

Section 319(h) – Nonpoint Source Pollution Control Financial Assistance Program - Watershed-Based Planning (FY 2024)

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CSFA Number 532-60-0378

CSFA Popular Name Section 319(h) Grant Program

Title Section 319(h) – Nonpoint Source Pollution Control Financial Assistance Program - Watershed-Based Planning (FY 2024)

Description The Illinois Environmental Protection Agency (Illinois EPA) is seeking proposals for watershed-based planning projects (Projects) to address nonpoint source (NPS) pollution to prevent, eliminate, or reduce water quality impairments to Illinois' surface and groundwater resources. The Illinois EPA receives federal funds from the United States Environmental Protection Agency (U.S. EPA) through Section 319(h) of the Clean Water Act (CWA) (33 U.S.C. § 1329(h)) to help implement the Section 319(h) Nonpoint Source Pollution Control Financial Assistance Program (a.k.a. Section 319(h) Grant Program) (<https://epa.illinois.gov/topics/water-quality/watershed-management/nonpoint-sources/grants.html>). Specifically, to implement performance measures as outlined in Chapter 7 (Short and Medium-Term Objectives and Milestones) in the Illinois' Nonpoint Source Management Program (INPSMP) (Illinois EPA, 2013) (<https://epa.illinois.gov/content/dam/soi/en/web/epa/topics/water-quality/watershed-management/nonpoint-sources/documents/Chapter7-February2019.pdf>).

NPS pollution is caused by rainfall or snowmelt moving over and through the ground. As the runoff moves, it picks up and carries

away natural and human-made pollutants, finally depositing them into lakes, rivers, wetlands and groundwater. It has been determined that over 60% of the (national) documented water pollution problem can be traced to nonpoint sources.

The applicant must describe the expected outcomes of the Project in terms of watershed-based planning NPS pollution control for surface and/or groundwater quality improvement. The long-term outcomes are the important changes that are to be set in motion or supported by the Project. These changes may be environmental or social and may be expected to appear on different time scales.

Examples of watershed-based planning projects and activities that have been funded through the Section 319 Grant Program are listed below. The list is not all-inclusive, and inclusion of a project or activity does not equate to an automatic eligibility for funding under the NOFO.

- Development of a watershed-based plan (WBP);
- Update of an existing watershed plan;
- Plans described above may include one or more of the following:
 - Technical assistance for NPS water pollution control;
 - Environmental and social indicator monitoring to help document the need for NPS water pollution control; and
 - Education and outreach to promote awareness and implementation of activities that may help to restore degraded waters or protect waters from degradation due to NPS pollution.

For additional information on watershed-based planning, please refer to Appendix C of the Nonpoint Source Program and Grants Guidelines for States and Territories (April 12, 2013) (<https://www.epa.gov/sites/default/files/2015-09/documents/319-guidelines-fy14.pdf>) and the Guidance for Developing Watershed Action Plans in Illinois (Chicago Metropolitan Agency for Planning, 2007) (<https://epa.illinois.gov/content/dam/soi/en/web/epa/topics/water-quality/watershed-management/documents/watershed-action-plan-guidance.pdf>).

Illinois EPA will rank the applications according to the criteria outlined in the Evaluation section. Grants will be awarded to the applicants that propose the most cost-effective Projects with the largest potential for long-term NPS pollution control. Applications that meet a minimum cut score (outlined in the Evaluation section) will receive additional points for Projects located within an Illinois EPA priority watershed, an Environmental Justice area and/or existing Total Maximum Daily Load (TMDL).

Awarding Agency Name	Illinois Environmental Protection Agency
Agency Contact Name	Christine Davis
Agency Contact Phone	217-782-3362

Agency Contact Email	epa.bowgrants@illinois.gov
Fund Activity Categories	Environmental Quality
Category Explanation	Illinois EPA's Section 319(h) Nonpoint Source Pollution Control Financial Assistance Program (a.k.a. Section 319(h) Grant Program) is designed to provide grant funds for Projects that prevent, eliminate, or reduce water quality impairments caused by NPS pollution.
Opportunity Manager	Christine Davis
Announcement Type	Initial Announcement
Funding Opportunity Number	378-2420
Assistance Listings Number	66.460
Public Link	https://il.amplifund.com/Public/Opportunities/Details/171eeb19-a759-4a8a-b5e4-83a8baf19e56
Is Published	No

Funding Information

Funding Sources	Federal Or Federal Pass Through, State
Funding Source Description	This grant award is utilizing State and federal pass-through funds. The federal pass-through funds are received from U.S. EPA and distributed by Illinois EPA under Section 319(h) of the Clean Water Act. Illinois EPA expects to award a total of up to \$750,000 for watershed-based planning and anticipates distributing this amount across two (2) to four (4) projects. The actual amount depends upon the final U.S. EPA budget approved by Congress and the allocation awarded to Illinois by U.S. EPA. The Section 319(h) Grant Program does not have a set maximum or minimum total project cost or grant amount. However, in the past, Projects have had total project costs that generally ranged from \$80,000 to \$230,000 and grant assistance has generally ranged from \$48,000 to \$138,000. No more than 50% of the funds, per funding cycle, shall be allocated to any one applicant or project.

The Section 319(h) Grant Program is a reimbursement program. The Grantee must perform the work, pay Project costs, and submit an invoice with supporting documentation before Illinois EPA will reimburse the Grantee for any approved eligible costs. Illinois EPA shall only make reimbursements to the Grantee and shall reimburse the Grantee no more frequently than monthly.

The Illinois EPA may elect to partially fund an application by funding discrete portions or phases of the Project scope of work. This could be due to ineligible (e.g., proposed monitoring without an approved Quality Assurance Project Plan (QAPP)) or low priority components identified in the application or inadequate funds available to complete the entire Project.

The Section 319(h) Grant Program may provide up to 60% of the approved Project costs. The remainder, normally 40%, is the responsibility of the Grantee and constitutes the match. The Grantee must document the required match at, or before, the time of invoice for reimbursement. Match may include money spent or in-kind services utilized to complete the approved Project tasks. Match cannot be federal funds or funds used to match another federal program. Match can be provided by the Grantee, a sub-contractor, or Project partners (e.g., State programs, private foundations, landowners). A Grantee may match greater than 40%.

If an applicant wants to use a grant from another funding agency as match, the applicant should check with that funding agency issuing the grant to ensure that it may be used as match for the Section 319(h) Grant Program. The following applies when using other grants to match the Section 319(h) Grant Program:

- The matching grant scope of work must directly satisfy a portion of the Section 319(h) Grant Program scope of work
- The date that the Grantee incurs costs for the matching grant must fall within the effective and expiration dates of the Section 319(h) Grant Program grant agreement
- The costs incurred under the matching grant must be eligible according to the Section 319(h) Grant Program criteria



Award Information

Award Type Competitive

Expected Number of Awards	4
Indirect Costs Allowed	Yes
Indirect Cost Description	<p>In order to charge indirect costs to a grant, the Grantee must have an annually negotiated indirect cost rate agreement (NICRA). There are three types of NICRAs:</p> <ol style="list-style-type: none"> 1. Federally Negotiated Rate. Organizations that receive direct federal funding may have an indirect cost rate that was negotiated with their Federal Cognizant Agency. The State of Illinois will accept the federally negotiated rate. The applicant must provide a copy of the federally-negotiated NICRA. 2. State Negotiated Rate. The applicant must negotiate an indirect cost rate with the State of Illinois if they do not have a Federally Negotiated Rate or elect NOT to use the De Minimis Rate. The indirect cost rate proposal must be submitted to the State of Illinois within 90 days of the Notice of State Award. 3. De Minimis Rate. An organization that has never received a Federally Negotiated Rate may elect a de minimis rate of the 10% of modified total direct cost (MTDC). Once established, the de minimis rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually in order to accept the de minimis rate. <p>An applicant has the discretion not to claim payment for indirect costs or use it as match. Applicants that elect not to claim indirect costs cannot be reimbursed for indirect costs or use it as match.</p>
Restrictions on Indirect Costs	No
Matching Requirement	Yes
Other Funding Requirement	

Submission Information

Submission Timeline Type	One Time
Submission Open Date	3/13/2024 12:00 PM Central Standard Time
Submission Close Date	5/15/2024 12:00PM Central Standard Time
Submission Timeline Additional Information	The Illinois EPA shall not extend the application deadline date. Incomplete applications shall not be

considered for funding, and preclude the Illinois EPA from making an award to the applicant.

Allow Multiple Applications Yes

Eligibility Information

Eligibility Type Public

Eligible Applicants Individuals, Small Businesses, Others, Government Organizations, Education Organizations, Nonprofit Organizations

Additional Eligibility Information Section 319(h) Grant Program funds are available to any entity that has legal status to accept funds from the State of Illinois. This can include: local watershed groups; land conservancies or trusts; public and private profit and nonprofit organizations and institutions; units of county, municipal, township, and state governments; universities and colleges; park districts and other local land managing agencies; soil and water conservation districts; conservation organizations; and others.

Section 319(h) Grant Program applicants must have the financial ability to initiate the project, pay expenses, and then request reimbursement from the Illinois EPA, while continuing to finance their normal operating expenses.

Applicants must have the authority and ability to implement the proposed project, or propose to subcontract portions of the project to the appropriate entities for implementation.

Match is required. See the Funding Information Section for more information.

Applicants may only apply for a grant through the Grant Accountability and Transparency Act (GATA) Grantee Portal, www.grants.illinois.gov. During GATA Portal pre-qualification, Dun and Bradstreet verifications are performed including a check of Debarred and Suspended status and good standing with the Secretary of State. The pre-qualification process also includes a financial and administrative risk assessment utilizing an Internal Controls Questionnaire. If applicable, the applicant will be notified that it is ineligible for award as a result of the Dun and Bradstreet verification. The applicant will be informed of corrective action needed to become eligible for a grant award.

The requirements of the U.S. EPA Guidance for

Management of Section 319(h) Grant Program Funds apply to all recipients of grants made with funds appropriated by Congress under Section 319(h) of the CWA.

The following activities are not eligible for Section 319(h) Grant Program watershed-based planning funds:

- Watershed-Based Planning activities that do not address water quality through NPS pollution control.
- Implementation of best management practices.
- Ineligible activities specified in the current U.S. EPA guidelines for Section 319(h) grants.
- Monitoring activities without a QAPP that has been approved by the Illinois EPA (or is currently under review by IEPA and approved prior to the project start).

A Project's failure to meet an eligibility criterion will preclude the Illinois EPA from making a Section 319(h) Grant Program award for that application.

There is no limit on the number of applications an applicant may submit under this announcement.

Applications for renewal or supplementation of existing projects are eligible to compete with applications for new grant awards.

Additional Information

Additional Information URL <https://epa.illinois.gov/topics/water-quality/watershed-management/nonpoint-sources.html>

Additional Information URL Description Additional information about Section 319(h) can be found on Illinois EPA's NPS webpage. Check out the Illinois' Nonpoint Source Management Program and the Section 319(h) Biannual Report, which describes the projects that have been funded in the past under the Section 319(h) Grant Program.

Environmental or social indicator monitoring is not required in order to qualify for the Section 319(h) Grant Program.

Illinois EPA has the right to use (including, but not limited to, citing, circulating, displaying, and reproducing) all products that result from the Grantee receiving financial assistance under the grant agreement whether the product is developed by the Grantee or a sub-grantee.

Illinois EPA is not obligated to make any grant award as a result of this NOFO.

Award Administration Information

State Award Notices The Illinois EPA shall issue a Notice of State Award (NOSA) to the successful grant applicants. The NOSA shall specify the funding terms and specific conditions resulting from the Fiscal and Administrative and Programmatic Risk Assessments. The NOSA must be accepted by an authorized representative of the grant applicant before a grant agreement can be sent to the applicant. A NOSA is not an authorization to begin project activities or incur costs.

Administrative and National Policy Requirements The terms and conditions of the award shall be specified in the NOSA and the grant agreement.

No grantee shall receive a grant or any other State or federal assistance that would provide more than 100 percent of the eligible project costs.

Each grantee must agree to comply with all applicable federal and State requirements. This includes Uniform Administrative Requirements, 2 C.F.R. § 200, Executive Order 12372 “Intergovernmental Review of Federal Programs”, and GATA. These can have a significant impact on the costs and complexity of a project. The Section 319(h) Grant Program Grantees will be expected to submit signed assurances that they will comply with all federal mandates, including:

a) Business Enterprise Program for Minorities, Females, and Person with Disabilities Act; 30 ILCS 575/: For grant awards of \$250,000 or more, the grantee will be required to comply with the Business Enterprise Program for Minorities, Females, and Persons with Disabilities Act, which establishes a goal for contracting with businesses that have been certified as owned and controlled by persons who are minority, female, or who have disabilities. The grantee must document a plan for compliance prior to the establishment of the grant agreement and ensure compliance through the life of the grant.

Successful applicants will be required to execute a formal grant agreement and adhere to all requirements of the Section 319 Grant Program and other State and federal contractual requirements. In the grant agreement, the grantee shall be required to:

- Certify that it does and shall comply with all provisions of the federal Internal Revenue Code (26 USC 1), the Illinois Income Tax Act; (35 ILCS 5/), and

all rules promulgated thereunder, including withholding provisions and timely deposits of employee taxes and unemployment insurance taxes.

- Certify that it does and shall comply with the reporting requirements of the Federal Funding Accountability and Transparency Act of 2006; PL 109-282, September 26, 2006, 120 Stat 1186 with respect to federal Awards greater than or equal to \$25,000.
- Certify that it shall adhere to the applicable Uniform Administrative Requirements, Cost Principles, and Audit Requirements, which are published in Title 2, Part 200 of the Code of Federal Regulations, and are incorporated herein by reference. See 44 Ill. Adm. Code 7000.30(b)(1)(A).
- Certify that it and its sub-grantees shall: (i) be registered with the federal SAM if seeking an Award that is partially or fully paid by federal funds and registered with the State equivalent of SAM; (ii) be in good standing with the Illinois Secretary of State; and (iii) have a valid DUNS number. It is Grantee's responsibility to remain current with these registrations and requirements. If Grantee's status with regard to any of these requirements change, or the certifications made in and information provided in the Uniform Grant Application changes, Grantee's must notify the Grantor.
- Submit personnel activity reports accounting on an after-the-fact basis for 100% of the employee's actual time, separately indicating the time spent on the Section 319(h) grant, other grants or projects, vacation or sick leave, and administrative time, if applicable.

Reporting All projects require quarterly reporting of progress. Quarterly progress reports shall include both a Periodic Financial Report and a Periodic Performance Report.

All projects require a final project report. The grantee shall submit to the Illinois EPA, by the date specified in the grant agreement, a report explaining the execution of the project and evaluating the project's success. The report shall document the project tasks and summarize the findings, costs, and benefits of the project.

State Awarding Agency Contacts If you have any programmatic questions regarding the Section 319 Grant Program, this NOFO, or the Section 319 Grant Program application, contact the Illinois EPA's Nonpoint Source Unit staff at:

Illinois Environmental Protection Agency
Bureau of Water, WMS, NPS Unit #15
1021 North Grand Avenue East; P.O. Box 19276
Springfield, Illinois 62794-9276
Email: epa.bowgrants@illinois.gov
Phone: (217) 782-3362

If you have any fiscal and administrative questions regarding the Uniform Grant Application, the Uniform Grant Budget Template, Indirect Cost Rates, Internal Controls Questionnaire (ICQ), or pre-qualifying through the GATA Grantee Portal, contact the Illinois EPA's Fiscal staff at:

Illinois Environmental Protection Agency Fiscal
1021 North Grand Avenue East; P.O. Box 19276
Springfield, Illinois 62794-9276
Email: Max.Paller@illinois.gov
Phone: (217) 558-3386

Other Information

Additional information about Illinois' Nonpoint Source Management Program can be found on Illinois EPA's website, including the Section 319(h) Biannual Report, which describes the projects that have been funded in the past under the Section 319(h) Grant Program.

Illinois EPA is not obligated to make any grant award as a result of this NOFO.

In the event that a grant award is not fully spent within the grant period, or the project is terminated, Illinois EPA reserves the right to use those unspent funds for another Notice of Funding Opportunity.

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Criteria

All Section 319 Grant Program applications shall be reviewed for completeness, technical merit, cost effectiveness, and adherence to the Clean Water Act, U.S. EPA Section 319 program guidance, and the competitive grant evaluation criteria described in this NOFO. Applications found to be complete shall undergo a comprehensive, merit-based review performed in compliance with GATA Legislation 30 ILCS 708 and Uniform Administrative Requirements; 2 CFR § 200. The merit-based review is designed to evaluate applications against the following criteria:

Tier 1

General Quality of Application (0 – 10 points)

- All required components are submitted and complete
- Project information submitted is sufficient for evaluation, consistent, and correct

Quality of Proposal (0 – 20 points)

- Project is consistent with the intent of the NOFO
- The application identifies steps to implement the Project and provides clear Project goals and measurable objectives needed to achieve the expected outputs and outcomes
- The application identifies a reasonable area for watershed-based plan development or update.
- Timeline is appropriate for the tasks and milestones outlined
 - Project can be completed in two (2) years or less
- Budget line items are justified in the Project narrative

Anticipated Outputs and Outcomes (0 – 20 points)

- Clear Project goals and measurable objectives are identified
- The application outlines a comprehensive strategy to meet USEPA's 9 element watershed-based plan

- The application demonstrates a thorough plan to inventory watershed resources
- The application includes an inclusive plan for the incorporation of public participation into the planning process
- Project will help improve capacity of local, State, and/or federal partners to control NPS pollution

Cost Effectiveness (0 – 10 points)

- Project's components and/or activities are cost-effective and/or comparable to other watershed-based planning projects
- Budget is detailed and clearly presented
- Project costs are limited to eligible components and activities
- Project leverages other funding sources

Addresses Need and Environmental Significance (0 – 20 points)

- The Project is a component of a larger water quality improvement effort
- The Project will develop a WBP for an impaired waterbody/waterbodies
- Proposed approach/actions/activities are appropriate or technically/scientifically sound for NPS pollution control

Financial Integrity (0 – 10 points)

- Applicant has the financial ability to complete the Project

Programmatic Capability, Technical Experience and Qualifications (0 – 10 points)

- Applicant, or its consultant or partner, can successfully manage and complete the Project
- Applicant, or its consultant or partner, has strong staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the intent of the NOFO

Minimum Cut Score. Application points for the Tier 1 criterion listed above will be summed to arrive at a preliminary composite average score. A total of 100 points is possible. A minimum cut score of 70 will be used to determine if points for the additional Tier 2 criterion listed below will be applied. Applications that score ≤ 69 will not be given any additional Tier 2 points for the criterion listed below.

Tier 2

Relationship to Illinois EPA Priority Watersheds. (Point Range 0, 5, or 10) Priority will be given to those projects that are located within Illinois EPA [Priority Watersheds](#) for NPS planning. Illinois has 51 basins; all 51 basins will be a priority for watershed-based planning or plan implementation at least once every five years. Each year, a subset (8 – 11) of the basins will be a priority for planning. Waterbody segments, except for main-stem waters, that are not attaining their designated water quality uses due to NPS pollution impairments are the priority waterbodies within the priority watersheds. The main-stem waterbodies have greater priority once NPS components of a WBP for their headwater areas have been developed and implemented. The 10 to 12-digit hydrologic units (HUC) that contain these impaired waterbody segments are the priority watershed. A higher priority for assistance will be given to those watersheds that have multiple NPS impaired waterbody segments. Priority will also be given to those projects that are located within a NPS Priority Watershed to Reduce Nutrient Loss. [Click here](#) to see a set of maps that depict the 5-year planning and implementation priority watershed rotation and the priority watersheds for nutrient reduction. Applications that have no relationship to and are not located within a Priority Watershed or where a Priority Watershed area makes up less than 20% of the Project planning area will earn 0 points. Applications where a Priority Watershed area makes up between 21% and 70% of the Project planning area will earn 5 points. Eligible projects

where the Priority Watershed area makes up between 71% and 100% of the Project planning area will earn 10 points.

Relationship to Illinois EPA Environmental Justice Areas (Point Range 0, 5, or 10)

Priority will be given to those projects that include an Illinois EPA Environmental Justice Area. "Environmental Justice" is based on the principle that all people should be protected from environmental pollution and have the right to a clean and healthy environment. Environmental Justice is the protection of the health of the people of Illinois and its environment, equity in the administration of the State's environmental programs, and the provision of adequate opportunities for meaningful involvement of all people with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. Applications that have no relationship to and are not located earn 0 points. Applications where the Environmental justice area makes up less than 50% of the Project planning area will earn 5 points. Applications where the Priority Watershed area makes up more than 50% of the Project planning area will earn 10 points.

Relationship to an approved TMDL. (Point Range 0, 5, or 10) Priority will be given to those projects located within an Illinois EPA approved TMDL. Applications that have no relationship to and are not located within a watershed covered by and approved TMDL that addresses nonpoint source pollution. or where the TMDL area makes up less than 20% of the Project planning area will earn 0 points. Applications where an approved TMDL watershed addressing nonpoint source pollution makes up between 21% and 70% of the Project planning area will earn 5 points. Applications where the TMDL watershed area addressing nonpoint source pollution makes up between 71% and 100% of the Project planning area will earn 10 points.

Review and Selection Process

The complete applications shall be reviewed by an Evaluation Panel that is composed of Illinois EPA, Bureau of Water (BOW), Watershed Management Section (WMS), NPS Unit staff and other BOW staff, as available.

Each application shall be reviewed in-depth by the entire Evaluation Panel.

Illinois EPA's WMS shall solicit peer reviews on the applications from within the Illinois EPA regional offices in which the project is located.

The peer reviews shall not generate a numerical score but will provide information for the Evaluation Panel to consider while conducting the merit-based review.

The Evaluation Panel shall be convened to discuss the applications, peer review comments, and other relevant information. Using the merit-based review criteria, each member of the Evaluation Panel shall individually score each application on a scale of a possible 100 points independently of the whole panel. Each Evaluation Panel member shall then give the application a numeric score. These individual scores shall be shared with the whole Evaluation Panel. Any significant or substantial variance between member's scores shall be reviewed and documented, including voluntary revision of individual scores.

Application points for the Tier 2 criterion will be added to the eligible applications to arrive at a preliminary composite average score. The final individual scores shall be converted into a composite average score for each application and ranked accordingly. Section 319 Grant Program funds will be awarded per the NOFO, starting with the highest ranked project funded first, followed in order by rank.

Additional review and selection processes are provided below.

- Illinois EPA will remove ineligible Project components and corresponding costs and rank the Project using the remaining cost (total, grant award, and match) to determine final project rank.

- If the amount of available grant funding is not sufficient to fund the application in its entirety, the Evaluation Panel shall review the application to determine if a discrete portion or phase of the project meeting the mission of this NOFO can be funded. If the Evaluation Panel determines that it cannot fund the application in full or part, the next highest-ranked application will be reviewed for a discrete portion or phase to be funded to meet the mission of the NOFO or the funds may be made available through a separate Notice of Funding Opportunity.
- If the Evaluation Panel determines that an applicant incorrectly calculated or indicated the project cost, match, and/or total funding request based on the applicable cost estimate, required match, or eligible costs, the application shall still be accepted and reviewed. If the applicant is awarded the grant, the Illinois EPA shall contact the applicant and request a decision from the applicant as to whether it will accept the award based on the Illinois EPA's determination of the project cost, applicant match, and/or total funding requested.

Illinois EPA's NPS Unit shall present a summary of all the applications received to the Chief of the Bureau of Water and the Director of the Illinois EPA. This summary shall include confirmation that the NOFO was followed and the findings and recommendations of the Evaluation Panel, including application rank and funding recommendation.

Based on eligibility and merit criteria, and the Evaluation Panel scoring, the Illinois' Section 319(h) Nonpoint Source Work Plan (Work Plan Project list) will be prepared and submitted to U.S. EPA for approval. The Project list identifies the selected applications (Projects) proposed for funding by Illinois EPA. with a budget spreadsheet, a short narrative summary of each Project, and a copy of the selected Project applications.

U.S. EPA should issue comments to the Illinois EPA on the detailed Work Plan after a review period. Illinois EPA will then respond to U.S. EPA's comments to answer concerns and questions.

Following a decision of intent to award, the Illinois EPA is required by GATA to conduct a programmatic risk assessment of the applicant. Additional information may be required at that time from the successful applicant. To remain eligible for the award, the applicant must provide the requested information within the time specified by the Illinois EPA. The Programmatic Risk Assessment evaluates the applicant's ability to successfully carry out the terms of the Section 319(h) Grant Program and assesses four risk categories: 1) quality of management systems and ability to meet the management standards; 2) history of performance; 3) reports and findings from audits performed on prior awards; and 4) the applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on a Grantee.

Appeal Process

An appeal process is available to applicants and other interested parties; however, appeals are limited to the Illinois EPA evaluation process. Evaluation scores may not be protested. An appeal must be submitted in writing to the following address: Illinois EPA, Attn: Section 319(h) Grant Program, Bureau of Water, 1021 N. Grand Avenue, Mail Code #15, P.O. Box 19276, Springfield, Illinois 62794-9276 and must be received within 14 calendar days after the date that the grant award notice has been published by the Illinois EPA on [Grants.Illinois.gov](https://www.grants.illinois.gov). The written appeal shall include at a minimum the following: the name and address of the appealing party, identification of the grant, and a statement of reasons for the appeal. Illinois EPA shall acknowledge receipt of an appeal within fourteen (14) calendar days from the date the appeal was received.

When an appeal is received, the execution of the grant agreement that Illinois EPA intends to make under this NOFO shall be stayed until the appeal is resolved.

Illinois EPA shall respond to the appeal within 60 days or supply a written explanation to the appealing party as to why additional time is required. The appealing party must supply any

additional information requested by Illinois EPA within the time period set in the request. The Director of the Illinois EPA may appoint one or more Appeal Review Officers (ARO) to consider the grant-related appeal and make a recommendation to the Director of the Illinois EPA or designee for resolution. The ARO shall make a recommendation to the Director of the Illinois EPA or designee as expeditiously as possible after receiving all relevant, requested information. In determining the appropriate recommendation, the ARO shall consider the integrity of the competitive grant process and the impact of the recommendation on the Illinois EPA. The Illinois EPA shall resolve the appeal by means of written determination, which shall include, but not be limited to: review of the appeal, appeal determination, and rationale for the determination.

Anticipated Announcement Dates

Anticipated Announcement and State Award Dates

By August 15, 2024, Illinois EPA expects to send written notice to each applicant whose application was not selected for inclusion in the Section 319 Grant Program Work Plan.

By October 15, 2024, the Illinois EPA expects to notify successful grant applicants of the funding terms and specific conditions resulting from the pre-award risk assessments.

By December 1, 2024, Illinois EPA expects to send a grant agreement to the grant recipient for signature.

By February 1, 2025, Illinois EPA expects to provide a fully executed grant agreement to the grant recipient. A fully executed grant agreement is authorization for the grant recipient to begin work on the project.

Notify unsuccessful applicants that their application was not selected for inclusion in the Section 319(h) Grant Program Work Plan.	August 15, 2024
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Notify applicant of successful grant award.	June 30, 2023
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Send a Grant Agreement to the selected applicant for signature.	December 1, 2024
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Provide a fully executed Grant Agreement to the grantee.	February 1, 2025
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The anticipated start date for approved Projects is **February 1, 2025**.

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Section 319(h) – Nonpoint Source Pollution Control Financial Assistance Program - Watershed-Based Planning
(FY 2024)

Project Information

Application Information

Application Name

Award Requested

Cash Match Requirement

\$0.00

Cash Match Contributions

\$0.00

In-Kind Match Requirement

\$0.00

In-Kind Match Contributions

\$0.00

Other Funding Requirement

\$0.00

Other Funding Contributions

\$0.00

Total Award Budget

\$0.00

Primary Contact Information

Name

Email Address

Address

Phone Number

AmpliFund

Section 319(h) – Nonpoint Source Pollution Control Financial Assistance Program - Watershed-Based Planning
(FY 2024)

Project Description

1. Uniform Grant Application:

Applicant Completed Section

Legal Name (Name used for Unique Entity Identifier (UEI) registration and grantee pre-qualification)

Common Name (DBA)

Employer/Taxpayer Identification Number (EIN,TIN)

Organizational UEI Number

GATA ID (assigned through the grantee portal)

SAM Cage Code

Applicant's Organizational Unit

Department Name

Division Name

Applicant's Name and Contact Information for Person to be Contacted for Program Matters involving this Application

First Name

Last Name

Suffix

Title

Organizational Affiliation

Telephone Number

Fax Number

Email Address

Applicant's Name and Contact Information for Person to be Contacted for Business/Administrative Office Matters involving this Application

First Name

Last Name

Suffix

Title

Organizational Affiliation

Telephone Number

AmpliFund

Section 319(h) – Nonpoint Source Pollution Control Financial Assistance Program - Watershed-Based Planning (FY 2024)
Fax Number

Email Address

Areas Affected

Are areas affected by the project?

- Yes
 No

Please list the areas affected by the Project (cities, counties, state-wide)

Add Attachments (e.g., maps)

Legislative and Congressional Districts of Applicant

Legislative and Congressional Districts of Program/Project

Attach an additional list, if necessary

Applicant's Project

Description Title of Applicant's Project

Proposed Project Term Start Date

Proposed Project Term End Date

Applicant Certification

By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001)

(*)The list of certification and assurances, or an internet site where you may obtain this list is contained in the Notice of Funding Opportunity. If a NOFO was not required for the award, the state agency will specify required assurances and certifications as an addendum to the application.

Applicant Certification

- I Agree

When you're finished answering the questions on this page, click Mark as Complete. An application cannot be submitted until all pages are marked as complete.

Not finished with this page yet? Click [Save](#) or [Save & Continue](#) to fill out the missing information at a later time.

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Section 319(h) – Nonpoint Source Pollution Control Financial Assistance Program - Watershed-Based Planning 2. Project Eligibility (FY 2024)

Eligibility Information

More information on nonpoint source pollution is found at:

<https://epa.illinois.gov/topics/water-quality/watershed-management/nonpoint-sources/what-is-nonpoint-source-pollution.html>

If you have any questions regarding this application, please contact Jeff Edstrom at jeffrey.edstrom@illinois.gov or 217.782.3362.

Please answer the following questions related to determine project eligibility.

Is the proposed project intended to develop a new or updated Watershed-Based Plan or Total Maximum Daily Load (TMDL) implementation plan?

- Yes
- No

STOP! Based on your response above, your application is NOT eligible for this Notice of Funding Opportunity and cannot be advanced for funding.

This Notice of Funding Opportunity is intended specifically for Watershed-Based Planning. If you are proposing implementing "Nonpoint Source Pollution Best Management Practices", or standalone "Information/Education/Outreach activities", go to the separate *Section 319 Watershed-Based Plan Implementation and Other Activities*.

Contact Christine Davis at christine.davis@illinois.gov or 217.782.3362 if you have any questions about eligibility.

Will the proposed project implement Best Management Practices?

- Yes
- No

STOP! Based on your response above, your application is NOT eligible for this Notice of Funding Opportunity and cannot be advanced for funding.

This Notice of Funding Opportunity is intended specifically for Watershed-Based Planning. If you are proposing implementing "Nonpoint Source Pollution Best Management Practices", go to the separate *Section 319 Watershed-Based Plan Implementation and Other Activities* Notice of Funding Opportunity.

Contact Christine Davis at christine.davis@illinois.gov or 217.782.3362 if you have any questions about eligibility.

Will the proposed project ONLY implement Information/Education/Outreach or Monitoring activities?

- Yes
- No

STOP! Based on your response above, your application is NOT eligible for this Notice of Funding Opportunity and cannot be advanced for funding.

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Section 319(h) – Nonpoint Source Pollution Control Financial Assistance Program - Watershed-Based Planning
This Notice of Funding Opportunity is intended specifically for Watershed-Based Planning. If you are (FY 2024) proposing implementing "Information/Education/Outreach" or Monitoring activities" not directly related to the development of a Watershed-Based Plan, go to the separate *Section 319 Watershed-Based Plan Implementation and Other Activities* Notice of Funding Opportunity.

If you are proposing Information/Education/Outreach or Monitoring Activities directly related to development of a Watershed-Based Plan, please answer "No" to this question.

Contact Christine Davis at christine.davis@illinois.gov or 217.782.3362 if you have any questions about eligibility.

Is any part of the proposed project being implemented as part of a mitigation effort as required by Illinois state law or federal law?

- Yes
- No

Provide additional information

For more information on water permits and water permit requirements, view this web link:

<https://www2.illinois.gov/epa/topics/forms/water-permits/Pages/default.aspx>

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Section 319(h) – Nonpoint Source Pollution Control Financial Assistance Program - Watershed-Based Planning
3. Project Summary (FY 2024)

Applicant Organization

Project Name

Please provide a short summary of the proposed project (up to 1500 characters)

Remember to periodically save your work while filling out the application.

- **When you're finished answering the questions on this page, click Mark as Complete. An application cannot be submitted until all pages are marked as complete.**
- **Not finished with this page yet? Click Save or Save & Continue to edit and complete at a later time.**

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Section 319(h) – Nonpoint Source Pollution Control Financial Assistance Program - Watershed-Based Planning 4. Project Overview (FY 2024)

Project Details

Remember to periodically save your work while filling out the application.

- **When you're finished answering the questions on this page, click Mark as Complete. An application cannot be submitted until all pages are marked as complete.**
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In order to be eligible for Clean Water Act Section 319 grant funding for nonpoint source pollution control projects, watershed plans must address U.S. EPA's nine key elements, which are in "Guidance for Developing Watershed Action Plans in Illinois". This publication is found at:

<http://www.cmap.illinois.gov/documents/10180/12157/Developing+Watershed+Action+plans.pdf/3173d107-74a4-4d98-8c36-b327bb43018b>

Additional information on developing watershed plans from the USEPA publication, "A Quick Guide to Developing Watershed Plans to Restore and Protect Our Waters" is found at:

https://www.epa.gov/sites/default/files/2015-12/documents/watershed_mgmnt_quick_guide.pdf

Approved watershed plans will be reviewed using the "Illinois Watershed-Based Plan or Total Maximum Daily Load Implementation Plan Joint Evaluation Form". This is found at:

<https://www2.illinois.gov/epa/Documents/epa-forms/water/watershed/wbp-tmdl-evaluation.pdf>

The "Watershed-Based Plan or Total Maximum Daily Load Implementation Plan Joint Evaluation Form" is found at:

<https://www2.illinois.gov/epa/Documents/epa-forms/water/watershed/wbp-tmdl-evaluation.pdf>

If you have any questions regarding this application, please contact Jeff Edstrom at jeffrey.edstrom@illinois.gov or 217.782.3362.

Relationship to Existing Watershed Based Plan(s) and/or TMDL(s)

Will the project develop a new or updated watershed plan?

- New Watershed Plan
- Updated Watershed Plan

Name(s) of the completed Watershed Based Plan(s) being updated

Year Completed

Plan website link(s): (if available)

Is there a Total Maximum Daily Load (TMDL) within the proposed planning area?

- Yes
- No

View information for the TMDL Report Status

<https://epa.illinois.gov/topics/water-quality/watershed-management/tmdls/reports.html>

Relationship to an approved TMDL or TMDL Implementation Plan

- Completed
- Under Development

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Section 319(h) – Nonpoint Source Pollution Control Financial Assistance Program - Watershed-Based Planning (FY 2024)

Name(s) of the current TMDL and year approved:

TMDL website link(s): (if available)

Name of the TMDL under development and anticipated completion year

TMDL website link(s): (if available)

What is the size of the watershed (in acres)

Upload a map of the watershed

Project Length (in months)

Additional Activities

Will the Watershed-Based Plan or TMDL Implementation Plan include an Information/Education/Outreach component as part of the planning effort?

- Yes
- No

Will the Watershed-Based Plan or TMDL Implementation Plan include an Environmental Monitoring or Social Monitoring/Indicator component as part of the watershed-based planning effort?

- Yes
- No

View the USEPA's information and guidelines on how to develop a Quality Assurance Project Plan (QAPP).

<https://www.epa.gov/quality/quality-assurance-project-plan-development-tool>

Does the applicant or a project partner have a Quality Assurance Project Plan (QAPP) for the environmental or social indicator monitoring component(s) of this project?

- Yes, completed
- Yes, under development
- No

STOP! Based on your response above, your application is NOT eligible for this Notice of Funding Opportunity and cannot be advanced for funding.

Monitoring activities are not eligible unless a QAPP has been approved by the Illinois EPA (or is currently under review by IEPA and approved prior to the project start).

Contact Christine Davis at christine.davis@illinois.gov or 217.782.3362 if you have any questions about eligibility.

Has the QAPP been approved by Illinois EPA?

- Yes
- No
- It is under review by Illinois EPA
- Do not know

STOP! Based on your response above, your application is NOT eligible for this Notice of Funding Opportunity

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Section 319(h) – Nonpoint Source Pollution Control Financial Assistance Program - Watershed-Based Planning
and cannot be advanced for funding. (FY 2024)

Monitoring activities are not eligible unless a QAPP has been approved by the Illinois EPA (or is currently under review by IEPA and approved prior to the project start).

Contact Christine Davis at christine.davis@illinois.gov or 217.782.3362 if you have any questions about eligibility.

STOP! Based on your response above, your application MAY NOT be eligible for this Notice of Funding Opportunity and cannot be advanced for funding if it has not been approved by IEPA.

Monitoring activities are not eligible unless a QAPP has been approved by the Illinois EPA (or is currently under review by IEPA and approved prior to the project start).

Contact Christine Davis at christine.davis@illinois.gov or 217.782.3362 if you have any questions about eligibility.

QAPP title and year completed

Upload a copy of the completed QAPP

QAPP title and anticipated completion date

Environmental Justice Areas

Environmental Justice areas are identified on the IEPA Integrated Report GIS Tool by activating the EJStart2021Data layer

<https://illinois-epa.maps.arcgis.com/apps/webappviewer/index.html?id=773c1711e0e9417ea7cd6cad8afb66ea>

Is the project located in, provides capacity building for, or provides environmental benefit to Environmental Justice Communities?

- Yes
- No
- Do not know

Information on Environmental Justice and Illinois EPA is found at the following link:

<https://www2.illinois.gov/epa/topics/environmental-justice/Pages/default.aspx>

Which Environmental Justice communities are located in the project area? Describe how it builds capacity for these Environmental Justice areas.

Remember to periodically save your work while filling out the application.

- **When you're finished answering the questions on this page, click Mark as Complete. An application cannot be submitted until all pages are marked as complete.**
 - Not finished with this page yet? Click **Save** or **Save & Continue** to edit and complete at a later time.
-

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Section 319(h) – Nonpoint Source Pollution Control Financial Assistance Program - Watershed-Based Planning (FY 2024)

Planning Support

Will the project include a stakeholder group to support planning activities?

- Yes
- No

Is the group already in existence?

- Yes
- No

STOP! All approved watershed plans must have a stakeholder group involved in the plan development.

The first step in the watershed planning process is to build partnerships. The very nature of working at a watershed level means you work with local stakeholders and other partners. New ideas and input provided by partners not only provide a more solid commitment to solutions but also help to pool resources and skill sets. The stakeholders that you involve in the watershed-based planning process will help identify critical issues, set preliminary goals based on areas of mutual concern, and develop an initial set of indicators that will be crucial in monitoring progress. This step will also help you to develop an effective information/education component, which is one of the nine key elements of a watershed-based plan. Stakeholder involvement also increases the probability of long-term success through trust, commitment, and personal investment.

What is the name of the group?

What is the mission of the group and what is the type of representation (organizations, local governments, government agencies, private entities, individuals, etc.?)

How long has the group been working on issues related to the watershed?

How frequently does the group meet on these issues?

Describe the work done by this group to prepare for development of a watershed-based plan.

Who will be represented on the Group (organizations, local governments, government agencies, private entities, individuals, etc.?)

How often will the group meet as part of project activities?

Project Description

To be approved, all Section 319-funded watershed-based management plans or TMDL implementation plans must meet USEPA's nine key elements of a watershed-based plan, including:

- Identify causes and sources of pollution
- Estimate pollutant loading into the watershed and the expected load reductions
- Describe management measures that will achieve load reductions and targeted critical areas
- Estimate amounts of technical and financial assistance and the relevant authorities needed to implement the plan
- Develop an information/education component
- Develop a project schedule
- Describe the interim, measurable milestones
- Identify indicators to measure progress

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Section 319(h) – Nonpoint Source Pollution Control Financial Assistance Program - Watershed-Based Planning (FY 2024)

- Develop a monitoring component

In terms of water quality, specifically NPS pollution control, at a minimum provide:

- A general description of the watershed;
- A description the problems facing the watershed that will be addressed in the new or updated watershed-based plan or Total Maximum Daily Load (TMDL) implementation plan;
- An overview of the process for developing the new or updated plan that meets USEPA's watershed-based plan nine key elements; and
- An explanation of how the project will lead to implementation of practices that achieve Illinois EPA water quality goals.

*

Project Partners

List Project Partners and their General Tasks and Responsibilities for this project (please list them out in bullets)

Optional additional narrative describing the project (only one file can be uploaded here).

Project History

Please provide any relevant history, context and relationship of the proposed project to other NPS pollution control or watershed activities

Has the applicant ever received Section 319 funds?

- Yes
 No

Is this project a continuation of another Section 319 funded Project?

- Yes
 No

Other past project names (if applicable). Please identify any projects that are a continuation of another Section 319 project.

When you're finished answering the questions on this page, click Mark as Complete. An application cannot be submitted until all pages are marked as complete.

Not finished with this page yet? Click [Save](#) or [Save & Continue](#) to fill out the missing information at a later time.

Additional Project Details (Spreadsheet)

The application requires completion of relevant worksheets in the following spreadsheet. There are instructions are found below and within the spreadsheet file to guide you regarding which worksheets should be completed.

When you complete the worksheet, save it as an Excel file with an appropriate identifying name and upload it below. It should be completed while filling out the online application.

If you have any questions regarding this application, please contact Jeff Edstrom at jeffrey.edstrom@illinois.gov or 217.782.3362.

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Section 319(h) – Nonpoint Source Pollution Control Financial Assistance Program - Watershed-Based Planning (FY 2024)

Download the Excel spreadsheet file here

319 Planning Details v11.xlsx

Upload the completed Excel spreadsheet with information required for your project.

All application must include a map of the project location. Please ensure that a map is in the application package.

Do NOT upload individual image files. If you have photographs, place them in a Word or PDF document with descriptions of the photographs.

Please upload any additional support documentation

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Section 319(h) – Nonpoint Source Pollution Control Financial Assistance Program - Watershed-Based Planning 5. Organizational and Budget Information (FY 2024)

Organizational Information

What is your ORGANIZATION'S total budget for the current fiscal year?

\$0.00

Describe any recent significant organizational staffing changes

All proposals must include a completed copy of the FFATA form. A copy of the form can be downloaded below.

For purposes of this form, the applicant for this notice of funding opportunity is the "sub-recipient". Please fill information about your organization where it asks for information for the sub-recipient.

Please download the FFATA form here:

[FFATA-UGBT-201210.pdf](#)

Please upload a completed FFATA form here with an appropriate file name.

Remember to periodically save your work while filling out the application.

- **When you're finished reviewing the information on this page, click Mark as Complete. An application cannot be submitted until all pages are marked as complete.**

Budget

The proposed budget must detail all expenses the organization seeks to cover with the anticipated grant and match funding.

Projects costs are limited to those incurred only during the grant agreement period

Closely follow the instructions and pay special attention to cost eligibility. Do not include any costs that may not be covered by the grant or match.

Budgeted items must be cost-effective in relation to the proposed activities.

Tips for filling out the budget form:

Use the budget form line items to document how the budgeted amounts were calculated.

Click on the "+" to add individual line items for each selected budget category. Follow the instructions within the pop up forms.

Identify costs as either grant or match line items.

- For grant funded items, select "No" for the "Non-grant funded" field.
- For match funded items, select "Yes" for the "Non-grant funded" field. When you select "Yes", "Cash Match" and "In-Kind Match" input boxes will become visible.

Include budget narrative that describes all costs within the pop up forms for each line item. Insufficient detail will impact application ranking for award.

The budget narrative should describe (as appropriate):

- "Who" does "What" within the budget category or

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Section 319(h) – Nonpoint Source Pollution Control Financial Assistance Program - Watershed-Based Planning
• What supplies or services are being purchased within the budget category (FY 2024)

Conflict of Interest

Grantees must immediately disclose in writing to the Program Administrator any actual or potential conflict of interest as soon as it becomes known, in accordance with 30 ILCS 708/35, 30 ILCS 708/60(a)(5), 44 Ill. Admin. Code 7000.330(f) and the grant agreement. This disclosure must be submitted for the Grantee and all sub-recipients or pass-through entities, whenever an actual or potential conflict may exist.

Continuing Obligation. The Grantee has a continuing obligation to disclose financial or other interests (public, private, direct or indirect) that may be a potential conflict of interest, or which could prohibit Grantee from entering or continuing the programs for which the grant is intended.

Grantee Form Submission: This form must be completed, signed, and returned for any State or federal grant funds awarded to the Grantee by the Agency. For conflicts that exist at the time of grant application submission, submit this form with your grant application materials. If no actual or potential conflicts exists, the grantee should indicate “no conflicts.” For conflicts that arise after application submission, submit this form to your designated grant program point of contact within 7 calendar days after the conflict has been identified.

Download and complete the IL-444-5205 Grantee Conflict of Interest Disclosure Form
[IL444-5205.pdf](#)

Upload the completed IL444-5205 Grantee Conflict of Interest Disclosure Form

Did you complete and upload the Conflict of Interest Form?

- Yes
- No

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Section 319(h) – Nonpoint Source Pollution Control Financial Assistance Program - Watershed-Based Planning
(FY 2024)

Budget

Proposed Budget Summary

Expense Budget

	Grant Funded	Non-Grant Funded	Total Budgeted
1. Personnel (Salaries and Wages) (2 CFR 200.430)			
Subtotal	\$0.00	\$0.00	\$0.00
2. Fringe Benefits (2 CFR 200.431)			
Subtotal	\$0.00	\$0.00	\$0.00
3. Travel (2 CFR 200.474)			
Subtotal	\$0.00	\$0.00	\$0.00
4. Equipment (2 CFR 200.439)			
Subtotal	\$0.00	\$0.00	\$0.00
5. Supplies (2 CFR 200.94)			
Subtotal	\$0.00	\$0.00	\$0.00
6. Contractual Services & Subawards (2 CFR 200.318 & 200.92)			
Subtotal	\$0.00	\$0.00	\$0.00
7. Consultant Services and Expenses (2 CFR 200.459)			
Subtotal	\$0.00	\$0.00	\$0.00
8. Construction - Not an Eligible Cost			
9. Occupancy (Rent and Utilities) (2 CFR 200.465)			
Subtotal	\$0.00	\$0.00	\$0.00
10. Research and Development (R&D) (2 CFR 200.87)			
Subtotal	\$0.00	\$0.00	\$0.00
11. Telecommunications			
Subtotal	\$0.00	\$0.00	\$0.00
12. Training and Education (2 CFR 200.472)			
Subtotal	\$0.00	\$0.00	\$0.00
13. Direct Administrative Costs (2 CFR 200.413 (c))			
Subtotal	\$0.00	\$0.00	\$0.00
14. Other or Miscellaneous Costs			
Subtotal	\$0.00	\$0.00	\$0.00

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Section 319(h) – Nonpoint Source Pollution Control Financial Assistance Program - Watershed-Based Planning (FY 2024)

	Grant Funded	Non-Grant Funded	Total Budgeted
Indirect Cost (2 CFR 200.414)			
Subtotal	\$0.00	\$0.00	\$0.00
Total Proposed Cost	\$0.00	\$0.00	\$0.00

Revenue Budget

	Grant Funded	Non-Grant Funded	Total Budgeted
Grant Funding			
Award Requested	\$0.00		\$0.00
Subtotal	\$0.00		\$0.00
Non-Grant Funding			
Cash Match		\$0.00	\$0.00
In-Kind Match		\$0.00	\$0.00
Other Funding and Contributions		\$0.00	\$0.00
Subtotal		\$0.00	\$0.00
Total Proposed Revenue	\$0.00	\$0.00	\$0.00

Proposed Budget Detail

Proposed Budget Narrative

1. Personnel (Salaries and Wages) (2 CFR 200.430)

List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project and length of time working on the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Personnel cannot exceed 100% of their time on all active projects.

2. Fringe Benefits (2 CFR 200.431)

Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in category (1) direct salaries and wages, and only for the percentage of time devoted to the project.

3. Travel (2 CFR 200.474)

For training projects, show the number of trainees and unit cost involved. Travel and meals for trainees should be listed separately. NOTE: Dollars requested in the travel category should be for staff travel only. Travel for consultants should be shown in the Consultant category along with the consultant's fee. Travel for training participants, advisory committees, review panels and etc., should be itemized the same way as indicated above and placed in the Miscellaneous category.

4. Equipment (2 CFR 200.439)

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Section 319(h) – Nonpoint Source Pollution Control Financial Assistance Program - Watershed-Based Planning (FY 2024)

Equipment is defined as an article of tangible personal property that has a useful life of more than one year and per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. An applicant organization may classify equipment at a lower dollar value but cannot classify it higher than \$5,000. (Note: Organization's own capitalization policy for classification of equipment can be used). Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the Contractual Services category.

5. Supplies (2 CFR 200.94)

List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

6. Contractual Services & Subawards (2 CFR 200.318 & 200.92)

Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole contracts in excess of \$150,000 (See 2 CFR 200.88). NOTE : this budget category may include subawards. Provide separate budgets for each subaward or contract, regardless of the dollar value and indicate the basis for the cost estimates in the narrative. Describe products or services to be obtained and indicate the applicability or necessity of each to the project.

Please also note the differences between subaward, contract, and contractor (vendor):

- 1) Subaward (200.92) means an award provided by a pass-through entity to a sub-recipient for the sub-recipient to carry out part of a Federal/State award, including a portion of the scope of work or objectives. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal/State program.
- 2) Contract (200.22) means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this part does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward.
- 3) "Vendor" or "Contractor" is generally a dealer, distributor or other seller that provides supplies, expendable materials, or data processing services in support of the project activities.

7. Consultant Services and Expenses (2 CFR 200.459)

Consultant Services (Fees):

For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project.

Consultant Expenses:

List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)

8. Construction

NOT AN ELIGIBLE COST

9. Occupancy (Rent and Utilities) (2 CFR 200.465)

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Section 319(h) – Nonpoint Source Pollution Control Financial Assistance Program - Watershed-Based Planning

List items and descriptions by major type and the basis of the computation. NOTE: This budgetary line item is to be used for direct program rent and utilities, all other indirect or administrative occupancy costs should be listed in the indirect expense section of the Budget worksheet and narrative. Maintenance and repair costs may be included here if directly allocated to program. (FY 2024)

10. Research and Development (R&D) (2 CFR 200.87)

All research activities, both basic and applied, and all development activities that are performed by non-Federal entities directed toward the production of useful materials, devices, systems, or methods, including design and development of prototypes and processes. Consult with the program office before budgeting funds in this category.

11. Telecommunications

List items and descriptions by major type and the basis of the computation. NOTE: This budgetary line item is to be used for direct program telecommunications, all other indirect or administrative telecommunication costs should be listed in the indirect expense section of the Budget worksheet and narrative.

12. Training and Education (2 CFR 200.472)

Describe the training and education cost associated with employee development. Include rental space for training (if required), training materials, speaker fees, substitute teacher fees, and any other applicable expenses related to the training. When training materials (pamphlets, notebooks, videos, and other various handouts) are ordered for specific training activities, these items should be itemized below.

13. Direct Administrative Costs (2 CFR 200.413 (c))

The salaries of administrative and clerical staff should normally be treated as indirect (F&A) costs. Direct charging of these costs may be appropriate only if all of the following conditions are met: (1) Administrative or clerical services are integral to a project or activity; (2) Individuals involved can be specifically identified with the project or activity; (3) Such costs are explicitly included in the budget or have the prior written approval of the State awarding agency; and (4) The costs are not also recovered as indirect costs.

14. Other or Miscellaneous Costs

This category contains items not included in the previous categories. List items by type of material or nature of expense, break down costs by quantity and cost per unit if applicable, state the necessity of other costs for successful completion of the project and exclude unallowable costs (e.g., Printing, Memberships & subscriptions, recruiting costs, etc.)

Indirect Cost (2 CFR 200.414)

The applicable indirect cost rate(s) negotiated by the organization with the cognizant negotiating agency must be used in computing indirect costs (F&A) for a program budget. The amount for indirect costs should be calculated by applying the current negotiated indirect cost rate(s) to the approved base(s).



319 Planning Application Workbook Instructions

Applicant Name:

Project Name:

If you have any questions regarding this form, please contact Jeff Edstrom at jeffrey.edstrom@illinois.gov or 217.782.3362.

Getting Started

1- First enter the applicant and project names above. These will be automatically filled in the appropriate apces throughout the workbook. Then, complete the worksheets with information relevant to your project. You can navigate among the worksheets by clicking on the buttons at the top of each worksheet. Instructions are found below and at the top of each worksheet

2- **Watersheds**
Applicants must list specific watersheds related to the proposed project (up to 10) fill out the "Watersheds" worksheet
 Identify the Hydrologic Unit Code(s) (HUC) where the project is located. Use the most appropriate size (8-, 10-, or 12-digit) HUC. If it is statewide, write "Statewide". Examples are below.

07130008	Lower Sangamon River
0713000802	Spring Creek
071300080203	Archer Creek-Spring Creek
Statewide	

3- **Waterbodies**
Applicants must list specific waterbodies related to the proposed project (up to 20).
 Use the most recent Integrated Report information to complete rows for up to 20 waterbody segments that are related to the proposed project.
 Information on Assessment Unit ID (AUIDs) and Impaired Waters can be found at [IEPA Integrated Report GIS Tool](#)
[IEPA Integrated Report Web Page](#)
 Information on AUIDs and HUCs can also be found at the RMMS site. [RMMS Site](#)

4- **Education-Outreach**
Enter information about any proposed Watershed-based Plan Education-Outreach activities associated with the project
 Identify the education-outreach activities to support watershed-based plan activities, the target audience, number of items produced or activities planned, the total cost and any additional information.

5- **Scope of Work**
Applicants must complete the "Scope of Work" worksheet
 List all tasks needed to implement the proposed project and the entities responsible for these tasks. Type an "X" into the cells corresponding to the quarters during which work will be done on that task. This fills in the cell. To delete filled cell, simply select the cell and hit the "delete" button in that cell.
 In some circumstances, applicants can request 30 months to complete a project rather than 24. It is determined on a case-by-case basis.

6- **Match Funding**
Please identify the source of all Match Funding
 Please enter information on any match funding for the proposed project, the amount, whether it is cash or in-kind, and status.

7- **Budget Summary**
Applicants should fill out the "Budget Summary" worksheet
 When you have completed the budget in the online system, transfer the totals for each category to the spaces below. Verify the total costs and the total project costs. Indicate the amount of State requested funds and the amount of non-State funds that will support the project.

Budget Summary

Applicant Name:

Project Name:

Applicants must complete the "Budget Summary" worksheet

First complete the budget in the online system and transfer the totals for each category to the spaces below. Indicate the amount of State requested funds and the amount of non-State funds that will support the project.

Budget Category	Grant Funded (319)	Non-Grant Funded (Match)	Total	% Grant Funded
1. Personnel			\$ -	
2. Fringe Benefits			\$ -	
3. Travel			\$ -	
4. Equipment			\$ -	
5. Supplies			\$ -	
6. Contractual Services			\$ -	
7. Consultant (Professional Services)			\$ -	
8. Construction			\$ -	
9. Occupancy (Rent and Utilities)			\$ -	
10. Research and Development (R & D)			\$ -	
11. Telecommunications			\$ -	
12. Training and Education			\$ -	
13. Direct Administrative Costs			\$ -	
14. Other or Miscellaneous Costs			\$ -	
15. Indirect Costs			\$ -	
Grant Funded (319)	\$ -			
Non-Grant Funded (Match)		\$ -		
Total Project Costs			\$ -	

Percentage Grant
Percentage Match

<input type="text"/>
<input type="text"/>