



Nonpoint Source Minigrant Program Application Criteria and Instructions for Form 780-1947

Purpose

The Missouri Department of Natural Resources' Nonpoint Source Water Protection Minigrant Program supports small projects that:

1. Create an accurately informed citizenry, familiar with the causes, extent and control of nonpoint source, or NPS, water pollution and water quality issues.
2. Provide an opportunity for involved citizens to achieve environmental success through NPS water pollution prevention or remediation.

Funds for the program are provided by the U.S. Environmental Protection Agency through the Missouri Department of Natural Resources.

Goal

The current goal of the Minigrant Program is to provide financial assistance for building watershed protection capacity in watersheds targeted by Missouri's Nonpoint Source Management Plan. Information about targeted watersheds, priority projects and upcoming deadlines are available on the department's website at

www.dnr.mo.gov/env/wpp/nps/319nps-minigrant.htm#Application.

Objectives

- Encourage local partnerships and public participation in efforts to restore, conserve and protect water resources threatened by NPS water pollution.
- Increase public knowledge of NPS water pollutants and their impact on surface water and groundwater quality.
- Stimulate individuals to assess and modify practices and behaviors that contribute to NPS water pollution.
- Develop tools and programs to encourage behavioral changes toward sound preventive practices.

Eligibility

Eligible organizations include state and local agencies, educational institutions and not-for-profit organizations. Organizations must provide proof of 501(c)(3) status. Agency or organization cooperation is encouraged, but the proposal must identify the lead sponsor. Projects must address NPS water pollution for funding consideration.

Project applicants must have written policies and procedures in place addressing Standards for Financial Management Systems (e.g., internal controls, cash management, compliance controls) and Procurement Standards prior to applying for grant funds. The department may ask applicants to provide copies of these policies to review prior to the funding award.

Proposals

A complete project proposal includes:

- Application Form.
- Narrative.
- Detailed Budget.
- Letters of Commitment from partners.
- Copy of approved indirect cost allocation plan document and rate (if available).
- Proof of 501(c)(3) status document and or IRS Federal Tax ID letter.
- One signed copy of the proposal and one electronic copy.

Proposals may be submitted at any time. Early submittal of a preliminary proposal allows staff to review and offer suggestions for improvement prior to the closing date. Early submittal may be done electronically prior to obtaining necessary signatures to darlene.schaben@dnr.mo.gov.

Requirements

- Project limit: 24 months.
- Grant limit: \$10,000.
- Matching support requirements: 60 percent federal, 40 percent nonfederal (may be cash or eligible non-cash contribution). Example calculation: $\$10,000 \times 0.6667 = \$6,667$
- The focus of the proposal must be NPS water quality information and education, prevention or remediation.
- The project must involve local participation.
- The project must provide objective measurements about the effectiveness of the project and outputs.
- Quarterly, annual and final reports are required.
- Applicant must provide a detailed work plan and budget within 30 days after notification of selection.
- Projects addressing target water bodies identified on the Minigrant webpage at www.dnr.mo.gov/env/wpp/nps/319nps-minigrant.htm will receive priority in funding consideration.

Limitations

- Minigrants can not be used for research or data collection, nor may they be used for projects on private lakes.
- Minigrant funds cannot be used to develop new information and education materials already available (printing costs may be allowable).
- Information and education materials developed as part of the project must be reviewed and approved by the department and carry a notation crediting EPA and the department for funding.
- Payment will be on a reimbursement basis. Adequate documentation of expenditures and matching support must be provided.

- Equipment purchases are not allowed. Equipment purchased may remain the property of the department and usually must be returned to the department upon project completion.
- Projects are encouraged to develop program income for long-term sustainability, but income must be returned to the grant project prior to expenditure of federal funds.
- Support of established, ongoing programs will be evaluated on an individual basis.

Selection Criteria

Proposals will be ranked according to the following criteria:

- Addresses priority water bodies identified for current funding cycle.
- Impact waters on the 303(d) List.
- Implementation or development of a 9-element watershed plan.
- Relevance to NPS water quality protection or restoration.
- Cost effectiveness (ratio of salary to product especially).
- Strength of information, education and public awareness components.
- Quality and appropriateness of activities proposed.
- Prior grant experience with sponsor.
- Importance to community or audience.
- Degree of innovation.
- Long-term sustainability.
- Potential for use or adaptation elsewhere.
- Financial and Administrative capability.

Application Form Instructions

1. Concise titles work best in the long run.
2. Identify the sponsoring organization authorized to accept and supervise grant funds. Provide a complete mailing address.
3. Enter the name, phone number and e-mail address of the person who can give substantive information about the proposal, usually the senior author.
4. Enter the proposed date initial activities will begin and when the project will end (see Minigrant Timetable on page 2). Consider using the available 2 years to account for unforeseeable circumstances.
5. Dun and Bradstreet Data Universal Number System, or DUNS number must be included on the Application Cover page. 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 <http://fedgov.dnb.com/webform/displayHomePage.do>. Congressional District numbers are available on-line at www.govtrack.us/congress/findyourreps.xpd?state=MO.
6. List the major activities of the project and target dates they will occur.
7. Identify all estimated expenditures: salaries, fringe benefits, facility or equipment rental, publication costs, etc. See budget and match guidelines, which follow, for assistance with budget preparation. A detailed budget allows the best evaluation of your proposal.

8. Identify other grants or assistance programs to which you have applied for or received support for this project.
9. List specific and measurable objectives. Examples: Grass and tree buffer strip to be planted along 100-foot section of stream bank; 60 percent of workshop attendees will reduce application of lawn chemicals.
10. List measurable products of the grant. Examples: workshops, newsletters, brochures, public meetings, quarterly and final reports.
11. Describe methods you will use to determine the success of your effort and the attainment of your objectives. Examples: pre- and post-interviews; increased requests for assistance.
12. List contacts in other agencies and organizations that will have a role in completing this project.
- 13A. This section must be completed by someone authorized to commit the organization to the project (Board Chairman, President, Director, etc.). Attach an additional sheet if other signatures are necessary.
- 13B. This section should be completed by the applicant (senior author).

Note: 13A and 13B cannot be the same person.

Attachments

Letters of commitment by other agencies or groups listed as cooperators.

Attach IRS Federal Tax ID Letter. Not-for-profit organizations, please attach proof of 501(c) status.

Narrative: Attach a summary of your proposal. Use the narrative to put your proposal in proper context for reviewers, explain roles of cooperators, identify qualifications of applicants and present other relevant information that will support your application.

Budget Guidance for Proposed Expenses and Match

The following items are listed as examples of the kinds of expenses to include in each budget category. Expenses are not limited to these items. Call for assistance with any questions.

Salaries/fringe: Self-explanatory.

Travel: Mileage, Meals, Lodging.

Supplies: Individual supply items costing between \$200 and \$4,999 should be listed individually, (e.g., projector). High dollar supplies may need justification.

Printing supplies, office supplies, photography supplies, technical supplies, educational supplies, seed and fertilizer, library materials, housekeeping supplies, postage.

Other: Advertising, software purchase, telephone charges, professional development, utilities, meeting room rental, maintenance, repair and use of sponsor-owned equipment, (e.g., office equipment, mechanical equipment, technical equipment, tools).

Contractual: Contracting with another entity to perform work for you. (e.g., legal, auditing, accounting, professional or technical services, printing and binding).

Detailed Budget Example

EXPENSE ITEM	MINIGRANT FEDERAL	NON-FEDERAL MATCH	OTHER
SALARY/FRINGE Project Manager - \$17.50/hr (.035 FTE) Stormwater Educator - \$12.50/hr (.03 FTE)	\$	\$ 2,500 \$ 1,500	\$
TRAVEL Mileage reimbursement for guest speakers - \$0.47/mi	\$ 200	\$	\$
SUPPLIES Rock, gravel, willow stakes Educational supplies, workbooks, certificates Paper and in-house printing	\$ 3000 \$ 600 \$ 100	\$ 935	\$
OTHER Tent and Table Rentals Bus Rental Sponsor owned equipment maintenance	\$250 \$250 \$1000	\$	\$
CONTRACTUAL Equipment Operation	\$2000	\$	\$
INDIRECT	\$	\$	\$
TOTAL CHARGES	\$ 7400	\$ 4935	\$

Nonfederal Match

The nonpoint source program requires that federal grant funds be matched proportionately with nonfederal funds or the recipient participate to some extent in the cost of the project. "Matching" requirements are prescribed by Congress in the 1987 Amendments to the Clean Water Act. Federal participation is limited to 60 percent of the allowable costs in the project budget. The recipient is expected to contribute 40 percent.

Costs used to satisfy a recipient's matching share may be either cash contributions to project costs or contributions of goods or services. Contributions not involving cash are generally called "in-kind" contributions, such as volunteer time. Since recipients are required to document all nonfederal match, care should be taken when preparing a budget to include only those things that can be documented. Volunteer time must be recorded on a time sheet with the volunteer's signature and a supervisor signature. The value of the time must be consistent with a reasonable local market pay/fringe rate for the work performed. Time provided during their workday by state or federal employees are not eligible to use as match employees, such as Missouri Department of Conservation or University Extension, cannot be used as match without written approval by their agencies. A letter of commitment from these agencies will suffice as approval. Federal agency participation is acceptable and encouraged as a partner, but federal staff or expenses are ineligible as match for the project. Equipment usage must be recorded on a log sheet with a reasonable hourly rental charge attributed to the loan. Donated materials or supplies used in the project should be valued at fair market value.

The test of nonfederal match is: If an item would be eligible for inclusion in the federal share, it is allowable for nonfederal match. For example, mailing or printing would be allowable either as a federal expense or a nonfederal match.

Recipients are permitted to exceed the matching requirement or “overmatch” a grant. Doing so is making more of a commitment to the project than is required. On the other hand, if a recipient does not contribute a sufficient match, federal support will be reduced proportionately to maintain the required matching ratios.

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

Institution	Cost Principals	Audits
State and Local Governments	2 CFR 225 (A-87)	OMB Circular A-133
Nonprofit Organizations	OMB Circular A-122	OMB Circular A-133

The circulars are available to downloaded at www.whitehouse.gov/omb/circulars.

Narrative Example

Urbanization increases the frequency and intensity of flooding and in-channel stream bank degradation. Bankfull events can scour the streambed and overwhelm the banks. One very noticeable effect of scouring and inundation is the loss of protective vegetation. Without trees and grasses, banks collapse and streams widen causing loss of property and increased sediment in-stream. Landowners often try to correct the problem with little or no knowledge of correct techniques and available products.

This project will work with local landowners that have stream bank erosion problems on their property. The project manager will evaluate sites to determine suitability for BMP placement and demonstration site access. Three sites will be chosen for BMP placement. The project manager will cooperate with a professional engineer to design and oversee BMP construction. Each site will be associated with an educational one-half day workshop. The project manager and storm water educator will inform and educate local landowners on proper BMP installation and maintenance, as well as permit requirements for in-stream stabilization. The event will include handouts that validate cost effectiveness of correct practices. Workshops will also address the upstream urbanization causing the increased intensity and frequency of flooding. Guest speakers include United States Department of Agriculture, the United States Core of Engineers, Missouri Department of Natural Resources and Missouri Department of Conservation.

The primary audiences for the project are county and city staff that maintains the streets and infrastructure for homeowners in residential subdivisions. Because maintenance ends at the right-of-way, homeowners with streams on their property shall also be targeted by this project.

The short-term outcome of this project is to increase the awareness and knowledge about proper construction, maintenance, placement, effectiveness, cost and environmental benefits of erosion control BMPs. This will be accomplished by hosting three demonstration workshops with a target 25 participants each, and two public field days (held in conjunction with partners). The intermediate outcome will be increased use of the demonstrated BMPs.

This will be accomplished by providing incentives to landowners and staff for locating potential sites for implementation and proper maintenances. The long-range outcome is improvement in environmental conditions by reducing NPS pollution in the form of erosion and stream sedimentation through BMP implementation.

The project manager will assess the success of the BMP demonstrations by evaluating cost effectiveness, maintenance of the practice, visual changes in erosion and sedimentation, and applicability to other locations. The project manager will assess the success of the education campaign by monitoring attendance at events, success of meeting the educational goals, and identifying modifications that could increase awareness or provide better information to the target audience. The project manager will evaluate the project's success in modifying behavior of the audience by tracking implementation of the BMPs in other sites, and the acceptance of erosion control throughout the area.

For More Information

Missouri Department of Natural Resources

Water Protection Program

Attn: Nonpoint Source Unit

P.O. Box 176

Jefferson City, MO 65102-0176

800-361-4827 or 573-751-1300