

Step-by-Step Implementation Application Instructions for FY2011

- **Highlighted sections or subsections are required for the proposal.** The remaining subsections are not to be completed or deleted, but will be completed later if the proposal is accepted for funding.
- The text for sections 2 – 7 is limited to five pages. This page limit does not include section 1.0, required appendices, or the budget pages.
- Please send the completed proposal by email to the following address: lorettalohman@gmail.com
- Section and subsection titles should remain in place as written.
- **Failure to follow these instructions will affect the proposal evaluation and final score.**

Project Title - Make it short and clear

1.0 Project Proposal Summary - required information.

- The Sponsor is the organization who receives the money and pays the bills.
- The Project Coordinator/Primary Contact is the person in charge of doing the work. This person may be from a different organization than the project sponsor.
- Project funding – *Tip*: Be sure the numbers match your budget table.
- Project Start Date – The earliest start date is October 2011.
- Project End Date – Projects must end before 2016. Typical projects do not exceed three years.
- Geographic Coverage – Please place an “x” in the box that applies to your project.
- Project Location – Information about your water body may be found at:
 - <http://www.cdphe.state.co.us/op/wqcc/Resources/wqresdoc.html>
 - <http://www.cdphe.state.co.us/wq/Assessment/TMDL/tmdlmain.html>
 - <http://www.cdphe.state.co.us/wq/Assessment/TMDL/tmdlmain.html>
 - <http://cfpub.epa.gov/surf/locate/index.cfm>
- *Tip*: note that the HUC number is not required for this stage.
- NPS Pollution Source categories to be addressed – Please place an “x” in every box that applies to your project.
- NPS Pollutants to be addressed – Please place an “x” every box that applies to your project.
 - Estimate Load Reduction, if checked for excess nitrogen, excess phosphorus and/or sedimentation – required.

Please note the limit of five (5) pages for the following information: project description; project goal; and sections 2.0 – 7.0, not including the appendices

- Project Description – Short concise summary of the project, generally 1-2 paragraphs in length.
- Project Goal – Short concise summary of the project goal, (e.g., what is the outcome of your project?)

2.0 Statement of Need

2.1 Water Quality Priorities

- Need for project described, including identified pollutant(s), water quality standards affected, uses not attained, and water body flow status (i.e. – intermittent; stream or aquifer classification identified), if available.
- Explain how this project is consistent with water quality priorities specified in the [Colorado NPS Management Plan](#) and/or in a local watershed plan.
- Describe status of TMDL, if applicable.

2.2 Water Body Description *(Not required for the proposal; do not complete or delete.)*

2.3 Map of Watershed Location *Complete in the Appendix*

2.4 General Watershed Information *(Not required for the proposal; do not complete or delete.)*

2.5 Type of Water Quality Problem including Sources

- Define water quality problem (chemical, biological, physical/habitat), including loading and sources, and timing of pollution problems.
- Summary of degradation cause(s) described.

3.0 Project Description

3.1 Environmental and Programmatic Goals

- Environmental goal should describe the water quality outcome. What do you expect to see when the project is complete?
- Programmatic goal should describe the path to achieve the environmental goal. See examples in the [EPA Guidance](#).
- Goals and objectives have measurable endpoints.

• 3.2 Objectives, Tasks, and, Products *Note: Costs will be included in the 2011 Budget Table.*

- Objectives and tasks listed and described in narrative form.
- Each objective has at least one task.
- Each task includes milestones, quantified outputs, and responsible parties. Examples are in the [EPA Guidance](#).
- Tasks are numbered sequentially.
- Tasks logically accomplish objectives leading to the goal.
- Final tasks in a proposal should address:
 - Outreach and Education including involving stakeholders and increasing nonpoint source awareness in the watershed;
 - Monitoring and Evaluation to show project progress and outcomes;
 - Project Administration and Management including progress, semi-annual, and final reports.

• 3.3 Milestone Table *Complete in the 2011 Budget Table*

3.4 Environmental Permits *(Not required for the proposal; do not complete or delete.)*

3.5 Lead Project Sponsor Qualifications *(Not required for the proposal; do not complete or delete.)*

3.6 BMP Operation and Maintenance *(Not required for the proposal; do not complete or delete.)*

4.0 Coordination Plan

4.1 Lead Project Sponsor and Cooperating Organizations *Complete in the Appendix*

4.2 Local Support

- Local support for the project described includes who is providing support and what proof exists for the support.
- Do not attach letters of support. Letters/emails of resource commitment should be provided by partners before project contracting with the state.

4.3 Coordination with Other Projects and Organizations *(Not required for the proposal; do not complete or delete.)*

4.4 Similar Watershed Activities *(Not required for the proposal; do not complete or delete.)*

5.0 Evaluation and Monitoring Plan

This section addresses how environmental results will be measured. Focus should be on the outcome: “what will be different after this project is implemented in terms of water quality improvements and how will that difference be captured and reported.” Evaluation and monitoring activities will be included as a separate objective and/or task in section 3.0 and in the budget table. Outcomes from the Evaluation and Monitoring Plan will be included in the Final Report.

5.1 - Describe the development of the **evaluation and monitoring methods** for the project objectives and tasks that will include a sampling and analysis project plan (SAPP).

Note: Collection of monitoring data to measure the results associated with the implementation of the project requires a project specific (SAPP) approved by the WQCD NPS Coordinator before sampling begins. A SAPP is required even if another entity is collecting and analyzing data in partnership with this project.

Guidance: Create an evaluation table or matrix to summarize briefly the project objectives and tasks from section 3.0, the evaluation methods, and the target results.

Example – Evaluation Table:

<i>Environmental Goal:</i>			
	<i>Target Results</i>	<i>Evaluation and Monitoring Methods</i>	<i>Measures of Success</i>
<i>Objective 1</i>			
<i>Task 1</i>			
<i>Task 2</i>			
<i>Objective 2</i>			
<i>Task 3</i>			
<i>Programmatic Goal:</i>			

	<i>Target Results</i>	<i>Evaluation and Monitoring Methods</i>	<i>Measures of Success</i>
<i>Objective 1</i>			
<i>Task 1</i>			
<i>Task 2</i>			
<i>Objective 2</i>			
<i>Task 3</i>			

The target results include outputs (e.g., number of stakeholder meetings, samples taken) and outcomes (e.g., knowledge gained, planning process outcomes, expected environmental results). The results can be quantitative or qualitative.

Deliverables: Evaluation table and implemented results to be included in the final report (final report format can be found at www.npscolorado.com). Address specifically how the BMPs were measured and how the results were successful. Did the BMP implemented work as designed? Was it/them appropriate for the impairment? Did the overall project design achieve water quality improvements or any other project goal?

5.2 - Describe development of the sampling and analysis project plan (SAPP) for the project.

Collection of environmental data must have a project specific (SAPP) approved by the NPS program coordinator before sampling begins. If another entity is collecting and analyzing data in partnership with this project, a SAPP is still required.

Guidance: Please address how the development of a SAPP will be accomplished; who will be responsible for writing it; who will review it; estimate costs for the development of the SAPP; include the statement: “Data will not be collected or sampling will not start prior to the SAPP being approved by the WQCD NPS Program Coordinator.” A SAPP template and technical assistance are available from the NPS program.

Product: A SAPP that addresses all elements required in the NPS program SAPP template.

5.3 - Describe watershed monitoring strategy, including data quality objectives, media to be sampled (water, soil, vegetation, macroinvertebrates, flow, etc), parameters to be measured, methods to be used (Rosgen, RBP, Pebble counts) sampling and analysis design. Describe how data will be used with relevance to impairment, are methods comparable to existing data, etc. Identify the underling standard or reference condition to be used as the attainment objective. Locate sampling sites on a map in relationship to BMPs and priority treatment areas.

Guidance: Much information will be included in the SAPP later as it is developed, but this sub-section should describe the above items. Data quality objectives address why you are sampling and what is the outcome that needs to be substantiated. The goal of this sub-section is to provide the project sponsor and the NPS Program with information necessary to evaluate the potential success of the project, the effectiveness of the BMPs that will be applied to the project and the attainment objective. Ultimately, this will be included in the SAPP.

Products: Initial strategy to capture environment results with clear definition of data quality objectives, types of data to be collected including analytes, methods used to collect these data, and relationship to implemented BMPs. Another product is a detailed map with large enough scale showing location of the project site and where BMPs will be implemented.

5.4 - Describe storage, management and reporting of data.

Guidance: Include a description of the data management tool to be used (Excel, Access, etc), who will be entering and checking the data for quality (should be two different persons), and how data will be compiled, analyzed, reconciled with data quality objectives and reported. Include a description of how data will be shared, ensuring that there is a mechanism to upload the data to the EPA National Water Quality Database and Colorado Data Sharing Network. The Data Sharing Network can provide technical assistance and an interface to uploading data to the National Database. Data should also be shared with the WQCD Environmental Data Unit.

Products: The full set of data will be uploaded in the two data repositories mentioned above and data will be shared with the EDU. Data management activities will be included as a separate objective and/or task in section 3.0 and in the budget table. A certification that data have been uploaded will also be delivered to the NPS program in conjunction with the Final Report.

5.5 - Describe any models used.

Guidance: Include the rationale for using a particular model and why the particular model chosen is best fit to answer the specific questions. Include a statement: “Any model analysis, discussion, and results will be incorporated in the Final Report to the NPS program.”

Products: Any model and associated data sets and analysis used will be shared with the NPS program.

Describe long-term funding plans for Operation & Maintenance of restoration activities.

6.0 Budget

- **6.1 Budget Tables** Complete in the 2011 Budget Table

7.0 Public Involvement

7.1 Process for Public Involvement

- Describe the process for ensuring public involvement in the project.
- Examples include public meetings, outreach events, newspaper articles, and websites.

Appendix Contents

- Project Map
- Lead Project Sponsor and Cooperating Organizations
- 2011 Budget Table

Project Map

Please insert a map of the watershed; a second small state map may be needed to locate small watershed.

Lead Project Sponsor and Cooperating Organizations

Lead Sponsor			
Agency Name			
Agency Address			
Role/contribution			
Contact Person		Telephone	

E-mail address	
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Insert additional pages and tables for additional cooperator descriptions.