

DAIRY WATER QUALITY GRANT PROGRAM SOLICITATION NOTICE

August 2, 2005

The State Water Resources Control Board (State Water Board), Division of Financial Assistance (Division) is accepting applications for the Dairy Water Quality Grant Program (DWQGP). The DWQGP provides grants for projects that reduce threats to, or impairment of, surface or ground waters from dairy operations. The DWQGP has \$5 million available from Proposition 50, the Water Security, Clean Drinking Water, Coastal and Beach Protection Act of 2002.

All applicants requesting DWQGP grants must submit a complete electronic application using the State Water Board's online Financial Assistance Application Submittal Tool (FAAST), located at the following secure link: <https://faast.waterboards.ca.gov>.

All complete electronic application submittals are due by 5:00 p.m. on October 3, 2005.

The State Water Board adopted Guidelines for implementing the DWQGP on June 16, 2005. The Guidelines established applicant and project eligibility, program priorities, and the project selection criteria and process. The DWQGP Guidelines and other detailed application information are located on the following website: <http://www.waterboards.ca.gov/funding/dairy.html>

A complete application must be prepared in accordance with the DWQGP Guidelines and contain all items on the Application Package Checklist (below). It is suggested that applicants use this checklist to verify all required information is submitted using the FAAST program.

Applicants are encouraged to review the FAAST User Manual and Frequently Asked Questions, available at the above FAAST link, prior to creating a user account. When an applicant has created a user account and begins to fill out an application, FAAST assigns a unique proposal identification number (PIN). Applicants should make note of this number as it is used when an applicant needs technical assistance with FAAST.

Applicants are encouraged to work with their Regional Water Quality Control Board (Regional Water Board) grant coordinators, as identified in Appendix B of the DWQGP Guidelines, on the development of their project proposal. Applicants without Internet access may contact their Regional Water Board or the State Water Board for assistance.

All projects funded through the DWQGP will be required to report the locations of all management practices and water quality monitoring implemented as part of the project. Data and project locations will not be considered confidential and are subject to disclosure requirements under the Public Records Act.

All applications will be reviewed based on the technical merit of the proposed project and consistency with the DWQGP Guidelines criteria. For further assistance, please contact Mr. Ken Coulter at (916) 341-5496 or kcoulter@waterboards.ca.gov.

Application Package Checklist

The following list corresponds to the horizontal tabs in the FAAST program that come up after the application initiation process is complete.

	<p>General Information Includes project title and description, applicant and project director’s name, location of project, and costs of project. The total project cost equals the grant funds requested plus the local cost match. The match must be at least 30% of the total cost unless the applicant is a disadvantaged community.</p>
	<p>Funding Program Be sure to mark the Dairy Water Quality Grant Program “Apply” box under this tab.</p>
	<p>Legislative Information Fill in information based on the location of the project not the applicant.</p>
	<p>Agency Contacts</p>
	<p>Cooperating Entities</p>
	<p>Application Questionnaire The questions in this section are related to the funding requirements in the DWQGP Guidelines. For questions that don’t apply to your grant, put “NA” in the answer box.</p>
	<p>Attachments</p>
	<p>Attachment A- Project Proposal Project Proposals must be 10 pages or less, use 8.5” x 11” paper, Times New Roman font size 11 or larger, and a one-inch margin. The Project Proposal must: have subheadings corresponding to each of the Subsections A through I as specified in Section 4 of the DWQGP Guidelines; provide all information required in the Guidelines; and stand on its own merit without referring to appendices as the primary source of information.</p> <ul style="list-style-type: none"> A. Project Title and Summary B. Water Quality Protection and Environmental Compliance C. Project Description and Work to be Performed D. Project Effectiveness E. Submittal List and Schedule F. Cost and Financial Feasibility G. Readiness to Proceed H. Qualifications of Applicants I. Disadvantaged Communities- if applicable
	<p>Attachment B- Project Budget Form All budget and task information must be provided in Attachment B according to the instructions provided below. Copy and use the budget tables below.</p>
	<p>Attachment C-Eligible Applicant Documentation Applicants must complete Attachment C according to the instructions provided below.</p>
	<p>Attachment D- Disadvantaged Community To demonstrate status as a disadvantaged community, applicants must complete Attachment D according to the instructions provided below.</p>
	<p>Attachment E- List of Attachments Use only if there are more Attachments (i.e., F and G, etc.)</p>
	<p>Attachment F, Attachment G, etc. To be used to provide additional information (e.g., about multi-dairy and regional projects as requested in DGP Guideline section 4.C).</p>

Attachment B Instructions **Project Budget Forms**

Project Budget Form Instructions

Attachment B of the application must be completed using both the “Task Budget” and “Line Item Budget” formats on the forms provided below. The information required on the budget forms is described below. Match amounts must be shown on the budget summary. Attachment B should show total grant dollars, the match required, and the total project cost.

Please note that Proposition 50 funded projects will be executed through the Grant Agreement process and no contingency costs will be allowed.

The **task budget breakdown** should include all components from the line item budget, such as: personnel services, operating expenses, travel, equipment purchase, professional and consultant services, and construction. The **line item budget breakdown** should be broken down into the following format:

Personnel Services

Personnel Services include: salaries and benefits for wage-earning personnel employed by the applicant and working on the project. Benefits, calculated as a percentage of salaries, are contributions for sick leave, retirement, insurance, etc. These services should be broken down by classification/title, rate of pay, and number of hours.

Operating Expenses

Operating Expenses include printing, postage, telephone, and supplies. Types of Operating Expenses must be listed.

Travel

Travel includes the cost of transportation, subsistence, and other associated costs incurred by personnel during the term of the project. Travel will be reimbursed at or below the rate allowed for State employees.

Equipment Purchase

Equipment is considered any one item over \$5,000. Anything under \$5,000 should be listed as a supply item under Operating Expenses.

Professional and Consultant Services

Professional and Consultant Services (subcontracts) include the costs for any consultants needed by the applicant to complete any or all tasks.

Construction

Construction expenses include estimated costs of material and labor for capitol improvements.

Required Project Budget Forms

<u>TASK BUDGET:</u>		Grant Funds		Matching Funds		<u>TOTAL</u>
List the Project Task identified to be performed in the Project Proposal below. For each task, show the costs that are proposed to be funded with grant monies, the tasks proposed to be funded with matching funds, and the corresponding total costs.						
1.						
2.						
3.						
4.						
5.						
6.						
7.						
Total Costs:		\$		\$		\$

<u>LINE ITEM BUDGET:</u>		Grant Funds		Matching Funds	<u>TOTAL</u>
List the Line Items corresponding to the proposed project below. For each Line Item, show the costs that are proposed to be funded with grant funding, proposed to be funded with matching funds, and the corresponding total costs.					
1.	Personnel Services (including benefits) For Example: Principal Engineer Associate Engineer Word Processor	Hours	Wage/ Hour	Total	
2.	Operating Expenses For Example: Supplies, Postage, Printing, and Telephone.				
3.	Travel For Example: Transportation costs incurred by personnel.				
4.	Equipment Purchase \$5,000 or greater per item				
5.	Professional and Consultant Services List categories of services subcontracted				
6.	Construction For Example: Materials and labor.				
Total Costs:		\$		\$	\$

Attachment C Instructions
Eligible Applicant Documentation

Answer the appropriate questions below and file with the application as Attachment C.

Eligibility Category:

A. Public Agencies

1. Is the applicant a public agency as defined in Section 3 of the Guidelines? Please explain.
2. What is the statutory or other legal authority under which the applicant was formed and is authorized to operate?
3. Does the applicant have legal authority to enter into a grant agreement with the State Water Board?
4. Describe any legal agreements among partner agencies and/or organizations that ensure performance of the proposal and tracking of funds.

B. Nonprofit Organizations

1. Is the applicant a nonprofit organization as defined in Section 3 of the Guidelines? Please explain.
2. Does the applicant have legal authority to enter into a grant agreement with the State Water Board?
3. Describe any legal agreements among partner agencies and/or organizations that ensure performance of the proposal and tracking of funds.
4. Include a copy of the certificate of incorporation for the organization.

C. Dairy Operators

1. Describe the applicant's legal authority to enter into a grant agreement with the State Water Board.
2. For the Project Director, Landowner, and Dairy Operator (as appropriate) for this application provide the following information: Name, title, address, phone number, and email address.
3. If the applicant, dairy operator, or landowner is a business or a corporation, include a copy of the certificate of incorporation, or other similar documentation.
4. If the applicant or dairy operator leases the dairy, explain the legal relationship to the landowner.

Attachment D Instructions **Disadvantaged Community**

For disadvantaged communities that need help filing the electronic application for the DWQGP, please contact Ken Coulter at the above address.

Applicants requesting a waiver of the match requirement on the basis of being a disadvantaged community must provide the following in Attachment D of the application:

1. Describe the methodology used in determining the total population of the disadvantaged community. The applicant must include what census geographies (i.e., census designated place, census tract, census block) were used, and how they were applied.
2. Provide annual Median Household Income (MHI) data for the disadvantaged community.
3. The following data requirements must be met:
 - MHI and population data sets must be from the 2000 Census.

Allowances

1. Applicants may estimate disadvantaged community population numbers by whatever means that are accessible to them as long as the above requirements are met.
2. In determining MHI for a disadvantaged community, applicants may use a single type of census geography or combinations of 2000 Census geographies. Official census geographies, such as census tract and block group, are acceptable.

Definitions

Block Group – means a census geography used by the U. S. Census Bureau (USCB) that is a subdivision of a census tract. A block group is the smallest geographic unit for which the USCB tabulates sample data. A block group consists of all the blocks within a census tract with the same beginning (block) number.

Census Designated Place – means a census geography used by the USCB that is a statistical entity, defined for each decennial census according to USCB guidelines, comprising a densely settled concentration of population that is not within an incorporated place, but is locally identified by a name. Census designated places are delineated cooperatively by state and local officials and the USCB, following USCB guidelines.

Census Tract – means a census geography used by the USCB that is a small, relatively permanent statistical subdivision of a county delineated by a local committee of census data users for the purpose of presenting data. Census tract boundaries normally follow visible features, but may follow governmental unit boundaries and other non-visible features in some instances; they always nest within counties. Census tracts are designed to be relatively homogeneous units with respect to population characteristics, economic status, and living conditions at the time of establishment. Census tracts average about 4,000 inhabitants.

Disadvantaged Community – A municipality, including, but not limited to a city, town, county, or a reasonably isolated and divisible segment of a larger municipality with an annual MHI that is less than 80% of the statewide MHI (CWC § 79505.5 (a)). For example, using Census 2000 data, 80% of the statewide annual MHI is \$37,994.

Place – A census geography used by the USCB that is a concentration of population either legally bounded as an incorporated place or identified as a Census Designated Place.

Conditions of Waiver of Match Funds

1. The waiver or reduction of the funding match presented in the application will not be automatically granted.
2. The State Water Board will review the disadvantaged community information submitted in the application prior to making a decision to accept, modify, or deny such a waiver or reduction.
3. Should the proposal be chosen for funding, but the requested waiver or reduction in funding match be rejected or modified, the grantee is responsible for costs exceeding the grant funding amount to complete the project. The award will be conditional on the applicant providing the required funding match.