

MISSOURI DEPARTMENT OF NATURAL RESOURCES
 SOIL & WATER CONSERVATION PROGRAM
NONPOINT SOURCE IMPLEMENTATION GRANT APPLICATION

FOR OFFICE USE ONLY	
DATE RECEIVED	
ALL DOCUMENTATION RECEIVED	
Yes	No

1. SPONSORING AGENCY INFORMATION

A. NAME OF SPONSORING AGENCY		B. HAS THE SPONSOR RECEIVED ANY PREVIOUS SECTION 319 GRANTS? <input type="checkbox"/> YES <input type="checkbox"/> NO	
C. SPONSORING AGENCY'S MAILING ADDRESS (STREET, CITY, STATE, ZIP CODE)		D. DOES THE SPONSORING AGENCY HAVE ANY OTHER OPEN 319 GRANTS? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PROVIDE THE PROJECT TITLE AND PROJECT NUMBER:	
E. SPONSORING AGENCY TYPE (CHECK ONE) <input type="checkbox"/> EDUCATIONAL INSTITUTION <input type="checkbox"/> NONPROFIT 501(C)(3) <input type="checkbox"/> GOVERNMENT: SPECIFY:		F. SPONSORING AGENCY INFORMATION SPONSOR FEDERAL TAX ID NUMBER: DUNS NUMBER: CONGRESSIONAL DISTRICT NUMBERS:	
G. PRIMARY SPONSOR CONTACT (NAME, TITLE, TELEPHONE NUMBER WITH AREA CODE, FAX NUMBER WITH AREA CODE, E-MAIL ADDRESS)		H. PROJECT MANAGER CONTACT INFORMATION (IF DIFFERENT FROM PRIMARY CONTACT)	

2. PROJECT INFORMATION SUMMARY

A. NAME OF PROJECT	
B. PROJECT START DATE (MM/DD/YYYY)	C. PROJECT END DATE (MM/DD/YYYY)
D. NAME OF WATERSHED PLAN BEING IMPLEMENTED AND THE YEAR IT WAS ACCEPTED BY EPA	

E. PROJECT BUDGET SUMMARY

Federal Budget Categories	Section 319 Federal Funds Requested	Nonfederal Match [(40/60) x (319 Funds Requested)]	Other Match
Salary <i>See note in application instructions regarding administrative cap</i>			
Fringe			
Travel			
Equipment (over \$5,000)			
Supplies			
Contractual			
Other			
Approved Indirect (%)			
Totals (verify all calculations)	\$	\$	\$

3. SPONSORING AGENCY'S AUTHORIZED SIGNATURE AND APPROVAL OF APPLICATION

To the best of my knowledge, all the information in this application is true and correct. The documentation has been duly authorized by the governing body of the applicant. As the authorizing representative I attest I have read the required documents and assure I can and will comply with all requirements and conditions of this grant if awarded.

NAME AND TITLE OF AUTHORIZED ORGANIZATION REPRESENTATIVE (PRINT OR TYPE)	SIGNATURE	TELEPHONE NUMBER WITH AREA CODE
NAME AND TITLE OF APPLICANT OR PROJECT MANAGER (PRINT OR TYPE)	SIGNATURE	TELEPHONE NUMBER WITH AREA CODE

Applications are to be submitted online at dnr.mo.gov/fundingoppportal.htm. For questions or issues regarding the online submission, contact the Section 319 Nonpoint Source Unit at 573-751-4932.

4. PROJECT WATERSHED

WATERSHED NAME	USGS 12-DIGIT HUC NUMBER	COUNTY	ENVIRONMENTAL JUSTICE PRIORITY RANK (IF KNOWN)	IS THE PROJECT AREA COVERED BY AN EPA ACCEPTED NINE ELEMENT WATERSHED BASED PLAN OR TMDL?			
				WATERSHED BASED PLAN		TMDL	
				YES	NO	YES	NO

5. PROJECT TYPE

A. CHARACTERIZE YOUR PROJECT USING THE FOLLOWING GENERAL STATEMENTS. SELECT ALL THAT APPLY.

- | | |
|--|--|
| <input type="checkbox"/> Stream and/or Riparian Restoration and Protection | <input type="checkbox"/> Lake Management and Restoration |
| <input type="checkbox"/> Stream Obstruction Removal/Modification | <input type="checkbox"/> Abandoned Mine Stream/Drainage Mitigation/Restoration |
| <input type="checkbox"/> Wetland Restoration and/or Protection | <input type="checkbox"/> Agricultural Best Management Practices |
| <input type="checkbox"/> Innovative Stormwater Demonstration | |

Note: Proposed projects within an area served by an MS4 permit must provide proof that activities are above and beyond permit requirements.

B. CHOOSE **ONE** ENVIRONMENTAL GOAL STATEMENT.

- Project is designed to restore or improve impaired waters
- Project is designed to reduce nonpoint source pollution
- Project prevents nonpoint source pollution
- Other (*please specify*):

C. CHOOSE A CAUSE OF IMPAIRMENT STATEMENT THAT BEST CHARACTERIZES THE PROPOSED PROJECT.

- Project addresses habitat or hydro-modifications impairments
- Project addresses silt/sediment impairments
- Project addresses nutrient caused impairments
- Project addresses impairments caused by mine drainage
- Project addresses bacteria caused impairments
- Project addresses impairments caused by other nonpoint sources (*please specify*):

D. NAME OF IMPAIRED WATER BODY(IES) ADDRESSED AND WATER BODY ID(S) (IF KNOWN):

6 a. PROJECT IMPLEMENTATION WORK PLAN NARRATIVE

Directions: The project work plan narrative should provide a concise and detailed description of the proposed project, including all specific actions that will be conducted to ensure successful implementation. At a minimum, be sure to include the "who, what, when, and how" of project completion. The implementation work plan narrative should include the following information:

- Responsible party, if other than the applicant.
- Statement identifying the nonpoint source pollution and/or problems that this project is designed to address.
- Description of current environmental conditions
- A very brief description of the project (specific land management practices narrative and project deliverables to be provided in parts 6 b and c) and the anticipated environmental outcomes and measures of success.
- A description of the means that will be used to permanently protect a restored project site (e.g. ordinances, easements, maintenance agreements, etc.).
- Provide a detailed description of the project site. This should include site location, environmental conditions, accessibility, ownership, etc., and include maps, and relevant pre-condition site photos.
- If the project is implementing a cost-share program (i.e., providing funds to landowners for BMP implementation), provide the following information:
 - Methods for identifying areas of known problems.
 - Methods for focusing practices in specific problem areas.
 - The process for prioritizing cost-share participants.
 - The maximum amount and percentage of cost-share for each project or land management practice implemented.
 - The process for certifying satisfactory installation prior to making payment to landowner.
 - The method for insuring the management practice will be maintained properly for the life of the management practice (inspection, operation, and maintenance agreements, etc.).
 - Note: If state cost-share or EQIP/CSP, etc., is used just state the program being implemented.
- Explain how the success of the project will be evaluated and measured.
- How will pollutant load reductions be reported and how does it directly relate to the pollutant load reductions stated in the watershed based plan or total maximum daily load (TMDL).
- Note the page and section number from the approved watershed based plan that describes the need for the project being implemented.

DETAILED PROJECT WORK PLAN NARRATIVE (ADD ADDITIONAL PAGES AS NEEDED IN AN ATTACHED WORD DOCUMENT)

DETAILED PROJECT WORK PLAN NARRATIVE (ADD ADDITIONAL PAGES AS NEEDED IN AN ATTACHED WORD DOCUMENT) – CONTINUED

6 b. NARRATIVE DESCRIPTION OF THE LAND MANAGEMENT PRACTICES TO BE IMPLEMENTED

Directions: For each type of management practice to be implemented, provide a brief explanation why the type of management practice was selected, and the targeted location(s) the practice is to be implemented. Reference the page and/or section number of the EPA accepted watershed based plan where the prescribed need for these practices can be found.

DETAILED NARRATIVE DESCRIPTION OF BMPs TO BE IMPLEMENTED (ADD ADDITIONAL PAGES AS NEEDED IN AN ATTACHED WORD DOCUMENT)

6 d. ENVIRONMENTAL DATA COLLECTION & MODELING NARRATIVE

Directions: Section 319 projects are required to document environmental improvements resulting from the project efforts either through environmental data collection or modeling efforts. The environmental data collection and/or modeling narrative should include the following information.

- **Environmental Monitoring (water quality, soil sampling, etc.):** Provide an overview of the environmental issue, summary of any historical data collected to date, the purpose or overall goal of the environmental monitoring efforts, who will be collecting the samples, number and location of sites to be monitored and how the sites were selected, the chemical, physical or biological parameters to be collected, sample collection frequency, and who will be completing the analytical work.
- **Secondary Data Use:** Explain what data (water, soil, precipitation, stream flow, etc.) is needed and where the data is to be obtained (e.g. specific USGS stream gage #).
- **Watershed or Water Quality Modeling:** Provide the name and version number of the model(s) to be used, input data needed to run the model, the general assumptions that will be made, and how the modeling results will be verified and reported.

DETAILED ENVIRONMENTAL DATA COLLECTION AND MODELING NARRATIVE (ADD ADDITIONAL PAGES AS NEEDED IN AN ATTACHED WORD DOCUMENT)

TOTAL ESTIMATED COST for water quality monitoring and/or modeling \$

7 a. PROJECT SPECIFIC INFORMATION & OUTREACH NARRATIVE

Directions: An information and outreach component is necessary to help the public become aware of and informed about the benefits of the proposed project. Provide a concise narrative of the outreach component. The narrative must include:

- Responsible party, if other than the applicant.
- Describe the audience(s) that will be targeted for the outreach efforts (e.g. residential, urban, or rural communities).
- Outreach activities that will be conducted to engage local stakeholders in the project (e.g. workshops, fliers, brochures, etc.).
- Activities planned to promote project results (e.g. newsletters, news articles, tours, open house, etc.).
- Methods and measures of public participation or support (e.g. attendance sheets, survey results, etc.).
- Anticipated environmental or behavioral outcomes or measures of success (e.g. target 200 residents, 50% knowledge increase, 30% participating in cost-share program).
- Note the page and section number that describes the information & outreach component being implemented.

DETAILED PROJECT SPECIFIC INFORMATION AND OUTREACH NARRATIVE (ADD ADDITIONAL PAGES AS NEEDED IN AN ATTACHED WORD DOCUMENT)

8. PROJECT PARTNERS SUMMARY

Directions: List all the partners who have agreed to support the project by committing services or financial support, or have agreed to implement management practices; and provide a brief explanation of each partner's contribution(s) and specific nonfederal match commitment.

Note: Applicant must complete the match commitment form in part 10 d. for each partner providing project match. These forms will be used in lieu of letters of commitment.

DETAILED NARRATIVE SUMMARIZING PROJECT PARTNERS (ADD ADDITIONAL PAGES AS NEEDED IN AN ATTACHED WORD DOCUMENT)

9. PROJECT SCHEDULE OF MILESTONES

Directions: Complete the schedule of milestones to provide a comprehensive sequence of activities that will be completed to ensure project success. Add additional sheets as needed in an attached Word document. **Note: PROJECT QUARTERS ARE BASED UPON THE PROPOSED PROJECT START DATE.**

DESCRIPTION OF OBJECTIVES/TASKS		MARK WITH AN "X" THE YEAR AND QUARTER THE TASK IS TO BE COMPLETED											
		Year 1				Year 2				Year 3			
Goal		Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4
		1	Prepare and Submit Required Reports										
Quarterly Progress Reports	X		X	X	X	X	X	X	X	X	X	X	X
Quarterly Invoices and Documentation	X		X	X	X	X	X	X	X	X	X	X	X
Semi-Annual BMP & Load Reduction Report (by April 15 and Oct 15)													
Annual Water Quality Data Submission (by Oct 15)													
Annual Project and MBE/WBE Reports (by Oct 15)													
Annual Single Audit Documentation Final Project Report (draft due 30 days prior to project end date)													
2													
3													
4													
5													
6													

10 a. BUDGET NARRATIVE WITH FUNDING AND MATCH CONTRIBUTION BREAKDOWN

Directions: Provide a narrative explanation of the budget expenses for each category, broken out by Section 319 federal funds or match type. Applicants requesting salary or fringe benefit funding must also complete a personnel roster (found in part 10 b.). **Mark sections that aren't applicable as N/A.**

Note: Administrative costs shall not exceed 10% of the total federal award.

<p>SALARY</p> <p><i>LIST SPONSORING AGENCY PERSONNEL</i></p> <p><i>(DETAILED INFORMATION TO BE PROVIDED IN 10 b.)</i></p>	SECTION 319 FEDERAL FUNDS:
	NONFEDERAL MATCH:
	OTHER MATCH:
<p>FRINGE</p> <p><i>OVERVIEW OF POSITIONS AND FRINGE FOR SPONSORING AGENCY PERSONNEL</i></p> <p><i>(DETAILED INFORMATION TO BE PROVIDED IN 10 b.)</i></p>	SECTION 319 FEDERAL FUNDS:
	NONFEDERAL MATCH:
	OTHER MATCH:
<p>TRAVEL</p> <p><i>DESCRIBE WHAT THE TRAVEL COSTS WILL BE – INCLUDE JUSTIFICATION</i></p>	SECTION 319 FEDERAL FUNDS:
	NONFEDERAL MATCH:
	OTHER MATCH:
<p>EQUIPMENT</p> <p><i>(OVER \$5,000)</i></p> <p><i>PROVIDE AN OVERVIEW OF EQUIPMENT EXPENSES AND JUSTIFICATION FOR PURCHASE(S)</i></p>	SECTION 319 FEDERAL FUNDS:
	NONFEDERAL MATCH:
	OTHER MATCH:
<p>SUPPLIES</p> <p><i>PROVIDE EXAMPLES OF THE TYPE OF SUPPLIES TO BE PURCHASED</i></p>	SECTION 319 FEDERAL FUNDS:
	NONFEDERAL MATCH:
	OTHER MATCH:
<p>CONTRACTUAL</p> <p><i>PROVIDE AN OVERVIEW OF THE CONTRACTUAL EXPENSES. NOTE: ANY ADMINISTRATION COSTS CONTRACTED OUT WILL COUNT TOWARD THE 10% ADMINISTRATION CAP.</i></p>	SECTION 319 FEDERAL FUNDS:
	NONFEDERAL MATCH:
	OTHER MATCH:
<p>OTHER</p> <p><i>(E.G. CONFERENCE REGISTRATIONS, TRAINING FEES, ROOM RENTAL, REFRESHMENTS, VOLUNTEER TIME)</i></p>	SECTION 319 FEDERAL FUNDS:
	NONFEDERAL MATCH:
	OTHER MATCH:
<p>APPROVED INDIRECT</p> <p><i>PROVIDE THE INDIRECT RATE</i></p>	SECTION 319 FEDERAL FUNDS:
	NONFEDERAL MATCH:

10 b. PERSONNEL ROSTER WORKSHEETS

FEDERAL SECTION 319(h) GRANT FUNDS – SPONSORING AGENCY EMPLOYEES. THIS FORM MUST BE COMPLETED WHENEVER GRANT FUNDS ARE REQUESTED FOR SALARY AND FRINGE BENEFIT COSTS. INFORMATION SHOULD ONLY BE PROVIDED FOR THE EMPLOYEES OF THE SPONSORING AGENCY WORKING ON THE PROJECT.

EMPLOYEE TITLE	NUMBER OF HOURS	HOURLY WAGE	TOTAL SALARY COSTS	FRINGE RATE/HOUR	TOTAL FRINGE COST	ADMINISTRATIVE DUTIES YES OR NO	ROLE/DESCRIPTION OF TASKS AND RESPONSIBILITIES
TOTALS		SALARY TOTAL:	\$	FRINGE TOTAL:	\$		

NONFEDERAL MATCH – SPONSORING AGENCY EMPLOYEES. THIS FORM MUST BE COMPLETED IF NONFEDERAL FUNDS IN THE FORM OF SALARY AND FRINGE BENEFIT COSTS ARE USED TOWARDS THE NONFEDERAL MATCH GRANT REQUIREMENT. INFORMATION SHOULD ONLY BE PROVIDED FOR THE EMPLOYEES OF THE SPONSORING AGENCY WORKING ON THE PROJECT.

EMPLOYEE TITLE	NUMBER OF HOURS	HOURLY WAGE	TOTAL SALARY COSTS	FRINGE RATE/HOUR	TOTAL FRINGE COST	ADMINISTRATIVE DUTIES YES OR NO	ROLE/DESCRIPTION OF TASKS AND RESPONSIBILITIES
TOTALS		SALARY TOTAL:	\$	FRINGE TOTAL:	\$		

10 c. SUBCONTRACT WORKSHEET AND NARRATIVE SUMMARY

Worksheet Directions: A subcontractual worksheet must be completed when any part of a proposed project will be carried out by a party other than the sponsoring agency. Please copy and add additional forms as needed.

Deliverable	Number of Deliverable Units to be Completed (e.g. # of hours of service)	Cost per Unit \$	Total Estimated Costs \$	Costs Represented as

<p align="center">TOTAL SUBCONTRACTING COSTS ASSOCIATED WITH THIS PROJECT <i>(These items are to be included in section 10 a., and the amount is to be included in section 2 e.)</i></p>	<p align="center">\$</p>
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Narrative Directions: Briefly describe the process that will be employed by the sponsoring agency when selecting subcontractors. Add additional pages as needed. Note: Any work that exceeds \$3,000 will require a three-bid/RFP process. Any project proposing work requiring an architect or engineering firm will need to follow a qualifications-based selection (QBS) process.

DETAILED NARRATIVE SUMMARIZING CONTRACTUAL ACTIVITIES (ADD ADDITIONAL PAGES AS NEEDED IN AN ATTACHED WORD DOCUMENT)

10 d. MATCH COMMITMENT FORM

Directions: A match commitment form must be completed by EACH organization that is committing any form of match for the proposed project. Project match becomes "federalized" upon awarding of a grant and is required to meet all Section 319(h) grant limitations and accounting guidelines. Include additional match commitment sheets as needed. Note: The value of volunteered time can be separated out here as Salary and/or Fringe, but since volunteer time is a third-party contribution, that value should be reported in sections 2 e. and 10 a. under the Other category.

319 PROJECT MATCH COMMITMENT FORM

Project Title		
Project Partner Name		
Street Address City, State, Zip		
Telephone and Email		
Cash match provided: <i>Cash Match must be deposited directly into the grant account for exclusive use of the project sponsor to complete the project</i>		\$
Value of in-kind services provided: <i>All match other than cash and excluding overhead</i>		\$
Total match value		\$
THIS FORM SHOULD BE USED FOR MATCH CONTRIBUTED BY THE GRANT PARTNERS		
BUDGET CATEGORY	AMOUNT	DESCRIPTION
Salary		
Fringe Benefits		
Travel		
Equipment		
Supplies		
Contractual		
Other		
TOTAL	\$	
<i>"I certify that that no federal funds (or employees paid with federal funds) are being used to match Section 319 monies."</i>		
AUTHORIZED SIGNATURE		NAME AND TITLE OF AUTHORIZED INDIVIDUAL

319 PROJECT MATCH COMMITMENT FORM

Project Title		
Project Partner Name		
Street Address City, State, Zip		
Telephone and Email		
Cash match provided: <i>Cash Match must be deposited directly into the grant account for exclusive use of the project sponsor to complete the project</i>		\$
Value of in-kind services provided: <i>All match other than cash and excluding overhead</i>		\$
Total match value		\$
THIS FORM SHOULD BE USED FOR MATCH CONTRIBUTED BY THE GRANT PARTNERS		
BUDGET CATEGORY	AMOUNT	DESCRIPTION
Salary		
Fringe Benefits		
Travel		
Equipment		
Supplies		
Contractual		
Other		
TOTAL	\$	
<i>"I certify that that no federal funds (or employees paid with federal funds) are being used to match Section 319 monies."</i>		
AUTHORIZED SIGNATURE		NAME AND TITLE OF AUTHORIZED INDIVIDUAL

Nonpoint Source Implementation Grant

Application Instructions for Form 780-1896

Applications must be typed and submitted using the Nonpoint Source Implementation Grant Application. All questions must be answered to the best of your ability. Enter "N/A" for any item that is not applicable. Do not add information or delete any pages or parts of the application form. Due to the limited time available during the application review process, ensure your application is complete and concise or you may be contacted for more information or notified your application has been disqualified due to the missing information. Additional pages may be added as needed to fully address the questions (attach a Word document upon application submission).

1. Sponsoring Agency Information.

- A. Name of Sponsoring Agency.** Provide the name of the sponsoring agency applying for the grant funds. If it is a public agency, include the name of the branch, section, division, or office as appropriate.
- B. Has the Sponsor Received Any Previous Section 319 Grants?** Check the appropriate box.
- C. Sponsoring Agency's Mailing Address.** Provide the mailing address of the sponsoring agency applying for grant funds.
- D. Does the Sponsoring Agency Have Any Other Open 319 Grants?** Check the appropriate box. If yes, then provide the project title and project number.
- E. Sponsoring Agency Type.** Indicate the organizational type that best describes the sponsoring agency by choosing from the list provided. Attach proof of tax-exempt status.
- F. Sponsoring Agency Information.** All applicants must submit their Internal Revenue Service letter that identifies their Employer Identification Number, or Tax ID. Include the sponsor Tax ID and the organization Data Universal Number System, or DUNS number, in the spaces provided. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 866-705-5711 or online at the following link: <http://fedgov.dnb.com/webform/displayHomePage.do>
- G. Primary Sponsor Contact.** Provide the name, job title, telephone number, fax number, and e-mail address of the individual most familiar with the project proposal and able to respond to questions about the project application.
- H. Project Manager Contact Information.** If different from the primary sponsor contact, provide the project manager's contact information (if known at time of application). Provide the name, job title, telephone number, fax number, and e-mail address of the individual who will be overseeing the activities of the proposed project.

2. Project Information Summary.

- A. Name of Project.** The name of the project should be brief and concise and clearly identify the project type and the water body or watershed being targeted for implementation. For example: Brushy Creek Restoration Project or Cole County Nonpoint Source Rain Garden Implementation Project.
- B. Project Start Date.** Indicate the target start date of the proposed project. The date format should be presented in month, day, and year (MM/DD/YYYY). The target date for beginning projects should be **no earlier** than 12 months following the date of the request for proposal (RFP) was posted. Reference the RFP for the recommended project start period.
- C. Project End Date.** The length of the project should not exceed three years. Allow time for unexpected delays (e.g. construction delays due to weather, equipment rental, document reviews, permit approvals, landowner permissions, etc.). Reference the RFP for maximum project length.
- D. Name of Watershed Plan Being Implemented.** Provide the exact name of the EPA accepted watershed based plan being implemented and the year it was EPA accepted.
- E. Project Budget Summary.** The following budget categories are used to record project costs to be incurred by the sponsoring agent (applicant).

Budgets should be realistic and complete for the life of the project and reflect the activities described in the application. Budgets for projects recommended for funding may be adjusted later between categories and components as project proposals are finalized. There will not, however, be any increases to the total grant award. See the Federal Subgrants Special Terms and Conditions (attached to the RFP) for additional information and requirements.

The budget funding sources are broken into three categories:

- Section 319 Federal Funds Requested - the “319 fund” category is the amount of federal dollars requested by the sponsoring agency to complete the proposed project activities. The federal funding request can equal no more than 60% of the total cost of the proposed project.
- Nonfederal Match - the nonfederal match (known as “match”) is the amount of donated in-kind services, equipment, or supplies that will be provided either by the sponsoring agency or a third-party to complete the project. Nonfederal match must equal or exceed 40% of the total project costs for all Section 319(h) grant projects. Therefore, the required ratio of federal to nonfederal funding for projects is 60/40, so for every \$60 of 319(h) grant funds requested for a project, a minimum of \$40 nonfederal match must be also be contributed to the project. Match contributions can be provided as in-kind activities such as volunteer time or donated supplies. See Appendix 1 for additional information regarding match requirements.

The required minimum match for the project can be calculated as follows:

$(40/60) \times (\text{the requested federal amount}) = \text{minimum nonfederal match}$. Please check all budget calculations.

- Other Match - funds or in-kind services provided above and beyond the required 40% nonfederal match, and/or match that is not eligible under nonfederal match requirements. For example, other federal contributions that are not eligible as

nonfederal match for the Section 319(h) grant (e.g. time donated by federal employees) can be documented under the “Other Match” category to show project support, partnership, and interest toward the project.

Federal Budget Categories:

A brief description of each of the federal budget categories are as follows:

- Salaries - are limited to salary costs of the employees of the sponsoring agency (the applicant) working on the project. Note: Contracted salaries are to be budgeted under the “Contractual” category. Third-party volunteer or donated time should be budgeted under the “Other” category. **Note: Administrative costs shall not exceed 10% of the total federal award.**

No federally paid employee’s time or expenses can be used as nonfederal match on a Section 319(h) grant funded project (but can be included under Other Match). Additionally, any sponsoring agency employee whose salary is already being captured as match for another federal grant cannot be used as match on the proposed project.

- Fringe - benefits may be included for staff employed by the sponsoring organization (the applicant). Fringe is typically reported in a percentage rate, which includes cost for such items as health, dental and life insurance, retirement, vacation, annual and sick leave, and other standard benefits provided to employees of the sponsoring organization who are working on the proposed project.
- Travel - includes mileage, lodging, airfare, taxi, bus, train, parking, and meals while traveling in-state or out-of-state on project related business for employees of the sponsoring organization.

When out-of-state travel is requested, applicants must identify the purpose (must justify how the out-of-state travel will benefit the project efforts), destination, and amount of each out-of-state travel event as proposed and must be pre-approved by the Missouri Department of Natural Resources project manager. The mileage rate is based on the organization’s established mileage rate in their written travel policy. However, reimbursement for mileage rates cannot exceed the current federal mileage rate established by the Internal Revenue Service.

Travel for consultants should be listed in “Contractual” category. Travel for volunteers, should be listed in the “Other” category. Refer to the U.S. General Services Administration Web site for privately owned vehicle mileage reimbursement rates: <https://www.gsa.gov/travel/plan-book/transportation-airfare-rates-pov-rates-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates>.

- Equipment - includes nonexpendable items costing \$5,000 or more. All proposed equipment purchases funded under this project must be itemized. Equipment that costs less than \$5,000 per item should be classified as supplies. Any items less than \$5,000 purchased separately to be assembled as part of one or more large pieces of equipment that totals more than \$5,000 will be considered equipment and should be categorized as such. Equipment purchases must be pre-approved by the Department of Natural Resources project manager. If equipment cost is greater than \$5,000 a three-bid or request for proposal (RFP) process is required. The bid/RFP process documentation must be kept on file and available for review.
- Supplies - are tangible, expendable or one-time use items with per unit cost of less

than \$5,000 that are necessary to complete the project or administer the grant. Additionally, any equipment item under \$5,000 per unit is considered a supply. Examples include: office supplies (copy paper, note pads, printer ink, toner cartridges, pencils, and stamps), waders, sampling dye, gloves, low cost test kits, and electronic equipment or devices. All proposed electronic equipment/devices or other tangible equipment (such as small trailers, all-terrain vehicles, watershed models, gauging equipment, etc.) costing more than \$1,000 must be itemized and pre-approved by the Department of Natural Resources project manager. Any supply costing more than \$3,000 requires a three-bid process. All documentation regarding the bid process must be kept on file and available for review.

- Contractual - are service type expenses outside of your agency (e.g., accounting, legal, laboratory analysis, technical services, janitorial, printing services, photo development, bulk mailings, load reduction modeling, water quality monitoring, watershed assessment, etc.). Salaries paid to contracted staff are to be budgeted in this category. For requested federal grant funds, note that there is a federal maximum daily rate for contractors (Level IV of the executive schedule). Any work that exceeds \$3,000 in one year with any vendor/contractor will require a three-bid/RFP process.
- Other - includes direct costs not captured under previous categories, for example, conference registrations, training fees, room or office rental, phones, and cost of acquiring conservation easements. Miscellaneous items in this category include light refreshments and drinks purchased by the agency from a local grocery store for meetings or project related events. If refreshments are being provided by a company as a catered service, then it would be categorized under "Contractual." This category also includes "in-kind" donated goods or use of meeting space, and volunteer services furnished to an organization by professional and technical personnel, consultants, and other skilled and unskilled labor. The value of these goods or services are not reimbursable as either direct or indirect cost. However, the value may be used to meet matching requirements where the services directly benefit the project. Note regarding food items: only light refreshments/snacks are eligible food expenses.
- Approved Indirect - applies to those organizations that have a previously negotiated indirect cost rate (NICR) or cost allocation plan with the federal government, or those that have never had a NICR and choose to use the de minimis indirect rate of 10%. If this budget category is used by an organization with a NICR, then a copy of the federal negotiated indirect rate agreement must be provided with the grant application. Even if the NICR is above 10%, the indirect rate on 319 federal funds is limited to 10% because of the 10% administrative cap grant requirement. Indirect on applicant incurred nonfederal match expenditures, however, may be budgeted at the applicant's full approved rate (i.e., even if it is above 10%). Indirect cost is not allowed on third-party in-kind expenses.
- Totals - please double check all calculations.

Other Budgeting Considerations:

- If you expect your project to expend more than \$500,000 per year in federal grant funds from all federal sources, the cost of required annual audits may be included in the budget but must be prorated among all federal sources.
- If you expect your project to have more than \$25,000 in expenditures per year, you

should include the cost for hiring an outside, qualified accounting firm to manage record keeping. The requirement for outside accounting management may be waived, subject to Missouri Department of Natural Resources review and approval of staff accounting credentials.

- If your project includes costs for environmental monitoring, modeling or using secondary data, a quality assurance project plan (QAPP) is required. Preparation and Department of Natural Resources approval of a QAPP is required prior to reimbursement of any costs incurred for monitoring or modeling activities falling under these requirements. Time for development of the QAPP can be charged to the project only after the subgrant award has been signed by the Department of Natural Resources and the sponsoring agency. Allow up to 6 months for QAPP development, including 3 months for Department review and approval.
- Project signs at demonstration sites are required, so budget accordingly. In addition to requiring Section 319 nonpoint source credit language to be added to any publication or sign developed with Section 319 grant funds, the Department of Natural Resources project manager must also review and pre-approve all written products.
- Projects should plan for any unforeseen or uncontrollable environmental events, such as drought or flooding, that would cause a need for resampling or extended sampling to occur.
- Program Income refers to funds generated from a grant funded asset, event, or activity, such as rental of grant funded equipment, registration fees to grant funded workshops or events, or the sale of product generated with grant funds.

Applicants may generate program income to help defray program costs. However, applicants will not be permitted to use grant-acquired assets to compete unfairly with the private sector or to make a profit from the project. Applicants must include all planned estimated program income in the budget.

Program Income shall be retained by the subgrantee (the applicant) and be deducted from the total project allowable costs on which the federal share of the cost is based.

For more details on the federal requirement related to costs, applicants can refer to the Federal Office of Management and Budget (OMB) requirements as it relates to applicant type below:

<i>Institution</i>	<i>Cost Principals</i>	<i>Audits</i>
State and Local Governments	<u>2 CFR Part 200, subpart E</u>	<u>2 CFR Part 200, subpart F</u>
Nonprofits	<u>2 CFR Part 200, subpart E</u>	<u>2 CFR Part 200, subpart F</u>
Colleges, Universities, and other Education Institutions	<u>2 CFR Part 200, subpart E</u>	<u>2 CFR Part 200, subpart F</u>

The OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards can also be found and downloaded from:

<https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=687ad59c9748e8d8e64b30ce1f8595c3&mc=true&n=sp2.1.200.e&r=SUBPART&ty=HTML>

3. Sponsoring Agency's Authorized Signature and Approval of Application.


Signature. An authorized representative of the sponsoring agency MUST sign and date the original application and include his or her telephone number. The application should be scanned and attached in Salesforce. If you are not able to attach your application using [Salesforce Funding Opportunities Portal](#), then the application should be emailed to MoDNR.NPSprogram@dnr.mo.gov or a hard copy sent to **MoDNR, Soil and Water Conservation Program, Attn: Section 319 NPS Unit, P.O. Box 176, Jefferson City, Mo. 65102**. The authorized representative should be different from the technical project and fiscal manager. For example, an authorized person may be the executive director, program director, or board chairman of an organization. Signature acknowledges all the information provided in the application is true and correct and the authorizing representative attests they have read the required documents and assures they can and will comply with all requirements and conditions of the grant.

4. Project Watershed.

A. Watershed Name and USGS 12-Digit HUC Number: Provide the name(s) of the 12-digit HUC watershed(s) and the HUC number(s) covered by the project area. You can access an interactive map with 12-digit HUC watershed names and numbers from the following website:

<https://modnr.maps.arcgis.com/apps/webappviewer/index.html?id=f64fdeef041e4afda6a125afbd192e8f>

Missouri Watershed mapping instructions:

- When you first access the mapping application, the map opens to the 8-digit HUC layer.
- Zoom to the 8-digit HUC of interest, then click on the "Layer List" icon  in the toolbar at the upper right corner of the page and select the "12-digit Watershed Boundaries" checkbox in the Layer List to view the 12-digit HUC information.
- Click on the desired 12-digit HUC to view its watershed name and HUC number (make sure to enable popups using the ellipsis **...** to the right of the layer name in the Layer List).
- Record the 12-digit HUC number and the watershed name on the application form.

B. County(ies): Provide the name(s) of the primary county(ies) covered by the project area.

C. Environmental Justice Priority Rank (if known): Indicate if the project area has been designated as an environmental justice priority area. See EPA's website for additional information: <https://www.epa.gov/ejscreen>.

D. Project Area Covered by Watershed Based Plan or Total Maximum Daily Load (TMDL): Mark yes or no, as appropriate.

- Find a list of EPA accepted watershed based plans (WBPs) on the Department's NPS Program webpage: <https://dnr.mo.gov/env/swcp/nps/319applicationresourcetools.htm>.

- Find a list of EPA approved TMDLs, on the Department's TMDL webpage: <https://dnr.mo.gov/env/wpp/tmdl/wpc-tmdl-epa-appr.htm>.

5. Project Type.

- A. Characterize Your Project.** Select all options that apply.
- B. Choose One Environmental Goal Statement.** Select the most appropriate statement.
- C. Choose a Cause of Impairment Statement.** Select the most appropriate statement.
- D. Name of Impaired Water Body(ies).** List all the impaired water bodies the proposed project will be addressing. To locate the water body ID number (WBID), reference the Water Quality Standards webpage: https://dnr.mo.gov/mocwis_public/waterQualityStandardsSearch.do. Example: To obtain the water body ID for Turkey Creek located in Boone County start by typing "Turkey" (for Turkey Creek) in the Water Body Name field. Then from the search results list, find the Turkey Cr located in Boone County that has Designated Uses. The correct water body ID is WBID 0751.

6 a. Project Implementation Work Plan Narrative.

Project implementation activities must relate directly to the water quality improvement activities included in the relevant watershed based plan. Provide a narrative describing the implementation activities planned for the project, making sure to follow the directions provided on the application form. An example of a project implementation workplan narrative is given below; note that the location where the need for the planned implementation activities can be found within the relevant EPA accepted watershed based plan is included (section and/or page number). Note that this example, and all others in the document, are mocked up for general reference – creek and WBP names and other details don't describe actual places and associated activities. Sample narrative:

Turkey Creek, Dry Creek, and Mud Creek were first listed as impaired in 2014 for chloride, E. coli, and sediment. In 2016, a watershed based plan (WBP) was developed by the local watershed group in partnership with the local municipality, garden clubs, the state conservation agency, and the university to address the listed impairments as well as other water quality concerns. The goal of the watershed based plan is to reduce nonpoint source (NPS) impacts due to urban runoff, by implementing practices that reduce and slow stormwater runoff and reduce and capture associated NPS pollutants such as E. coli, chloride, nutrients, etc. Additional information can be found on page 25 of the watershed based plan. The project will be implemented in accordance with the watershed based plan's schedule of milestones, and within the plan's defined critical areas. Annual load reduction calculations will be completed to track progress of the watershed based plan and the proposed project efforts. Included maps of the priority areas for implementation are highlighted where the various implementation projects will occur.

The proposed project will implement the Turkey Creek Watershed Based Plan by implementing green infrastructure technologies with a focus on plant-based solutions. This project is a continuation of past WBP implementation efforts. The project will continue a rainscape cost-share program and install up to three bioengineered stream bank stabilization projects. Accomplishments will include the installation of rain gardens, woodland restoration, lawn alternatives, creek corridor vegetative buffers, rain barrels, bioswales, and bioretention systems as well as the planning phase of the bioengineered stream bank stabilization.

The project will conduct a series of activities to achieve the overall project objective of improving the water quality impairments in the Turkey Creek Watershed (E. coli, chloride, and sediment). The project will work through the local watershed group to complete several activities stated within the watershed based plan. The project will work with key partners such as the local city, municipality, University, Regional Council of Governments, Greenway Group, Missouri Department of Conservation, American Society of Civil Engineers, other nonprofit and watershed groups, Missouri Stream Teams, and citizen-led Garden Club committee (see Project Match Commitment Forms). The project will make progress in reducing the overall sediment, bacteria, chloride, and nutrient loads in the Turkey Creek, Dry Creek, and Mud Creek subwatersheds by year three. The load reductions will be tracked through both surface water stream monitoring and modeling – which will be described in greater detail later in this application. All work planned within the MS4 permitted area is considered above and beyond what is required of the permit.

Stream bank stabilization needs are found on page 25 of the WBP. The project will partner with the local municipality to identify up to three streams for stream bank bio-stabilization projects in the Turkey Creek watershed and one bioengineered stream bank stabilization pilot project will be implemented in the priority areas of Dry Creek identified on page 25 of the watershed based plan. Photographs of the proposed site are attached.

In addition, subwatersheds in the focus areas will be targeted for intensive restoration efforts that will include: the implementation of a riparian corridor restoration cost-share program, the continuation of a stormwater rainscaping cost-share program, a landowner behavior change program, and a BMP maintenance program. The cost-share program will provide up to 75% of the total cost of each project not to exceed \$2,000. As stated in the watershed based plan, properties located within 500 feet of the stream will be given funding priority. Other areas showing excessive erosion outside of this area will be assessed on a case-by-case basis. Installed practices will be approved for payment following a site assessment to ensure practices were installed properly and as planned. Landowners will be subject (through a signed agreement) to maintain the practice for its expected lifespan. The project will schedule annual site visits to verify site conditions. The success of these projects lies in the power of the close partnerships and diverse expertise that have been and will continue to be developed. This project pairs native plant, soil, and watershed experts with engineering expertise, along with local municipalities, schools, homeowners, and the primary landowners in the project area. The project will enter into a memorandum of understanding (MOU) or contract agreement with each partner in charge of implementing various practices or programs outlined within this agreement as necessary to maintain success of the project (see match commitment forms). A list of partners and their contributions is also provided on page 60 of the watershed based plan.

Project success will be evaluated based upon a 90% participation in the cost-share program after attending a workshop session. Water quality monitoring and modeling will be completed. Annual water quality load reductions for sediment and nutrients will be modeled based on the practices implemented between Oct 1 and Sept 30 of each calendar year. E. coli and chloride water quality data will be statistically evaluated to determine pre- and post-treatment water quality changes. At the end of the 3-year project, a final report will be developed to summarize the project success in meeting the project's goals and objectives, in addition to how much progress was made on meeting the watershed based plan goals and objectives. Load reduction estimates per land management type are provided in the implementation deliverables worksheet. At least 2 times per year, the project will track progress in meeting the load reduction goals stated for the project.

6 b. Narrative Description of the Land Management Practices to be Implemented.

Land management practices to be implemented must relate directly to the water quality improvement activities included in the relevant watershed based plan. Provide a narrative describing the land management practices to be implemented for the project, making sure to follow the directions provided on the application form. An example of a project land management practices narrative is given below; note that the location where the need for the planned implementation activities can be found within the relevant EPA accepted watershed based plan is included (section and/or page number). Sample narrative:

The types of BMPs to be implemented for the project were chosen because of their demonstrated ability to reduce nonpoint source impacts due to urban runoff by slowing, reducing, and capturing stormwater runoff and its associated pollutants. Each of the practices chosen for the project will reduce pollutant loading in the impaired streams and will increase infiltration and improve stream bank stability resulting in improved overall stream health. Areas to be targeted by BMP implementation are as described in this narrative and shown in the included maps of the priority areas for implementation.

Turkey, Dry and Mud Creek Bank Bio-Stabilization Projects (page 10, Section 4 of the Turkey Creek WBP)

- The project will coordinate with the local municipality who will lead the engineered stream bank bio-stabilization efforts in headwaters of the Turkey Creek and Dry Creek subwatersheds. While City #2, will lead in-stream restorations in the Mud Creek subwatershed. The project and the City #2 design contractor met with several landowners prior to developing the project proposal to determine their willingness to grant temporary construction easements and to sign maintenance commitments for these projects as well as discuss with them any concerns they may have. These projects will be designed to prevent stream erosion and subsequent sedimentation by re-grading the channels to more closely represent their equilibrium shapes. A bioengineering practice will be used to stabilize the banks and create a two-stage channel in the creek bed, and/or lay back the creek banks to reduce the steepness of the slope. The projects will not be cost-shared with homeowners, although the homeowners are allowing the use of land for the stream bank stabilization project. The bank stabilization design and construction will be bid out following City #2's RFP or bid process.

Innovative Stormwater Demonstration Projects (page 11, Section 4 of the Turkey Creek WBP)

- *Middle School:* The front lawn of Middle School is located in an extremely high visibility area, facing the heavily trafficked boulevard, and also located at the headwaters of Turkey Creek. The key innovative feature of this project will be the use of vegetated filter socks, intended to slow runoff from the hillsides, filter pollutant runoff from the parking lot, and reduce erosion and sedimentation to the stream. This project will be cost-shared between Middle School, state conservation agency, local municipality, and the 319 grant. The state conservation agency will provide technical support for the project design.
- *Rain Garden Demonstrations:* The rain gardens demonstration project will be implemented to decrease runoff with the goals of reducing movement of pollutants to the stream and encouraging infiltration. Infiltration to subsurface waters will restore base flow to the stream which will help improve stream health by maintaining stream flow in the targeted creeks throughout the year. Maintaining the channel flow will reduce creek bank erosion and sedimentation of creek beds and pools. The most important feature in this innovative demonstration project is the amount of stormwater runoff that will be addressed. Most BMPs

address the 90th percentile storm. In the project area this equates to 1.14 inches of rain. These BMPs will address 2.5 inches of rain. This requirement is specifically for the purpose of preventing channel enlargement (erosion) due to increased flow. In addition, the rain gardens will have a restrictive orifice placed on the under-drain, or BMP outfall, to ensure a slow release of water captured. The restrictive orifice ensures the BMP will release the discharge at the design release time. This longer release time allows for more infiltration to groundwater and a higher base flow in creeks, increasing the health of the stream. The work and design of the rain gardens will be bid following a 3 bid process.

- *Middle School Outdoor Classroom:* This stormwater management installation is expected to reduce stormwater runoff to levels below where they were prior to the construction of the new science building on campus. The innovative stormwater demonstration area is expected to be complete by spring 2020 and no funds are requested for its construction. Instead, it will be used as a training center for the local municipality. The demonstration site will consist of native plantings and a rain garden to capture runoff, reducing pollutant load and encouraging infiltration within the Mud Creek subwatershed. This work will be used as match toward the overall project efforts.
- *Metro Station Wetland Restoration:* The project will implement at least 1 wetland restoration project on public land within the priority area. Restoration efforts are needed to restore an existing wetland impacted by a newly constructed metro station in order to mitigate runoff from the adjacent roadway and parking lots, etc. The project will partner with the city, county, and local park and recreation divisions. An approximately 2 acre wetland will be designed and constructed. The work will be completed through a bid process.

Intensive Stream Restoration (page 12, Section 4 of the Turkey Creek WBP)

To address multiple, synergistic impacts on stream health created by urban development, increased imperviousness, and stream channelization, specific critical areas will be targeted for intensive stream restoration efforts through green infrastructure improvements. The following initiatives will be implemented within the critical areas:

- *Landscape Scale Urban Tree and Riparian Corridor Restoration:* Recognizing the value of trees and riparian corridors towards stormwater management, watershed groups will work with local entities (e.g., City #1) to develop plans and initiatives to implement a cost-share program that achieve the following: 1) identification of areas of greatest need of tree restoration within the watershed; 2) widening the riparian corridor to the recommended 100 feet with plantings of trees, shrubs, and groundcover – partnering with municipalities and other entities to improve tree canopy cover where the need is greatest, 3) updating a tree planting and maintenance specifications in the rainscaping cost-share program, 4) pilot manual methods for invasive honeysuckle removal and replacement with native plant species, and 5) pilot the application of liquid biological or biochar amendments to improve soil health and correlating soil infiltration rates.
- *Rainscaping Cost Share Program:* This program will be modeled after the highly successful rainscaping program currently being implemented by local organizations. The project will work intensively with willing landowners to develop landscape designs and signed maintenance agreements. The goal is for 175 landowners to participate in the program, targeting the identified focus areas first. If 175 willing landowners are not identified within the focus areas, then landowners within the remainder of the watershed will be pursued. The use of Nation Builder software (www.nationbuilder.com) as well as Middle School as a potential staging center will both be key factors in the establishment of a rainscaping cost-share program recruitment system.

- **BMP Maintenance Program:** Signed maintenance agreements will be required for all landowners that participate in the cost-share program. Maintenance training sessions will be offered at Middle School. All land owners will be required to maintain practices through the life of the grant. Annual inspections will be conducted to ensure practices are being properly maintained.
- **Note:** All permit requirements and landowner permissions will be obtained and/or verified after the project has been notified it has been selected for funding and prior to the project start date.

6 c. Project Implementation Deliverables Worksheet.

The project implementation deliverables worksheet is an integral part of a complete project application. Make sure to follow the directions provided on the application form. Project implementation activities and load reduction estimates should relate to information provided in the relevant EPA accepted watershed based plan. Be sure to provide the total estimated cost of all BMP implementation as well as total calculated load reductions at the bottom of the worksheet. The sample worksheet below shows examples of various project activities and the associated deliverables and deliverable units. Note: the example cost and load reduction estimates shown may not be realistic values. See Appendix 2 for examples of deliverables and deliverable units. Sample worksheet:

Project Activity	Deliverables Associated with Proposed Project Activity	Estimated Cost \$	Expected Deliverable Units to be Completed	Deliverable Units	Estimated Load Reductions			
					Sediment & Units	Total Nitrogen & Units	Total Phosphorus & Units	Bacteria & Units
Stream Bank Stabilization	Publish RFP or Obtain Bids	500	1	Publish RFP/Bid				
	Execute Planning or Design Contract	200	1	Contracts				
	Develop Project Plans or Design Documents	1,300	2	Plans				
	Bank Stabilization Installation	100,000	50	Linear Feet	400 tons/yr	800 lbs/yr	400 lbs/yr	
Stormwater Infiltration Demonstration Projects	Publish RFP or Obtain Bids	300	1	Publish RFP/Bid				
	Develop Project Plans or Design Documents	200	1	Contracts				
	Design Project Plan or Design Documents	800	1	Plans				
	Rain Garden Installation	1,000	5	Acres	0.355 tons/yr	645 lbs/yr	295 lbs/yr	
	Filter Socks	200	200	Linear Feet	0.15 tons/yr	204 lbs/yr	125 lbs/yr	
	Native Plantings	1,000	60	Square Feet	0.266 tons/yr	754 lbs/yr	358 lbs/yr	
Wetland Development/Restoration	Publish RFP or Obtain Bids	300	1	Publish RFP/Bid				
	Execute Planning or Design Contract	200	1	Contract				
	Develop Project Plans or Design Documents	700	1	Plans				
	Reconstruct/Restore	7,000	1	Acres	0.258 tons/yr	800 lbs/yr	208 lbs/yr	
Stream/Flood Plain Restoration	Publish RFP or Obtain Bids	500	1	Publish RFP/Bid				
	Execute Planning or Design Contract	750	1	Contracts				

	<i>Develop Project Plans or Design Documents</i>	1,200	1	<i>Plan</i>				
	<i>Install Erosion & Sediment Control Structures</i>	10,000	3	<i>Structures</i>	175 tons/yr	174 lbs/yr	350 lbs/yr	
	<i>Tree Plantings</i>	20	1	<i>acres</i>	200 tons/yr	400 lbs/yr		
TOTAL ESTIMATED COST OF BMP IMPLEMENTATION		\$300,000		CALCULATE TOTAL LOAD REDUCTIONS→	776.029 tons/yr	3777 lbs/yr	1736 lbs/yr	

6 d. Environmental Data Collection & Modeling Narrative.

Provide a narrative describing the environmental data collection and/or modeling efforts that will be used to document environmental improvements resulting from the project activities. Make sure to follow the directions provided on the application form. Include an estimate of monitoring/modeling costs in the space provided at the bottom of the narrative field. An example of an environmental data collection and modeling narrative is given below; note that the location where the description of monitoring/modeling needs can be found within the relevant EPA accepted watershed based plan is included (section and/or page number).
Sample narrative:

Water Quality Monitoring

Currently the streams within the watershed are impaired for E. coli, chloride, and sediment. The Department of Natural Resources collected quarterly water quality samples during 2007-2011 and determined that Turkey Creek, Mud Creek, and Dry Creek were not meeting water quality standards for its designated uses for whole body contact and aquatic life. Other water quality parameters identified in the Turkey Creek WBP as being of concern include elevated nutrient loading (nitrogen and phosphorous) and specific conductance (page 6). To evaluate project effectiveness, the project will implement a water quality monitoring component, as described on page 30 in the Turkey Creek WBP, to capture changes to the chemical, biological, and physical conditions within the watershed. Sample collection will occur on 6 sites on Turkey Creek, Dry Creek, and Mud Creek (2 sites each) where project efforts are occurring within the critical areas outlined in the watershed based plan. The water quality parameters to be sampled include dissolved oxygen, temperature, total nitrogen, total phosphorus, conductivity, turbidity, flow rate, pH, chloride, E. coli, and benthic macroinvertebrate samples. The chemical monitoring will be collected quarterly by collecting surface water grab samples from the stream thalweg. Biological samples will be collected at the same locations twice a year, once each during the spring and fall. The chemical samples will be transported to Analytical laboratory on the same day of sample collection and within the holding time, while the benthic macroinvertebrates will be collected and identified onsite following EPA’s rapid biological assessment method. Monitoring activities will be conducted under contract with a local environmental consulting company who will be selected through a 3-bid process. A quality assurance project plan will be developed and will fully describe the sampling and laboratory procedures that will be followed. The quality assurance project plan will be submitted to obtain approval before water quality sampling events are initiated. Water quality and biological data will be provided annually to the Department of Natural Resources and will be available to interested partners.

Modeling

It is anticipated there will be a lag time before an actual water quality change will be detected through chemical monitoring, and that change detection may not happen before the project end date (i.e., it may take longer than the project length to see actual changes in water quality data). Therefore, project and watershed progress will be tracked based upon the best management practices implemented using a watershed based model. The project will use the STEPL (ver. 4.4)

program to determine load reductions for nutrients and sediment. Model input data will include information for each subwatershed: practice size and the drainage area of each practice implemented, and the various subwatershed characteristics (land use, animals, gully formation, impaired streambanks, etc.). The project will also use the program default values for the area from the national soil survey, and precipitation data obtained from the local airport, etc., with the assumption that these represent the best information currently available for determining load reductions. Data inputs into STEPL will be reviewed for completeness and accuracy. Field verification will be completed as needed to verify BMP data inputs. The results of the modeling effort will be used to document and report annual load reductions resulting from project efforts and to measure overall progress on the watershed management plan. STEPL modeling will be conducted in-house by the sponsoring agency. Staff have experience and training running the STEPL spreadsheet model.

TOTAL ESTIMATED COST for water quality monitoring and/or modeling: \$ 15,000

7 a. Project Specific Information & Outreach Narrative

Information and outreach activities must relate directly to the water quality improvement activities being proposed in the project. Provide a narrative describing the outreach activities planned for the project, making sure to follow the directions provided on the application form. An example of a project specific information and outreach narrative is given below; note that the location where the need for the planned information and outreach activities can be found within the relevant EPA accepted watershed based plan is included (section and/or page number). Sample narrative:

The outreach aspects of the project will implement programs focused on informing and educating the general public, city and county governments, and local schools about nonpoint source water quality issues within a watershed. As described on page 50 of the watershed based plan (see Table 6), the outreach events will inform the communities how to preserve and protect streams through stormwater management (e.g., rainscaping), and how reconstruction of the stream bank and reestablishment of the riparian corridor can improve water quality and help restore a stream's designated uses for aquatic life and recreational. Several activities will be implemented to increase public awareness and support for protecting and restoring urban streams by offering a rainscaping cost-share incentive program. The program can be implemented on both private (e.g. homeowner) and public properties (e.g. public school property). For homeowners participating in the cost-share program, a sign will be placed in their yard to showcase their efforts and to promote and increase participation in the cost-share program.

One field tour will be scheduled to showcase the two demonstration sites. This will be an educational event to encourage public buy-in for the project and increase participation in the cost-share program.

Social media (such as Twitter and Facebook) will be used to provide project updates, event notifications, and project successes. A project website will be developed and housed on the sponsoring agency's website. The website will provide a "storybook" themed overview of the watershed, the streams and lakes within the area, and the water quality impairments and concerns. Project specific webpages will be developed to discuss the project goals and objectives, showcase demonstration sites, and explain how homeowners can get involved by attending various training sessions to learn about the rainscaping cost-share program being offered. Watershed fact sheets, maps, news releases, and project newsletters are examples of other information that will be available from the website.

Below is an explanation of the deliverables to be completed during the proposed project period.

- 10 educational signs will be created and offered to all landowners installing rainscaping projects. Signs will be rotated throughout the project.
- At least 3 orientation workshops will be offered to introduce the rainscaping program to the public in order to identify landowners willing to install rainscaping features and properly orient them to the program. Landowner emails/contact information obtained during the orientation workshops and other events and will be used for future outreach opportunities.
- An interactive online case studies photo documentation of successful rainscaping projects will be made available to political leaders and the general public.
- A new web-based software program will be developed to assist in recruiting landowners willing to install rainscaping, managing and tracking volunteers, and encouraging and tracking behavior changes.
- A project specific webpage will be developed, maintained, and updated as needed along with the online rainscaping guide.
- 1 demonstration stream bank stabilization project and 1 innovative stormwater management demonstration project will be highlighted as case studies (2 webpage updates, 3 news articles, 1 fact sheet, and 2 informational kiosks will be developed for each site to discuss the demonstration projects).
- 1 site tour will be scheduled to showcase each demonstration site and highlight the water quality benefits achieved at each site.
- 1 interactive online training system will be developed and implemented for landowners, school maintenance staff, and/or BMP maintenance team leaders.
- A presentation on the value of green infrastructure will be developed and presented to Mayors and other decision-makers in the watershed emphasizing the cost and environmental benefit.
- Quarterly newsletters (4 per year) will be developed and distributed.
- Social media accounts will be managed and information presented throughout the project period.

Annually throughout the project, Stream Team clean-up activities will be completed to promote interest in local streams.

Success will be measured through pre- and post-surveys at the orientation workshops and the number of participants attending the orientation meetings that participate in the rainscape cost-share program. The targeted goal is to have at least 80% of the workshop attendees participating in the cost-share program. The number of web hits and landowners accessing the interactive training system will be tracked. The web-based software program will aid in tracking implementation projects occurring throughout the project area.

7 b. Project Specific Information & Outreach Deliverables Worksheet.

The project specific information and outreach deliverables worksheet is an integral part of a complete project application. Make sure to follow the directions provided on the application form. The sample worksheet below shows examples of various project deliverables along with their costs and deliverable units. Note: the example cost estimates shown may not be realistic values. See Appendix 2 for examples of deliverables and deliverable units. Sample worksheet:

Deliverables Associated with Proposed Project Activity	Estimated Cost \$	Expected Deliverable Units to be Completed	Deliverable Units
<i>Develop orientation workshop presentation materials</i>	100	<i>Presentation</i>	1
<i>Host orientation workshops</i>	1200	<i>Workshops</i>	3
<i>Host Mayors meeting</i>	400	<i>Meeting</i>	1
<i>Develop Mayors meeting presentation</i>	100	<i>Presentation</i>	1
<i>Develop/design Rainscaping signage</i>	50	<i>Sign</i>	1
<i>Order signs to place in yards</i>	400	<i>Sign</i>	10
<i>Design and update project website</i>	1,000	<i>Website</i>	3
<i>Maintain website</i>	500	<i>Website</i>	4
<i>Develop newsletters and update social media sites</i>	1,000	<i>Social Media</i>	12
<i>Develop online software program</i>	1,000	<i>Program</i>	1
<i>Develop online training program</i>	400	<i>Program</i>	1
<i>Host project site tours (one @ each demonstration site)</i>	2,000	<i>Tour</i>	2
TOTAL ESTIMATED COST OF THE OUTREACH DELIVERABLES	\$8,150		

8. Project Partners Summary

Provide a summary of partners committed to the project. Make sure to follow the directions provided on the application form. An example of a project partners summary is given below; note that the location where the need for partner contributions can be found within the relevant EPA accepted watershed based plan is included (section and/or page number). Sample narrative:

<p>A list of watershed partners can be found on page 60 of the watershed plan. For the proposed project, these partnerships and contributions have been verified.</p> <ul style="list-style-type: none"> • City #2 will assist with design and installation of an innovative demonstration project including channel restoration, bio-retention, and stream bank bio-stabilization components, which includes a \$207,490 match commitment. • The Middle School will assist with the installation and maintenance of the high visibility innovative filter socks demonstration project, which includes a \$65,537 match commitment from the school, state conservation agency, and the city. • The Middle High School will provide a training center and Turkey Creek monitoring and riparian corridor maintenance teams, which includes a \$200 match commitment. • The local botanical garden organization will be the sponsoring agency and will provide technical support for the project, which includes a \$76,243 match commitment. • The municipality will install the Turkey Creek and Dry Creek bio-stabilization projects, and provide funds for rainscaping BMP cost-share, which includes a \$194,750 match commitment. • The local regional planning organization will provide mapping of parcel data in sub-watershed focus areas and assist with data mapping for the landscape scale tree and riparian corridor restoration project (estimated match value of \$500).
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- The Department of Natural Resources will provide support for modeling, monitoring, and project support as needed throughout the project timeline.
- The state conservation agency will provide matching funds to assist with the demonstration projects, and a city tree inventory, which includes a \$17,225 match commitment.
- City #1 will complete the tree inventory and will provide \$1,490 in labor costs.
- City #2 and local conservation and forestry groups will collaborate on urban tree and riparian corridor restoration efforts, and will provide matching funds of \$11,925.
- Private landowners participating in cost-share project opportunities will install rainscaping BMPs on their properties, providing \$323,780 in matching costs for those installed projects.
- Municipal representatives will participate in project and watershed meetings and provide technical assistance; their time and mileage will be used as project match.

9. Project Schedule of Milestones

Complete the schedule of milestones included in the grant application form, making sure to follow the directions provided on the form. The major project milestones should align with those provided in the approved watershed based plan. Additional pages can be added if needed (attach a Word document). If there are specific dates that need to be met, the date can be added to the description column. Appendix 2 provides examples of project activities and associated deliverables. An example of a **partial** schedule of milestones is given below. Sample schedule (partial):

	DESCRIPTION OF OBJECTIVES/TASKS	MARK WITH AN "X" THE YEAR AND QUARTER THE TASK IS TO BE COMPLETED											
		Year 1				Year 2				Year 3			
		Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4
Goal 1	Prepare and Submit Required Reports												
	Quarterly Progress Reports	X	X	X	X	X	X	X	X	X	X	X	X
	Quarterly Invoices and Documentation	X	X	X	X	X	X	X	X	X	X	X	X
	Semi-Annual BMP & Load Reduction Report (by April 15 and Oct 15)		X		X		X		X		X		X
	Annual Water Quality Data Submission (by Oct 15)				X				X				X
	Annual Project and MBE/WBE Reports (by Oct 15)				X				X				X
	Annual Single Audit Documentation				X				X				X
Final Project Report (draft due 30 days prior to project end date)													X
Goal 2	Outreach Programs												
	Develop and Host Orientation Workshops				X		X		X		X		
	Develop Signage												
	Develop and Update Project Webpages	X			X			X				X	
	Develop and Post Online Software to Website			X									
	Develop and implement training system			X									
	Project Site Tours							X		X			
	Develop and Distribute Project Newsletters and Manage Social Media Accounts	X	X	X	X	X	X	X	X	X	X	X	X
	Stream Team Clean-up Events		X				X				X		
Develop and Conduct Mayors Presentation	X												
Goal 3	Stream Bank Stabilization Project												
	Publish RFP			X									
	Develop Contract Agreement						X						
	Design and Implement Stabilization Projects								X				

10 a. Budget Narrative with Funding and Match Contribution Breakdown.

Provide a narrative explanation of the expense items for each budget category, broken out by Section 319 federal funds or match type, on the worksheet provided on the application form. The explanation should be concise, but provide a clear connection between the budget categories and the proposed activities to be completed. For example:

Travel:

- Section 319 Federal Funds: *The current federal mileage rate (2018 rate is 54.5 cents per mile) will be used by the sponsoring organization when attending project meetings, project orientation workshops, conducting landowner visits, and traveling to Jefferson City to meet with the Department of Natural Resources project manager or attending Department sponsored workshops.*
- Project Match: *Project partners will provide mileage to project meetings, workshops, and homeowner visits. Match for mileage will be calculated based upon the current federal mileage rate (54.5 cents per mile).*
- Other Match Funds: *N/A*

Supplies:

- Section 319 Federal Funds: *Office supplies such as paper for printing fliers, printed workshop materials, and printer ink/toner will be purchased for project use only (the supply cost will be prorated, if the supplies are used for non-project related activities), rainscaping yard signs, filter socks, native plants, and trees.*
- Project Match: *The local garden club will donate additional native plants and trees. The local municipality, City #2, and the Middle School will provide additional native plants and trees for the rainscaping and urban tree planting projects.*
- Other Match Funds: *N/A*

10 b. Personnel Roster Worksheets.

The personnel roster should be completed for only the sponsoring agency's employees who are working on the proposed project and whose salaries are to be fully or partially supported with grant funds or captured as nonfederal match (e.g. organization president, director, project manager, fiscal staff, hourly, bookkeeper, etc.). Be sure to put each entry in the appropriate section of the worksheet – i.e., either under Federal Section 319(h) Grant Funds or Nonfederal Match.

10 c. Subcontract Worksheet and Narrative Summary.

The subcontractual worksheet and narrative summary must be completed when any part of a proposed project will be carried out by a party other than the sponsoring agency. The subcontract budget worksheet is provided to help describe/itemize the proposed work to be completed. In the narrative, briefly describe the process that will be employed by the sponsoring agency when selecting sub-contractors. Add additional pages as needed by attaching a Word document. Note: any work that exceeds \$3,000 will require a three-bid/RFP process. Any project proposing work requiring an architect or engineering firm will need to follow a qualifications-based selection (QBS) process. Additional information about the qualification-based selection process is available from the Missouri Society of Professional Engineers website: <https://mspe.org/QBS>.

Note: The total subcontracting costs associated with the project calculated on the worksheet would also be recorded under the contractual budget category for the project budget on page 1 of the application (see section 2E) – broken out as Section 319 federal funds or match.

Below are examples of contracting deliverables, deliverable units, and examples of how those costs would be described in the “Costs Represented as” field on the worksheet.

Deliverables	Deliverable Units	Costs Represented as
Site Assessment and Permitting	Hours of Service	Cost/Hour
Hydraulic Modeling and Professional Technical Services		
Project Design and Engineering Services (such as design work)		
Grants Management and Fiscal Services		
Construction Project Management Services		
Conservation Easement Appraisals and Legal Services	Hours or Appraisals Completed	Hourly Rate or Unit Cost
Stream Restoration, Stabilization, and/or Re-naturalization	Linear Feet Restored	Cost/Linear Foot
Dam Modification, Demolition, Excavation and/or Removal	Dams Removed	Fixed Total Price
Levee Removal and/or Modification	Levees Modified	Fixed Total Price
Wetland Restoration	Acres Restored	Cost/Acre
Riparian or Wetland Plantings	Acres Planted	Cost/Acre
Pervious Pavement Installation	Square Feet	Cost/Square Foot
Green Roof Installation	Units Constructed	Total Unit Cost

10 d. Match Commitment Form.

The match commitment form is to be used in place of a letter of commitment. The contributing partner completes the necessary organizational information, and records the value of their cash match and/or in-kind services. The value of their match or in-kind service should be captured on the form within the appropriate project budget category(ies) (see section 2E on page 1 of the application) and a short description of the contribution provided. Additional forms can be attached as needed.

APPENDIX 1 – Allowable Costs for Matching

Matching requirements can be fulfilled using any nonfederal funding sources or program income (if permitted by the grant terms and conditions). Unless authorized by legislation, regulations, or the award agreement, costs used to satisfy a grantee’s matching requirement may not be derived from federal funds of subgrants from other programs, or from costs used as match or cost-sharing on other grants.

If a cost is related to two or more grants the cost shall be pro-rated among the grants.

Neither grantee-incurred costs nor third-party in-kind contributions count toward satisfying matching requirements unless the grantee’s records can verify them.

Sources of Rules Governing Valuation of Costs

Rules governing the valuation of costs depend on how the cost is incurred. For grantee-incurred costs, the applicable cost principles govern (see [2 CFR Part 200, subpart E](#)). For third-party in-kind contributions the rules below apply.

Grantee in-kind contributions - are valued as any other grantee cost in accordance with the cost principles, whether or not they require a cash outlay; grantee in-kind contributions must be an allowable cost to be counted toward the project.

Third-party in-kind contributions - on the other hand, do not represent a cost to the grantee and must be valued according to the following rules.

Standards for Third-Party In-Kind Contributions

Third-party in-kind contributions must be:

- Necessary to accomplish program activities; and
- Allowable if the grantee was required to pay for them. (A third-party in-kind contribution of entertainment, for example, would not count because it would not be allowable if the grantee had incurred the cost.)

Simply stated, the rule for valuation of third-party in-kind contributions is “what it would have cost if the grantee had paid for the item or service itself.” Several rules apply to valuation of third-party in-kind contributions, which are described below.

- **Volunteer Services.** Services provided to a grantee by volunteers are valued at rates consistent with those paid by the grantee to its employees performing similar work. If the grantee does not have employees performing similar work, the applicable rates are those paid by other employers for similar work in the labor market in which the grantee competes for services. In either case, a reasonable amount of fringe benefits may be included in the valuation.
- **Employees of other organizations.** When an employer other than the grantee furnishes the services of an employee at no cost, these services are valued at the employee’s regular rate of pay, provided they are in the same line of work for which the employee is normally paid. The employer’s overhead costs cannot be made part of the valuation.

Federal regulations ([2 CFR 200.306](#), [2 CFR 200.430](#) and [2 CFR 200.431](#)) permit the inclusion of fringe benefits that are reasonable, allowable, and allocable. Grantees are using services provided by state or local government agencies with a Cost Allocation Plan should consult [Appendix V to Part 200—State/Local Governmentwide Central Service Cost Allocation Plans](#) for further information regarding potential valuation of

fringe benefits.

If the services to be provided by the “lent” employee are in a different line of work, then the rules for volunteer services apply. In either case, donated services are valued at the rate for “similar work.” Therefore, if a doctor volunteers to drive a bus on weekends for a grant-supported program, her time would be valued at the rate of a bus driver, not a doctor. If, on the other hand, she donates necessary medical services to the project, her time would be valued at the rate of a doctor.

- **Donated supplies and loaned equipment or space.** If a third party donates supplies, the contribution is valued at the market value of the supplies at the time of donation. If a third party donates the use of equipment or space in a building but retains title, the contribution is valued at the fair market rental value of the equipment or space.
- **Donated equipment, buildings and land.** If a third party donates equipment, buildings, or land, and the title passes to the grantee, the amount that is allowable for purposes of matching depends on whether the purpose of the subgrant award is for capital or operating expenditures (for more information see [2 CFR 200.306](#), [2 CFR 200.414](#), and [2 CFR 200.436](#)).
 - If the purpose of the subgrant award is to assist the grantee in acquiring equipment, buildings, or land, the total market value of the property at the time of donation may be claimed as match.
 - If the purpose of the subgrant award is to support activities that require the use of equipment, buildings, or land, normally only depreciation charges for equipment and buildings may be made; depreciation is classified as an indirect cost and should be budgeted as such. However, the fair market value of equipment or other capital assets and fair rental charges for land may be allowed as match, provided that the Federal awarding agency has approved the charges. Approval is given only if purchase of the equipment or building or actual rental of the land would have been approved as an allowable cost.
- **Appraisal of real property.** In some cases, the market value of land or a building, or the fair rental rate of land or space in a building, must be determined. As a precondition to allowability for matching purposes, the federal agency may require the market value or fair rental rate be determined by a certified real property appraiser, or by a representative of the U.S. General Services Administration, if available, and the value or rate be certified by the responsible official of the grantee.
- **Records for third-party contributions.** The most common problem with third-party in-kind contributions is lack of documentation. Grantees should ensure that all third-party in-kind contributions are supported by documentation.

The grantee records must show how it arrived at the valuation placed on third-party in-kind contributions. For example, the quantity and allocability of volunteer services must be supported, to the extent feasible, by the same methods the grantee uses for its own employees performing similar services. If, for instance, a grantee's employees use a time clock or time sheets, volunteers performing similar work must do the same.

APPENDIX 2 – Examples of Types of Deliverables and Units of Deliverables Associated with Various Types of Project Activities

Project Activity	Deliverables Associated with Proposed Project Activity	Deliverable Units
Streambank & Riparian Restoration	Publish RFPs	RFPs
	Execute Planning or Design Contracts	Contracts
	Develop Project Plans or Design Documents	Plans
	Execute Construction Contract(s)	Contracts
	Restore Streambank Using Bio-Engineering	Linear Feet
	Restore Streambank by Recontouring or Regrading	Linear Feet
	Plant Grasses in Riparian Areas	Acres
	Plant Prairie Grasses in Riparian Areas	Acres
	Remove/Treat Invasive Species	Acres
	Plant Trees or Shrubs in Riparian Areas	Trees
	Plant Trees or Shrubs in Riparian Areas	Acres
Stream Restoration	Publish RFPs	RFPs
	Execute Planning or Design Contracts	Contracts
	Develop Project Plans or Design Documents	Plans
	Execute Construction Contract(s)	Contracts
	Restore Flood Plain	Acres
	Restore Stream Channel	Linear Feet
	Install In-Stream Habitat Structures	Structures
	Install Grade Structures	Structures
	Construct 2-Stage Channel	Linear Feet
	Restore Natural Flow	Linear Feet
Wetland Restoration	Publish RFPs	RFPs
	Execute Planning or Design Contracts	Contracts
	Develop Project Plans or Design Documents	Plans
	Execute Construction Contract(s)	Contracts
	Reconnect Wetland to Stream	Acres
	Reconstruct & Restore Wetlands	Acres
	Plant Wetland Species	Acres
Stream Obstruction Modification or Removal	Publish RFPs	RFPs
	Execute Planning or Design Contracts	Contracts
	Develop Project Plans or Design Documents	Plans
	Execute Construction Contract(s)	Contracts
	Remove Stream Obstruction	Obstruction
	Modify Stream Obstruction	Obstruction
	Remove Associated Obstruction Support Structures	Structures
	Install Fish Passage and/or Habitat Structures	Structures
	Restore Natural Flow	Linear Feet
	Dispose of Debris	Cubic Yards

Acid Mine Drainage & Abandoned Mine Land Reclamation	Publish RFPs	RFPs
	Execute Planning or Design Contracts	Contracts
	Develop Project Plans or Design Documents	Plans
	Execute Contract(s)	Contracts
	Construct Lime Dosers	Dosers
	Install Slag Leach Beds	Beds
	Install Limestone Leach Beds	Beds
	Install Limestone Channels	Linear Feet
	Repair Subsidence Sites	Acres
	Reclaim Abandoned Mine Land	Acres
	Reclaim Pit Impoundments	Acres
	Install Successive Alkalinity Producing System (SAPS)	SAPS
	Install Settling Ponds	Ponds
	Eliminate Stream Captures	Stream Captures
	Restore Positive Drainage	Acres
	Cover Toxic Mine Spoils	Acres
Construct Acid Mine Drainage Wetland	Acres	
Non-Wetland Conservation Easements	Draft Standard Easement Legal Language for Landowners	Standard Language
	Complete Appraisal Reports	Reports
	Execute Landowner Contracts	Contracts
	Acquire Conservation Easements	Acres
Wetland Conservation Easements	Draft Standard Easement Legal Language for Landowners	Standard Language
	Complete Appraisal Reports	Reports
	Execute Landowner Contracts	Contracts
	Acquire Conservation Easements	Acres
On-Site Sewage Treatment Systems (OSTS)	Develop OSTs Plan	Plans
	Inspect OSTs	Inspections
	Repair or Replace Traditional OSTs	OSTs
	Repair or Replace Alternative OSTs	OSTs
Planning, Technical Review & Analysis	Develop Watershed Based Plans	Plans
	Convene Project Advisory Teams	Teams
	Develop Plans (Other: Protection, Alternative)	Plans
	Publish RFP	RFPs
	Execute Planning Contract(s)	Contracts
	Solicit Public Input via Meetings	Public Meetings
	Solicit Public Input via Written Comments	Comments
	Solicit Expert Opinion	Consultations
	Solicit Technical Opinion	Consultations
	Collect Raw Data	Data Sets
	Conduct Review of Published Resources	Resources
	Develop Database	Databases

	Analyze Data	Analysis
	Complete Wetland Delineation	Reports
	Develop GIS Maps	Maps
	Review or Approve Plans, Workplans, or Reports	Plans
	Develop Reports	Reports
Agricultural Best Management Practices	<u>Install Sheet/Rill and Gully Erosion Practices</u>	
	DSL-01: Permanent Vegetative Cover Establishment	Acres
	DSL-02: Permanent Vegetative Cover Improvement	Acres
	DSL-04: Terrace System	Linear Feet
	DSL-44: Terrace System with Tile	Linear Feet
	DSL-05: Diversion	Linear Feet
	DSL-11: Permanent Vegetative Cover - Critical Area	Acres
	DSL-111: Permanent Vegetative Cover - Critical Area: Confined Animal Feedlot	Acres
	DSL-15: No-Till System	Acres
	DWC-01: Water Impoundment Reservoir	Cubic Yards
	DWP-01: Sediment Retention, Erosion or Water Control Structure	Cubic Yards
	DWP-03: Sod Waterway	Acres
	N332: Contour Buffer Strips	Acres
	N340: Cover Crop	Acres
	N380: Windbreak/Shelterbelt Establishment	Linear Feet
	N410: Drop Pipe	Each
	N585: Contour Strip-cropping	Acres
	<u>Implement Grazing Management Plans and Practices</u>	
	Develop Nutrient Management Plans	Acres
	DSP-02: Permanent Vegetative Cover Enhancement	Acres
	DSP 3.1: Grazing System Water Development	Acres
	DSP 3.2: Grazing System Water Distribution	Acres
	DSP 3.3: Grazing System Fence	Acres
	DSP 3.3: Grazing System Lime	Acres
	DSP 3.5: Grazing System Seed	Acres
	<u>Implement Irrigation Management Plan and Practices</u>	
	N430: Irrigation Water Conveyance	Acres
	N442: Irrigation System, Sprinkler	Acres
	N443: Irrigation System, Surface and Subsurface	Acres
	N447: Irrigation System, Tail Water Recovery	Each
	N554: Drainage Water Management	Acres
	N587: Structure for Water Control	Acres
	<u>Implement Animal Waste Management Practices</u>	
	Develop Animal Waste Management Plans	Acres
	N312: Beef Waste Management System	Animal Units
	N312: Dairy Waste Management System	Animal Units
	N312: Poultry Waste Management	Animal Units
	N312: Swine Waste Management	Animal Units

	N316: Incinerator	Each
	N317: Composting Facility	Each
	Implement Nutrient and Pest Management Plans	
	Develop Nutrient and Pest Management Plans	Acres
	N590: Nutrient Management	Acres
	N595: Pest Management	Acres
	Implementing Practices in Sensitive Areas	
	C650: Streambank Stabilization	Linear Feet
	DSP-31: Sinkhole Improvement	Cubic Yards
	BDSP-31: Buffer Sinkhole Improvement	Each
	N351: Well Decommissioning	Each
	N380: Windbreak/Shelterbelt Establishment	Linear Feet
	N386: Field Border	Acres
	N391: Riparian Forest Buffer	Acres
	N393: Filter Strip	Acres
	N574: Spring Development	Each
	N725: Sinkhole Treatment	Acres
	WQ10: Stream Protection	Linear Feet
	Implementing Practices to Address Woodland Erosion	
	C100: Timber Harvest Plan	Acres
	DFR-04: Forest Plantation	Acres
	N472: Livestock Exclusion	Acres
	N655: Restoration of Skid Trails, Logging Roads,	Each
Communication: Information and Outreach	Develop Brochures/Fact Sheets	Brochures/Fact Sheets
	Conduct Watershed Festivals	Festivals
	Conduct Public Meeting	Public Meetings
	Develop Press Releases	Press Releases
	Create/Maintain Websites	Website
	Install Signs	Signs
	Develop Displays	Displays
	Conduct Tours	Tours
	Conduct Tours via Canoe	Canoe Trips
	Develop DVD	DVDs
	Distribute DVDs	DVDs
	Develop CD	CDs
	Distribute CDs	CDs
	Conduct Stream Clean-Ups	Clean-Ups
	Conduct Field Days	Days
	Stencil Storm Drains	Drains
	Conduct Workshops	Workshops
	Conduct Training	Training Sessions
	Develop Manual(s)	Manuals
	Provide Technical Assistance to Group(s)	Groups
Provide Technical Assistance via Telephone	Calls	

	Deliver On-Site Technical Assistance	Site Visits
	Develop Model Ordinances	Ordinances
	Develop Newsletters	Newsletters
Watershed Support (Core Programs Only)	Execute Subgrant Agreements	Contracts
	Administer Subgrants to Watershed Groups	Grants
	Conduct Functional Reviews and/or Site Visits	Functional Reviews
	Conduct Workshops	Workshops
	Conduct Training	Training Sessions
	Create/Maintain Web Sites	Websites
	Develop Web-based Tutorials	Tutorials
	Prepare Annual NPS Report	Reports
	Provide Technical Assistance	Groups
	Provide Design Assistance	Groups
	Provide BMP Assistance	Groups
	Calculate Load Reduction Estimates	Groups
	Provide GIS Mapping Assistance	Groups
	Develop Databases	Databases
	Prepare AMDAT Plans	Plans
	Provide AMD Design Assistance	AMD Projects
	Inspect BMP/AMD/ Other Project Sites	Inspections
Develop Project Evaluation Protocol	Evaluations	
Pre- and Post-Implementation Monitoring	Prepare Quality Assurance Project Plan	QAPP
	Conduct Chemical Sampling	Sites
	Conduct Macroinvertebrate Sampling	Sites
	Conduct Fish Sampling	Sites
	Conduct Habitat Sampling	Sites
	Conduct Soil Sampling	Samples
	Conduct Bacteriological Sampling	Sites
	Prepare and Submit Final Monitoring Report and Data	Report
	Conduct Photo Monitoring (pre- and post-implementation)	Report
Estimated Loading Reductions	Reduce Phosphorus Loadings	Pounds/Year
	Reduce Sediment Loadings	Tons/Year
	Reduce Untreated Home Sewage	Gallons Per Day
	Treat Acid Water	Pounds/Year
	Reduce Nitrogen Loadings	Pounds/Year
Project Reporting	Submit Semi-Annual BMP and Load Reduction Reports	Reports
	Submit Quarterly Project Progress Reports	Reports
	Submit Annual MBE/WBE Reports	Reports
	Submit Final Report	Reports

For More Information

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