(s).
- Include all letters of commitment from any third party funding sources for local match.

- Submit an application narrative in 11 pt. Arial font.
Encouraged, but not required: Letters of support from local watershed and community partners.

Application Outline

Applications must be submitted to the DNR Watershed Improvement Program using the application outline provided below. Applicants must follow all instructions and provide all required information to be considered eligible for a grant. Required forms are provided in Appendix A.

Applications must include the following forms (blank forms are provided in Appendix A) and the grant application package must be prepared and submitted in the following order and format:

Form A	Cover Sheet and Executive Summary
Form B	Application Checklist
Form C	Work Plan (limit to six pages, not including maps)
Form D	Implementation Schedule
Form E	Budget
Form F	Volunteer Labor Worksheet
Form G	Minority Impact Statement
Attachments	Watershed map(s), letters of commitment from third-party funding sources, optional letters of support

Timetable for Application, Selection, Award and Contract Execution

Application Due Date: April 2, 2012

Applications must be received by the DNR Watershed Improvement Program no later than 4:30 p.m. Central time on April 2, 2012.

Anticipated Selection and Award Date: May 15, 2012

The DNR anticipates that award selection will be made and award notification provided to all applicants by May 15, 2012.

Anticipated Contract Execution: August 1, 2012

The DNR anticipates that contracts for grant awards will be executed by August 1, 2012. Grant awards of \$25,000 or more must be approved by the DNR Environmental Protection Commission prior to contract execution between the DNR and the grantee.

Award Disbursement and Contract Requirements

Applicants selected for funding will enter into a contract with the DNR. The length of the contract will be up to 24 months, depending upon the activities proposed by the applicant and approved by the DNR. The contract will include a detailed work plan, timetable and budget for activities needed to complete a WMP. The contract will specify that the grantee provide the DNR with periodic project updates as a condition of completing the grant. Reporting requirements will include project expenditures, activities and accomplishments. The grantee must also prepare and submit to the DNR a draft WMP at least 45 days prior to the end of the contract. All information submitted as part of the grant will be considered public information, unless otherwise provided by law.

Grant recipients are eligible to receive up to 10 percent of the total grant award as an advance at the beginning of the project. All remaining funds will be disbursed on a cost reimbursement basis. The final 10 percent of the grant award will be held until receipt of an accepted final WMP.

ELIGIBILITY CHECKLIST

Use the checklist below as a quick guide to determine if your local watershed effort is eligible for a DNR Watershed Planning Grant. Please contact the DNR to discuss your checklist and grant options. Your watershed group must be able to answer yes to the following eight questions to be eligible for a DNR Watershed Planning Grant.

Our watershed planning effort:

- 1. Is led by one or more of these organizations:
 - Soil and Water Conservation District
 - County Conservation Board
 - Resource Conservation and Development (RC&D) agency
 - Council of Government
 - Regional Planning Commission
 - City government
 - County government
 - Public utility
 - Community college
 - College, university or university extension
 - Public solid waste agency
 - Drainage district
 - Chamber of Commerce
 - Not-for-profit watershed or community organization
 - Other non-government, not-for-profit organization or association
- ***DNR Watershed Planning Grants cannot be awarded to individuals or for-profit businesses and corporations.
- 2. Addresses a watershed of 50,000 acres or less
 - 3. Addresses a watershed that drains directly or indirectly to a waterbody on Iowa's impaired waters list (see <http://www.iowadnr.gov/Environment/WaterQuality/WatershedImprovement/WatershedResearchData/ImpairedWaters.aspx> for more information, or contact the DNR)
 - 4. Is willing to complete a comprehensive Watershed Management Plan (WMP) according to U.S. Environmental Protection Agency Nonpoint Source Program protocol
 - 5. Expects to complete the WMP within 24 months of the grant award
 - 6. Can contribute a local funding match of 50 percent of the grant award
 - 7. Can provide 20 percent or more of that local match in cash (80 percent or less of local match can be in-kind donations)
 - 8. Is committed to following a community-based planning approach, including using social science data to craft a strong outreach plan (see appendix C)
 - 9. Can provide current, signed letters of commitment from third-party funding sources.

Please contact the DNR (see page 9 for contacts) if you have any questions regarding these grant requirements, or to discuss options if you feel you're not eligible for the grant.

EVALUATION CRITERIA

Application Review and Selection Process

Applications will be reviewed by a committee comprised of staff from the DNR Watershed Improvement Program, IDALS-Division of Soil Conservation and USDA-Natural Resources Conservation Service. The DNR Watershed Improvement Program will make final decisions on funding. The review committee will evaluate applications based upon the criteria below. Incomplete or late applications will be disqualified from eligibility and will not be considered. Reviewers will use a 100-point scoring system, considering the following components:

Work Plan (40 points):

Description of Watershed (What you know now)

- Watershed size in acres and relevant characteristics
- Known impairments to be addressed in plan
- Known causes and sources of impairments
- TMDL results, if applicable (see <http://www.iowadnr.gov/Environment/WaterQuality/WatershedImprovement/WatershedResearchData/WaterImprovementPlans.aspx>)
- Water monitoring results, if available
- Completed assessments (land use, stream, social) – only identify that assessments are done
- Current land use of rural, urban areas
- Community uses of waterbody
- Information from any relevant maps, such as maps of the watershed showing the watershed acres, current land use, topography, etc.
- Information from any social scientific research conducted on community

Work Plan, Objectives and Action Steps (What you plan on doing)

- Goals and objectives of the planning process
- Proposed strategy for developing the WMP
- Proposed action steps to reach goals and objectives. Action steps must address any additional information needed in order to develop a thorough WMP, including:
 - watershed, stream or other assessments needed to inventory pollutant sources
 - estimated pollutant reductions to reach water quality goals
 - modeling techniques that will be used (if known) to estimate pollutant loads
 - additional monitoring to quantify and characterize water quality problems
 - How community-based planning will be used to develop watershed planning efforts (see appendix C)
 - Proposed research and other work needed to assess the community's and key audiences' attitudes, knowledge, awareness and support in order to develop the outreach portion of the WMP

Watershed Planning Credentials

- Provide qualifications or experience in terms of watershed planning

Resources Needed

- Examples include: staffing, public outreach efforts, group facilitation, office space, additional water monitoring, pollutant source load modeling, implementation scenario modeling/assessment, land use and/or stream assessment, community and audience assessment, contractor support, GIS support, other technical support.

Participating Agencies and Communities

- Identify participating agencies, staff and their roles
- Identify planning group participants and funding organizations, including their respective

- roles and responsibilities
- Identify other potential partners and key audiences
- Noted community support for watershed planning efforts

Community-based Planning (20 points):

- Plan to assess social aspects and attitudes of watershed area and community.
- Information that describes how community involvement will be used in watershed planning.

Implementation Schedule (20 points):

- Timetable of proposed activities
- Clearly identified objectives/action steps and responsible parties
- Implementation schedule items should be based on objectives/action steps identified in the work plan.
- Each objective/action step should have a clearly defined responsible party.

Budget (20 points):

- Proposed budget is reasonable and meets eligibility requirements
- Clearly identified local matches
- Application includes signed letters of commitment from third-party sources. of hard dollar and in-kind matches.

CONTACT INFORMATION

Please contact the following DNR Watershed Improvement Program staff with any questions.

Steve Hopkins, Watershed Improvement Grants Coordinator

E-mail: stephen.hopkins@dnr.iowa.gov

Office: (515) 281-6402

Kyle Ament, Project Officer

E-mail: kyle.ament@dnr.iowa.gov

Office: (515) 242-6196

Rachel Glaza, Project Officer

E-mail: rachel.glaza@dnr.iowa.gov

Office: (515) 281-8158

Applicants are strongly encouraged to contact their Basin Coordinator for assistance developing a proposal:

Adam Kiel

Upper Des Moines/Raccoon River Basin Coordinator

E-mail: adam.kiel@dnr.iowa.gov

Office: (515) 242-6149

James Martin

Southeast Iowa Basin Coordinator

E-mail: james.martin@iowaagriculture.gov

Office: (641) 472-8411

Jeff Tisl

Northeast Iowa Basin Coordinator

E-mail: jeff.tisl@iowaagriculture.gov

Office: (563) 422-6201

Bob Waters

Western Iowa Basin Coordinator

E-mail: bob.waters@iowaagriculture.gov

Office: (712) 243-2913



GRANT PRODUCT: WATERSHED MANAGEMENT PLAN

Nine-Element Watershed Management Plan

The final product required of this grant is a Watershed Management Plan that successfully incorporates the nine elements of watershed planning of the U. S. Environmental Protection Agency's (EPA's) Nonpoint Source Program. The completed WMP that fulfills this requirement must be submitted to the Iowa DNR Watershed Improvement Program before final grant payment will be made to the grantee.

Detailed information about nine-element watershed planning may be found in EPA's Handbook for Developing Watershed Plans to Restore and Protect Our Waters (2005), available online at: www.epa.gov/owow/nps/pubs.html. In addition, EPA Region 7's Watershed Management Plan review criteria are provided in Appendix B.

A Watershed Management Action Plan guidebook was developed by DNR staff to help local groups develop a WMP. The guidebook is available online at: <http://www.iowadnr.gov/Environment/WaterQuality/WatershedImprovement/WatershedPlanning/ManagementPlans.aspx>

WMPs should include the following information:

- Water quality goals
- Relevant land use and water quality information
- Problem pollutants impairing the water and the sources of the pollutants
- Problem pollutants and their estimated loads
- Proposed management methods
- Pollutant load reductions from proposed management methods
- Measurable milestones and project outcomes
- Water quality monitoring plan
- Public outreach plan based on social scientific research data
- Implementation schedule to put the plan into action
- Technical and financial assistance needs

Generally, a WMP will identify actions needed to achieve water quality improvement goals and the amount of time needed to carry out the plan. A comprehensive WMP may include strategies to implement multiple phases over time to achieve identified water quality improvement goals. For example, a 10-year or 20-year WMP may identify several different phases, to be completed in a particular sequence, to achieve water quality improvement goals.

There are many environmental, social and economic benefits in completing and ultimately implementing a WMP. In Iowa, a completed WMP may be used as a basis to apply for funding for watershed project implementation. Current potential funding sources include DNR Watershed Implementation Grants, Water Protection Funds (WPF) and Watershed Protection Funds (WSPF) administered through the Iowa Department of Agriculture and Land Stewardship, and grant funding from the state Watershed Improvement Review Board (WIRB).

APPENDIX A: APPLICATION FORMS AND INSTRUCTIONS

The DNR requires that applications be submitted electronically, in Microsoft Word format on a CD. Paper copies and e-mail submissions will not be accepted.

The following pages are for example only. Please use the application form template (Microsoft Word format) at <http://www.iowadnr.gov/Environment/WaterQuality/WatershedImprovement/WatershedPlanning/WatershedPlanningGrants.aspx>

If you do not have access to Microsoft Word, please contact Steve Hopkins at (515) 281-6402 for assistance.

FORM A – COVER SHEET AND EXECUTIVE SUMMARY

Limit to one page

Watershed Planning Grant Application

Application Title: _____

Agency or Organization Submitting Application: _____

Contact Person: _____

(This person will receive all correspondence regarding the grant application)

Street Address: _____

City/State/ZIP: _____

Telephone Number: _____

E-mail Address: _____

Amount of Planning Grant Funding Requested: \$ _____

Amount of Applicant Match: + \$ _____

Total Project Cost = \$ _____

Project Executive Summary

Include a brief paragraph about the proposed watershed management planning project. The summary should address the following points:

- Description of water quality impairment(s) the planning will address
- Description of technical assistance or information needed to complete the plan, such as land use assessment, gully assessments, engineering expertise, assistance with outreach plan development, group facilitation to support a community-based planning process, etc.
- Description of community support for the planning process
- Significance of water resource to the local community

FORM B – APPLICATION CHECKLIST

Watershed Planning Grant Application

In order to ensure all materials are attached to the submittal, please use the following checklist.

- _____ Cover Sheet
- _____ Plan of Work Outline and Narrative
- _____ Implementation Schedule
- _____ Budget Sheet
- _____ Volunteer Labor Worksheet (if applicable)
- _____ Minority Impact Statement
- _____ Attachments:
 - Watershed Map(s),
 - Letters of commitment from third-party funding sources
 - Optional letters of support
- _____ Electronic copy on compact disc

Signature: _____

Printed: _____

Title: _____

Date: _____

FORM C – WORK PLAN

Limit to six pages, not including maps
Watershed Planning Grant Application

Explain the following points:

Description of Watershed (What you know now)

- Watershed size in acres and relevant characteristics
- Known impairments to be addressed in plan
- Known causes and sources of impairments
- TMDL results, if applicable (see <http://www.iowadnr.gov/Environment/WaterQuality/WatershedImprovement/WatershedResearchData/WaterImprovementPlans.aspx>)
- Water monitoring results, if available
- Completed assessments (land use, stream, social) – only identify that assessments are done
- Current land use of rural, urban areas
- Community uses of waterbody
- Information from any relevant maps, such as maps of the watershed showing the watershed acres, current land use, topography, etc.
- Information from any social scientific research conducted on community

Work Plan, Objectives and Action Steps (What you plan on doing)

- Goals and objectives of the planning process
- Proposed strategy for developing the WMP
- Proposed action steps to reach goals and objectives. Action steps must address any additional information needed in order to develop a thorough WMP, including:
 - watershed, stream or other assessments needed to inventory pollutant sources
 - estimated pollutant reductions to reach water quality goals
 - modeling techniques that will be used (if known) to estimate pollutant loads
 - additional monitoring to quantify and characterize water quality problems
 - How community-based planning will be used to develop watershed planning efforts (see appendix C)
 - Proposed research and other work needed to assess the community's and key audiences' attitudes, knowledge, awareness and support in order to develop the outreach portion of the WMP

Watershed Planning Credentials

- Provide qualifications or experience in terms of watershed planning

Resources Needed

- Examples include: staffing, public outreach efforts, group facilitation, office space, additional water monitoring, pollutant source load modeling, implementation scenario modeling/assessment, land use and/or stream assessment, community and audience assessment, contractor support, GIS support, other technical support.

Participating Agencies and Communities

- Identify participating agencies, staff and their roles
- Identify planning group participants and funding organizations, including their respective roles and responsibilities
- Identify other potential partners and key audiences
- Noted community support for watershed planning efforts

FORM C – WORK PLAN

Limit to six pages, not including maps
Watershed Planning Grant Application

Community-based Planning

- Plan to assess social aspects and attitudes of watershed area and community.
- Information that describes how community involvement will be used in watershed planning.

Implementation Schedule

- Timetable of proposed activities
- Clearly identified objectives/action steps and responsible parties
- Implementation schedule items should be based on objectives/action steps identified in the work plan.
- Each objective/action step should have a clearly defined responsible party.

Budget

- Proposed budget is reasonable and meets eligibility requirements
- Clearly identified local matches
- Application includes signed letters of commitment from third-party sources of hard dollar and in-kind matches.

FORM D – IMPLEMENTATION SCHEDULE

Watershed Planning Grant Application

Applicant (Organization) Name: _____

Work Plan Begin Date: _____

Work Plan End Date: _____

This timetable should map out the time needed to complete objectives and action steps (identified in Form C: Work Plan) in order to finalize an acceptable, nine-element Watershed Management Plan. A 12-month chart follows on the next page. Use two charts, labeled “Year 1” and “Year 2,” if you are requesting more than 12 months.

FORM E – BUDGET SHEET

ITEM	DNR REQUEST	LOCAL SHARE (IN-KIND)	LOCAL SHARE (HARD DOLLARS)	IDENTIFY SOURCE(S) OF LOCAL MATCH	TOTAL COST
Staffing	\$	\$	\$		\$
Grant administration	(Not applicable)	\$	\$		\$
Vehicle costs	\$	\$	\$		\$
Office/meeting space	\$	\$	\$		\$
Public outreach	\$	\$	\$		\$
Field equipment	\$	\$	\$		\$
Volunteer hours	\$	\$	\$		\$
Contractor costs	\$	\$	\$		\$
Sampling costs	\$	\$	\$		\$
Lab fees	\$	\$	\$		\$
Other: _____	\$	\$	\$		\$
Other: _____	\$	\$	\$		\$
Total	\$	\$	\$		\$

Note: Follow guidelines closely regarding cost-share (match) requirements (see page 4) and eligible and ineligible expenses (see page 5), when preparing proposed budgets. Applicants are required to provide a 50 percent match of requested DNR funds with 20 percent of the match in hard dollars. For example, if \$50,000 is requested from the DNR, the local match must be at least \$25,000, with at least \$5,000 in the form of hard dollars. The total cost in this scenario would equal \$75,000.

EXAMPLE BUDGET SHEET

ITEM	DNR REQUEST	LOCAL SHARE IN-KIND	LOCAL SHARE HARD DOLLARS	IDENTIFY SOURCE(S) OF LOCAL MATCH	TOTAL COST
Staffing	\$32,000	\$7,000	\$	DSC Development Grant	\$39,000
Grant administration	(Not applicable)	\$5,000	\$	County Conservation Board (CCB)	\$5,000
Vehicle costs	\$	\$1,750	\$	DSC Development Grant	\$1,750
Office/meeting space	\$	\$5,000	\$	CCB	\$5,000
Public outreach	\$3,000	\$	\$2,000 \$1,000 \$1,000	CCB Friends assoc SWCD	\$7,000
Field equipment	\$1,000	\$	\$1,000	CCB	\$2,000
Volunteer hours	\$	\$1,250	\$	Friends of the Lake Association	\$1,250
Contractor costs	\$10,000	\$	\$		\$10,000
Sampling costs	\$	\$500 (CCB)	\$1,000 (DSC)	CCB DSC	\$1,500
Lab fees	\$4,000	\$	\$1,500	CCB	\$5,500
Other: _____	\$	\$	\$		\$
Other: _____	\$	\$	\$		\$
Total	\$50,000	\$20,000	\$5,000		\$75,000

FORM F – VOLUNTEER LABOR WORKSHEET

VOLUNTEER NAME	ROLE IN PROJECT/ TASKS PERFORMED	NUMBER OF HOURS (#H)	DOLLAR VALUE PER HOUR (\$/H)	VALUE OF SERVICE (#H*\$ /H)
TOTAL			\$	\$

FORM G – MINORITY IMPACT STATEMENT

Watershed Implementation Grant Application

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 Jan. 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: _____

FORM G – MINORITY IMPACT STATEMENT

Watershed Implementation Grant Application

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.

APPENDIX B: WATERSHED MANAGEMENT PLAN CRITERIA

U.S. Environmental Protection Agency (EPA) Region 7 Watershed Management Plan Review Criteria

The following nine elements should be addressed in a final Watershed Management Plan. This appendix is included to give an example of what a final product, created with a Watershed Planning Grant, would require.

Identification of Causes and Sources of Impairment

- General watershed information, including HUC (Hydrologic Unit Code) information
- List of streams in the watershed on the state's impaired waters list and why listed. (see <http://www.iowadnr.gov/Environment/WaterQuality/WatershedImprovement/WatershedResearchData/ImpairedWaters.aspx> for more information)
- Is there a TMDL? What streams? What pollutants are addressed? (see <http://www.iowadnr.gov/Environment/WaterQuality/WatershedImprovement/WatershedResearchData/WaterImprovementPlans.aspx> for more information)
- Are there any point sources of pollution? Identify them and their potential impacts.
- What are the nonpoint sources of pollution in the watershed? Please note if it is not addressed in the plan then EPA 319 cannot fund it, unless the plan is modified.
- What are the current loads from all pollution sources being addressed?
- Maps are helpful, but not required (one map is required for Planning Grant applications)
- Are there any streams that need protecting? What impacts are threatening them?

Expected Load Reductions

- What load reductions are needed to meet designated uses in impaired streams?
- What is the source of the load reduction information? (TMDL, modeling, monitoring)
- What are the load reductions expected from conservation practices? Will the proposed conservation practices result in load reductions required to meet water quality standards?
- Please provide more than percentages, they are difficult to put into context.

Proposed Management Measures

- What conservation practices/management measures need to be implemented to achieve the water quality goals?
- Have critical areas been identified? Are these areas mapped?
- Has the group prioritized areas of the watershed for implementation? What areas need

Terms used in Appendix B

Point source pollution: can be traced back to a specific location or "point," such as an industrial facility, wastewater treatment plant, etc.

Nonpoint source pollution: happens when rainfall, snowmelt or irrigation water runs over land or through the ground and picks up pollutants and deposits them into streams, lakes or groundwater.

EPA 319: Section 319 of the Federal Clean Water Act addresses funds for watershed improvement.

TMDL: see <http://www.iowadnr.gov/Environment/WaterQuality/WatershedImprovement/WatershedResearchData/WaterImprovementPlans.aspx> for a full description of Total Maximum Daily Loads (called Water Quality Improvement Plans by the DNR)

- to be addressed first, second, third, etc? What conservation practices should be implemented in these areas?
- Are the conservation practices and critical areas strategically targeted to have the greatest improvements in water quality?
 - Does the plan quantify the projected conservation practices? (i.e. miles of fencing, terracing, waterways, number of grade stabilization structures)

Technical and Financial Assistance Needs

- Do the cost estimates reflect planning and implementation costs?
- Information is provided on how the cost estimate was determined?
- All potential funding sources have been identified for federal, state, local and private.

Public Outreach

- Does the plan have a reasonable strategy to inform and engage stakeholders (federal, state, local, private) in the watershed? Examples of tools used to carry out an outreach strategy include public meetings, watershed events, multimedia campaigns, news articles, signage in high visibility areas, etc.
- Is there an evaluation process included?

Implementation Schedule

- Plan describes the scheduled order of implementation including the planning process through actual implementation of conservation practices and monitoring?
- Set time frames are projected to determine progress towards meeting goals – In other words, is there a timetable for addressing priority areas, a schedule for implementing critical conservation practices, etc.?
- Does the schedule follow the prioritization of the critical areas? If not, is there a reason why?

Measurable Milestones and Project Outcomes

- Does the plan include milestones with anticipated completion dates to mark accomplishments? This information can be incorporated into the schedule.
- Is there a way for those implementing the plan to evaluate progress?
- Milestones can include implementing a certain number of conservation practices, addressing a number of critical areas, number of outreach events, etc.

Load Reduction Evaluation

- This element looks for interim water quality milestones. The milestone can differ from the water quality standard violation; for example improvements in fish diversity, water clarity, benthic community, reduction of atrazine, etc.
- These milestones measure progress towards meeting the overall water quality goals for the watershed.
- Does the plan identify a course of action if goals are not being met as anticipated?

Monitoring

- What water quality indicators are you monitoring? What parameters?
- Who is performing the sampling? How often are they sampling? Are they doing before and after sampling or upstream vs. downstream, for example?
- Is the monitoring supporting the milestones that are identified? Will it demonstrate the effectiveness of implementing conservation practices over time?
- Is there a trigger to have the state reassess streams or the watershed?
- How will public outreach efforts be evaluated?

Note, this information does not need to be detailed out, such as in a Quality Assurance Project Plan (QAPP).

APPENDIX C: COMMUNITY-BASED PLANNING

Having the support and participation of the local watershed community is the first and most important step in any water quality improvement project.

Community-based planning is a voluntary, locally-led planning process that addresses social, economic and environmental concerns. Involving local stakeholders in the initial stages of developing a watershed plan helps ensure long-term success by getting local feedback on the complex set of economic, social and environmental data collected through the planning process. It also encourages local interest and action by fostering community ownership of the waterbody. Community-based planning helps formulate a group vision of the watershed or waterbody that will inspire citizens to act by prioritizing the identified issues in the watershed.

Successful watershed groups actively recruit members from diverse backgrounds and perspectives to take advantage of their unique skills and ideas. Watershed groups tend to develop smaller subgroups to focus on different aspects of a Watershed Management Plan. They also find ways to actively engage the larger watershed community in the project.

A watershed advisory council is a small group, usually five to 12 members, representing key stakeholder groups that lead the local planning process. The advisory council is usually responsible for drafting the Watershed Management Plan. A technical advisory team is usually comprised of subject matter experts (like fisheries biologists, regional Basin Coordinators, water quality and watershed professionals, NRCS staff, etc.) that may or may not be stakeholders in the watershed. The technical advisory team works closely with the watershed advisory council, providing technical information on the local watershed conditions and the feasibility and effectiveness of potential solutions.

Just as it is important to assess the physical landscape of the watershed at the beginning of a project, a watershed group must also assess the watershed community. Using social scientific research methods, groups should gauge the community's response to the local waterbody – their knowledge of it and water quality problems, how they value the resource and their support of a project, for example. With findings from the community research, watershed advisory councils and group leadership can strategize ways to address the community's concerns and to encourage them to actively participate in the effort.