New Jersey Department of Environmental Protection

Division of Watershed Protection and Restoration

2025 Water Quality Restoration Grants

Rosedale Lake, Hopewell Township, Mercer County – April 2013/October 2022
Water Quality Restoration Grant (WM20-035)
Photo Credit: Mercer County Park

Opening Date: April 3, 2025

Proposal Due Date: June 2, 2025

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1. PROGRAM OVERVIEW

The New Jersey Department of Environmental Protection's (Department) Water Quality Restoration Grant Unit is part of the Statewide Nonpoint Source (NPS) Management Program, which includes key actions that the Department and its partners use to control NPS pollution and to restore and protect water quality throughout New Jersey. NPS pollution is caused when contaminants deposited on land surfaces are carried into nearby waterways through stormwater runoff or ground water infiltration. The U.S. Environmental Protection Agency (USEPA) identifies NPS pollution as the nation's largest water quality problem; it impairs approximately 85% of rivers and streams, and 80% of lakes and reservoirs across the nation that have been assessed and a possible source of impairment identified.

The Department, in partnership with local and regional stakeholders, has invested significant resources in characterizing the causes and sources (both nonpoint and point source discharges) of water quality impairments in all five water regions of the State and has found that reducing NPS pollution is key to meeting water quality objectives. As part of New Jersey's biennial Integrated Water Quality Assessment Report, the Department uses a rotating basin approach for New Jersey's five water regions, resulting in a comprehensive assessment of the entire State every ten years (Figure 1). This approach supports the development of measures to restore, maintain, and enhance water quality uses that maximize effectiveness and efficiency in achieving positive environmental outcomes tailored to the unique circumstances of each region.

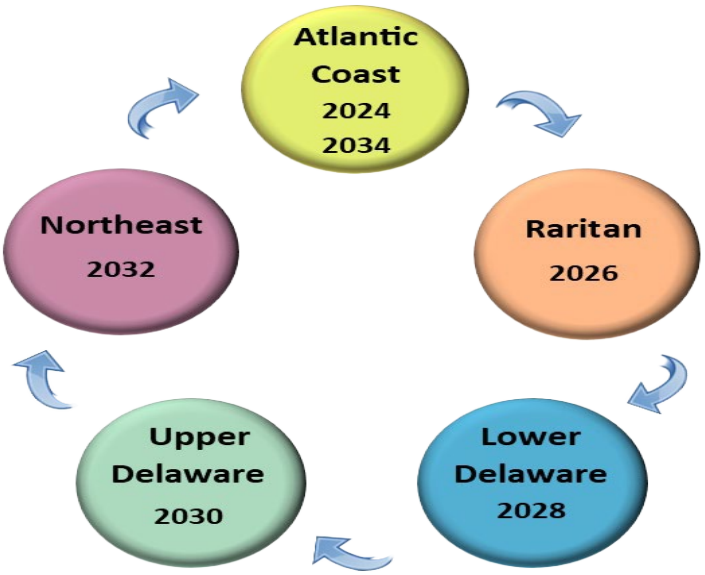


Figure 1: New Jersey Water Regions

The priority water regions for this 2025 Water Quality Restoration Grant Request for Proposals (RFP) are the Northeast and Atlantic Coast regions. Projects from other water regions may be considered as grant funding allows. The Department is making available approximately $13,000,000 in grant funding for watershed restoration, enhancement, planning, and protection strategies that address NPS pollution. This RFP sets forth the eligible project elements and requirements based on federal award criteria and State environmental priorities; identifies specific administrative, procedural, and programmatic requirements for applicants; and provides timetables and deadlines for the grant application, project evaluation criteria, and related decision-making processes.

This RFP directs funding toward projects and new or existing programs that meet the goal of improving water quality through the prevention or reduction of NPS pollution. The Department has identified long-term and short-term NPS objectives for water quality assessment, monitoring, and restoration via a Performance Partnership Agreement with the USEPA and the New Jersey Nonpoint Source Management Program Plan 2020-2025. These objectives include promoting stewardship to reduce NPS, funding NPS reduction projects that maximize the effective use of funds to achieve measurable

water quality improvement and working with partners to leverage State resources to increase funding available to address NPS pollution.

2. FUNDING

The Department is making approximately $13,000,000 of grant funding available to eligible recipients for targeted water quality restoration and protection initiatives. The funds are provided through annual allotments under section 319(h) of the federal Clean Water Act (CWA), section 604(b) of the CWA, and the Bipartisan Infrastructure Law (BIL) (also known as the Infrastructure Investment and Jobs Act (IIJA), Pub. L. No. 117-58 (2021)); see Table 1 below. Under the federal guidelines, each state may pass through a portion of CWA section 319(h) funds to applicants to reduce water quality impairment by implementing NPS pollution control projects**.** Per USEPA guidance, at least half of CWA section 319(h) pass-through funds must be awarded to projects that implement Department-approved, watershed-based plans. In addition, each year the State receives funds from USEPA under Section 604(b) of the federal Clean Water Act to carry out water quality management planning activities required under CWA sections 205(j) and 303(e). The CWA generally requires that at least 40% of the State's funds awarded under section 604(b) are allocated as pass-through grants to regional public comprehensive planning organizations or interstate organizations.

The Department intends to devote a portion of CWA section 604(b) funding provided through the BIL for pass-through grants to conduct resilience assessment planning projects in communities faced with adverse public health and safety stressors; and resilience assessment planning projects that promote long-term resilience amidst changing conditions, such as extreme weather, chronic inundation and sea-level rise.

Table 1: Funding Amounts

Project Type	Source	Amount
Planning proposals only	604(b) Base	$1,709,625.74
	604(b) BIL General Supplemental	$2,534,000
	BIL Emerging Contaminants*	$215,000
		Total: $4,458,625.74
Planning and/or implementation proposals	319(h)	$8,968,002.24
		Total: $8,968,002.24
		Grand Total: $13,426,627.98

*BIL Emerging Contaminants: USEPA defines "Emerging Contaminants" as any contaminant listed on any of the EPA's Contaminant Candidate Lists (i.e. CCL-CCL5). https://www.epa.gov/ccl

3. FOCUS

Funding made available through this RFP must support water quality restoration and improvements associated with watershed planning; implementation of water quality improvement measures associated with approved Watershed Plans and total maximum daily loads (TMDLs); implementation of green infrastructure to reduce stormwater input into waterways; and implementation of measures that promote long-term resilience amidst future changing conditions, such as extreme weather, chronic inundation and sea level rise. The specific funding priorities are provided in Section 5 below.

4. ELIGIBILITY REQUIREMENTS

ELIGIBLE APPLICANTS include**:**

- State, regional, and local government units within New Jersey, including State government agencies, municipal planning departments or boards, health departments; county planning departments or boards, health departments;
- Designated water quality management planning agencies;
- State universities and colleges;
- Interstate agencies of which New Jersey is a member; or
- Watershed and water resource associations and other local nonprofit organizations recognized by the Internal Revenue Service under section 501(c)(3) of the Internal Revenue Code that are authorized to operate in the State of New Jersey.

ELIGIBLE APPLICANTS must demonstrate:

- Possess a valid Unique Entity Identifier (UEI) number. Applications will not be accepted and/or processed unless this number has been obtained. Please visit SAM.gov for additional information.
- Have the authority to implement the proposed project(s).
- Be located on public property or on private property with an executed consent agreement with the property owner.
- Have sufficient staffing and other resources with the capability, expertise, and environmental experience to perform the proposed project directly or through contracting services.
- Have the ability to obtain proper insurance.
- The ability to establish and maintain partnerships to ensure project implementation, as well as long-term operation and maintenance/management.
- A long-term commitment to the project as demonstrated by monetary or services-based partnerships. Please be advised that a monetary match is not required.
- Build America, Buy America compliance for infrastructure projects. In accordance with the Build America, Buy America (BABA) | USEPA initiative, President Biden signed into law the Infrastructure Investment and Jobs Act ("IIJA"), Pub. L. No. 117-58 (2021), which includes the Build America, Buy America Act ("the Act"). The Act ensures that "none of the funds made available for a Federal financial assistance program for infrastructure, including each deficient program, may be obligated for a project unless all of the iron, steel, manufactured products, and construction materials used in the project are produced in the United States." (Public Law No. 117-58, sections 70911 to 70917) (Appendix L).

INELIGIBLE ACTIVITIES include:

- Projects that do not have a projected water quality benefit either through implementation of best management practices or through education, outreach, and stewardship;
- Projects, as determined by the Department that could result in negative impacts to the environment, the waters of the state, biodiversity, or public health;
- Projects that incorporate the process of hydro-raking or weed harvesting;
- Maintenance activities, including but not limited to street sweeping and catch-basin cleaning otherwise required by state or federal regulations;
- Implementation of any permit or permit application requirements of federal, state, or local agencies;
- Projects that include the implementation of activities required by the New Jersey Pollutant Discharge Elimination System (NJPDES) regulations at N.J.A.C. 7:14A (e.g. municipal stormwater permit requirements or Watershed Improvement Plans); and
- Performance of any other ineligible activities based on current USEPA guidelines.

5. FUNDING PRIORITIES

The following projects are eligible and prioritized for funding. The specific funding priorities listed below will be considered equally within each category. The project evaluation criteria can be found within Appendix B. Applicants are encouraged to use the Watershed Restoration Application Interactive Map to help assess the eligibility and potential effectiveness of a proposed watershed restoration project. The interactive map has a "Project Evaluation Criteria" widget to help the Applicant evaluate how well their project aligns with the Department's established criteria for funding and implementation.

NOTE: Projects that benefit communities faced with adverse public health and safety stressors that reduce NPS pollution will receive weighted consideration during the review and selection process, as defined at N.J.S.A. 13:1D-157 (see NJDEP) for details on mapped locations. Additionally, projects located in the Northeast or Atlantic Coast Water Regions will receive weighted consideration during the review process.

PLANNING projects include:

a. **Development of Watershed Based Plan**:
   - Development of a Watershed Based Plan (Appendix J); or
   - Updates to existing approved Watershed Based Plans; or
   - Development of a Watershed Based Plan for Saddle River and sub-watersheds that drain to the river (including those in New York state), located in the Northeast water region, in support of departmental TMDL initiatives; or
   - Development of Lake Watershed Based Plans, including updates to existing approved plans which address nutrient inputs which contribute to Harmful Algal Blooms (HABs) (Appendix J). These plans are for lakes with shallow, damaged, or poorly maintained residential wells that may be vulnerable to the infiltration of HAB toxins and other contaminants from the surface (lake) water. Lake Watershed Based Plans shall:
     - Evaluate surface water infiltration and transfer of cyanotoxins and other contaminants into residential ground water wells;
     - Evaluate a drinking water system's vulnerability to HABs and develop a NPS pollution management strategy to augment a current Source Water Protection Plan;
     - Determine the source water assessment area of each ground and surface water source of public drinking water;
     - Determine the source water assessment area of communities with residential wells;
     - Inventory the potential contamination sources within the source water assessment area;
     - Determine the public water system source's susceptibility to contaminants;
     - Determine the susceptibility of communities with residential wells that are susceptible to contaminants;
     - Incorporate public education and participation.

b. **Extreme Weather Resilience Plan**: development of extreme weather resilience and assessment plan that integrate communities faced with adverse environmental and public health stressors which assess the effects and ways to mitigate potential impacts from extreme weather and improve resilience.

c. **Emerging Contaminates Plan**: development of a plan which focuses on the reduction and/or elimination of emerging contaminants as defined by the USEPA. Priority will be given to projects that include the development of a Watershed Based Plan for Cozy Lake that identifies the presence, source, or extent of emerging contaminants in the waterbody.

IMPLEMENTATION projects include:

d. **Extreme Weather Resilience**: projects using nature-based solutions[1] that reduce the impact of chronic inundation, sea-level rise, and extreme weather. Nature-based solutions entail the utilization of natural features that address erosion, reduce flooding impacts, and also improve or maintain water quality while mitigating potential impacts from extreme weather.

e. **Green Infrastructure**: construction of green infrastructure (GI) projects. GI includes green roofs, bioretention systems–also known as rain gardens, pervious paving systems, and other activities that manage stormwater close to its source by: (1) treating stormwater runoff through infiltration into subsoil; (2) treating stormwater runoff through filtration by vegetation or soil; or (3) storing stormwater runoff for reuse. Priority will be given within drainage areas that are hydraulically connected to systems with combined sewer overflows (CSOs) and to projects located in communities faced with adverse public health and safety stressors. Implementation of any GI project must be in accordance with the New Jersey Stormwater Best Management Practices (BMP) Manual.

f. **Implementation of Watershed Based Plans and/or TMDL Implementation**: projects that are listed in approved Watershed Based Plans or implementation projects that address current designated use Impairments and TMDL allocations. Priority will be given to the implementation of plans within the Northeast or Atlantic Coast Water Regions (see Table 2 or NJDEP Watershed Restoration Application); and water quality restoration projects that address one or more of the identified impairments located within targeted watersheds (see list of watersheds hydrologic unit codes (HUCs) presented in Appendix K). The list of HUCs was developed using USEPA's Recovery Potential Screening Tool, which compares watershed conditions and their restorability and also determines where the implementation of best management practices is likely to produce successful results.

Table 2: Approved Watershed Based Plans

Plan Name	Water Region
Cedar Grove Brook Watershed Restoration and Protection Plan	Atlantic Coast
Deal Lake Watershed Protection Plan	Atlantic Coast
Metedeconk River Watershed Protection and Restoration Plan	Atlantic Coast
Wreck Pond Brook Watershed Restoration Plan for Impaired Waters	Atlantic Coast
Molly Ann Brook Watershed Management Plan	Northeast
Musquapsink Brook Watershed Restoration and Protection Plan	Northeast
Tenakill Brook Watershed Restoration and Protection Plan	Northeast

6. REQUIRED ELEMENTS FOR A COMPLETE PROPOSAL

Applicant Description

The applicant must provide evidence demonstrating compliance with the eligibility requirements outlined in Section 4 of this RFP and that the applicant is capable of completing the project within the grant period. The applicant must disclose

[1] A nature-based solution project must be designed to protect, restore, or enhance shorelines, wetlands, and in-water areas utilizing natural features and processes to address erosion and flooding issues, to restore or create ecological habitats and function, that may improve or maintain water quality. Nature-based solution projects may be non-structural or hybrid but have a substantial biological design component and include, but are not limited to: living shorelines; marsh restoration/enhancement through the strategic placement of material on the marsh; or through the strategic placement of material in the shallow water areas adjacent to the marsh to allow coastal processes to naturally move the material onto the marsh; or using material to create a shallow submerged habitat in open water for habitat creation/enhancement or wave energy dissipation.

whether the applicant and/or any partners have received previous grant funding awarded by the Department. All grant agreement dates, project titles, expiration dates, and grant identification numbers must be provided a formal supplement.

Project Proposal must include the following**:**

- Major elements of the project and the geography boundaries of the study area or spatial extent;
- Problem scope and the current condition of the targeted water body, as applicable;
- NPS pollution stressors/sources that cause or contribute to the environmental condition and the source used to determine the condition, such as the latest Integrated Water Quality Report, an approved TMDL or an approved Watershed Based Plan; and
- Explanation for how and to what degree implementing the project will address the problem.

Project Details

The applicant must provide a clear and detailed description of the project location, goals, objectives, implementation strategy, schedule, milestones, outputs, anticipated environmental benefit, and measures of success. Any documents, such as reports, reference photos, maps and data should be added as supplemental information; for more information and details, see Appendix A. The applicant shall also describe:

- The project's consistency with the priorities set forth in Section 5 of this RFP;
- The project's likelihood to reduce NPS pollution, restore habitat and/or improve water quality;
- The applicant's ability to obtain and/or retain property owner permission to implement the project and any subsequent monitoring;
- The project's viability and readiness;
- The applicant's ability to provide deliverables (e.g. schedules, reports, training/outreach products, and inventories);
- The project's consistency with existing local, state, and federal requirements and the associated likelihood of obtaining necessary permits;
- The applicant's ability to complete the project within the 3-year grant period; and
- The applicant's ability to satisfy all federal funding requirements identified in Appendix G.

Monitoring Information

All proposals must include a description of how the project objectives will be measured and/or evaluated. The means of demonstrating attainment of objectives must be appropriate to the project type and the anticipated environmental outcome. A description of the evaluation techniques and targets and why those approaches are appropriate measures of success must be included. Examples include, but are not limited to, improving trends in a related biological indicator and/or water quality, delisting of the affected waterbody/assessment unit, or calculated evidence of pollutant load reductions using predictive models like the USEPA Pollutant Load Estimation Tool (PLET) or the Unit Area Load method (UAL) established in Chapters 3 and 4 of the Department's BMP Manual. Monitoring requirements are as follows.

- **Water quality, biological, chemical, habitat, and/or physical monitoring projects**: The applicant is to include information on sampling procedure, monitoring parameters, locations of sampling sites, frequency of collection, data usage, data format, and costs. Prior to the initiation of any monitoring, a Department-approved Quality Assurance Project Plan (QAPP) for the proposal must be obtained. As defined in Section 1.3 of the EPA's Guidance for Quality Assurance Project Plans, a QAPP should include these four basic element groups: project management; data generation and acquisition, assessment and oversight; and data validation and usability. (Appendix D)

  Please note the Department maintains a comprehensive ambient monitoring program for water quality impairment determinations. Therefore, improving trends in water quality and/or indicators are most appropriately determined using the Department's network and not through a separate ambient monitoring design. Monitoring will be funded only to fill information/data gaps or for specific assessment of project success and must follow Department-approved sampling protocols.

- **Vegetative plantings:** If vegetative plantings are proposed, survival rate monitoring and invasive species management must be included as project components. The project timeline and tasks must incorporate a monitoring plan for a minimum of one (1) year beginning after the planting work is complete. Project deliverables must include a comprehensive monitoring report submitted to the Department including documentation and data demonstrating:
    - The plantings have survived and at least 85 percent (85%) of the area planted has established native species;
    - All plant species are healthy and thriving and;
    - Less than 10 percent (10%) of the area planted is occupied by invasive or noxious species.

  Additionally, if plantings are part of the project proposal, the restoration area shall be demarcated with fencing or a similar barrier including signage notifying the public of the grant funded project. All implementation projects that involve the selection and planting of vegetation are required to use only species native to that particular region of New Jersey, whenever possible. Also, plantings should not be species identified on the State Endangered Plant list or otherwise considered to be rare by the New Jersey Natural Heritage Program. In some circumstances, non-invasive, non-native plant species may be considered if the need is demonstrated. Successful applicants are advised that the Department must approve the final species list indicating quantities and a planting plan with location and procedures prior to the purchase and installation of any plant material.

Schedule

Proposals must contain a task schedule that includes the following for each task: outputs or deliverables; responsible party; duration for completion; and budget. The project schedule, from start to finish, shall be no more than three (3) years in duration. In some cases, depending on the duration of the grant funds, the project schedule may need to be shorter than three (3) years. If funding sources allow, the Department may consider requests to extend the project schedule another two (2) years, resulting in a total of five (5) years with sufficient justification and extenuating circumstances related to factors beyond the applicant's control. An applicant's failure to complete the project in a timely manner is not an extenuating circumstance. Projects must be completed within the grant period. Expenditures by the applicant outside the grant period are **not** eligible for reimbursement.

The task schedule should include sufficient time for:

- Administrative start-up;
- Monitoring [including QAPP development and approval if monitoring is appropriate (see Appendix D) considering seasonal or flow conditions that may be important to the sampling design];
- All required paperwork and legal review;
- Permit acquisition, if needed;
- Department review and approval of project specific deliverables;
- USEPA review and comment, if needed;
- Project completion;
- Outcome evaluation;
- Post-project monitoring (for vegetation survival), if necessary; and
- Final report preparation and submission.

Budget

Applicants must consider the following when preparing the project budget. Please refer to Appendix C for further details.

The Budget must include:

- Salary details for each employee, including their name, number of hours dedicated to the project, and hourly rate;
- A description of the work that will be performed and the budget amount for each consultant/subcontractor;

- A listing of all materials, including the quantity and cost of each. Justification is required validating the need for each material;
- Any costs associated with training and monitoring;
- Any travel costs in accordance with the State allotted amount of 0.47 cents per mile for the project duration (no exceptions);
- Any costs associated with an audit;
- Any costs associated with a maintenance plan;
- Any indirect costs associated with employees that are being paid expenses as part of the agreement and cannot be directly attributed to the work of the agreement. Examples of indirect expenses include but are not limited to general overhead costs such as electricity and other building costs associated with the employee's work location; and
- Any match and/or additional funding provided by other sources. The in-kind match is defined as volunteer time only. The number of volunteers and estimated volunteer hourly rate is to be included. All other match contributions are considered in the cash match category. If a cash match includes salary/fringe, please detail the number of employees, hours, and hourly rate. Consultant and subcontractor details should include the total amount of match for each task and the type of work that will be performed. If the match falls in another category, please indicate the category and the amount.

Grant funds may not be used for:

- Purchase of meals or food. No food reimbursements of any kind are allowable, including meals at conferences, snacks for meetings, etc.;
- Purchase of land or major capital improvements;
- Purchase of promotional items (key chains, mugs);
- Purchase of large equipment[2] costing more than $5,000 (boats, plowing machinery, etc.). If any equipment is purchased using grant funds, justification must be provided;
- Permit application fees; and/or
- Tuition for student personnel.

Supplemental Information

The following supporting documentation must be submitted as attachments to the project proposal:

- Letter(s) of Resource Commitment: any party committing resources to the project must submit a letter of resource commitment and as a result will be considered a project partner. The letter, submitted with the project proposal, must describe the partner's commitment to the project (e.g. time, money, and/or effort) or it will not be considered as a letter of resource commitment. In-kind services may be used as match and must demonstrate the applicant's and/or partner's commitment to carrying out the project in a timely manner. Letters of resource commitment must be included with the original proposal to ensure their consideration. Letters of resource commitment from county and local governmental agencies must be signed by person(s) with the financial authority to commit time, money, and/or effort to the project. A letter of resource commitment must be provided from the landowner of the site of an implementation project if the landowner is a party other than the applicant. A formal resolution or written consent from the landowner agreeing to the project occurring on their property will be required before any grant agreement is executed with the Department;
- Dated USGS topographic map with the project area clearly delineated;
- Dated tax map depicting the subject lot(s) and block(s), with project area clearly delineated (including property ownership);

[2] Equipment means tangible personal property (including information technology systems) having a useful life of more than one (1) year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or $5,000.

- Sketch/site plan or dated large-scale map showing project area in detail, as well as any regulated features such as flood hazard areas, riparian buffers, wetlands, etc., that would be impacted by any proposed construction;
- Site photographs;
- List of required/anticipated local and state permits necessary for project implementation;
- If the property is not owned by the applicant, a written statement from the property owner and/or a signed property owner certification form that specifically grants permission for project implementation and any subsequent monitoring on the property;
- Maintenance Plan (to be submitted to the Department prior to in-the-ground installation of any Best Management Practices). The plan must include the applicant(s) responsible for maintenance, the timetables by which these functions will be carried out, and the tasks being performed to ensure the continuing functionality of the implemented project. (Appendix I);
- Valid Certificate of Liability Insurance; and
- Load reduction estimates at the time of proposal submission and on an annual basis.

7. PROPOSAL SUBMISSION AND PUBLIC INFORMATION SESSION

SUBMISSION DEADLINE: June 2, 2025

KEY DETAILS for a successful submission:

- Submission deadline is **Monday, June 2, 2025**;
- The proposal must be submitted electronically using the Department's system for administering grants (NJDEP SAGE);
- First time applicants must first register in NJDEP SAGE;
- Registered users shall log in and can locate the listing for this RFP under, "My Opportunities;"
- Registered users can submit grant applications, monitor applications under consideration, request changes, and manage grants;
- All submissions must include completed grant proposal application forms and all supporting documentation; and
- Please see Appendix A for additional NJDEP SAGE submission details.

The Department is hosting two (2) virtual public information sessions, as noted below. Questions on SAGE, the water quality restoration grant opportunities, and/or the grant application process will be addressed during this session. Questions on budget details, QAPPS, permitting checklist and the Water Quality Restoration App will be addressed during the second session. If State offices are closed due to unforeseen circumstances such as weather on the date of the session, it will be cancelled and rescheduled. Any other schedule change will be posted at NJDEP| Watershed & Land Management | Grants. Questions and comments regarding the NJDEP SAGE system or other aspects of the request for proposals may be submitted via email to npsgrant@dep.nj.gov.

Table 3: Public Information Session

Location	Date & time
Public Information Session Part 1 of 2: **Join the TEAMS meeting now** **Meeting ID: 231 499 651 49** **Passcode: Zo3DF6C5**	**Tuesday April 15, 2025, at 10am**

Dial in by phone **+1 856-338-7074,,670057285# United States, Camden** **Find a local number** **Phone conference ID: 670 057 285#**	
Public Information Session Part 2 of 2: **Join the TEAMS meeting now** **Meeting ID: 231 499 651 49** **Passcode: Zo3DF6C5** **Dial in by phone** **+1 856-338-7074,,670057285# United States, Camden** **Find a local number** **Phone conference ID: 670 057 285#**	**Wednesday April 30, 2025, at 10am**

8. PROJECT SELECTION

To be considered for funding, a proposal must be complete; submitted before **Monday, June 2, 2025** deadline in accordance with Section 7; address the funding priorities of Section 5; meet the eligibility requirements of Section 4; and adhere to the format and contain the components identified in Section 9. The Department will conduct a preliminary review of all applications and will reject any ineligible or incomplete proposals. Applications compliant with this RFP's specifications will be reviewed, grouped by project or proposal type, and ranked by an evaluation team in accordance with the Project Evaluation Criteria contained in Appendix B. In some cases, the Department may ask applicants to make minor adjustments to a project proposal to improve its understanding of the project proposal or to correct an error in the submission.

The funding amounts for each grant opportunity are approximations. The Department may, in its sole discretion, transfer funds from one grant opportunity to another if the Department does not receive sufficient applications, needs additional funding for certain projects, or has not used the funding allocated to each grant opportunity. The Department will try to maximize the number of grant awards with respect to the number of applicants, the number of eligible proposals, funding amounts requested, and final rankings.

The Department may award grant funds to eligible applicants for eligible projects that it deems, in its sole discretion, to be most beneficial per the criteria in Appendix B. The Department reserves the right not to award a grant if, in its sole discretion, it determines that no acceptable proposal is received, funding is no longer available, or for any other reason. All applicants will be notified in writing of the Department's grant award decisions approximately ninety (90) days from the submission deadline of June 2, 2025 through NJDEP SAGE. Once applicants have been notified of the Department's intent to fund a specific project, they will be required to complete all grant agreement forms in NJDEP SAGE.

The following table contains information on the schedule for the proposal submission, funding, and completion of grant agreements.

Table 4: GRANT PROCESSING SCHEDULE

Action	Responsible Party	Deadline
Full proposal submission	**Applicant**	**June 2, 2025**
Funding recommendations and notifications	**Department**	**September 30, 2025**
Return of completed grant agreement forms	**Applicant**	**Within 30 days of receipt from Department***

*Applicant's return of completed grant agreement forms does not guarantee the immediate release of funding.

Project Award – Form of Agreement

By accepting funds awarded under this RFP, all grantees agree to be bound by and to execute the Department's grant agreement without modification. Completion of the project and expenditure of grant funds shall be in accordance with the terms set forth therein, and same are, as applicable, incorporated by reference into this RFP. The grant award date shall be the start date on the executed grant agreement. Any work performed in accordance with the submitted scope of work and budget shall be eligible for reimbursement upon the final execution of the grant agreement. Any work performed prior to grant execution, and/or outside of the tasks enumerated in the submitted scope of work and budget, shall not be reimbursable.

9. REPORTING AND EVALUATION REQUIREMENTS

Biannual Progress Reports and Financial Reports

Progress reports must be submitted to the Department every six (6) months to provide an update and explanation of the project status. If a major milestone has been implemented before the reporting due date, the grantee shall provide the grant manager with an update prior to the progress report submission deadline. All interim work products, documentation, deliverables, etc., are to be included within these reports. These reports are vital to the success of the project and must be submitted on time.

Financial reports are required to be submitted to the Department every six (6) months or when reimbursement is needed, whichever is earlier. These reports are to be submitted timely and with documentation (e.g. receipts, vouchers, salary runs, insurance coverages, etc.) for payments to be made under the grant agreement.

Both progress and financial reports must submitted via NJDEP SAGE and must follow the format found in Appendix F and Appendix G. Failure to submit timely and complete progress reports or financial reports will result in non-payment and/or grant agreement termination.

Grants Reporting and Tracking System (GRTS)

All water quality restoration grantees must fulfill the USEPA Grant Reporting and Tracking System (GRTS) requirements. Therefore, the grantee's timely and accurate reporting on a biannual basis is essential. GRTS provides USEPA management with an electronic means of accessing information on the use of funds by state agencies. States input data into GRTS in an on-going manner. The information extracted from GRTS is used to: respond to congressional and other inquiries; support the USEPA's nonpoint source budget request; and provide a feedback loop on states' compliance with USEPA guidance

and policy. GRTS also provides USEPA and other stakeholders greater and more efficient access to data, information, and program accomplishments than would otherwise be available. States are responsible for the validity of the data. States must submit reports on grant funded activities on either a semi-annual or annual basis.

To demonstrate measurable water quality outcomes and to provide a status update of the project, grantees must provide pollutant load reduction estimates utilizing the USEPA Pollutant Load Estimation Tool (PLET) by March 1st of each year in order for the Department to enter the data into GRTS by March 31st of each year. Grantees must fill out the GRTS Pollutant Load Spreadsheet annually.

Spreadsheet Tool for Estimating Pollutant Loads

Per Section 6, as a condition of the grant award, all grantees must fulfill the USEPA pollutant load reduction estimates utilizing USEPA PLET or other non-proprietary load reduction estimation models, such as the Unit Area Load (UAL) method established in Chapters 3 and 4 of the Department's BMP Manual. Load reductions must be provided upon implementation/completion for each individual BMP project. The use of models other than PLET must be pre-approved by the Department's Water Quality Restoration Grant Unit. All final reports must include a detailed summary of load reductions achieved by individual implementation measures supported through the grant agreement.

Water Quality Data/EPA's Water Quality Exchange

All monitoring measurements or data generation must have a QAPP (Appendix D) approved by the Department before any monitoring, measurements, or data generation is initiated. If the grantee generates data without a Department-approved QAPP, the cost(s) of producing that data will not be eligible for funding. All data collected through the course of the project must be submitted in the format requested by the Department and must be entered into USEPA's Water Quality Exchange (WQX) database or other database, as approved by the Department.

Completion of a Project

Projects must be completed within the grant period, including the Final Report (Appendix H). Grantee expenditures made outside the grant period may not be eligible for reimbursement. If the project cannot be implemented or the project was completed for less than the grant award, any unexpended funds will remain with the Department. The Department will make any unexpended 319(h) funds from prior years available to applicants in future RFPs (see Section 319 Grants Streamlining Policy and Program Expectations for Expenditure of Funds). However, unexpended 604(b) funds from prior years will not roll over into future RFPs.

Ownership/Proprietary Rights; Data and Geographical Information System (GIS) Requirements

All information generated during each water quality restoration project and/or materials purchased through water quality restoration funds must be provided to the Department in an electronic, predetermined, standardized format at the conclusion of the project (Appendix H). This includes all data collection related to sites and results, maps generated, photos, and all equipment (such as computers and GPS units) purchased with these grant funds. Where applicable, the Department shall require entry of the data into a web-based system or spreadsheet. All projects involving activities using a GIS data or mapping component must follow the Department's 2013 Mapping and Digital Data Standards. All projects must submit GIS shapefiles with the location of each project location (including each individual BMP activity) at the time of close out.

The Department and the water quality restoration grant number must be included on all reports, research documents, watershed based plans, public pamphlets or other materials generated from the grant funds released to the public. The Department must receive advanced draft copies of any material that is intended to be viewed or used by the public. The Department has the right to review and edit materials as necessary prior to the release of the information.

Coordination of Project Permitting

For implementation projects funded through water quality restoration grants, all grantees must coordinate all permit preapplication meetings, applications, and application meetings with the Department's divisions and/or bureaus (including, but not limited to the Division of Land Resource Protection), as appropriate. The Department's Division of

Watershed Protection and Restoration should be listed as a co-applicant for any Department permit sought.

Maintenance Plan
To ensure the success of any implementation project funded by a water quality restoration grant, a maintenance plan must be submitted to the Department prior to in-the-ground installation of any Best Management Practices. The agreement must identify the grantee or responsible party for maintenance, describe timetables by which these functions will be carried out, and detail the tasks performed to ensure the continuing functionality of the implementation project (Appendix I).

Final Reports
The grantee's final report must be submitted via NJDEP SAGE upon the completion of the project. The Department must deem the report acceptable prior to the release of final payment of grant funds. The format for the final report can be found in Appendix H.

10. OTHER REQUIREMENTS FOR PROJECTS SELECTED FOR FUNDING

Quality Assurance Project Plan (QAPP)
If the Department approves monitoring as the means to demonstrate effectiveness of the project, a QAPP will be required. If required, the QAPP must be approved by the Department before any monitoring, measurements, or data generation is initiated. A QAPP includes the purpose, the design to achieve the purpose, collection and analysis procedures, certified lab to be used, and other quality assurance measures. A template for a QAPP is provided in Appendix D of this document, can be accessed by visiting either NJDEP's Division of Science and Research, Quality Assurance Program's or NJDEP Watershed & Land Management's website or clicking here: Quality Assurance Project Plan (QAPP) Template.

Note: QA/QC certifications for field collection, field parameters, and/or lab analyses are required for an approvable QAPP. Water Quality Restoration funds cannot be used to pay for these certifications.

Reimbursement for Services
Water quality restoration funds are provided in reimbursement for services rendered. Exceptions to this policy will be made only in extenuating circumstances and only with prior Department approval.

Additional requirements for grants solely funded by 319(h) only

Federal Funding Accountability and Transparency Act (FFATA)
The Federal Funding Accountability and Transparency Act (FFATA), Pub. L. No. 109-282 (2006), requires information on federal awards to be made available to the public via a single, Government Spending Open Data. The intent of the FFATA is to increase government accountability. The FFATA Sub-Award Reporting System (FSRS) is the reporting tool federal prime awardees (i.e. grant recipients) must use to capture and report sub-award (i.e. subcontractor) and executive compensation data on their first-tier sub-awards (i.e. subcontracts) to meet the FFATA reporting requirements. In accordance with 2 CFR Chapter 1, Part 170 REPORTING SUB-AWARD AND EXECUTIVE COMPENSATION INFORMATION, federal prime awardees (grant recipients) must file a FFATA sub-award (subcontractor) report by the end of the month following the month in which the federal prime awardee (grant recipient) awards any sub-grant (subcontract) equal to or greater than $25,000. User guides, FAQs, and an on-line demonstration are currently available at Subaward Reporting. Although it is the prime awardee (grant recipient) that must file the report, the Department can assist the prime awardee (grant recipient) with this reporting as needed. All grants receiving 319(h) funds shall comply with all applicable requirements of 2 CFR Part 200 governing administrative requirements, cost principles, and audit requirements

for federal awards. If a project has received any federal funds, then the Department will notify the grantee at the time of the grant award.

Federal Funded Agreement Provisions of Grant Agreement
Federal 319(h) grant contracts are required to contain certain specific provisions regarding debarment and suspension, restrictions on lobbying, and compliance with the Civil Rights Act of 1964.

Build America, Buy America (BABA) Act
The BABA Act ensures that "none of the funds made available for a Federal financial assistance program for infrastructure, including each deficient program, may be obligated for a project unless all of the iron, steel, manufactured products, and construction materials used in the project are produced in the United States." (Public Law No. 117-58, sections 70911 to 70917) (see Appendix L.)

- The Office of Management and Budget's (OMB) Made in America Office released its additional guidance for implementing the Build America, Buy America Act, 2 CFR 184, on August 23, 2023. The new guidance became effective on October 23, 2023.
- On April 18, 2022, (OMB's) Made in America Office released its initial guidance for implementing the Build America, Buy America Act (pdf)

APPENDIX A: NJDEP SAGE Application Guidance for Project Proposals

The NJDEP's System for Administering Grants Electronically (SAGE) is a web-based application used by the Bureau of Watershed Management to accept and approve Water Quality Restoration Grant applications and manage executed grants. Eligible grant applicants will need to submit their grant application and manage it using the SAGE system located at SAGE system.

My Organization(s)

Organization Name	The eligible entity applying for the Water Quality Restoration grant funding.
Short Name	An abbreviated name for your organization.
Vendor ID Number	A Vendor ID number is obtained through the Department of the Treasury's NJSTART eProcurement System (https://www.njstart.gov/bso).
UEI Number	Required for federally funded awards. The unique entity identifier (UEI) used across the federal government changed from the DUNS Number to the Unique Entity ID. If you need to find or register for a UEI Number, you may do so through Sam.gov.
DUNS Number	The UEI Number replaced the DUNS Number. This is number is not needed.
Type of Governing Body	The group who has the authority to exercise governance over an organization
Organization Members	There are two roles for an organization, Authorized Official(s) and Viewer(s). The Authorized Official(s) can edit, save and submit a document in the system. The viewer(s) can only view the documents. The Contact Person, Fiscal Officer, and Project Manager must be added as Organization Members.

Profile Information

*The list here is derived from the members you input in My Organization(s).

Contact Person Name

The person who will be responsible for the grant throughout the duration of the grant.

Responsibilities include: being the primary contact for execution of the grant agreement and payment transactions; ensuring that the resolution to accept the grant award is passed by the governing body; ensuring that the grant agreement is signed by the proper officials; ensuring that the signed grant agreement is submitted to the Water Quality Restoration Grant Unit; suppling copies of invoices for the grant project work and proof of payment documents; and timely submitting any other related material required for submission to the Water Quality Restoration Grant Unit.

*The contact person may not be an independent contractor.

Fiscal Officer Name

The person in the organization who can be contacted for financial information and will be responsible for submitting the financial reports.

Project Manager

The person who will be the primary contact for the Water Quality Restoration Grant Unit regarding project work and who will be responsible for managing the grant and providing timely progress reports on implementation and performance.

Partner Information

Any organization(s) that will partner with the grantee to complete the project.

Project Details

Project (RFP) Category

Each year's RFP priorities are different, so please select the category that is applicable. You may only select one category.

Development of Watershed Plan(s)

Development of a Watershed Based Plan; update to an existing approved Watershed Based Plan; development of

	a Watershed Based Plan for Saddle River and sub watersheds that drain into the river located in the Northeast water region; development of Lake Watershed Based Plans, including updates to existing approved plans which address nutrient inputs which contribute to Harmful Algal Blooms.
Extreme Weather Resilience – Planning	Development of extreme weather resilience and assessment plan that integrate communities faced with adverse environmental and public health stressors which assess the effects and ways to mitigate potential impacts from extreme weather and improve resilience.
Emerging Contaminates Plan	Development of a plan that focuses on the reduction and/or elimination of emerging contaminants as defined by the USEPA. Priority will be given to projects that include the development of a Watershed Based Plan for Cozy Lake that identifies the presence, source, or extent of emerging contaminants in the waterbody.
Extreme Weather Resilience - Implementation	Projects using nature-based solutions that reduce the impact of chronic inundation, sea-level rise, and extreme weather. Nature-based solutions entail the utilization of natural features that address erosion, reduce flooding impacts, and also improve or maintain water quality while mitigating potential impacts from extreme weather.
Green Infrastructure	Construction of green infrastructure (GI) projects. GI includes green roofs, bioretention systems – also known as rain gardens, pervious paving systems, and other activities that manage stormwater close to its source by: (1) treating stormwater runoff through infiltration into subsoil; (2) treating stormwater runoff through filtration by vegetation or soil; or (3) storing stormwater runoff for reuse. Priority will be given within drainage areas that are hydraulically connected to systems with combined sewer overflows (CSOs) and to projects located in communities faced with adverse public health and safety stressors. Implementation of any GI project must be in accordance with the New Jersey Stormwater BMP Manual.
Implementation of approved Watershed Based Plan	Implementation projects that are listed in approved Watershed Based Plans or implementation projects that address current designated use impairments and TMDL allocations.

Project Title	The title of the proposed project.
Estimated Project Duration in Months	An estimate of the time needed to complete the project, in months. Estimations should factor in administrative start up time and anticipated delays. *There is no penalty for completion of a project ahead of schedule, but "no cost time extensions" will only be granted in extenuating circumstances.
Permit Requirements	Regulatory permits that must be obtained prior to project implementation.
Permit Readiness Checklist Form	Complete and upload the completed checklist form
Does the project require or anticipate needing permits?	Select the appropriate response
What type of Permits are needed?	Enter the type of permits needed and if any have been approved.
Have any Permits been approved?	Select the appropriate response
List all Permit/File Numbers	List numbers

Project Location

- Select the county and municipality where the proposed implementation project or planning watershed will be located. If the project is statewide, click the statewide box.
- Include the block/lot number, when appropriate.
- Include State Plan Coordinates NAD83 (US Survey ft), when appropriate.
- Upload Property Owner Certification form.
- Based on the county/municipality selected, a list of Watershed Management Areas (WMAs) will populate.
- Select the WMA that will contain the proposed implementation project or planning watershed.
- Select the appropriate Water Region.

Legislative/Congressional Districts

This will automatically populate based on the county/municipality selected for the Project Location.

Waterbody Information

Hydrologic Unit Code (HUC14) and 303(d) Listing Pollutant	Enter the HUC14 number where the project or planning watershed is located. Enter the latest 303(d) listing pollutant the project or planning watershed is addressing.
Name of Water Quality Management Plan(s) Project is Implementing	The name and approval date of the Department-approved watershed-based plan that specifically describes the need for the proposed project.
Primary Waterbody	The primary waterbody that is the target of the implementation project. Water quality improvement will be achieved in this waterbody through the implementation of the proposed project, if applicable.
Other Waterbody(s)	Any other waterbody that will benefit from the implementation project.
Status of TMDL for Primary Waterbody	Select if known. Otherwise, select NA.

Best Management Practices Information

Work Categories	A means of expressing in broad terms the type of activity of the project.
Sources of Non-Point Source Pollution (NPS)	A means to identify where the primary pollutant(s) are coming from and what the project is attempting to correct.
Type of NPS Implementation Project	A general category by which the proposed implementation project(s) can be described (e.g. stormwater BMP, streambank restoration etc.).
Primary Pollutant(s) Targeted	The reason the NPS implementation project is being proposed. List the primary pollutant(s) targeted. The abatement of such pollutant(s) is the main focus of the project.

Additional Pollutant(s) Addressed	List any pollutant(s) that will be addressed by the NPS implementation project but are secondary to the primary targeted pollutant(s).
Load Reduction Goals	Enter the anticipated load reduction(s) goals for each pollutant targeted for the entire project.

Implementation Details

Dated USGS Topographic map with project area delineated.

Drainage Area Maps

Stormwater Management calculations with hydrographs using NRCS method for existing and proposed conditions

Details of existing and proposed outlet control structures and Water Quality devices

Soils data to support green infrastructure or basin retrofit design

Impervious Surface Removal Details

Explain the existing and proposed conditions at the restoration site

Provide a narrative description of the proposed landscape planting plan

Provide a narrative description of the proposed preventative maintenance plan

Select any measures that will be incorporated into the preventative maintenance plan

Is the project on or adjacent to a known contaminated site?

Predicted Co-Benefits

Does the project provide benefits to a community faced with adverse public health and safety stressors?

Does the project Restore/Enhance Priority Community Green Space?	
Does the project create new outdoor recreation space?	
Does the project create an aesthetic benefit (through viewshed protection or restoration, restoration of a blighted or barren area)?	
Does the project increase public safety (through restoration of a nuisance area) and/or increase resilience?	
Does the project improve opportunities for swimmable and drinkable water?	
Does the project provide or retain historical and cultural value?	
Does the project enhance habitat connectivity?	
Does the project reduce urban heat island effect (reduction of impervious surface, increase in shade)?	
Does the project promote Tree Equity?	
Does the project address priorities in the Forest Action Plan or Wildlife Action Plan?	
Does the project occur in an inland county that is a FEMA declared disaster area?	

Project Proposal

Project Background Summary Information	A description of the problem as it relates to the priorities in the RFP.
Project Description	Explain the project and how it will address the problem and priorities in the RFP. The description must contain your goals, objectives, tasks, timeframe and deliverables to complete the project.

Applicant Description	Must demonstrate experience and expertise with completing and/or project management oversight for the type of project(s) proposed, including a description, estimated amount, and type of match contribution(s) proposed by the applicant. This section must also include a list of project partners, including estimated amount and type of match contributions proposed by the project partners. Match contributions are not required.
Monitoring and Evaluation Information	A description of how attainment of project objectives will be measured or demonstrated.
Quality Assurance Project Plan (QAPP) Details **Please identify if the project includes any of the following activities:** **Direct measures of environmental parameters or processes (i.e. includes qualitative observation to assess hydrology, sediment and vegetation changes)** **Analytical testing results of environmental conditions (i.e. geophysical or hydrological conditions)** **Information on physical parameters or processes collected using environmental technologies** **Calculations or analyses of environmental information** **Information provided by models** **Information compiled or obtained from databases, software applications, decision support tools, websites, existing literature, and other sources** **Development of environmental software, tools, models, methods, applications** **Design, construction, and operation or application of environmental technology design, construction, and operation or application of environmental technology** **Will this project have activities that will require a QAPP?**	QAPPs are required for all work performed by or on behalf of EPA involving the collection, production, evaluation, or use of environmental information and the design, construction, operation, or application of environmental technology. Environmental Information includes data and information that describe environmental processes or conditions.

If yes, please provide a list of activities being completed that require a QAPP

If no, please provide justification why a QAPP is not required

Implementation Schedule and Budget

The implementation schedule and budget by objective and task, including project deliverables and the responsible party.

Budget Details

Personnel Costs (Salaries and Benefits)	Note: If students will be performing work, tuition is not eligible for funding. The salary details for each employee should include name, number of hours dedicated to the project, and hourly rate. Backup for salaries should include a salary run, payroll run, or payroll ledger, preferably from the grantee's accounting system, summarizing each employee by name, pay period, rate and amount of salary charged as noted in the agreement.
Consultants and Subcontractors	Provide a description of the work that will be performed and the budget amount for each consultant/subcontractor.
Supplies	Must detail each type(s) of supplies, number needed, and costs associated with each. Justification is required validating the need.
Monitoring	Include the expected cost of a project's monitoring program and expected cost of vegetative monitoring, if applicable.
Training	Include the expected cost of any training the grantee will provide or attend (for the purpose of completing the project) throughout the life of the grant.
Travel	Include the travel costs; the State-allotted amount is 0.47 cents per mile. Food expenses are not reimbursable.
Audit	Include the expected cost for audit(s) to take place.

Match and additional funding provided by other sources	In Kind Match is defined as volunteer time only. All other types of match fall into the cash match category. If the cash match includes salary/fringe, detail the number of employees, hours, and hourly rate. Consultant/subcontractor details should include the total amount of match for each and the type of work that will be performed.
Supplemental Information	Upload any letters of resource commitment with the amount of match funds listed, site plans, maps, blueprints, etc.
Indirect Costs	This covers costs associated with employees being paid salary expenses as part of the grant agreement, that cannot be directly attributed to the project. Some possible indirect expenses are general overhead costs like electricity and other building costs associated with that employee's work location.

Helpful Resources	
NJDEP BMP Manual	https://dep.nj.gov/stormwater/bmp-manual/
EPA Non-Point Source Pollution	https://www.epa.gov/nps
NJDEP Water Quality Restoration Grants	https://dep.nj.gov/wlm/watershed/319-grants/
NJDEP Bureau of Environmental Analysis Restoration and Standards	https://dep.nj.gov/wms/
NJDEP Land Resource Protection	https://dep.nj.gov/wlm/lrp/
NJDEP Stormwater	https://dep.nj.gov/stormwater/
NJDEP Extreme Weather	Extreme weather
New Jersey Native Regional Plant list	https://dspace.njstatelib.org/items/b2543302-7f0b-4cf2-8ed5-e988bd48c10a
NJPACT REAL	https://dep.nj.gov/njreal/
NJDEP Communities, Health, Safety Stressors	https://experience.arcgis.com/experience/548632a2351b41b8a0443cfc3a9f4ef6
TMDL Look up Tool	https://dep.nj.gov/njpdes-stormwater/municipal-stormwater-regulation-program/tmdl/
Watershed Restoration Application	https://experience.arcgis.com/experience/34bb67fb3a634cd4bdfd7aca35600aa3/
Web Mapping Application	https://dep.nj.gov/wlm/maps/

Appendix B: Project Evaluation Criteria

Division of Watershed Protection and Restoration
Bureau of Watershed Management

2025 Water Quality Restoration Grants
Project Evaluation Criteria

The primary criteria for evaluation of proposals deemed eligible and complete are:

1. **Project Applicability (up to 30 points)**
   - The degree to which the proposal addresses one or more of the watershed areas or project types identified as priority in the Request for Proposal (**5 points**);
   - The degree to which the proposal would potentially reduce a known impairment (**5 points**);
   - The degree to which the proposal would result in a positive environmental outcome (**5 points**);
   - The degree to which the project would leverage other positive environmental outcomes, such as open space, recreational benefits, access to water, nature-based solution, habitat creation, and habitat enhancement (**5 points**);
   - The integration of the project with federal, state, and local programs, plans, and policies, including Executive Order No. 23 (2018) (https://nj.gov/infobank/eo/056murphy/pdf/EO-23.pdf) (**5 points**); and
   - The magnitude of water quality, public health, and environmental benefits associated with the proposal (**5 points**).

2. **Project Readiness (up to 25 points)**
   - Project feasibility (**5 points**);
   - Proposed design completion date (**5 points**);
   - The degree to which the project is readily implementable, i.e. shovel ready (**5 points**);
   - The project's consistency with existing local, state, and federal requirements and the ability to attain permits needed to implement the project (**5 points**); and
   - The degree of public engagement and/or support for the proposed concept (**5 points**).

3. **Likelihood of Success (up to 35 points)**
   - Technical merit, e.g., water quality improvement, reduction of pollutants (**5 points**);

- Past performance of the applicant and/or applicant's partners (as identified in the project proposal), if applicable (**5 points**);
- Ability of the applicant to complete the project or to work with another entity to complete the project within 3 years (**5 points**);
- Qualifications of the proposed personnel (in-house and contracted) to ensure grant agreement compliance, as well as completing project design and construction (**5 points**);
- Letter of resource commitment (**5 points**);
- Ability of the applicant to garner approval of property owners and secure long-term maintenance plans (**5 points**); and
- Ability of applicant to deliver measurable outcomes and long-term sustainable benefits (**5 points**).

4. **Monitoring and Evaluation Information (up to 10 point)**
    - Describe how the attainment of project objectives will be measured or demonstrated.

Appendix C: Budget Details Guidance Document

The purpose of this appendix is to assist the applicant with the completion of Budget Details section of SAGE.

SALARY:

The purpose of this section is to disclose the salary details for all employees of the grantee organization that will implement the grant. Please include the following:

Total Budget Amount:

Budget Justification (Add more rows as necessary):

Hourly Employees:

POSITION/TITLE	EMPLOYEE NAME (If known)	TOTAL HOURS	HOURLY RATE	AMOUNT	COMMENTS

	Budget Justification	Budget
Salary:	Staff time has been allocated to work with local partners to manage the overall project. Staff will provide leadership to the overall project and provide overall grand management. Please see the table below. Position — Hourly Pay — Total Hours — Amount Primary Coordinator — $35/hr — 4,999.48057 — $174,981.82 Field Assistant — $25/hr — 500 — $12,500	$187,481.82

Salary Employees:

POSITION/TITLE	EMPLOYEE NAME (If known)	ANNUAL SALARY	% OF TIME/YEAR WORKING ON GRANT*	Number of Years of Grant	AMOUNT	COMMENTS

	Budget Justification	Budget
Salary:	Staff time has been allocated to work with local partners to manage the overall project. Staff will provide leadership to the overall project and provide overall grand management. Please see the table below. Position — Annual Salary — % of time on Grant — Amount/Year — # of Years — Total Program Manager — $94,563 — 2% — $1,891.26 — 3 — $5,67378 Program Director — $103,300 — 2% — $2,066.00 — 3 — $6,198.00 Project Manager — $78,977 — 6.19% — $4,888.68 — 3 — $14,666.03	$26,537.81

INSTRUCTIONS:

Total Budget Amount: This is the total dollar amount allocated to salary. This should be the total for all employees based on the budget justification.
Budget Justification:
***Hourly**: Position/Title (Title of employee), Employee name (Name of employee that will be performing the work), Total Hours (Total Number of hours the employee will work for the duration the grant), Hourly Rate (Hourly rate paid to employee), Amount (Total dollar amount to be paid to employee), Comments (Include any additional comments that might be relevant)*
***Salary**: Position/Title (Title of employee), Employee name (Name of employee that will be performing the work), Annual Salary (Annual salary of employee), Percentage of time/year working on the grant (Percentage of time per year the employee will work on the grant. *If the percentage is different for each year, indicate the percentage amount for each year the employee will be involved with the grant), Number of Years of the Grant, Amount (Total dollar amount based on annual salary x percentage of time/year x number of years), Comments (Include any additional comments that might be relevant)*

FRINGE:

The purpose of this section is to disclose the fringe benefits rate for employees of the grantee. Please include the following:

Total Budget Amount:

Budget Justification (Add more rows as necessary):

NAME/TITLE	PROJECT SALARY	FRINGE RATE	AMOUNT

Fringe:

Name/Title	Project Salary	Fringe Rate	Amount
Jim Bob	$34,147.00	63%	$21,512.61
Sally Mae	$750.00	7%	$51.45
John Doe	$373.00	32%	$119..36
Jane Smith	$2,878.00	32%	$920.96

$22,604.00

INSTRUCTIONS:

Total Budget Amount: This is the total dollar amount allocated to fringe for all employees based on the budget justification.
Budget Justification:
Name/Title (Name or Title of the employee), Project Salary (Salary amount used to calculate fringe benefits)
Fringe Rate (Fringe rate for the position), Amount (total dollar amount based on the fringe rate of the employee)
If there are different rates for different positions, please list out each employee and their fringe rate.

CONTRACTOR/SUBCONTRACTOR:

The purpose of this section is to disclose any contractors or subcontractors (any third party that is not part of the grantee organization) that the grantee will hire to perform part, or all, of the work throughout the life of the grant. Please include the following:

Total Budget Amount:

Budget Justification (Add more rows as necessary):

CONTRACTOR/SUBCONTRACTOR NAME (If known)	WORK PERFORMED	AMOUNT	COMMENTS

Contractor/Subcontractor: Subcontractor 1 - $20,000 will be utilized to contract and initiate a design and plan for a stormwater management and watershed plan project.

Subcontractor TBD - $130,000 will be utilized for full design, specifications, permitting and construction of the project

$150,000.00

*Please note that Business Registration Certificates will be needed for all subcontractors

INSTRUCTIONS:

Total Budget Amount: This is the total dollar amount allocated to all contractors/subcontractors based on the budget justification.

Budget Justification:

Contractor/Subcontractor Name (Company that will perform the work) If a contractor/subcontractor is not known, indicate TBD.

Work Performed (Description of work for each project), Amount (Estimated cost for the work), Comments (Include any additional comments that might be relevant)

SUPPLIES:

The purpose of this section is to disclose any supplies the grantee will need to purchase throughout the life of the grant. Please include the following:

Total Budget Amount:

Budget Justification (Add more rows as necessary):

SUPPLY TYPE	AMOUNT	PURPOSE

Supplies:

Supply Type	Amount per Piece	# of Pieces	Total
2" Caliper native trees	$200 each	100	$20,000
500 gallon cisterns and hardware for water catchment	$500 each	4	$2,000
55 gallon rain barrels and hardware	$50 each	20	$1,000
1 gallon native perennials	$4.50 each	1,000	$4,950
Compost, mulch, stone, tools			$2,000
Total: $29,950			
All supplies for installation by the contractor are included in the above contractor costs.			

$29,950.00

INSTRUCTIONS:

Total Amount: This is the total dollar amount that will be spent on supplies for the duration of the grant based on the budget justification.

Budget Justification:

This includes: Supply Type (type of supply that will be procured, how many, and the individual cost. Please note that food purchases are not allowable expenses); Amount (total dollar amount that will be spent on purchase or an approximation if the information is not yet available; and Purpose (how the supplies will be utilized for the grant). If a supply is part of a specific task/objective within the project, then please indicate which one.

MONITORING:

The purpose of this section is to disclose any monitoring expenses the grantee will incur. If monitoring will be done by a subcontractor, include the associated cost in the subcontractor category. If a monitoring plan (QAPP) is part of the proposal, indicate the expected cost of the monitoring program. Please include the following:

Total Budget Amount:

Budget Justification (Add more rows as necessary):

MONITORING TYPE	AMOUNT	PURPOSE

Monitoring:

Monitoring Type	Amount	Purpose
CTD sensor	$550.00	
Monitoring Station Kit	$475.00	
Station Installation Supplies	$200.00	
Reserve for future/ replacement	$500.00	

$1,725.00

INSTRUCTIONS:

Total Budget Amount: This is the total dollar amount that will be spent on monitoring for the duration of the grant based on the budget justification.
Budget Justification:
This includes: Monitoring Type (activity associated with monitoring, e.g., lab fees, supplies, unit costs, etc.); Amount (total dollar amount that will be spent); and Purpose (purpose of the expense).

TRAINING:

The purpose of this section is to disclose any training the grantee will provide or will attend for the purpose of completing the project. Please include the following:

Total Budget Amount:

Budget Justification (Add more rows as necessary):

TRAINING TYPE	AMOUNT	COST BREAKDOWN

INSTRUCTIONS:

Total Budget Amount: This is the total dollar amount that will be spent on training for the duration of the grant based on the budget justification. This can be an approximation if the information is not yet available.
Budget Justification:
This includes: Training Type (e.g., conference, training, stakeholder meetings, etc.); Training Fee (amount to be spent on training, e.g., attendance fee, venue costs); and Cost Breakdown (how the total amount was derived).

TRAVEL:

The purpose of this section is to disclose any travel* that will be required for the completion of the project. Please include the following:

Total Budget Amount:

Budget Justification (Add more rows as necessary):

TYPE OF TRAVEL	MILEAGE RATE	AMOUNT	PURPOSE

*The Department will reimburse travel at a state rate of 0.47 cents per mile.

- This rate is to be used during the duration of the funded projects, no exceptions

Travel:	Type of Travel	Mileage Rate	Amount	Purpose	
	Car	$0.47/mile	2,750 mi over 3 yrs	Travel for meetings, field work including stream assessment and monitoring	$975.00

INSTRUCTIONS:

Total Budget Amount: This is the total dollar amount that will be spent on travel for the duration of the grant based on the budget justification. This can be an approximation if the information is not yet available.
Budget Justification:
This includes: Type of Travel (e.g., car rental, gas reimbursement, tolls, etc.); Mileage Rate (mileage reimbursement rate used); Amount (total dollar amount for each type of travel); and Purpose (purpose of the trip). Please note that food purchases at meetings/conferences are not allowable expenses)

AUDIT:

The purpose of this section is to disclose any audit costs for the project that might be incurred throughout the life of the grant. Please include the following:

Budget Justification:

AUDITING ORGANIZATION	AMOUNT

Audit:	Auditing Organization	Amount	
	Audit Org 1	Audit cost incurred by Audit Org 1 for one year (we anticipate expenditures to exceed $100,000 in the second year. $9,000 represents the best estimate of costs that will be incurred by Audit Org 1 to perform this audit.	$9,000.00

INSTRUCTIONS:

Budget Justification:
This includes: Auditing Organization (enter name of the organization performing the audit. If the organization is not known, indicate "TBD"), Amount (enter cost of the audit process. If the amount is not yet known, enter an approximate amount.)

INDIRECT:

The purpose of this section is to disclose any indirect costs associated with the completion of the project. Indirect costs are not required as part of the grant. Please include the following:

Total Budget Amount:

Budget Justification (Add more rows as necessary):

INDIRECT RATE/NICRA	DESCRIPTION AND AMOUNT OF MTDC	AMOUNT

The indirect cost must be calculated using the modified Total Direct cost (MTDC). Below is the formula that can be used to calculate indirect costs using MTDC:

The indirect rate x MTDC = The total indirect cost for the agreement.

There are some direct costs that are not eligible to be used in the indirect cost calculation. Total direct costs, minus any ineligible costs, make up the MTDC. Please refer to the chart below to determine whether a direct cost would be included in the MTDC:

Yes (include in MTDC)	No (not allowed as part of MTDC)
Direct Salaries and Wages	Tuition Remission
Fringe	Scholarships and Fellowships
Equipment Rental Fees (e.g. boat rental fees)	Facility Rental Costs
Materials (consumable items, e.g. testing kits and sample bags)	Equipment Purchases (larger, more permanent purchased items)
Supplies (smaller items that may or may not be permanent)	Capital Expenditures
Services	Charges for Patient Care
Travel	Participant Support Costs
The first $25,000 of each subcontract	The portion of each subcontract over $25,000

*If a Negotiated Indirect Cost Rate Agreement (NICRA) rate has not been negotiated, a rate of ten percent (10%) may be used.

Indirect:

Indirect costs computed as 10% of the Modified Total Direct Costs (MTDC). MTDC only includes the first $25,000 of the engineering design costs and the first $25,000 of the porous asphalt contractor costs. This budget category will contribute to SCMUA indirect costs such as administrative assistance, office space, electrical, internet, and phone use, etc.

TMDC=Salary ($167,999.60) + Fringe ($75,599.83) + Contractor first 25k ($25,000 + $25,000) + Supplies ($59,685.43) + Travel ($1,000) = $354,284.86

$35,428.49

INSTRUCTIONS:

Total Amount: This is the total dollar amount of the Indirect Costs based on the budget justification.
Budget Justification:
This includes: Indirect rate/NICRA (rate used to calculate indirect costs); Description and amount of MTDC; Amount (indirect cost dollar amount).

Indirect costs are defined as costs associated with employees who are being paid salary expenses as part of the grant agreement but cannot be directly attributed to the work of the agreement. Some possible indirect expenses are general overhead costs like electricity and other building costs associated with that employee's work location, among others.

***If a NICRA* rate was negotiated, please attach a copy of the current approved NICRA document**, which was issued from the awarding federal agency, for review. If organizations want to use a lower rate for a federally funded agreement or do not want to include indirect costs in the budgets, their respective fiscal office must provide specific written approval.*
**NICRA is a rate that is negotiated between the grantee and a cognizant federal agency for use in all federal agreements.*

OTHER:

The purpose of this section is to disclose any other categories that do not fit into the above sections. Please include the following:

Total Budget Amount:

Budget Justification (Add more rows as necessary):

TYPE OF CATEGORY	AMOUNT	COST BREAKDOWN	PURPOSE

*Permitting fees should be included in this category

INSTRUCTIONS:

Total Amount: This is the total dollar amount of the Other Categories combined based on the budget justification.
Budget Justification:
This includes: Type of Category (description of the category); Amount (total dollar amount for the category); Cost Breakdown (how the total amount was derived); and Purpose (how the category will be used in the grant).

GRANTEE MATCH:

The purpose of this section is to disclose any matching funds that will be utilized to complete the project. A letter of Resource Commitment must be included in the applicant's proposal. Please include the following:

Total Budget Amount:

Budget Justification (Add more rows as necessary):

In Kind Match (This is volunteer time ONLY):

VOLUNTEER NAME/NUMBER OF VOLUNTEERS	SERVICES PROVIDED	# OF HOURS	HOURLY RATE	AMOUNT	COMMENTS

	Volunteer name/ # of Volunteers	Services Provided	# of hours	Hourly Rate	Amount	
In-Kind Match:	50 students	Students will participate in stormwater basin retrofit retrofit design and implement-ation.	2 hours per student	$15.00/hr	$1,500.00	$1,500.00

Cash Match:

Hourly Employees*:

EMPLOYEE NAME/ORGANIZATION	SERVICES PROVIDED	# OF HOURS	HOURLY RATE	AMOUNT	COMMENTS

Salaried Employees:

POSITION/TITLE	EMPLOYEE NAME (If known)	ANNUAL SALARY	% OF TIME/YEAR WORKING ON GRANT*	AMOUNT	COMMENTS

Cash/Supplies:

INDIVIDUAL/ORGANIZATION NAME	SUPPLY TYPE	AMOUNT	PURPOSE

Contractor/Subcontractor:

CONTRACTOR/SUBCONTRACTOR NAME (If known)	WORK PERFORMED	AMOUNT	COMMENTS

INSTRUCTIONS:

Total Budget Amount: This is the total dollar amount of matching funds, including in-kind and cash match, based on the budget justification.
Budget Justification:

***In Kind Match**: Employee/Volunteer/Organization Name (name of volunteer or employee or organization providing the match); Services Provided (what work will be undertaken); Number of Hours (total number of hours devoted to the grant); Hourly Rate (hourly rate used for compensation); Amount (amount of match based on number of hours and the hourly rate); and Comments (any additional comments that might be relevant).*
***Cash Match**: Match that is NOT in-kind that will be provided for this grant.*
Hourly Employees: Employee/Volunteer/Organization Name (name of volunteer or employee or organization providing the match); Services Provided (what work will be undertaken); Number of Hours (total number of hours devoted to the grant); Hourly Rate (hourly rate used for compensation); Amount (amount of match based on number of hours and the hourly rate); and Comments (any additional comments that might be relevant). Note: If an employee is providing a match, supporting documentation must be provided.
Cash/Supplies: Individual/Organization name (name of the individual or organization providing the match); Supply Type (each type of supply that will be procured, how many, and the individual cost); Amount (total dollar amount that will be spent on purchase or an approximation if the amount is not yet available); and Purpose (how the supplies will be utilized for the grant). If a supply is part of a specific task/objective within the project, then please indicate which one.
Salaried Employees: Position/Title (title of employee); Employee name (name of employee who will be performing the work); Annual Salary (annual salary of employee); Percentage of time/year working on the grant (percentage of time per year the employee will work on the grant); Amount (Total dollar amount based on annual salary x percentage of time x number of years); and Comments (any additional comments that might be relevant).*
**If the percentage of employee time is different for each year, indicate the amount for each year the employee will be involved with the grant.*
Contractor/Subcontractor: Identify the company that will perform the work. (If a contractor/subcontractor is not known, indicate "TBD"), Work Performed (description of work for each project), Amount (estimated cost for the work), and Comments (any additional comments that might be relevant).

OTHER FUNDING:

The purpose of this section is to disclose any other sources of funding that will be used for the project. Please include the following:

Total Amount:

Budget Justification (Add more rows as necessary):

FUNDING DESCRIPTION	AMOUNT	PURPOSE

*Funds leveraged from other grants should be included in this category

INSTRUCTIONS:

Total Amount: This is the total dollar amount of the Other Funding category combined based on the budget justification.
Budget Justification:
Funding Description (e.g., other grants, private donation, etc.); Amount (total dollar amount for each funding); and Purpose (what the funding will be utilized for).

Appendix D: Quality Assurance Project Plan (QAPP) Template

New Jersey Department of Environmental Protection (NJDEP)

Quality Assurance Project Plan (QAPP) Template Introduction

The NJDEP Office of Quality Assurance (OQA) developed this document to aid in QAPP development. It was designed following the organizational structure established in the EPA Quality Assurance Documents:

- *EPA Guidance for Quality Assurance Project Plans* (EPA QA/G-5), December 2002, EPA/240/R-02/009, https://www.epa.gov/quality/guidance-quality-assurance-project-plans-epa-qag-5; and

- *EPA Requirements for Quality Assurance Project Plans* (EPA QA/R-5), March 2001, EPA/240/B-01/003, https://www.epa.gov/sites/default/files/2016-06/documents/r5-final_0.pdf..

The OQA anticipates this template will expedite the QAPP development, review, and approval process by clarifying required QAPP elements. Please note, however, this document may not be inclusive of all requirements contained within the EPA QA documents referenced above and does not supplant any requirements contained therein. *The OQA does not require the use of this template for QAPP submittals – other formats may be used if the required information is present.*

How to use this template:

1) Each section contains brief introductory text describing the information to be detailed within that section. This introductory text is noted in bracketed blue italics: *[Introductory/explanatory text].* Enter the information for your project in each section as noted.

2) Some sections have grey boxes in which project specific information shall be added. Fill in all grey boxes with the applicable information by clicking on the box and typing.

3) Some sections may not be relevant to your project (e.g., if sampling is not being done, section B2 (Sampling Methods) would not be applicable). In this case, write "Not applicable" with a very brief description of why the section is not applicable under that section heading (e.g., "Not applicable – sampling not performed during this project"). Conversely, your project may require additional sections. Add additional sections (e.g., appendices, tables, maps, etc.) at the end of the QAPP and update the Table of Contents (Section A2) accordingly.

4) Once you are done referencing the guidance information on this introduction page, delete this page and all *[Introductory/explanatory text]* described in 1) above before submitting the ***draft*** QAPP for review/approval.

Questions/Concerns:

For further clarification about the information to be detailed in a particular section, please refer to the EPA QA documents referenced above. If you have any questions or concerns during QAPP development, please reach

out to Jenna Majchrzak of the OQA at jenna.majchrzak@dep.nj.gov or (609) 633-2185, or to your NJDEP Project Manager.

Effective Date: May 17, 2023

A1 Title and Approval Sheet

[This section contains project administrative information (title, identification of the organization developing the QAPP, etc.). If the project is being done as required in a contract, please use the official name and contract number from the contract as the "Project Name." This section also includes a place for approving individuals (typically the organization's project manager (principal investigator) and QA officer, the DEP project manager, and the DEP QA officer) to sign/approve the QAPP. Descriptions of each of these project roles can be found in section A4, below. If the project is solely performed by DEP personnel, the line for the non-DEP project manager can be deleted. Additional signature lines may be added.

Please note: the NJDEP QA officer (the designated representative from the Office of Quality Assurance), is required to be the final signatory on all Departmental QAPPs.]

Quality Assurance Project Plan

for
Enter Project Name

Prepared by:
Enter name of person developing QAPP
Enter title and organization (if external) of person developing QAPP
Enter e-mail address of author

Prepared for:
New Jersey Department of Environmental Protection (NJDEP)
Enter division or bureau responsible for the project
Enter version description (1st Draft, 2nd Draft, etc., or Final)
Enter month and year of Submission

My signature below indicates my approval of the plan and my commitment to follow the procedures noted herein. I understand that changes to this plan shall not be made without approval/signature by all below signatories.

Project Manager	_____ Enter name and title of Project Manager	_____ Date
NJDEP Project Manager:	_____ Enter name and title of NJDEP Project Manager	_____ Date
Project QA Officer:	_____ Enter name and title of Project QA Officer	_____ Date
Enter project role of additional signatory (if applicable).	_____ Enter name and title of signatory	_____ Date
NJDEP QA Officer:	_____ Enter name and title of NJDEP QA officer	_____ Date

NJDEP QAPP Number: QAPP # will be assigned and entered by the OQA

QAPP Approval Date: Entered by the OQA upon approval. Project cannot start prior to the date entered here. OQA will send the QAPP to the DEP project manager after QAPP approval is complete.

A2 Table of Contents

[Sections A1-D3 are organized in accordance with the EPA Requirements for Quality Assurance Project Plans (EPA QA/R-5) and must be included in all QAPPs. Sections E1 and E2 were added by the OQA to aid users in QAPP development since these sections are commonly included in QAPPs. E1 and E2 are optional. Additional sections may be added as needed.]

B9	Non-direct Measurements
B10	Data Management
Assessment and Oversight	
C1	Assessments and Response Actions
C2	Reports to Management
Data Validation and Usability	
D1, D2, and D3	Data Review, Verification, and Validation; Verification and Validation Methods; and Reconciliation with User Requirements
Additional Information	
E1	References
E2	Appendices E2.1 – Appendix 1 – Enter Appendix 1 title. Add more lines as needed. E2.2 – Appendix 2 - Enter Appendix 2 title. Add more lines as needed.

A3 Distribution List

[Fill in Table 1 by listing the individuals who will receive copies of the approved QAPP and any subsequent revisions. This list includes all individuals responsible for QAPP implementation (e.g., project managers, QA officers, and representatives of all groups involved).]

Table 1: Distribution List			
Name	Organization	Title	E-mail Address
		Project Manager	
		NJDEP Project Manager	
		Project QA Officer	
	NJDEP – Office of Quality Assurance	NJDEP QA Officer	

A4 Project / Task Organization

[Fill in Table 2 with the names, roles, and responsibilities of key project participants, including:

- *The project manager [in research projects, the project manager may be known as the principal investigator (PI). The project manager/PI has overall responsibility for the QAPP and the project, from planning through reporting.];*
- *The project QA officer [the person responsible for overall quality assurance/quality control (QA/QC) for a particular project. The project QA officer must be independent from the personnel generating the data, including the project manager.];*
- *The NJDEP QA officer [an assistant QA Manager from the NJDEP Office of Quality Assurance, who can provide technical assistance during QAPP development. The NJDEP QA officer performs QAPP review and approval.];*
- *Data users [individuals to whom final project results are submitted]; and*
- *All individuals responsible for implementation of the project.*

Specify who is responsible for maintaining and distributing the QAPP – this is typically the project manager.]

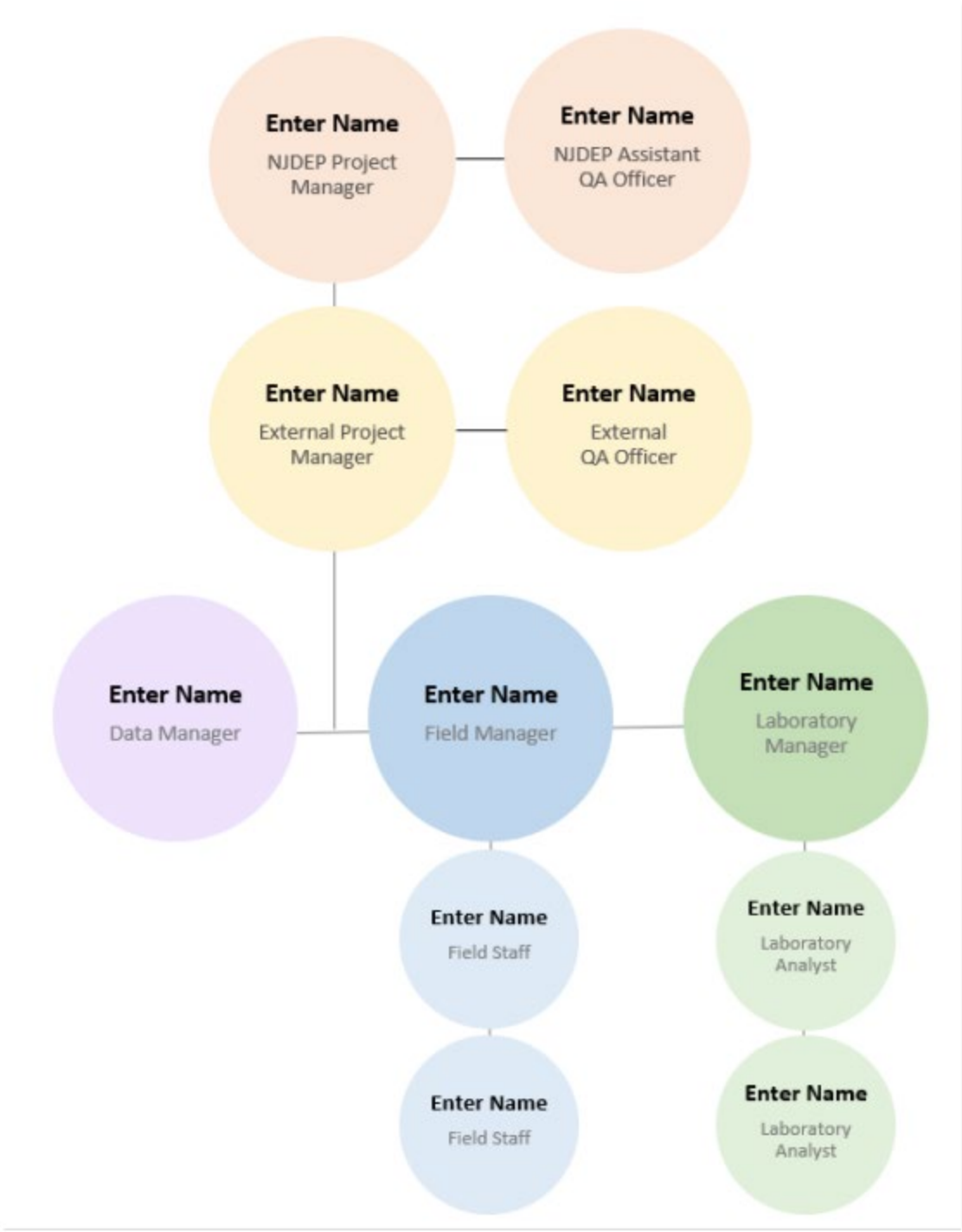
Table 2: Roles and Responsibilities of Key Project Personnel			
Name	Organization	Project Role	Project Duties
		Project Manager	

		NJDEP Project Manager	
		Project QA Officer	
	NJDEP – Office of Quality Assurance	NJDEP QA Officer	QAPP review and approval

[Describe all lines of authority within the project (i.e., who reports to whom) and/or attach an organizational chart. The example organizational chart below is a PowerPoint slide available on request.]

Enter description of project organization and/or include a project organizational chart.

Figure 1: Organizational Chart



A5 Problem Definition / Background

[Explain the specific problem to be solved, decision to be made, or outcome to be achieved by the project. Include background information to provide a historical, scientific, and regulatory perspective for the project. If this work relates to work done under a previous QAPP, add a reference to that QAPP and explain how long the related project has gone on (e.g., annual DO testing has taken place in the Raritan River since 2019).]

Enter problem/background.

A6 Project / Task Description

[Summarize the work to be performed during the project and how the project is expected to resolve the problem defined in A5. In the project description, specify the fiscal information/funding source for the project (e.g., EPA grant).]

Enter project/task description, including fiscal information.

[Fill in Table 3 with planned dates for project tasks (e.g., submitting QAPP for approval, sampling, laboratory analysis, submittal of final report, etc.)]

Table 3: Task Schedule

Task	Anticipated Start Date	Anticipated End Date
Enter project tasks.	Enter month/year.	Enter month/year.

A7 Quality Objectives and Criteria

[Describe the data quality needed to make project decisions. Discuss data quality indicators (precision, accuracy/bias, representativeness, completeness, comparability, and sensitivity) and the acceptance/performance criteria for each. Sections for each Data Quality Indicator are listed below, but those which are not applicable can be deleted. Note: this section introduces the quality objectives generally. Section B5 contains additional detail on quality control (QC) requirements.]

Precision

[Precision: The measure of agreement among repeated measurements of the same property under the same conditions.

Methods to determine precision during a project may include:

- *using the same analytical instrument to make repeated analyses of the same sample;*
- *using two or more laboratories to analyze the same sample;*
- *splitting a sample in the field and submitting it to the laboratory as two samples for comparison;*
- *collecting, processing, and analyzing duplicate samples.*

Specify precision determination method and acceptance criteria. Acceptance criteria are typically defined in analytical methods. However, in the absence of method-specific limits, a limit of agreement within 20% relative percent difference (or other appropriate limits) may be applied to duplicate results. [Note: method-specific duplicate limits can be tabulated in section B4 or B5 in lieu of in this section.]

Specify frequency of precision measurements (typically at least 5% of samples are analyzed/collected in duplicate). Specify what will be done when precision criteria are not met.]

Enter precision requirements and criteria.

Accuracy/Bias

[Accuracy: *The systematic or persistent distortion of a measurement process that causes a difference between the true sample concentration and the reported result.*

Methods to determine accuracy/bias during a project may include:

- *Analysis of a reference material; or*
- *Analysis of a matrix spike sample.*

Specify accuracy/bias determination method and acceptance criteria. Accuracy/bias requirements are typically defined in analytical methods. In the absence of method-specific limits, a limit of 80-120% recovery (or other appropriate limits) may be applied.

Specify frequency of accuracy measurements (typically at least once per batch of 20 samples). Specify what will be done when accuracy criteria are not met.]

Enter accuracy/bias requirements and criteria.

Representativeness

[*Representativeness: the extent to which results represent a population, or true environmental condition.*

Briefly discuss how the study was designed to ensure measurements will be made in such a way that the data reflects the conditions you are measuring. An explanation of representativeness may detail the rationale for selecting specific sampling sites to demonstrate the samples are representative of the population; or taking samples through all seasons at a particular site to represent that site over all conditions.]

Enter description of study representativeness.

Comparability

[Comparability: the measure of confidence that one data set can be compared to another and/or that ensures data sets can be combined for decision making.

Briefly discuss how your study results can be compared to like data sets (e.g., explaining that during this project, EPA 300.0 will be used for fluoride determination since this method was used by a similar study in the same stream in the past).]

Enter description of study comparability.

Completeness

[Completeness: the amount of valid data needed to be obtained to meet the goals of the project for each parameter and/or sampling location.

Briefly discuss how the study is designed to ensure completeness. Specify that the number of valid measurements completed will be compared to the number of planned samples collected/analyzed during data validation to ensure the study is complete. Specify what will be done if the study is not completed as described.]

Enter description of study completeness.

Sensitivity

[Sensitivity: the ability of a method or instrument to differentiate between measurement responses at different levels.

Tabulate the method detection limit (MDL), reporting limit, and/or action level for each parameter (if applicable). Specify the procedure used to determine the MDL. Limits in laboratory SOPs or methods can be referenced, if applicable.]

Enter information relating to project limits.

Table 4: Project limits

Analyte	Matrix	Method Detection Limit (Units)	Project reporting limit (Units)	Project action level (Units)

A8 Special Training / Certifications

[Describe specialized training or certifications needed by personnel and/or laboratories to successfully complete the project. Discuss how such training will be provided (and who will be the trainer), how the training will be documented, and where training records will be kept. If NJ certified environmental laboratories will be

performing the testing, specify the laboratory names and identification numbers. If multiple certified environmental laboratories are used, the parameters to be tested by each laboratory will be detailed in section B4, below.]

A8.1 Field Sampling and Measurement Personnel

Enter training/certification information.

A8.2 Laboratory Personnel

Enter training/certification information.

A9 Documentation and Records

A9.1 QA Project Plan Distribution

[Describe the process for distributing the approved QAPP, as well as any revisions/updates, to appropriate project staff.]

Enter QAPP distribution protocols.

A9.2 Field Documentation and Records

[List the documents and records required for the field component of this project (e.g., sampling logs, analyze-immediately parameter calibration logs, field analysis records, etc.)]

Enter field documentation protocols.

A9.3 Laboratory Documentation and Records

[List the documents and records required for the laboratory component of this project (sample receipt logs, preparation logs, analytical records, laboratory reports (data package requirements), etc.)]

Enter laboratory documentation protocols.

B1 Sampling Process Design (Experimental Design)

[Describe the sampling design, including, as appropriate:

- *Design of the sampling network (e.g., random, systematic, etc.) and rationale for the design, including sources of variability (e.g., seasonal differences, proximity to a city, etc.);*
- *Planned sampling locations (Include maps or tabulate coordinates of sample locations), or, if sampling locations have not been chosen, detail the rationale to be used in choosing sites during the project. If location information would jeopardize participation, specify sites are confidential, but still, provide as much information as possible concerning sample location;*

- *Describe how sample locations will be marked/identified (e.g., GPS coordinates logged at each site using xxxxxx type GPS meter).*
- *Specify what to do if the planned sampling locations are inaccessible;*
- *Specify sample matrices;*
- *Types (grab or composite) of samples and QC samples;*
- *Timeframe for sample collection and number of samples per site (e.g., grab samples taken every 15 minutes for two hours at the same point in the stream); and*
- *Field and/or analytical laboratory measurement parameters of interest and specification of which are critical versus secondary (note: analytical method information will be further detailed in B4. This section can include a reference to B4 in lieu of repeating information).*

Note what samples will be taken when and in what order, as well as any restrictions on time between samples (e.g., "For sites at which multiple samples will be taken, the samples shall be collected from upstream to downstream. All project sites will be sampled eight times during the year of the project – there shall be a minimum of 30 days between sampling dates.")

For more information on Sampling Design, refer to "Guidance on Choosing a Sampling Design for Environmental Data Collection for Use in Developing a Quality Assurance Project Plan," EPA QA/G-5S, EPA/240/R-02/005, December 2002: https://www.epa.gov/sites/default/files/2015-06/documents/g5s-final.pdf]

Enter experimental design information.

B2 Sampling Methods

[Describe sample (and QC sample) collection. Specify:

- *Sample collection procedures to be used (e.g., published methods, reference documents such as the NJDEP Field Sampling Procedures Manual, or laboratory-specific SOPs (attach SOPs as an appendix, if applicable));*
- *Sampling equipment to be used (e.g., sampling devices such as pumps, bailers, etc.);*
- *Equipment preparation and decontamination procedures;*
- *Sample information (sample volumes, preservatives, # of containers per sample, container types (e.g., glass or plastic, new or reused)); and*
- *Procedures for corrective action in the event of sampling problems.]*

Enter sampling method information.

B3 Sample Handling and Custody

[Describe the requirements for sample handling and custody from the field to the laboratory (and in transit). Specify:

- *Materials used for labeling (e.g., labels and pen with waterproof ink);*

- *Labeling convention used (e.g., labeled with date, sample location, and collection time (Site name or ID/date/time));*
- *Chain-of-custody (COC) procedures, including details to be included on COC such as date, location, collector initials, etc.;*
- *Reference to where a copy of the COC to be used can be found (e.g., Appendix A) [Note: a COC should be included as part of the QAPP];*
- *Sample holding times between collection and extraction or analysis;*
- *Sample preservation/storage criteria (e.g., preserve with H_2SO_4 and store in a freezer until extraction);*
- *Shipping information to ensure sample integrity is maintained (e.g., list the name and address of laboratory to which samples will be shipped and how samples will be packaged for transport (e.g., cooler packed with dry ice)).*
- *Specify the laboratory turnaround time (if important to project schedule).]*

Enter sample handling and custody information.

B4 Analytical Methods

[Under the appropriate header below (B4.1 (Field Measurement Methods) and/or B4.2 (Laboratory Analysis Methods), detail:

- *Preparation and analysis methods to be used for each parameter (e.g., SW-846 1311 TCLP extraction and SW-846 6010D analysis for manganese and copper);*
- *Specification of matrix for each sample;*
- *Name of laboratory/laboratories testing each parameter. If the laboratory is certified through the OQA's environmental laboratory certification program, specify the laboratory ID number.*
- *Corrective actions when analytical problems arise (who is responsible, how will they be confirmed effective.)]*

B4.1 Field Measurement Methods (On-site)

Enter field analytical method information as described.

B4.2 Laboratory Analysis Methods (Off-site)

Enter laboratory analytical method information as described.

B5 Quality Control

[Either in a table, or as narrative, detail all required field and laboratory QC activities (e.g., blanks, duplicates, matrix spikes, laboratory control samples, surrogates, second column confirmation, etc.) for each sampling and analytical technique, including their frequency, acceptance criteria, and corrective actions if acceptance criteria exceeded. Alternately, refer to where the performance criteria can be found (e.g., stating SW-846 6010D, section 9.0 details the QC requirements that will be adhered to during this project for SW-846 6010D testing). However,

if a reference method (e.g., SW-846 6010D), allows the user to select from various QC options, then the QAPP shall state exactly which options are being selected during the project.

For non-standard method applications, such as for unusual sample matrices and situations, appropriate method performance study information is needed to confirm the performance of the method for the matrix. If previous performance studies are not available (e.g., in certain research situations), the QAPP should specify that performance criteria will be developed during the project and included as part of the project results.

If the QC information is available in laboratory SOPs, these SOPs can be referenced in lieu of repeating information in the QAPP. These SOPs should be included as appendices unless a certified laboratory is being used. If a certified laboratory is being used, the QAPP author does not need to attach the laboratory SOPs to the QAPP, as the OQA has already verified the method QC limits are met by the laboratory through the laboratory certification program.

Some QC information may already be detailed elsewhere in the QAPP (e.g., section A7). Do not repeat information, rather refer to the other section(s) as appropriate.]

Enter QC information as specified.

B6 Instrument / Equipment Testing, Inspection, and Maintenance

[List equipment needing periodic maintenance, testing, or inspection, and the procedures and schedules for such activities. SOPs or other documents may be referenced, as appropriate;

Describe how inspections and maintenance will be performed and documented, and by whom;

Describe corrective action procedures for equipment problems; and

Discuss how critical spare parts will be obtained (e.g., for membrane DO testing: spare DO membranes will be always kept in the field sampler's truck such that the membrane can be changed at any time when problems with the current membrane arise.)]

Enter instrument/equipment information as specified.

B7 Instrument / Equipment Calibration and Frequency

[List all field and laboratory equipment and/or instrumentation requiring calibration;

Describe how and when calibration will be performed (e.g., before each use, weekly, monthly, etc.). If following manufacturer's instructions and/or following an existing SOP, reference that and/or attach the instructions/SOP to this QAPP;

Identify any certified equipment and/or standards to be used during calibration;

Describe how calibration records will be maintained and traceable to the equipment/instrumentation; and

An example of information to be included in this section: "A NIST traceable thermometer will be used to verify the calibration of the thermocouple used for temperature measurement on a quarterly basis. Records of the calibration of this thermometer will be retained for 5 years."]

Enter instrument/equipment calibration information as specified.

B8 Inspection / Acceptance of Supplies and Consumables

[Describe how and by whom supplies and consumables (e.g., standard materials and solutions, sample bottles, calibration gases, reagents, hoses, deionized water, etc.) shall be inspected and accepted for use. State acceptance criteria for such supplies and consumables (e.g., specify that bottles of known cleanliness are used for specialized chemical analyses, such as for trace metals analysis.)]

Describe inspection/acceptance of supplies/consumables.

B9 Non-direct Measurements

[Identify any data that will be obtained from existing data sources, rather than measured directly in this project. Specify the planned uses for the existing data and the acceptance criteria and/or limitations for the use of the data. Examples of non-direct measurements include:

1. *existing sampling and analytical data from a previous effort (current or related project);*
2. *photographs or topographical maps of the water body being studied;*
3. *background information from facility or State files;*
4. *measurements that are ancillary to addressing the project's objectives (for example, meteorological data, primarily used to better predict or explain dispersion and concentration of airborne toxic compounds in a localized area).]*

Describe non-direct/ secondary data to be used, if applicable.

B10 Data Management

[Describe how the data will be managed, from the field or laboratory to storage and disposal. Information to include, as applicable:

- *Will paper records be digitized? If so, how, and by whom?*
- *Where will paper records be stored? Where will electronic records be stored (file path?)? Are there any restrictions on access and/or locked files?*
- *What record retention policy is applied (how many years will records be kept)?*
- *How are records obtained from the laboratory (e.g., hard copy, e-mail to project manager, other)? What type of data package is requested (e.g., will the laboratory provide full deliverables or results only?)*
- *What is the plan for detecting and correcting errors and for preventing loss of data during reduction, reporting, and entry to forms, reports, and databases (e.g., a separate analyst reviews all data entry)?*
- *Identification of who is responsible for each data management task.*
- *How is the data processed? Is any specific equipment/software used to process the data? Any formulas used? How is the acceptability of the hardware/software configuration verified?*
- *Will the data be stored in an electronic database? If so, which one, and who will enter the data?]*

Describe data management protocols.

C1 Assessments and Response Actions

[Describe the plan to ensure the QAPP is adhered to by detailing information such as:

- *Frequencies and procedures for field and/or laboratory audits;*
- *Acceptance criteria for each audit;*
- *Audit documentation procedures; and*
- *Identification of who will perform such audits and the scope of their authority (e.g., when does the project need to be halted, data discarded, and who has the authority for such)*

In this section, include a statement that "At any point during the project, the NJDEP Office of Quality Assurance may audit compliance with the required elements of this QAPP."

Discuss corrective action (CA) protocols to be followed in response to any audit findings. Include information such as:

- *Who is responsible for CAs?*
- *How will CAs be determined?*
- *How will CA effectiveness be confirmed?*
- *How will CAs and evaluations of CA effectiveness be documented?]*

Describe audits/assessments and associated corrective actions.

C2 Reports to Management

[Identify the reports that will be generated during the project and who will prepare those reports, including, as applicable,

- *Report types (e.g., quarterly reports, final reports, etc.);*
- *Report frequencies/timeframes;*
- *Detailed description of report contents (e.g., raw data, processed data, audit results, etc.) and report format (e.g., electronic or paper; If electronic, what format (excel, word, etc.?));*
- *Description of any QA problems;*
- *Discussion of who/what organization will receive the reports and how the results/report information will be disseminated (e.g., final report submitted to xyz program, then published on DEP website, final report submitted to EPA, etc.)*
- *If testing/analysis will be performed in laboratories that are not certified through the OQA's environmental laboratory certification program, add a statement that data obtained during the project cannot be used for regulatory purposes.]*

Detail report procedures.

D1, D2, & D3: Data Review, Verification, and Validation; Verification and Validation Methods; and Reconciliation with User Requirements

[Verification: Describe by whom and how project data will be verified (i.e., how the data will be evaluated for completeness, correctness, and conformance with method/procedural specifications). Verification may include

reviewing how the data was recorded, analyzed, transformed (for example, calculations of replicate measurements, dry weight to wet weight values), reduced, or transferred.

Validation: Describe by whom and how project data will be validated (i.e., how data will be evaluated to determine whether it meets project-specific requirements for usability by the decision makers/data users). Describe any calculations or statistical procedures to be used for this determination.

State the criteria used to accept, reject, or qualify data during both verification and validation, as well as how the verification and validation will be documented and how any issues will be resolved.

Discuss how limitations on the use of the data will be handled and reported to the decision makers. For example, what will be done if the quality control criteria specified in the QAPP do not meet performance criteria?]

Discuss validation, verification, and reconciliation procedures.

E1 References

[Provide sources for all documents referenced in the QAPP.]

Enter references.

E2 Appendices

[Include all appendices referenced above. Additional appendices may be added, as needed.]

Appendix A: Enter title or description of appendix.

Appendix B: Enter title or description of appendix.

APPENDIX E: Reporting Requirements – Administrative

This document serves to inform you of the administrative requirements of the grant agreement (Agreement) once it has been executed.

1. **WORK PERIOD**: The work period under the Agreement is found in the Grant Award Data page.

2. **SUBMITTALS**: All amendments (e.g. no cost time extensions, budget line-item revisions, scope of work revisions) to the Agreement, certificates of insurance, biannual progress reports, biannual financial reports, deliverables, and final report shall be done in NJDEP SAGE. Note: Each progress report or financial report cannot be initiated until the previous report(s) have been approved.

3. **CERTIFICATE OF LIABILITY INSURANCE**: In accordance with Section III of the Agreement's General Terms and Conditions, no payments shall be approved by the Department under this Agreement until the Department receives a copy of a valid/current Certificate of Liability Insurance (COI). A current valid COI must be uploaded into the Miscellaneous Attachments page of the Agreement **each year**.

4. **PROGRESS REPORTS**: Progress reports are to be submitted on a biannual basis, as stated in Attachment A, Section VI, of the Agreement, no later than 45 days after the end of each reporting period.

   Due Date - Reporting Period
   August 15 – January to June
   February 15 – July to December

5. **FINANCIAL REPORTS**: Financial reports are to be submitted on a biannual basis, as stated in Attachment A, Section VI of the Agreement, no later than 45 days after the end of the reporting period. The grantee's authorized Chief Financial Officer (CFO) must certify the financial report. If the CFO has changed, a signed letter from the executor of the agreement must identify the new CFO and must be uploaded into the Miscellaneous Attachments page of the Agreement.

   Due Date - Reporting Period
   August 15 – January to June
   February 15 – July to December

   All financial reports must include the required documentation, as detailed in the Financial Report Guidance document (appendix G)

6. **SUBCONTRACTORS CERTIFICATION**: Attachment F of the Agreement must be completed for

each subcontractor, with the respective Business Registration Certificate uploaded. Attachment F can be found in NJDEP SAGE. No payments may be made by the Department for subcontracted work until Attachment F has been updated with the subcontractor information.

7. **DEP GRANT CONTACT:** Your Grant Manager/Officer is listed on the Grant Award Data page of the Agreement, and any questions related to your grant should be directed to them.

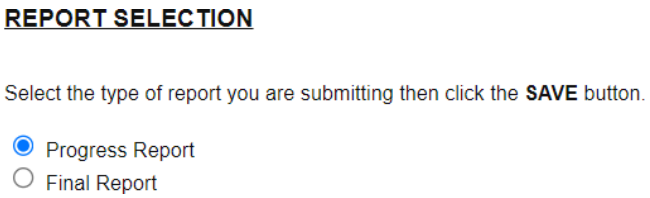
Appendix F: Progress Report Guidance Document

The purpose of this appendix is a guide to assist with the completion of progress reports in NJDEP SAGE.

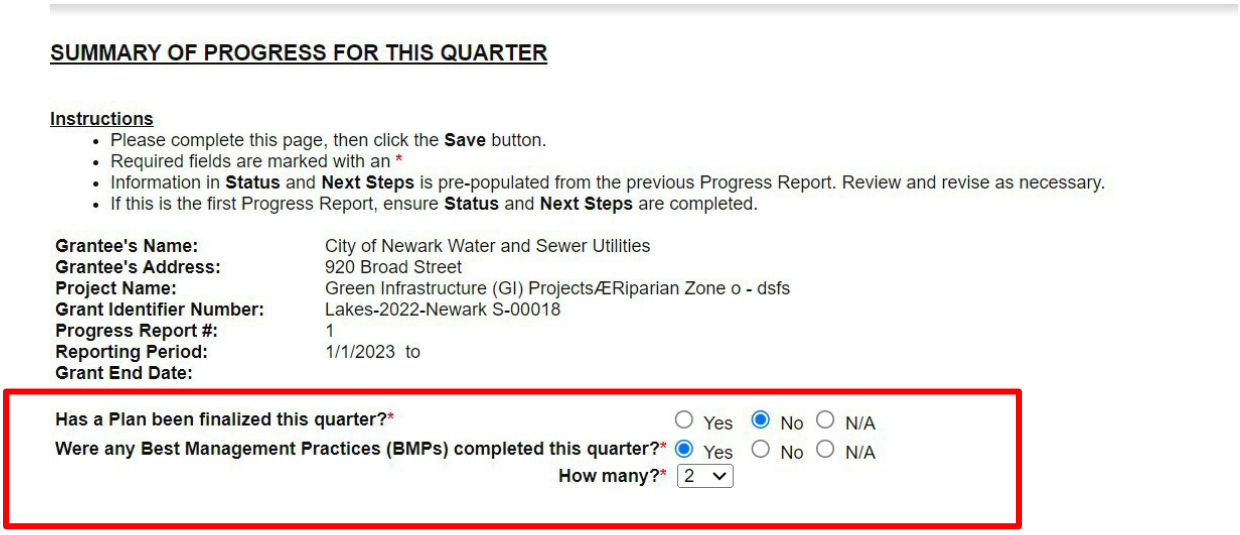
PROGRESS REPORTS: Progress reports are to be submitted on a biannual basis, as stated in Attachment A, Section VI, of the Agreement, no later than 45 days after the end of each reporting period.

Due Date - Reporting Period
August 15 – January to June
February 15 – July to December

1. Select the type of report you are submitting on the **Report Selection** page. *Only select Final Report if this is your last progress report.*



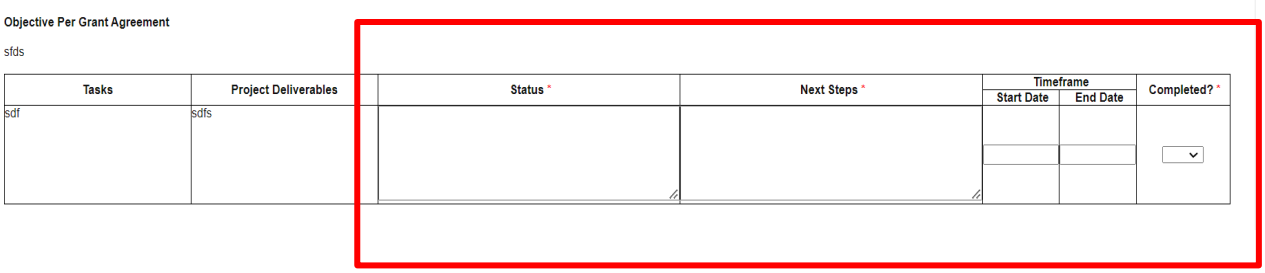
2. Answer the two questions in the **Summary of Progress for this Quarter** page. Plans include the Development of Watershed Based Plans, Lakes Watershed Based Plans, etc. BMPs include any implemented projects.
   NOTE: If a project was implemented/completed in the quarter, you must answer "Yes" to the BMP question and complete the BMP Implementation page.



3. Fill in the Status, Next Steps, Timeframe, and Completed Columns for each task. The Status box should describe what work was performed during the quarter. Next Steps will describe what will occur in the next quarter. The Timeframe dates should be the date you started the task and the date the task was completed. Leave the Start/End Date blank until the task has started/was completed. Lastly, indicate if the task has been completed.

NOTE: If the reporting period is not listed on this page, please add the reporting period dates in the first status box of the report.

NOTE: The timeframe start date cannot be prior to the date the Agreement is executed. For any date entered prior to the Agreement execution date, the grantee must have obtained an early work period start date letter from the Department.

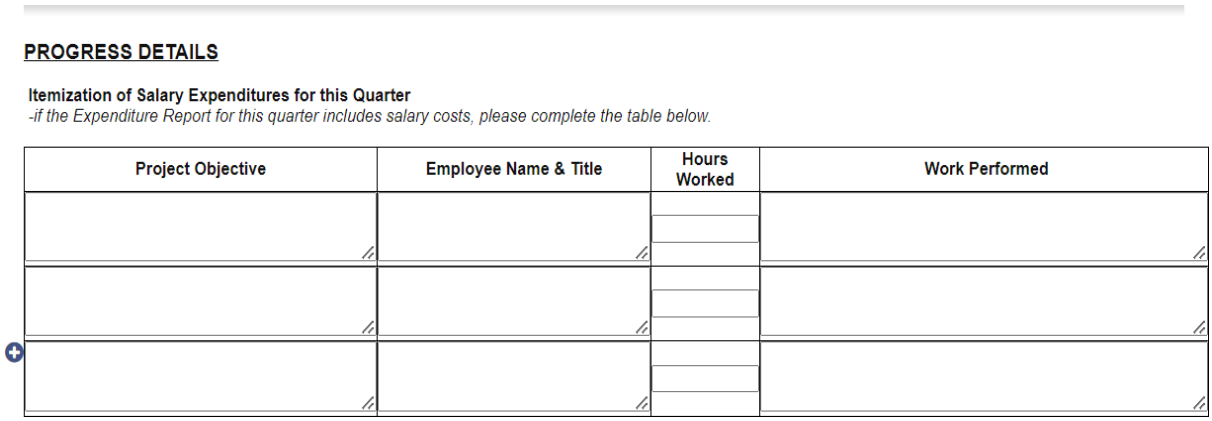


Objective Per Grant Agreement

sfds

Tasks	Project Deliverables	Status *	Next Steps *	Timeframe		Completed? *
				Start Date	End Date	
sdf	sdfs					

4. **Progress Details page**. Fill out this table with all employees of the grantee organization that worked on the grant for the quarter.



PROGRESS DETAILS

Itemization of Salary Expenditures for this Quarter

-if the Expenditure Report for this quarter includes salary costs, please complete the table below.

Project Objective	Employee Name & Title	Hours Worked	Work Performed

5. Describe any slippage or problems with the project in these boxes.

Slippage Report: *
-Describe any slippage in project timeline or budget.

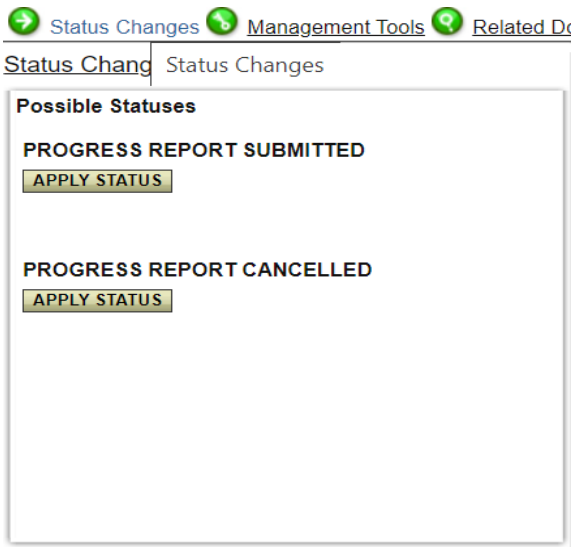
Problems/Issues: *
-Describe any problems encountered in project implementation.

6. Upload any Attachments in this section.

Attachments:
-Provide any documentation to support progress and/or completion of the objectives and tasks for this project

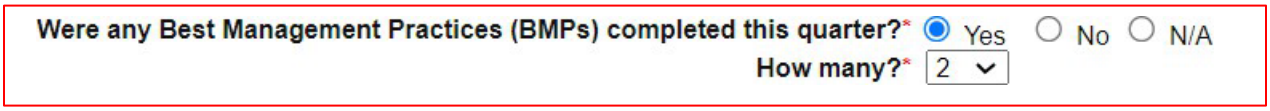
Deliverables/Work Product:	Choose File No file chosen
Photos	Choose File No file chosen
Surveys	Choose File No file chosen
Attendance Sheets (meetings, outreach, event, etc...)	Choose File No file chosen
Approved QAPP	Choose File No file chosen
Other	Choose File No file chosen

7. Make sure the pages have been SAVED and there are no errors. Once complete, go to Status Changes and click the Apply Status button underneath Progress Report Submitted.



Guidance on how to complete the BMP Information Page (if applicable)

The BMP Information page will show up when you answer "Yes" to this question. The number of BMP Information pages will depend on how many projects are installed/constructed. Each project should have its own BMP page.



BMP Project Name: A descriptive and unique name of the project (e.g. Wallkill River Streambank Restoration and Canoe Access at Bassets Bridge). Do not include punctuation.

BMP Completed Date: Date of project completion.

BMP Location: Choose a point location that best represents the project location. A good rule of thumb would be to answer the question, "Would these coordinates help someone else find the project in the field?" For example, for a project that restored a length of riparian buffer, the point could be located as accurately as possible where the restoration was done but at the end nearest to the access location, such as the end nearest the parking lot. Another example, the project is a basin retrofit the point can be anywhere in the middle of the basin or at the inlet or outfall.

BMP Address: Address closest to BMP location for quality assurance.

County: County where the project is located. If more than one county, choose the one the project is mostly in.

HUC14: Hydrologic Unit Code for the waterway closest to the project location within the same watershed.

Waterbody Name: The main waterbody that the BMP is improving. Abbreviations should be avoided, e.g. Hammonton Ck [instead of Hammonton Ck].

Contributing Drainage Area: The drainage area of the BMP.

BMP Category: Pick from the drop-down list of the BMP Category that best fits the project.

BMP Type: Pick from the drop-down list the BMP Type this project represents.

BMP Size: Size of the BMP, if applicable. This field should be left blank for cistern and rain barrel projects.

BMP Volume Capacity (gallons): Capacity (volume when filled once) of the BMP, if applicable. This field should be left blank for all except cistern and rain barrel projects. (e.g. For installation of a 500 gallon capacity cistern, the number 500 should be entered in this field.)

Estimated Load Reductions (Nitrogen, Phosphorus, BOD, and Sediment): This is the result from StepL or the

Unit Area Load (UAL) method. The UAL, as part of the Department's Best Management Practice Manual, is a better method to calculate load reductions for the types of projects (outside of agriculture BMP's) typically implemented under our current grant agreements. The BMP manual, the UAL method utilizes the tables in **Chapter 3 "Pollutant Loads by Land Cover"** and the BMP removal rates in **Chapter 4 -Table 4.1 for total suspended solids** (sediment for load reduction purposes) and **Table 4.2 for nitrogen and phosphorus**.

Does the BMP address the following pollutant(s)? Answer "Yes/No" to the nine parameters as to whether the pollutant is addressed in the BMP.

Will there be Monitoring? Answer "Yes/No" if the project includes monitoring.
Estimated Cost to Implement BMP: The estimated cost to complete the BMP, including consultant fees, supplies, etc.

Partners: List of partners who contributed to the project.

Summary of BMP Project: A paragraph that describes the project.

Project Website: Address of the website that highlights the project, if available.

Project Photo(s): Include the before and after photos of the implemented BMP. Hit the button to upload photos and navigate to your file location to select the photo. Continue this process until all photos have been uploaded.

STEP-L/UAL Table: Include the Step-L model or UAL calculation sheet on how you derived the load reductions. Hit the button to upload the file and navigate to your file location to select the document.

Guidance on how to complete the Plan Information Page (if applicable)

The Plan Information page will show up when you answer "Yes" to this question.

Type of Plan: Pick one option that fits the type of plan completed.

Lake Protection Plan: a lake characterization study to provide the qualitative evaluation of a lake's ecology.

Lake Protection and Watershed Plan: a Lake Protection and nine-element Watershed Plan combined.

Watershed Based Plan: a Watershed Protection and Restoration Plan and/or nine-element Watershed Plan.

Other: a plan not specified above.

Title: Title of the Plan.

Waterbody(s) Addressed in Plan: List all the waterbodies that the plan addresses.

Is there a TMDL? Answer “Yes/No” if there is a TMDL for any of the waterbodies in the plan.

Name of TMDL: The title of the TMDL.

Parameter(s) Addressed in Plan: Answer “Yes/No” to the ten parameters as to whether the pollutant is addressed in the plan.

Appendix G: Financial Report Guidance Document

Guidance Document for Grant Agreement Payment Processing
New Jersey Department of Environmental Protection

This guidance document is intended to establish a consistent procedure for grant reimbursement requests.

Financial Reports

Financial reports must be submitted on a **biannual basis**, as stated in **Attachment A, Section VI** of the Agreement, **no later than 45 days** after the end of the period. The grantee's **authorized Chief Financial Officer (CFO)** must certify the financial report.

Important: If the CFO has changed, a **signed letter** from the executor of the Agreement must identify the new CFO and must be uploaded into the **Miscellaneous Attachments** page of the Agreement.

Due Dates & Reporting Periods

Financial reports must be submitted **biannually or when reimbursement is needed**:

- January – June Due: **August 15**
- July – December Due: **February 15**

Payments will be made upon submission by the grantee of all documented expenditures necessary to justify the payment, in adherence to the executed Agreement terms. **All documented expenditures must fall within the work period of the Agreement.** Payments will be withheld pending receipt of all required backup documentation.

Note: Use the **Expenditure Report Cover Sheets** template to indicate the reporting period, list expenditures, and provide backup documentation. One document should be uploaded into **NJDEP SAGE** with this information.

Financial Report Categories – Required Backup

Personnel Costs (Salary & Fringe Benefits)

Backup documentation for salaries and fringe should include a **salary run, payroll run, or payroll ledger**, preferably from your accounting system, to show:

- **Employee name**
- **Dates worked on the grant**
- **Hours worked each day**
- **Hourly rate**
- **Total amount per employee**

If you **cannot** provide a payroll/salary run, submit:

- A **letter from the CFO on your letterhead** explaining the payroll system and how employees track their hours on the grant.
- A **certified spreadsheet** from the CFO detailing:
    - Employee name
    - Dates worked
    - Hours worked
    - Hourly rate
    - Total calculated payment

Please highlight the figures that should be calculated towards the total for each employee.

Example Format:
1/3/2024, John Doe, Project Manager, 8 hours, $50/hour, $400, processed paperwork for construction. 1/5/2024, John Doe, Project Manager, 4 hours, $50/hour, $200, site visit. Total amount for reporting period: $600

Consultants & Subcontractors

- Submit **purchase orders and invoices** detailing all goods and services rendered.
- Include an **itemized list** of all invoice numbers, dates, and amounts for all reimbursable goods and services.
- Submit **proof of payment** matching the invoices (e.g., **canceled checks (front and back of check), bank statements, credit card statements, ACH payment records**).

Note: Before any payments for subcontracted work, all consultants and subcontractors **must** be listed in **Attachment F** of the grant agreement in **NJDEP SAGE**.

Other Costs:

Supplies

- Submit **receipts/invoices** for the work period.

- Submit **proof of payment** matching the invoices (e.g., **canceled checks (front and back of check), bank statements, credit card statements**).

Travel

- Submit a list including:
  - **Employee name**
  - **Travel dates & locations**
  - **Mileage & rate** (mileage traveled x $0.47 per mile)
  - **Tolls & parking expenses**
- Provide **proof of payment** (e.g., **EZ Pass statements, canceled checks (front and back of check), bank statements, credit card statements**).
- Meals during travel are not eligible for reimbursement.

Other Categories

- Submit **receipts/invoices** for the work period.
- Submit **proof of payment** matching the invoices.

Disallowed Expenditures: Food purchases are not reimbursable and should not be included.

Indirect Costs

- Submit the **total amount** with the **percentage of indirect used**, ensuring it is **consistent** with the percentage listed in the Grant Agreement.

Match Expenditures

Cash Match

Each subcategory (e.g., **employee salary/fringe, subcontractors, supplies**) for cash match has the **same backup documentation requirements** as the grant-funded categories above.

NOTE: If a partner/organization is donating their employee's time as match, this is a cash match, and an invoice and proof of payment will be required for documentation. If the grantee is not reimbursing the partner/organization for their time, then a payroll run for each employee from the partner/organization will be required to show the employee was paid for their time.

In-Kind Match (Volunteer Time Only)

- Submit **time logs/sign-in sheets** showing:
  - **Volunteer name**
  - **Hours worked**
  - **Duties performed**
- Only individuals who are **not paid** and volunteer outside of their work schedule qualify.

Report Certification

The grantee's **appointed Financial Officer** must certify the financial report. If there is a change in position, a letter from the **grantee signatory of the Agreement** or the **former Financial Officer** must be submitted, appointing the new Financial Officer. This letter must be uploaded to the **Miscellaneous Attachments** page of the Agreement.

Insurance Coverage

Ensure that the **ACORD Certificate of Liability Insurance (COI)** uploaded in the **Miscellaneous Attachments** page of the Agreement is **current** for the year. A current valid COI must be uploaded into the Miscellaneous Attachments page of the Agreement **each year**.

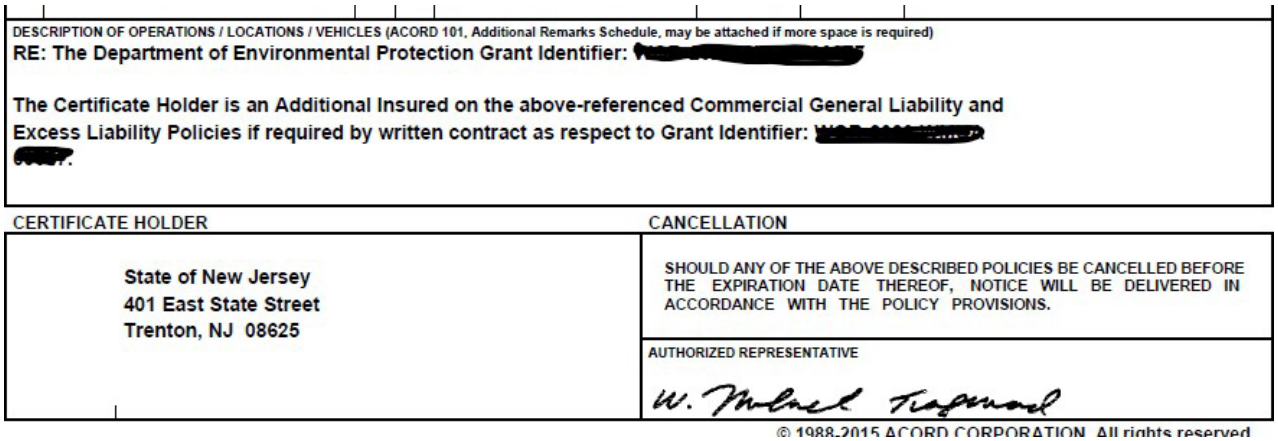
Important: Coverage must be **active for the entire work period**. If the COI is expired, upload the current COI into the **Miscellaneous Attachments** page without deleting the expired COI.

Only the **State of New Jersey** must be listed as the certificate holder and additional insured.

Below is an example of the language that is required.

Description of Operations Box: Re: ***[Input Grant Number]*** The State of New Jersey is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract or agreement subject to the policy terms, limits, conditions and exclusion.

Please list the **Certificate Holder** as: State of New Jersey, 401 East State Street, Trenton, NJ 08625.



DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: The Department of Environmental Protection Grant Identifier: [redacted]

The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to Grant Identifier: [redacted].

CERTIFICATE HOLDER

State of New Jersey
401 East State Street
Trenton, NJ 08625

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

W. Michael Fitzgerald

Expenditure Cover Sheet Templates

Grant Number QUARTER Enter

Work Period: Date to Date

Salary and Fringe Benefits – Grant Funding

Salaries

Employee Name	Number of Hours	Hourly Rate	Total
1. Employee A	10	$50/hr	$500
2. Employee B	20	$25/hr	$500
3. Employee C	100	$50/hr	$5000
TOTAL:			**$6000**

Include the required documentation behind each page

Fringe Benefits

Employee Name	Total Salary	Fringe Rate	Total
1. Employee A	$500	26%	$130
2. Employee B	$500	10%	$50
3. Employee C	$5000	26%	$1300
TOTAL:			**$1480**

Grant Number QUARTER Enter

Work Period: Date to Date

Consultants and Subcontractors – Grant Funding

List each Subcontractor Name	$ Enter Amount of Invoice/Receipt	Corresponding Check Number
1. Subcontractor A	$ Amount for each invoice	Check number for each invoice
2. Subcontractor B	$ Amount for each invoice	Check number for each invoice
3. Subcontractor C	$ Amount for each invoice	Check number for each invoice
TOTAL:	**$ Total Amount**	

Include the required documentation behind each page

Grant Number QUARTER Enter

Work Period: Date to Date

Lab and Project Supplies – Grant Funding

List Each Supply	$ Enter Amount of Invoice/Receipt	Check Number (if applicable)
1. Supply A	$ Amount	
2. Supply B	$ Amount	
3. Supply C	$ Amount	
TOTAL:	**$ Total Amount**	

Include the required documentation behind each page

Grant Number QUARTER Enter

Work Period: Date to Date

Travel – Grant Funding

EMPLOYEE NAME	TRAVEL RATE	TOTAL
Person 1	Rate/mile ($0.47 x mileage traveled)	$ Enter Amount
Person 2	Rate/mile ($0.47 x mileage traveled)	$ Enter Amount
Person 3	Rate/mile ($0.47 x mileage traveled)	$ Enter Amount
TOTAL:		**$ Total Amount**

Include the required documentation behind each page

Grant Number QUARTER Enter

Work Period: Date to Date

Salary and Fringe Benefits – Grantee Match

Salaries

Employee Name	Number of Hours	Hourly Rate	Total
1. Employee A	10	$50/hr	$500
2. Employee B	20	$25/hr	$500
3. Employee C	100	$50/hr	$5000
TOTAL Amount:			**$6000**

Include the required documentation behind each page

Fringe Benefits

Employee Name	Total Salary	Fringe Rate	Total
1. Employee A	$500	26%	$130
2. Employee B	$500	10%	$50
3. Employee C	$5000	26%	$1300
TOTAL Amount:			**$1480**

Grant Number QUARTER Enter

Work Period: Date to Date

Grant Number QUARTER Enter

Work Period: Date to Date

Volunteer Time – Grantee In-Kind Match

Volunteer Time Amount

Enter Total Volunteer Hours and Total Amount. (based on the hourly rate listed on the grant agreement.) A sign in sheet/log is required for each volunteer/event.

Grant Number QUARTER Enter

Work Period: Date to Date

Consultants and Subcontractors – Grantee Match

List each Subcontractor Name	$ Enter Amount of Invoice/Receipt	Corresponding Check Number per Invoice
1. Subcontractor A	$ Amount	Check Number
2. Subcontractor B	$ Amount	Check Number
3. Subcontractor C	$ Amount	Check Number
TOTAL:	**$ Total Amount**	

Include the required documentation behind each page

Lab and Project Supplies – Grantee Match

List Each Supply	$ Enter Amount of Invoice/Receipt	Check Number (if applicable)
1. Supply A	$ Amount	
2. Supply B	$ Amount	
3. Supply C	$ Amount	
TOTAL:	**$ Total Amount**	

*****Include the required documentation behind each page*****

Travel Categories – Grantee Match

EMPLOYEE NAME	TRAVEL RATE	TOTAL
Person 1	Rate/mile (see grant agreement)	$ Enter Amount
Person 2	Rate/mile (see grant agreement)	$ Enter Amount
Person 3	Rate/mile (see grant agreement)	$ Enter Amount
TOTAL:		**$ Total Amount**

*****Include the required documentation behind each page*****

Other Cost Categories – Grantee Match

Invoice #	$ Amount
Invoice #	$ Amount
Invoice #	$ Amount
TOTAL:	**$ Total Amount**

Appendix H: Final Report Requirements

The grantee's final report must include the following information:

1) Executive Summary

A brief abstract of the project that can also serve as a stand-alone document and includes the following information:

- ☑ Description of project area
- ☑ Summary of the existing conditions addressed
- ☑ A brief summary of the overall project (e.g., its goals, methodology, affected locations, and time frame)
- ☑ Highlight major results or outcomes of the project
- ☑ Project implications and recommendations

2) Evaluation Approach and Methodology

A brief background on the method for evaluating project success and the possible applications of results, including the following:

- ☑ List of major questions answered by the evaluation
- ☑ Description of the overall evaluation design and schedule of data collection
- ☑ Description of the evaluation techniques and targets and why those approaches are an appropriate measure of success

3) Results of Project and Evaluation

The project evaluation shall include, at a minimum, the following information:

- ☑ A summary of results
- ☑ A detailed evaluation of findings, including relevant tables, graphs, and charts
- ☑ A breakdown of findings by relevant variables
- ☑ An integration of results from multiple qualitative and quantitative data sources
- ☑ A statement of implications of the project
- ☑ Specific recommendations for future action
- ☑ Suggested means for disseminating project results, including technology transfer
- ☑ A description of strategies for assuring utilization of project results
- ☑ Submission of as-built plans for implementation projects

4) Appendices

The following items, at a minimum, shall be included in the final report:

- ☑ A list of all pre-approved equipment purchases (with associated specification) under the grant and the date in which they were returned to the Department.

- ☑ Additional Photos: all digital pictures related to the grant with some key to decipher each picture both spatially and temporally. The grantee should include the photographer's name and water quality restoration grant # so that credit may be given. This electronic copy, or similar as appropriate, is required even though pictures have been submitted in Quarterly Reports, as it provides one digital library of the project. All pictures should be saved with names that are indicative of the picture and purpose (i.e. WQR-2022)
- ☑ Educational Materials: if an educational brochure was created or a sampling manual or maintenance plan developed these should be submitted with all other relevant materials in a separate electronic copy (or similar as appropriate) titled "Deliverables."
- ☑ Monitoring Data: an electronic copy with all raw data in the usage format. Any comments or considerations should also be included in this electronic copy, or similar format as appropriate, (e.g. "Data point for site B on 8/2/2024 was considered an outlier because…,"). A brief summary of the data.
- ☑ Survival/status of vegetation, if plantings were a component of the funded project.
- ☑ EPA WQX submission verification
- ☑ GIS Shapefile

Grant Accomplishment Narrative

Format and Content for the Grant Accomplishment Narrative

Each story should run 1-2 pages in length, addressing all the information identified in each category below to the extent possible (aim for a maximum of 950 words). The story should provide a clear, succinct summary in plain language so that the general public will be able to understand. Use non-technical language, along with a simple description, definition, or image, to effectively illustrate the concept. Please note that all examples below are excerpts from published USEPA Success Stories. Excerpts from the Grant Accomplishment Narrative may be used by the Department if the grant is chosen to be NJ's USEPA Success Story.

I. TITLE

Create a brief title that uses a verb.

Example:

Stream Restoration Efforts Reduce Impacts of Acid Mine Drainage

II. WATERBODY IMPROVED (one paragraph)

1. What was the water quality problem?
2. What was done to address the problem?
3. Did the waterbody improve or was it removed from the state's 3030(d) list?

Example:

The North Fork of the South Branch of the Potomac River is a scenic trout stream in the headwaters of the Potomac River in northeastern West Virginia. Water in the North Fork had high levels of fecal coliform bacteria, primarily from agricultural runoff from beef and poultry farms. Over 85 percent of farmers in the watershed worked together to construct animal waste storage facilities, establish riparian buffers, and implement a range of other best management practices (BMPs) at the farms. As a result, the stream now meets its designated use and is no longer impaired by fecal coliform bacteria.

III. PROBLEM (generally two paragraphs)

1. Specify the location of the waterbody, and, if relevant, geographic connection with other streams/rivers.

2. (a) What year was the waterbody put on the 303(d) list? (b) What beneficial use was not met? (c) Which parameter was the cause of the listing, if known? (d) If not identified in the listing, what pollutant(s) is believed to have been responsible for the impairment?
3. What specific segment (and/or length) of the waterbody was listed?
4. Describe the source(s) of the problem and specify category and subcategory (e.g., agriculture, cattle with access to streams).
5. If desired, list any major study that may have documented the problem. If data is available, include monitoring results that showed the water quality problem.
6. Was a TMDL done? If so, please provide information (e.g., the waterbody was listed for [insert parameter here], and the TMDL said it was necessary to meet a target of [insert concentration or loading] to achieve water quality standards).
7. What is the water quality goal or water quality standard that needed to be achieved to address the problem (e.g., rolling 7-day maximum average of 64°F)?

Example 1:

Cobbossee Lake (short for Cobbosseecontee), a large 5238-acre lake in central Maine, is valued by people for fishing, swimming, boating, and wildlife. One of Maine's premier bass fishing lakes, Cobbossee Lake is also a secondary source of drinking water for Maine's capital—Augusta.

In the 1960s water quality in Cobbossee Lake began to deteriorate. Elevated nutrient (i.e., phosphorus) levels spurred the growth of noxious blue-green algae, which reduced water clarity, formed green surface scums, and depleted oxygen in the bottom waters of the lake. The excess phosphorus in Cobbossee Lake's watershed was caused by soil erosion and runoff from agricultural, residential, and commercial lands, and the gradual conversion of forested land into developed land. The other significant source of phosphorus came from Annabessacook Lake, immediately upstream of Cobbossee. At one time, Annabessacook received sewage discharges from the town of Winthrop, and this nutrient-rich sewage caused algae blooms. Although sewage discharges to Annabessacook Lake were eliminated by 1977, the phosphorus in the lake's sediments continued to recycle and flow into Cobbossee Lake.

The Total Maximum Daily Load (TMDL) assessment developed for Cobbossee Lake in 1995 estimated that two-thirds of the external phosphorus load came from the lake's direct 32-square-mile watershed, and one-third came from the indirect upstream watershed. Agriculture accounted for about 60 percent of the phosphorus and developed lands accounted for about 40 percent of the phosphorus load. The TMDL showed that in-lake phosphorus needed to be reduced to 15 parts per billion (ppb), or 5,904 kg P/yr., for Cobbossee to attain Maine's water quality criterion for water clarity (more than 2 meters of Secchi Disc Transparency).

Example 2:

Furlong Creek flows through Mackinac County in Michigan's Upper Peninsula. Surveys conducted in 1989 found diverse fish and macroinvertebrate communities in the creek. By 1999, however, cattle grazing on private property had unrestricted access to the creek. The animals walked in the creek and trampled riparian vegetation, causing excessive instream habitat disturbance and sedimentation.

Subsequent creek monitoring revealed low fish and macroinvertebrate diversity. Pollution-sensitive insect families (e.g., caddisflies, stoneflies, and mayflies) and fish species (e.g., rainbow trout) were absent or very rare. These aquatic life support impairments led Michigan to place a 4-mile segment of Furlong Creek on its 303(d) list in 1996.

IV. PROJECT HIGHLIGHTS (generally two paragraphs)

1. What major BMPs /activities addressed causes of pollution and demonstrated in-stream improvements?
2. Who were major partners in the effort?

3. During what timeframe did the activities occur?
4. Was there a larger context of a watershed / comprehensive plan?
5. Are there ongoing plans to continue improvement?

Example 1:

In August 2001 USEPA approved a TMDL for siltation that called for a 50 percent reduction in sediment delivery to the lake. To accomplish this goal, the Decatur County Conservation Board and the Decatur Soil and Water Conservation District proposed the construction of two large basins to slow sediment delivery originating from gully erosion. The Iowa Department of Natural Resources' (IDNR) Nonpoint Source Pollution Program provided further suggestions to address the problem using a watershed approach. As a result, the plan was expanded to include seven smaller sediment basins throughout the watershed. To further stabilize the shoreline of Slip Bluff Lake, the Iowa Department of Transportation and the Iowa Department of Agriculture and Land Stewardship, Division of Soil Conservation (IDALS-DSC), provided funds to riprap portions of the shoreline.

To ensure the continued success of this project, the Decatur County Conservation Board maintained the project by planting additional seedings in exposed soil on the constructed sediment basins.

Example 2:

An educational effort on reducing fertilizer and chemical usage targeted landowners and highlighted the benefits of potential cost savings. One-on-one meetings and public sessions were held to teach peanut and alfalfa growers integrated pest management techniques including proper weed and insect scouting, determining pest thresholds, interpreting soil test reports and proper fungicide use. Demonstration BMPs illustrated techniques to manage vegetation; exclude cattle from riparian zones; and reduce nutrient, pesticide, and sediment loading. BMPs implemented from 1995 to 2002 included reduced tillage planting in peanut fields, riparian fencing, alternative livestock water source construction, grade stabilization structures, diversion terraces, deferred grazing, rotational grazing, and revegetation in riparian zones.

V. RESULTS

1. What water quality goals were achieved?
2. Was the waterbody delisted? If so, which year was it delisted, or when does the state expect to delist the waterbody?
    - Note: USEPA may count this waterbody as being "partially or fully restored" for Strategic Plan purposes (Category 1 story) even if the waterbody has not officially been removed from the 303(d) list, as long as the story demonstrates that actual restoration has occurred, and the state has nominated that the waterbody be delisted in the next 303(d) cycle. It is not sufficient to merely believe by the next 303(d) list cycle, that restoration will have occurred.
3. Were there load reductions in other pollutants that indicate progress (include reported load reductions reported to the Department if applicable)?
4. Were any new ordinances or laws put into place as a result of the actions?

Example 1:

By 2003 biological integrity and habitat at Blue Spring Creek had improved, as measured by the higher diversity and types of macroinvertebrates such as insects, crayfish, snails, and clams—indicators of good water quality. Almost twice as many EPT families (a category of insects used to measure water quality) were present in 2003 (11 EPT) than in 1999 (6 EPT), and 25 different taxa were collected in 2003 as compared to 15 different taxa found in 1999. Eight of these families are intolerant of pollution. These metric values represent the highest score possible (15) out of a family-level biological reconnaissance (biorecon) index that considers scores from 11 to 15 indicative of a non-impaired biological community. The habitat assessment score had improved from 114 in 1999, which is considered inadequate in the ecoregion, to a score

of 136—well above the target habitat score of 123, which indicates a healthy biological population in the ecoregion. As a result, Blue Spring Creek was removed from Tennessee's 303(d) list in 2004.

Example 2:

The Bass Lake restoration project achieved TMDL targets by reducing the average phosphorus concentrations from 490 µg/L to 10 µg/L, and the lake will be removed from the state's 303(d) list in the next listing cycle. Farmers' participation in nutrient management planning should reduce nutrient delivery from cropped areas in the watershed even further.

The alum treatment dramatically reduced total phosphorus in Bass Lake. Without the high concentration of phosphorus to feed on, heavy blue-green algae blooms no longer cover the lake and water clarity continues to improve. Secchi disk readings have improved from less than 10 feet before the project to up to 20 feet during July 2004 after the alum treatment. No fish kills have been noted since the project, and the fish population appears healthy.

Example 3:

Between March and October of both 2003 and 2005, ADEM collected dissolved oxygen data at three sites on the impaired segment of the Flint River. The agency also collected continuous dissolved oxygen data at two of the sites during July 2005.

As shown in the following table, only two monthly measurements (4.6 mg/L and 4.97 mg/L) fell below the state minimum criterion of 5.0 mg/L for the public water supply and fish and wildlife designated water use classifications. Furthermore, none of the continuous dissolved oxygen measurements were below the minimum criterion.

ADEM's assessment methodology stipulates that conventional water quality parameters, including dissolved oxygen, may not exceed water quality standards more than 10 percent of the time in waterbodies designated as public water supply and fish and wildlife resources. The data demonstrate that this 28-mile segment of the river now meets this requirement. As a result, ADEM has proposed that the segment be removed from the state's 2006 303(d) list of impaired waters. The next scheduled monitoring year for the segment is 2008.

Example 4:

The accompanying table compares key Whetstone Brook biomonitoring results with Class B water guidelines. Data highlighted in bold indicate the waterbody's failure to meet aquatic life support biocriteria for Vermont Class B waters. These data led to Whetstone Brook being added to Vermont's 303(d) list in 1998.

The monitoring team reassessed the segment in 2002 and found significant biological improvement. However, before 2004 (when Vermont revised its listing methodology for impaired waters), a waterbody could not be removed from the state's impaired list until 2 years of biological monitoring data showed compliance with water quality standards. Such compliance was confirmed in 2003. The EPT richness, BI values, and other biological indicators for both years remained well within the Class B guideline. In addition, the team found no evidence of oil sheens either year.

Because of these findings, VT DEC concluded that oil/grease no longer impaired Whetstone Brook's aesthetic and aquatic life uses. As a result, Vermont removed the waterbody from its 303(d) list in 2004. Whetstone Brook is scheduled to be monitored again in 2008.

VI. PARTNERS AND FUNDING

1. List specific partners who contributed to the improvements in the waterbody.
2. List specific amounts of NPS dollars dedicated to the project (mention total amount over the lifetime of the project).
3. What did the NPS dollars support?

4. If NPS grant money was not used for the project, please describe the involvement in this project by any staff member who works in the states' NPS program, if applicable. Additionally, was the project patterned after any other projects that have been funded by NPS. The objective here is to try and link NPS grant elements to the success of the project.
5. Identify other matching sources of funding (e.g., state agricultural funds, USDA/EQIP, Water Bank Funds, and local/private if such information is available).
6. BONUS question: What congressional district does the waterbody reside in? This is for the purposes of tailored mailings to congressional members, which are frequently requested by Office of Water Management or by the Office of Congressional and International Relations (OCIR). If the state cannot provide this information, headquarters staff will attempt to determine the congressional district number.

Example 1:

The cooperation of 28 members of the LVWCC, representing local, state, and federal agencies, local environmental groups, businesses, and interested citizens, was essential in the creation of a comprehensive management plan for the Las Vegas Wash. Volunteers also played an important role in the project, providing the needed labor for wetland and riparian plantings and invasive vegetation removal. The overall cost to implement the CAMP is projected to be approximately $127 million through 2013.

As of 2006, $33 million has been spent on CAMP implementation. Approximately $600,000 of section 319 funds was used to support construction of erosion control structures, bank revegetation, and public outreach efforts. Participating agencies contributed $1.8 million during the 2005–2006 fiscal year.

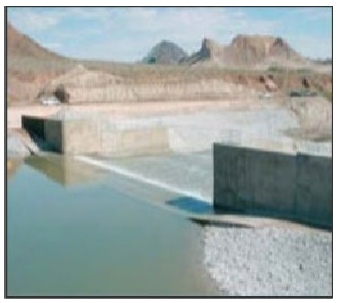
Example 2:

Partners involved in the effort were North Carolina Division of Water Quality, Soil and Water Conservation Districts, North Carolina Division of Soil and Water Conservation, North Carolina Cooperative Extension, U.S. Department of Agriculture's Natural Resources Conservation Service, North Carolina Department of Agriculture, North Carolina Farm Bureau, North Carolina State University, and agricultural community and commodity groups. The North Carolina Environment Management Commission brought together stakeholder groups of affected parties and provided the participants with a chance to express differing viewpoints. Stakeholders involved in the process included environmental groups, municipalities, developers, businesses, and the public. The North Carolina Agriculture Cost Share Program, administered by the Division of Soil and Water Conservation (DSWC), contributed $12.5 million between 1992 and 2003. Another DSWC-administered program, the federal Conservation Reserve Enhancement Program, has obligated approximately $33.1 million in the Tar-Pamlico River Basin since 1998. Between 1995 and 2003, approximately $2.67 million in Clean Water Act section 319 expenditures supported a variety of NPS projects in the Tar-Pamlico Basin, including BMP demonstration and implementation, technical assistance and education, GIS mapping, development and dissemination of accounting tools, and monitoring. As part of the Phase I Agreement, the area's Point Source Association both contributed funds and acquired a section 104(b)(3) grant for agricultural BMP implementation. The combined total of their contributions was $850,000 in nutrient-reducing BMPs in the basin.

VII. PHOTOS

Provide 1-2 photos of BMPs that illustrate the project actions. Photos should be of a type that helps illustrate the problem and/or the solution. Please provide a brief caption that explains and provides the context of the illustration. Photos should be 300 dpi resolution when printed at 3" X 3". Occasionally, the contractor can utilize photos with less resolution, but if that is not possible, the story will have to be published without a photo.

Example:



Weirs are low dams designed to reduce streambed erosion by flattening the slope of the channel and slowing flows. Many weirs are constructed of confined rock riprap, providing a somewhat natural look (top). Other structures are built with concrete, resulting in a more engineered look (bottom). Weirs, wetland restoration, and invasive vegetation removal helped reduce total suspended solids (TSS) concentrations in lower Las Vegas Wash and led to its removal from the Nevada 303(d) list in 2004.

VIII. TABLE/GRAPH/CHART

If data is provided that documents improvements in water quality, please label axes, indicate water quality target/endpoints, and provide brief caption that explains the data. Please attach graphs as separate files, if possible.

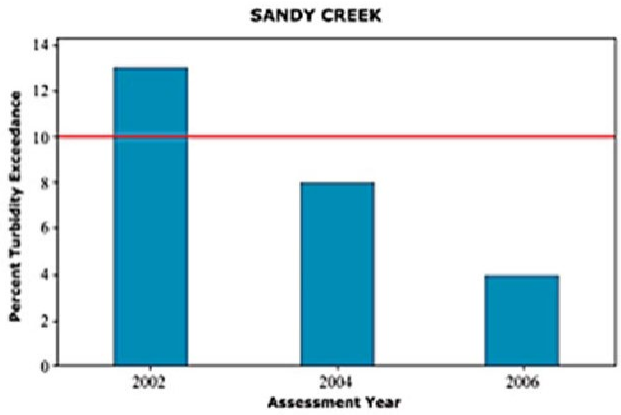
Example 1:

Chase Brook Biomonitoring Results

Sampling site	Date	Assessment rating	EPT	Density (individuals/m^2)	Individuals from *Oligochaeta* (%)
1.2	9/14/1993	Fair	15.0	357	10.6
1.2	9/20/1994	Fair	22.5	584	23.8
1.2	10/6/1998	Fair	19.0	493	11.7
1.2	9/18/2000	Very good	19.0	673	2.4
1.2	9/2/2002	Good	16.7	1253	1.4
Class B Guideline			> 16.0*	> 300	< 12.0

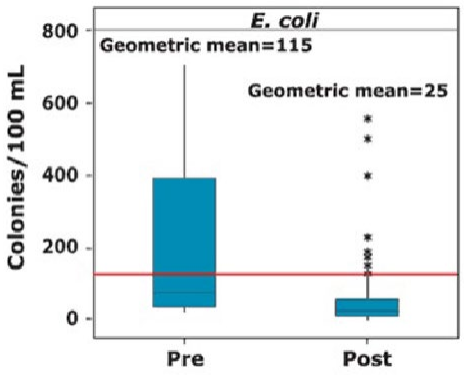
*Vermont Class B Guideline for EPT was 18.0 until the state changed it to 16.0 in 2002.

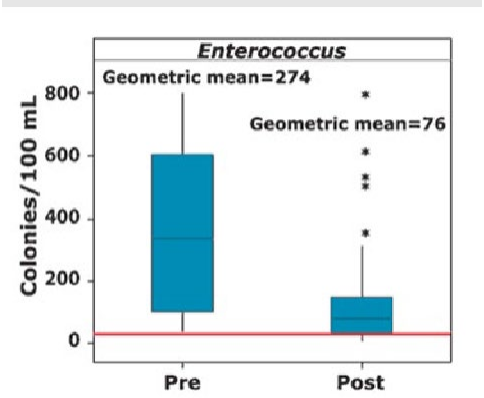
Example 2:



A stream is considered impaired due to turbidity if 10 percent or more of the seasonal base flow water samples exceed 50 NTUs (based on five years of data proceeding the assessment year). The FWP designation is now fully attained.

Example 3:





Boxplots indicate the interquartile range (25th-75th percentile) and median of the data in each of two periods: "Pre" contains data from August 1999 to January 2001; and "Post" includes data from July 2001 to May 2005. The red line indicates the geometric mean above which the beneficial use is not achieved. There were significant reductions in mean levels of both E. coli and Enterococcus bacteria.

IX. CONTACT INFORMATION

Provide a contact name, agency, phone, email address. Use your discretion on including any regional, state, and/or local project contact.

Please see USEPA approved Success Stories as examples.

APPENDIX I: Maintenance Plan Guidance

MAINTENANCE PLAN CONTENTS

All maintenance plans for Water Quality Restoration projects must include the following:

1. The name, address, and telephone number of the person or persons responsible for the preventative and corrective maintenance of each BMP. If the plan designates a party other than the owner (e.g., a public entity or homeowners' association) as responsible for maintenance, it must include a copy of the written agreement in which the other party assumes this responsibility.

2. Specific preventative and corrective maintenance tasks such as removal of sediment, trash, and debris; mowing, pruning, and restoration of vegetation; restoration of eroded areas; elimination of mosquito breeding habitats; control of aquatic vegetation; and repair or replacement of damaged or deteriorated components.

3. A schedule of recommended regular inspections and tasks with the responsible party identified

4. A written record of all preventative and corrective maintenance performed.

5. Maintenance equipment, tools, and supplies necessary to perform the various preventative and corrective maintenance tasks specified in the plan.

6. Maintenance, repair, and replacement instructions for specialized, proprietary, and nonstandard measure components, if any, including manufacturers' product instructions and user manuals.

7. Procedures and equipment required to protect the safety of inspection and maintenance personnel.

8. Approved disposal and recycling sites and procedures for sediment, trash, debris, and other material removed from the BMPs during maintenance operations.

MAINTENANCE PLAN CONSIDERATIONS

In addition to the plan contents described above, a maintenance plan should address the following aspects of BMP maintenance:

1. ***Access***

   All BMP components must be readily and safely accessible for inspection and maintenance.

2. ***Training of Maintenance Personnel***

   Provide a basic description of the purpose and function of the BMP, as well as its major components. Clearly outline which tasks need to be performed, by whom, and specify how and when these tasks should be carried out (e.g., time of year or specific intervals). Training should also be provided in the need for and use of all required safety equipment and procedures.

3. ***Aesthetics***

   The aesthetic impacts on the surrounding community should be considered as part of the maintenance plan.

MAINTENANCE PLAN PRODECURES

Once the maintenance plan is approved by the Grant Manager, the following procedures should be implemented:

1. Copies of the maintenance plan must be provided to the owner of the BMP, who must commit to keeping the BMP in place, and keeping the land devoted to the BMP function. Additional copies must be supplied to the Department's Grant Manager for the project file and to any other entities deemed necessary by the Department's Grant Manager and/or the Grantee (e.g., township, mosquito control commission, etc.).

2. Any change in the name, address, and telephone number of the person or persons responsible for maintenance must be updated in the maintenance plan and requisite copies distributed per Procedure #1 above.

APPENDIX J: Watershed-Based Plan Requirements

All watershed restoration grants awarded to create a watershed-based plan must be approved by the Department. The Department must receive a draft version of the watershed-based plan prior to the final version to be able to provide recommendations and suggestions in order for the Department funded plan to aligned with the goals and priorities of the Department. As such, the grantee's schedule should incorporate an ample timeline for the Department's review, which may require review from multiple programs within the Department.

Required Nine (9) Elements of an Approvable Watershed-Based Plan

All watershed-based plans must address and include the nine minimum components of a watershed plan set forth in the USEPA's "Handbook for Developing Watershed Plans to Restore and Protect Our Waters" (USEPA, 2005) in order to be considered for implementation funds through 319(h). The completed plan must include a section detailing how the plan satisfies each element. The basic components of a watershed-based plan are identified as follows.

Element 1: Causes and Sources

Clearly define the causes and sources of impairment (physical, chemical, and biological).

Element 2: Expected Load Reductions

An estimate of the load reductions expected for each of the management measures or best management practices to be implemented (recognizing the natural variability and the difficulty in precisely predicting the performance of management measures over time).

Element 3: Management Measures

A description of the management measures or best management practices and associated costs that will need to be implemented to achieve the load reductions estimated in this plan and an identification (using a map or a description) of the critical areas where those measures are needed.

Element 4: Technical and Financial Assistance

An estimate of the amounts of technical and financial assistance needed, associated costs, and/or the sources and authorities that will be relied upon to implement this plan.

Element 5: Information/Education Component

An information/education component that will be used to enhance public understanding of the project and encourage the public's early and continued participation in selecting, designing, and implementing management measures.

Element 6: Schedule

A schedule for implementing management measures identified in this plan that is reasonably expeditious.

Element 7: Measurable Milestones

A schedule of interim, measurable milestones for determining whether the management measures, best management practices, or other control actions are being implemented.

Element 8: Evaluation of Progress

Establish a set of criteria to assess whether loading reductions are being achieved over time and significant progress is being made toward meeting water quality standards. If these criteria are not met, determine whether the plan should be revised or, if a TMDL has been established, whether the TMDL should be revised.

Element 9: Effectiveness Monitoring

A monitoring component to evaluate the effectiveness of the implementation efforts over time, measured against the criteria established in the Evaluation of Progress element.

a. **An identification of the causes and sources** or groups of similar sources that will need to be controlled to achieve the load reductions estimated in this watershed-based plan (and to achieve any other watershed goals identified in the watershed-based plan), as discussed in item (b) immediately below. Sources that need to be controlled should be identified at the significant subcategory level with estimates of the extent to which they are present in the watershed (for example: X number of dairy cattle feedlots needing upgrading, including a rough estimate of the number of cattle per facility; Y acres of row crops needing improved nutrient management or sediment control; or Z linear miles of eroded streambank needing remediation).

b. **An estimate of the load reductions expected** for the management measures described under paragraph (c) below (recognizing the natural variability and the difficulty in precisely predicting the performance of management measures over time). Estimates should be provided at the same level as in paragraph (a) above (e.g., the total load reduction expected for dairy cattle feedlots; row crops; or eroded streambanks).

c. **A description of the NPS management measures** that will need to be implemented to achieve the load reductions estimated under paragraph (b) above (as well as to achieve other watershed goals identified in this watershed-based plan), and an identification (using a map or a description) of the critical areas in which those measures will be needed to implement this plan.

d. **An estimate of the amounts of technical and financial assistance needed**, associated costs, and/or the sources and authorities that will be relied upon, to implement this plan. As sources of funding, states should consider the use of their Section 319 programs, state revolving funds, USDA's Environmental Quality Incentives Program and Conservation Reserve Program, and other relevant federal, state, local, and private funds that may be available to assist in implementing this plan.

e. **An information/education component** that will be used to enhance public understanding of the plan and encourage the public's early and continued participation in selecting, designing, and implementing the NPS management measures that will be implemented.

f. **A schedule for implementing the NPS management measures** identified in this plan that is reasonably expeditious.

g. **A description of interim, measurable milestones** for determining whether NPS management measures or other control actions are being implemented.

h. **A set of criteria that can be used to determine whether load reductions are being achieved** over time and whether substantial progress is being made towards attaining water quality standards and, if not, the criteria for determining whether this watershed-based plan needs to be revised or, if a NPS TMDL has been established, whether the NPS TMDL needs to be revised.

i. **A monitoring component to evaluate the effectiveness** of the implementation efforts over time, measured against the criteria established under paragraph (h) immediately above.

Additional information and guidance can be found in the USEPA's a Quick Guide to Developing Watershed Plans to Restore and Protect Our Waters, April 2013.

APPENDIX K: Northeast Water Region Assessment Units

Restoration Priorities

The Department has initiated actions that help identify and prioritize future nonpoint restoration efforts at a regional level. The goal of this effort is to maximize the utilization of restoration funding by identifying assessment units (AU) that show the best potential of improving water quality and prioritizing these efforts. The prioritization is a two-step process that utilizes the USEPA Recovery Potential Screening (RPS) tool and an assessment protocol from the Integrated Report analysis that incorporates water quality data, along with GIS information.

The Excel-based RPS tool offers flexible, user friendly, technical based, and rapid watershed assessments to identify and prioritize watersheds for restoration and protection. It provides an approach for comparing watersheds, their conditions, and how well they may respond to management actions. RPS incorporates ecological, stressor, and social indicators to calculate index values at the AU level that can be used to identify watersheds with the best potential for restoration and protection success. The Department uses RPS indicators specifically customized to the State's 958 AUs that represent the scale at which waters of the State are grouped for assessment purposes. Additional information on RPS is located at the USEPA website: https://www.epa.gov/rps/overview-recovery-potential-screening-rps.

In addition to the RPS results, the Department incorporates the results from the Integrated Report analysis process to characterize water quality data and GIS information to identify AUs that show the best potential for restoration. Water quality and biological data are reviewed to identify AUs "on the bubble," which are waterbodies close to fully attaining their water quality criteria by verifying improving trends, determining the magnitude and frequency of exceedances of the criteria, identifying nearby waters that are fully supporting, and analyzing habitat conditions. These results along with GIS information were used for analyzing land use, identifying possible sources and causes, highlighting C1 waters or other waters with special protections, and locating restoration actions to select AUs that show where nonpoint source projects could (in a reasonable time, at a reasonable cost, and addressing a reasonable number of sources and causes) achieve water quality improvements at the AU level.

The result is the following restoration prioritization list for the Northeast Water Region that includes 21 AUs. These AUs will receive higher priority for nonpoint source funding.

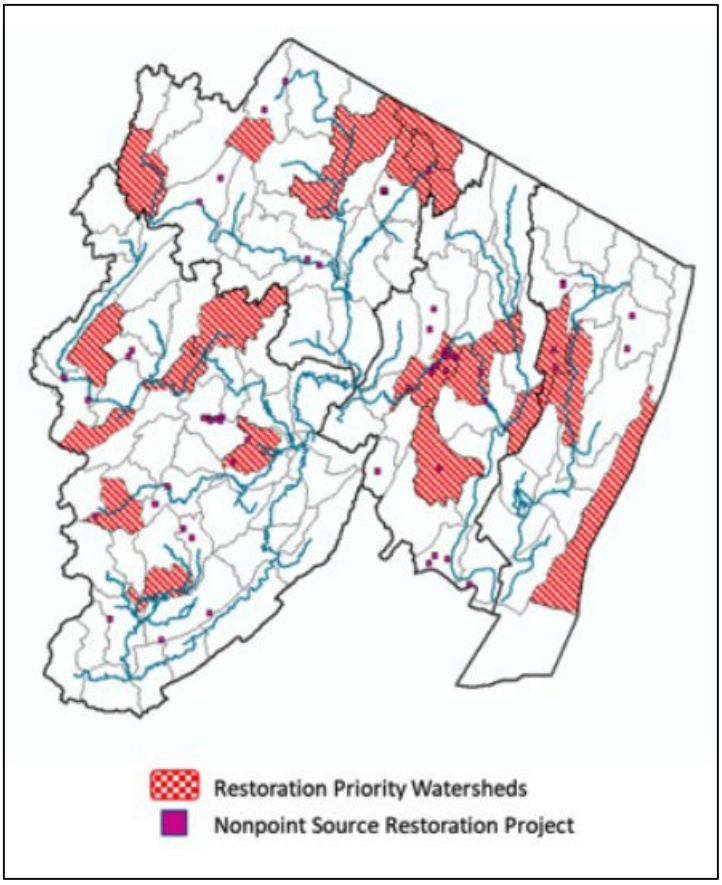


Table 4: Northeast Water Region

Table 5: Northeast Water Region Assessment Units

Watershed ID	Watershed Name	Parameter	Priority Ranking for TMDL
HUC02030103030080	Rockaway R (Stephens Bk to Longwood Lk)	Total Phosphorus	Low
HUC02030103070010	Pequannock R (Charlotteburg to OakRidge)	Total Phosphorus, Arsenic, E. Coli	Medium
HUC02030103020090	Great Brook (below Green Village Rd)	Biological-cause unknown	Low
HUC02030103030130	Pequannock R (above OakRidge Res outlet)	Arsenic, Dissolved Oxygen, Biological-cause unknown, Mercury	Medium
HUC02030103100040	Black Brook (Great Swamp NWR)	Arsenic, PH, Temperature	Medium
HUC02030103070050	Rockaway R (74d 33m 30s to Stephens Bk)	Arsenic	Low
HUC02030103030060	Pequannock R (below Macopin gage)	Arsenic	Low
HUC02030103050030	Passaic R Upr (above Osborn Mills)	Arsenic, Dissolved Oxygen, E-coli	Low
HUC02030103030140	Troy Brook (above Reynolds Ave)	Arsenic, E. Coli, Tetrachloroethylene	Medium
HUC02030103010050	Pascack Brook (below Westwood gage)	Arsenic, Dissolved Oxygen, E. Coli, Biological-cause unknown	Medium
HUC02030103100010	Passaic R Upr (Rockaway to Hanover RR)	Dissolved Oxygen, Biological-cause unknown	Medium
HUC02030103100030	Tenakill Brook	Arsenic, Temperature	Medium
HUC02030103020020	Saddle River (above Ridgewood gage)	Arsenic	Low
HUC02030103140050	Saddle River (Rt 4 to Hohokus)	Arsenic, PH, Biological-cause unknown, Total Phosphorus	High
HUC02030103120110	Passaic R Lwr (Goeffle Bk to Pump stn)	Arsenic, Chlordane in fish tissue, DDT in fish tissue, Biological-cause unknown, Mercury in fish tissue, PCBs in fish tissue, PH, Total Dissolved Solids	Medium
HUC02030103180010	Coles Brook / Van Saun Mill Brook	Arsenic, Chloride, Biological-cause unknown, Total Dissolved Solids	High
HUC02030103120080	Passaic R Lwr (Dundee Dam to F.L. Ave)	Arsenic, Chlordane in fish tissue, DDT in fish tissue, E. Coli, Mercury in fish tissue, PCBs in fish tissue, PH, Total Dissolved Solids	Medium
HUC02030103180030	Hackensack R (Ft Lee Rd to Oradell gage)	Arsenic, Benzo(a)pyrene (PAHS), Chlordane in fish tissue, DDT in fish tissue, Dieldrin in fish tissue, Dioxin in fish tissue, Heptachlor in fish tissue, PCBs in fish tissue, PH, Turbidity	Medium
HUC02030103150010	Third River	Arsenic, Chlordane in fish tissue, DDT in fish tissue, Dioxin in fish tissue, E. Coli, Biological-cause unknown, Mercury in fish tissue, PCBs in fish tissue, Total Phosphorus, Total Dissolved Solids	Medium
HUC02030103140070	Saddle River (below Lodi gage)	Arsenic, Chloride, Biological-cause unknown, Total Phosphorus, Total Dissolved Solids	High
HUC02030101170030	Hudson River (lower)	Benzo(a)pyrene (PAHS), Chlordane in fish tissue, DDT in fish tissue, Dieldrin in fish tissue, Dioxin in fish tissue, Hexachlorobenzene in fish tissue, Biological-cause unknown, PCBs in fish tissue, Total Phosphorus	Medium

APPENDIX L: BUILD AMERICA, BUY AMERICA (BABA) ACT

SUMMARY FOR SECTION 319 GRANT FUNDED PROJECTS

Determination if BABA is implicated

What is the definition of a project? BABA applies specifically to infrastructure projects. In determining whether BABA is implicated, please use the definition of infrastructure project provided in 2 CFR 184.3.

1) 2 CFR 184.3: *Infrastructure project* is defined as any activity related to the construction, alteration, maintenance, or repair of infrastructure in the United States regardless of whether infrastructure is the primary purpose of the project. See also paragraphs (c) and (d) of § 184.4.
2) The small project general applicability waiver applies to small projects **where assistance agreements or subawards under assistant agreements are less than $250,000[1].**
3) EPA defines "project" as, "any activity related to the construction, alteration, maintenance, or repair of infrastructure in the U.S." For the purpose of Section 319(h) grants, each individual subgrant awarded by a state (such as, through a competitive RFA process) is considered a "project," even if multiple, separate BMPs are implemented under the subgrant. If a subgrant award is above $250,000, it is not eligible for the small project waiver. **If a state does not distribute Section 319 funds to subrecipients, the state's annual Section 319 allocation is considered the "project".**

Typical NPS activities within a project. The next step is to consider the types of 1) activities, 2) the materials used, and 3) the public use of where the activities are occurring (private or public land). State NPS programs are encouraged to coordinate with the EPA as questions arise for specific projects.

1) Activities
    - If all the activities in a project support agricultural or conservation BMPs, BABA may not be implicated. The EPA Headquarters programs are examining whether agricultural conservation practices would reasonably be considered "infrastructure."
2) Materials
    - Whether the products covered under 2 CFR 184.3 are permanently incorporated into the project site. Non-permanent, temporary items used and removed during construction, and other materials or equipment that may be removed from the site are not covered under BABA (e.g., temporary scaffolding).
    - If BABA applies, the *De Minimis* waiver is an important implementation tool. The *De Minimis* waiver allows the use of products of non-domestic or unknown origin up to 5% of the total project cost.
3) Public use
    - Project activities solely for the purchase, construction, maintenance, or improvement of a private property solely for non-public use may not implicate BABA. For example, installing fencing to restrict private livestock from access on private land (see question 8.3[2]).
    - Another example is an acid mine drainage project. If the work occurs on private land solely for personal use (with no public access), it likely will not constitute an

[1] The $250,000 threshold applies to the federal portion of project funding.

[2] Supplemental Questions and Answers for Build America, Buy America Act Implementation Procedures for Office of Water Federal Financial Assistance Programs memo.

infrastructure project and BABA may not be implicated; however, if the property includes public access or use, BABA may be implicated.

- Public access or public use may implicate BABA. Projects that include activities in populated areas may implicate BABA if they are implemented outside privately owned land. In municipal-owned lands, if practices use iron or steel products, manufactured products, or construction materials as defined in 2 CFR 184.3 (i.e., manufactured bio infiltration system, rain gardens using piping and plastic materials, etc.), BABA may be implicated.
- One example of BABA potentially being implicated on private property is when attaching a home to a sewer system (lateral line connection). This activity is a connection to a treatment works and will most likely implicate BABA as the public function extends beyond private property.

Recordkeeping

If BABA applies: The assistance recipient is responsible for assuring projects meet BABA requirements in compliance with the terms and conditions of the grant. Often, a first step for recipients is bidding a contract that clearly identifies the domestic preference requirements. If BABA is implicated for a project, contract and compliance documents (principally developed by a contractor) should be retained by the state for the appropriate record retention period for the grant (minimum of 3 years from the date of submission of the final Federal Financial Report (FFR), consistent with 2 CFR 200.334, unless the state requirements exceed this timeframe).

- The *De Minimis* waiver allows the use of products of non-domestic or unknown origin up to 5% of the total project cost. Recordkeeping for *De Minimis* is simple, as many recipients keep a simple tabular list of items and their costs to track the *De Minimis* waiver use.

If BABA does not apply or is waived at the project level: The state NPS program should ensure that the following information is noted in the project file:

- The total cost of the award or subaward to ensure BABA compliance under the Small Projects Waiver,
- Evaluation of the materials used to implement the practices funded with the award or assistance agreement,
- Whether the project is implemented on private property and not for public use.

Terms and Conditions: EPA should confirm that the BABA-specific term and condition is included in annual Section 319 grants to states. If you are uncertain, you may confirm with your grant specialist.

References:

OMB Guidance: M-24-02 and https://www.ecfr.gov/current/title-2/subtitle-A/chapter-I/part-184
EPA Websites: www.epa.gov/cwsrf/build-america-buy-america-baba
Email Inboxes:BABA-OW@epa.gov
Made in America Office: MBX.OMB.MadeInAmerica@omb.eop.gov