

APPENDIX A ALASKA CLEAN WATER ACTIONS (ACWA) SFY21-23 Grant Requirements

ACWA Grant Minimum Requirements:

- Project proposal should address one of the Action Categories in the ACWA Request for Proposals.
- All project proposals must be submitted using the on-line application found on the Department of Environmental Conservation website: <http://dec.alaska.gov/water/water-actions/>. If you do not have internet access contact the staff listed in the technical contacts section of this document.
- Proposals must contain an appropriate method for evaluating the project results, with an emphasis on measurable environmental improvement. Project proponents shall describe benefits of the project, such as projected Nonpoint Source (NPS) pollutant load reduction (e.g. reductions in sediment, nutrient, etc.), water quality improvements (e.g., ambient chemistry), feet of streambank habitat restored, maintenance or restoration of natural flow regime, etc...
- Proposals must be received no later than the application closing date of November 9, 2020.

ACWA Grant Funding Requirements

ACWA grants are funded by the following sources; Clean Water Act (CWA) and Beaches Environmental Assessment and Coastal Health (BEACH) Act. The following requirements apply to all funding sources used in the ACWA grants unless otherwise specified.

Content Requirements

Projects should involve activities related to the implementation of NPS water pollution prevention or reduction. All projects must be consistent with the ACWA strategies.

Legal Requirements

Statutory Laws: Clean Water Act, BEACH Act, Davis Bacon Act, National Environmental Policy Act, National Historic Preservation Act, and National Environmental Education Act

Regulatory Laws: Title 2 CFR part 200 and 1500, 40 CFR parts 2, 7, 29, 34, 35, and 50 CFR Part 85.

Deliverable Requirements

• Required Reports

The required *semiannual* reports consist of a progress report and a financial status report. The Department Project Manager will provide a reporting workbook template to the Grantee at the beginning of each semiannual reporting period. The Grantee will use the templates to report deliverables progress and semiannual expenditures for both the federal and matching funds of the project.

A MBE/WBE report is required to be submitted *annually*. MBE/WBE reports are due at the end of each State Fiscal Year and with the final report. The Grantee will use the MBE/WBE template to report annual procurement actions as they pertain to the Minority and Women's Business Enterprises Utilization law which requires the Grantee to identify and use qualifying businesses and report annually on their compliance. The Grantee is required to maintain complete and accurate records that are subject to monitoring by the Department. For additional details refer to Appendix F, Article 2.

• Executive Compensation

If the Grantee is awarded a federal grant greater than or equal to \$25,000 then the Grantee will be required to report the names and totals of the five most highly compensated executives via email to the Department within thirty (30) days of the federal award being obligated and if 1) the Grantee received 80 percent or more of its annual gross revenues from federal contracts or grants, or 2) the Grantee received \$25,000,000 or more in annual gross revenues from federal contracts or grants. The Grantee is exempt from this reporting if the Grantee had a gross income from all sources under \$300,000 from the previous tax year. The Grants Administrator will provide a template to the Grantee for completion at grant inception.

- **Monitoring Data Entry**

- In addition to a written project report, any water quality monitoring data collected by the project will be provided to the Department in accordance with the guidance and templates provided by the DEC Project Manager. The guidance and templates show the layout required for the Alaska Ambient Water Quality Management System (AWQMS)/Water Quality Exchange (WQX) compatible files and detail the valid values for metadata used in AWQMS/WQX (e.g. characteristics, analytic procedures, HUCs, etc). The data will be provided to the Department electronically via email, CD, or via a File Transfer Protocol (FTP) website. All data collected between the project start date and Dec. 31, 2021 will be furnished to the Department by March 31, 2022; and all data collected between January 1, 2022 and the project end date will be furnished to the department by March 31, 2023, unless otherwise specified by the DEC Project Manager.

- **Project Photographs**

At least 3 electronic photograph(s) of the project will be submitted in a format suitable for publishing to the web. By submitting these photos, the Grantee agrees that they may be used in publications and distributed widely at the discretion of the funding agency. These photos will represent each of the following: the problem the project addresses, the project in progress, and the environmental benefit of the project. At least one of these photos must be submitted with the first semiannual report; the remainder will be submitted with the final report or sooner if available. Each photo will be at least 800 x 600 pixels in size and in JPEG format or other format acceptable to the Department. Included will be background information on what the photo represents and when and where it was taken. If possible, the information will be in the photo's file name, such as "Fish_Ck_samplesite1_iron_floc_101617". Alternatively, it may be provided with a caption that states the date, location, and describes the subject: for example "MCV-023X.JPG. Taken 10-3-17, Ditch along south side of Alaska Highway that empties into Fish Creek: Note channelization." Submitted project photographs will become property of the Department and may be used in future publications.

- **Web Map Applications**

Web map applications and interactive map components of web applications must utilize a standard web map framework – the ArcGIS Online Web Map.

- **Final Report** (At least 1 electronic copy and 1 hard copy)

The final report will be submitted to the Department in written and electronic format. The required format of the final report will be determined by the DEC Project Manager, communicated to the Grantee at grant inception, and will be identified as a task within the workplan. The final report is due no later than 30 days after the grant term date.

- **Deliverable Format:** (at least 1 electronic and 1 hard copy)

All deliverables for this project will be provided in the following manner unless otherwise agreed upon:

- One hard copy will be submitted for any task requiring the preparation of a report document.
- One electronic submission will be provided in Word, with supporting documentation in Excel, and as applicable PowerPoint, and as an email attachment in PDF format.
- Electronic submissions of graphs in excel which includes raw data sets used.
- **Permits:** (1 electronic and 1 hard copy)
The Grantee's workplan must identify all necessary permits needed to complete workplan activities. All permits must be obtained prior to implementation of any grant funded activity and provided to the Department.

Funding Requirements

For Clean Water Act funds (CWA) the federal share may not exceed 60% of the eligible project costs, with the applicant providing at least 40% non-federal match.

For BEACH funds and Multipurpose funds there is no specific match required.

For additional details refer to Appendix B, Part A, Article 6 and Appendix D.

Other Requirements

- **Draft Workplan**
It is the Grantees responsibility to submit a draft workplan as part of the grant proposal. Once the award letter is issued, the DEC Project Manager will work with the Grantee to finalize the workplan and initiate the Agreement process. The workplan and project budget will be revised if necessary to meet the requirements established in the award letter and submitted in a timely manner to the DEC Project Manager.
- **Grant Negotiations**
Each Grantee will be assigned a DEC Project Manager to provide technical assistance, negotiate a final workplan and funding agreement, and oversee the project. The DEC Project Manager will be the primary point of contact for the Grantee.
- **Grant Agreement**
The DEC Grants Administrator will work with each Grantee to set up a final payment plan and negotiate the final implementation of the Agreement. Grantees with financial or administrative questions pertaining to the project, prior to implementation or during the course of the project, should contact the DEC Grants Administrator.

The Agreement includes the workplan, budget, payment plan, reporting requirements, and project conditions. The Department reserves the right to vary the terms of the Agreement based upon the described administrative capacity of the Grantee or past performance. The Agreement should be read carefully as it is a legally binding document that establishes the requirements of the Agreement and the limits of the project. Once signed, no changes can be made to the Agreement without approval from the Department. The DEC Grants Administrator will provide a fully executed copy of the Agreement with notification the Grantee may begin working on the project.
- **Quality Assurance Project Plan and Sampling Plan**
Prior to the start of all projects that include environmental monitoring, measurements, or data generation, must have a Department approved Quality Assurance Project Plan (QAPP) and Sampling Plan. Depending on the project, these documents may be combined in the QAPP with prior approval from the DEC Project Manager.

- **Amendments**

Changes in the Agreement may be considered by the Department if the Grantee can justify to the Department's satisfaction that the changes are needed. Amendments may be needed for changes to the budget line items over 10%, decreases in scope of work and funding, and substitutions of tasks to achieve the same result. For additional details refer to Appendix B, Part A, Article 1.

Project Duration

The duration of the project established by the Agreement is binding. Failure to perform according to the Agreement and failure to request changes in the Agreement from the DEC Project Manager could result in suspension or termination of the project. No activity that takes place before inception and/or after the termination of the Agreement will be eligible for reimbursement. Required reports and deliverables outlined in the Agreement must still be provided even if at the expense of the applicant.

The Department assumes no responsibility for work done, even in good faith, before execution of the Agreement.

Technical Contacts:

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