

Town of Windham

Watershed Protection Grant Program

Program Information and Application Instructions

PROGRAM BACKGROUND

The Windham Town ('the Town') Council approved a grant program for protection and preserving watersheds. The purpose of the program is to provide small grants for volunteer and educational organizations to complete projects within the Town that promote community-based efforts to protection and restore diverse natural resources.

ELIGIBLE PROJECTS

To be eligible, projects must be located within the Town. The project must promote community-based efforts to project and restore diverse natural resources.

TYPES OF PROJECTS

- Streamside & Riparian Restorations
- Environmental Education Programs
- Removal or replacement (with native vegetation) of noxious vegetation in riparian areas.
- Preservation or Enhancement of wetlands
- Watershed preservation by restoring and/or preserving upland green space & native vegetation.
- Inventories, assessment or monitoring of natural areas, including weed/invasive identification.
- Design, Construction or improvement of stormwater best management practices **for community property.**

Preference will be shown toward projects within priority watersheds. Priority watersheds include:

- Watersheds that have a [Total Maximum Daily Load \(TMDL\) report](#) from Maine Department of Environmental Protection (MDEP);
- Listed on the [MDEP 303\(d\) List of Impaired Waters](#);
- Listed on the [MDEP Lake/Stream Nonpoint Source Priority Watershed List](#);
- [Watershed Management/Protection Plan approved by MDEP.](#)

Preference will also be shown toward projects that will promote the sharing of equipment, knowledge, and other resources with other non-profit groups in the Town.

FUNDING AND APPLICATION DEADLINE

The Town appropriates watercraft excise tax funds to finance grant program. The 2020 grant allocation is \$37,073. A minimum match of 50 percent is required. **Volunteer hours can be used for 50% of match** (See Grant Match Funding section). The grant application deadline is February 14, 2020. All

applications must be submitted to the Town Manager's Office by that date. Incomplete applications will not be accepted. Applicants will be notified of incomplete applications within five days of their receipt at the Town Manager's Office.

GRANT AWARD AND DISPERSEMENT

The Town will complete their review of the applications and select grant recipients by March 10, 2020. All applicants will be notified of the Council's decision. Projects that have been awarded a grant will receive the funds by April 7, 2020. The Town reserves the right to grant all, or any part, of the total amount requested.

APPLICANT DELIVERABLES

Grant recipients will be required to submit a Progress and Final Report to ensure completion of all project activities. The progress report shall update the project timeline and ensure project completion. The progress report will be submitted to the Windham Town Council, or designee, 9 months after receiving grant funds. The Final Report shall include an accounting of all income and expenses presented in the same format as the original budget spreadsheet, a list of accomplishments, digital photographs, and the name of the organization responsible for maintaining any equipment or infrastructure associated with the project. If project is completed prior to 9-month deadline, then only a Final Report needs be submitted.

SELECTION CRITERIA

Each application will be reviewed and scored by the Town. The maximum score is 100 points. The applications will be evaluated using the following criteria:

- **Priority/Impact of Project.** Applications will receive higher scores when the project;
 - Directly addresses NPS sites identified for restoration in a watershed management/protection plan;
 - Improves water quality as identified in Priority Watershed Section.
 - Improves or preserves wetlands, riparian areas or habitat for endangered species.
- **Quality of Proposal.** Comprehensive applications will score highest. Application should identify, in detail, the work that will be done, have an accurate and defensible budget, include scope of work that is commensurate with other project resources.
- **Community Buy-In, Resources & Partnerships.** Projects that promote the sharing of equipment, knowledge, and other resources with other non-profit groups in the Town will receive higher scores. Application should include project commitment agreement, landowner approval agreement and maintenance plan.
- **Experience, Expertise & Likelihood of Success.** Applications will receive higher scores when the project coordinator has prior experience and/or when a qualified advisor is involved. Projects that are 'shovel-ready' (e.g. engineered plans, landowner approval, matching funds allocated, etc.) will score higher.

* Projects that establish urgency for an environmental event (weather, algal bloom, etc.) will receive additional points.

A minimum score of 50 points is required to receive funding. Proposals meeting the minimum score, but not funded in the current fiscal year, may be resubmitted the following fiscal year if grant funding is appropriated by Town Council.

GRANT MATCH FUNDING

Grants required a minimum of 50 percent match consisting of in-kind labor, materials, or other funding sources. Volunteer labor will be valued at \$22/hour. Volunteer consultant time will be valued at their normal billing rate. Only 50% of applicant match can be volunteer hours. The proposed value of all other in-kind contributions will be reviewed on a case-by-case basis.

Town of Windham

Watershed Protection Grant Program

Application

GENERAL INSTRUCTIONS

1. Answer the questions in *Section 1* by typing, or clearly writing, the information requested on the attached form. For sections that do not apply, please write 'Not Applicable'.
2. Complete the questions in *Section 2*.
3. Complete and attach the project budget in *Section 3*.
4. Complete and attach the project commitment agreement in *Section 4*.
5. Complete and attach the landowner approval agreement in *Section 5*. If this section does not apply, please write 'Not Applicable' and include the section in the application.
6. Complete and attach any additional required information or forms.
7. Submit application with material checklist as first page.

SUBMISSION OF GRANT APPLICATIONS

Grant applications may be submitted to the Town Manager's Office at any time. For more information see the ***Program Information and Application Instructions*** or contact Gretchen Anderson as listed below.

Gretchen Anderson
Environmental & Sustainability Coordinator

Phone: 207-892-1909
Fax: 207-892-0542
Email: gaanderson@windhammaine.us

Town of Windham

Watershed Protection Grant Program

Materials Checklist

Deadline: Must be submitted on or before February 14, 2020.

All applications must be completed correctly, and all requested materials must be submitted before the deadline to be considered for funding. Incomplete applications, missing information or an absence of required attachments will not be accepted for review.

Applicant Name:_____

Name of Project:_____

Materials Checklist ☐

Section 1. Application Information ☐

Section 2. Project Information ☐

Section 3. Project Budget ☐

Section 4. Project Commitment Agreement ☐

Section 5. Landowner Approval Agreement ☐

Additional Attachments ☐

Project Design ☐

Maps ☐

Maintenance Plan/Agreement ☐

SECTION 1: APPLICANT INFORMATION

Type or write the requested information on this form.

Name of Project _____

Applicant Name _____

Applicant Address _____
Street or PO Box

City State ZIP
Phone _____ Fax _____

Email _____

Affiliate Organization (if any) _____

Address _____
Street or PO Box

City State ZIP

Landowner (if any) _____

Address _____
Street or PO Box

City State ZIP

Project Location _____

Technical Contact (if different from applicant) _____

Address _____
Street or PO Box

City State ZIP

Phone _____ Fax _____

Email _____

Fiscal Officer (if different from applicant) _____

Address _____
Street or PO Box

City State ZIP

Phone _____ Fax _____

Email _____

Grant Dollars Requested \$ _____

Total Project Cost \$ _____

SECTION 2: PROJECT INFORMATION

Please answer the following questions. Limit individual responses to 250 words or less.

1. What is the present situation? Describe the current conditions at the project site.

Describe current watershed conditions, including any known problems (e.g., poor water quality, excessive erosion, decreased stream flow, degraded upland forage condition, etc.). Explain the problem. Don't explain the project here. The project description should be provided in response to Question 2.

Priority Watershed: _____

2. What are you proposing to do? What are the project goals and how will they be achieved?

Describe project goals and the proposed activities (e.g., removing noxious vegetation, planting native vegetation, etc.). Identify the site location(s) of the proposed improvements. The degree of detail should match the project complexity and allow for full evaluation of the project viability. If applicable, include a discussion of vegetation establishment practices (irrigation, weeding, etc.) and erosion prevention and sediment control. (Erosion control permits are required for ground disturbing activities and are provided at no cost for grant projects.)

Explain the benefits of each proposed practice and how it addresses the problem described in your answer to Question 1 above.

SECTION 2: PROJECT INFORMATION

3. Who will design the project or provide technical guidance? Were other alternatives considered?

Provide the name of the individual or company that will be providing design or technical guidance for the project. This could be an expert in the area of wetlands, native plant material, landscape designer, etc. Include their qualifications and experience. Provide a description of alternatives considered (if any) and the reasons for choosing the practice(s) proposed.

4. How will the project be maintained and monitored for success? How frequently, and for how long? Who is responsible for maintaining and monitoring project success?

Indicate who is responsible and what will be done to ensure the project is maintained and functioning properly in future years (e.g., fence repair, watering trees until fully established, weeding, culvert cleaning, etc.).

5. Does the project have other funding commitments and have any conditions been placed on those funds?

Indicate whether Town of Windham funds need to be spent first or if other funds are only available under certain conditions. If other funds are pending, describe when confirmation or availability is likely.

SECTION 2: PROJECT INFORMATION

6. Are there additional partners (agencies, landowners, volunteers)? What will be their role in the project?

Almost all projects have the cooperation of landowners, professional advisors, organizations, and/or volunteers. Identify these entities, approximately how much time/materials they are contributing, and what their role is in completing the project. Examples may include the soil and water conservation district; local, state, or federal agencies; conservation groups; or scouting groups.

7. What is the proposed schedule for the project?

List the anticipated start and completion dates for the project or various project components.

8. Are permits (federal, state, or local) needed for this project?

Some types of projects will require permits. List the type of permit(s) needed, the status (agency contacted, permit being processed, etc.), and the expected date the permit will be issued. Provide the name of the permitting agency and contact information.

SECTION 2: PROJECT INFORMATION

9. How will the project promote public awareness of the benefits of watershed protection or preservation?

Describe how the public will become more aware of watershed protection and preservation as a result of the project. For example: "The coordinator will provide an article for the Town's Facebook page," "A presentation will be made to the Road Association," "Questionnaires will be circulated to neighboring landowners as part of the assessment," etc.

ADDITIONAL REQUIRED ATTACHMENTS

- **Project Budget.** (Use form provided in Section 3.)
 - *List the amounts of other funds and the dollar value of volunteer labor, donated services, and supplies on the budget page (in the column marked "Match Funds"). This Match Funds column is only for funds from sources other than the Town. At least 50 percent match funding is required. In the equipment section, show all proposed expenditures for equipment costing over \$100. Add an additional page if necessary. For all equipment purchases, explain who will house, maintain, and use the equipment both during and after completion of the project.*
- **Project Commitment Agreement.** (Use form provided in Section 4.)
 - *Document certifies that the applicant understands the requirements for funding.*
- **Landowner Approval Agreement.** (Use form provided in Section 5.)
 - *Property owner needs to sign this form. If the project will be on public land, the authorized elected or appointed official will need to sign.*
- **Project Design** (if applicable).
 - *If site work is proposed, provide a project design and/or the design standards reference source that will be followed (e.g., NRCS Field Office Technical Guide, Oregon Habitat Restoration Guidelines). Town of Windham can provide guidance on where to obtain reference sources*
- **Maps.**
 - *Provide a general map highlighting the location and extent of the project. Unless a project design is submitted, provide a more detailed map locating site specific activities. (Use 8½" x 11" single-sided pages and include a scale or dimensions.)*
- **Project Maintenance Plan/Agreement** (if applicable)
 - *For applicable projects, provide a maintenance agreement that will be instituted by pre-determined parties to ensure proper maintenance and BMP function for 10 years.*

SECTION 3: PROJECT BUDGET

Attach additional pages if necessary.

CATEGORIES (Itemize projected costs under each of the following)	MATCH FUNDS *	TOWN OF WINDHAM FUNDS	TOTAL COSTS
Wages† (Volunteer equivalent or other paid)			
Contracted Services (Tree planting, technical consultation, etc.)			
Supplies/Materials (Fertilizer, seed, fencing, boulders, logs, plants, etc.)			
Production Costs (Design, permits, inspection, etc.)			
Equipment (Items with a value greater than \$100)			
Monitoring (For the length of time needed)			
SUBTOTALS	0	0	0
Administration‡ (Costs for administering the grant, i.e., fiscal management)			
TOTALS	0	0	0

* Amount of contribution provided by the applicant.

† See "Grant Match Fund" section of the *Program Information and Application Instructions* for calculating the value of volunteer labor.

‡ Administration costs may not exceed 10 percent of subtotal amount requested from Town of Windham.

SECTION 4: PROJECT COMMITMENT AGREEMENT

AGREEMENTS:

I/we, _____
of _____, Maine, hereby make application for financial
assistance under the terms and conditions of the Town of Windham Watershed Protection
Program in the amount of \$ _____. The total cost of the project
is \$ _____, as shown in *Section 1: Applicant Information*.

I/we understand that if this proposal is funded, I/we will be required to:

- Sign a Grant Agreement containing the terms and conditions upon which funds will be released, including submission of necessary permits and documents;
- Obtain landowner, monitoring, and maintenance agreements;
- Certify that the project will comply with state, federal, and local regulations;
- Submit written evidence that all applicable permits and licenses from local, state, or federal agencies or governing bodies have been obtained or are not needed;
- Submit a report at the completion of the project and subsequent periodic reports to Town on the project's performance;
- Agree that educational products resulting from projects are public domain.

Signature _____ **Date** _____

Name _____ **Title** _____

SECTION 5: LANDOWNER APPROVAL AGREEMENT

AGREEMENT:

I/we, _____,
(Name of property owner or government agency)

_____,
(Mailing address) (City) (State) (ZIP)

authorize _____
(Name of grant applicant)

to conduct the activities described in the Town of Windham Watershed Protection Grant application
at

(Property address or site location)

Signature _____ **Date** _____

Name _____ **Title** _____