

Step-by-Step Watershed Plan and Assessment 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 a total of five pages. This page limit does not include section 1y, 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” in 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 and Problems

- Explain how this project is consistent with water quality priorities specified in the [Colorado NPS Management Plan](#) and/or in an existing local watershed plan.

- 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.
- Define water quality problem (chemical, biological, physical/habitat), including loading and sources, and timing of pollution problems.
- Summary of degradation cause(s) described.
- Describe status of and nexus with Total Maximum Daily Load Reports

2.2 Water Body and Watershed Descriptions *(Not required for the proposal; do not complete or delete)*

2.3 Map of Watershed Location *(Complete in the Appendix)*

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 continuously.
- 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 Lead Project Sponsor Qualifications *(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. Partners should provide letters/emails of resource commitment 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 and programmatic results will be measured. Focus should be on the outcome: what is the group’s objective in developing a watershed plan or a comprehensive watershed/waterbody assessment; what will be different after the plan is developed or the assessment is complete; how did the process work? Evaluation and monitoring activities will be included as a separate objective and/or task in section 3.0 and in the budget table.

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

Note: Collection of monitoring data for watershed assessment 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 9 Elements were

addressed within the watershed plan. This summary is also part of the watershed plan document. For watershed assessment projects, this is a report that addresses data analyses and results.

5.2 – Describe the **strategy** for collecting watershed environmental data.

Guidance: *The goal of this sub-section is to provide the project sponsor and the NPS Program with the information necessary to evaluate the completeness of the watershed environmental characterization. Although water quality sampling is not usually necessary for the development of a watershed plan, the plan will still involve collection of environmental data (e.g., existing monitoring data, GIS data, etc.). Please discuss the strategy to collect these data and to identify data gaps if applicable. If new field data will be collected as part of the watershed planning process, then a SAPP is needed.*

For projects with a SAPP, address how the development of a SAPP will be accomplished: who will be responsible for writing it and who will review it. Estimate costs for the development of the SAPP in the budget table and include a statement: “Data will not be collected or sampling will not start prior to the SAPP being approved by the WQCD NPS Coordinator.” A SAPP template and technical assistance are available from the NPS program.

Describe the watershed monitoring strategy including data quality objectives, media to be sampled (water, soil, vegetation, macroinvertebrates, etc.), parameters to be measured, sampling and analysis design, techniques and methodology. If a model will be used, identify and include the types of data required by the model, and ensure that those are the kinds of data being collected. Data quality objectives address why you are sampling and what is the outcome that needs to be substantiated. Locate sampling sites on a map. Much of this information will be detailed later in the SAPP but this is a starting point.

Deliverables: *Initial strategy to capture environmental results, with a clear definition of data quality objectives, types of data to be collected including analytes, flow data and any data needed to meet model requirements if a model will be used. A detailed map with large enough scale showing location of the potential project sampling sites is required. If applicable, a SAPP that addresses all elements required in the NPS program SAPP template.*

5.3 - Describe storage, management and reporting of data.

Guidance: *For all the various data sets collected as part of the watershed plan development, describe methods for storing, managing and reporting of data. Describe where the supporting data will reside and how the data will be accessed once the watershed plan is complete.*

For projects involving a SAPP include a description of the data management tool (Excel, Access, etc.), who will be entering and checking the data for quality (should be 2 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 EPA National Water Quality Database and the Colorado Data Sharing Network (DSN). DSN can provide technical assistance and an interface to uploading data to the National Database. Data will also be shared with the WQCD Environmental Data Unit.

Deliverables: *The full set of data will be uploaded in the two data repositories mentioned above, shared with the EDU and will also be incorporated in the Final Report to the NPS program. Data management 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.

5.4 - Describe any models used.

Guidance: Include the rationale for using a particular model and why the particular model chosen would be 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."

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

5.5 - Describe the approach for evaluating how well the project goals, objectives, tasks and products (from Section 3.0) are being met during the project and at project conclusion.

Guidance: Evaluate the process employed by the group to achieve the desired target results. Describe what worked well and what did not; what were the biggest challenges and the easiest tasks; lessons learned. Were all the important stakeholders involved and to what degree; was the correct approach used in the implementation of this project? How will you evaluate the direct or indirect impact to water quality and nonpoint source pollution?

Deliverables: Report the results of the evaluation tasks; project Fact Sheet.

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.