2023-2025 Alaska Clean Water Actions (ACWA) Grant Request for Proposals

Alaska Department of Environmental Conservation

Nonpoint Source Water Quality Section

Laura Eldred, Section Manager

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Quick Information

- Full RFP contains information on priority projects
  - Contact the staff person listed for details
- Must use online application
- Application must include completed Budget Template and completed Workplan Template associated with the Action Category
- Applications are due November 9 by 11:59 PM
  - Don't wait until the last minute to apply!
- ➢ We have additional funds this year for designing, constructing, and maintaining green infrastructure projects that capture and treat stormwater runoff.

Types of Projects Eligible

- Restoration and implementation of best management practices (BMPs) including green infrastructure.
  - Projects that address stormwater runoff through designing and installing green infrastructure are highly encouraged.
- Watershed planning
- Public outreach and education
- Monitoring for nonpoint source pollution and/or Best Management Practice effectiveness
- Marine BEACH pathogen monitoring

➢Submit separate applications for different projects.

Projected Funding Available & Sources *

THOUSANDS ($) FY23-FY25

- CWA Section 319
- BEACH
- Overflow Sewer Grant

$404.0

$600.0

$205.0
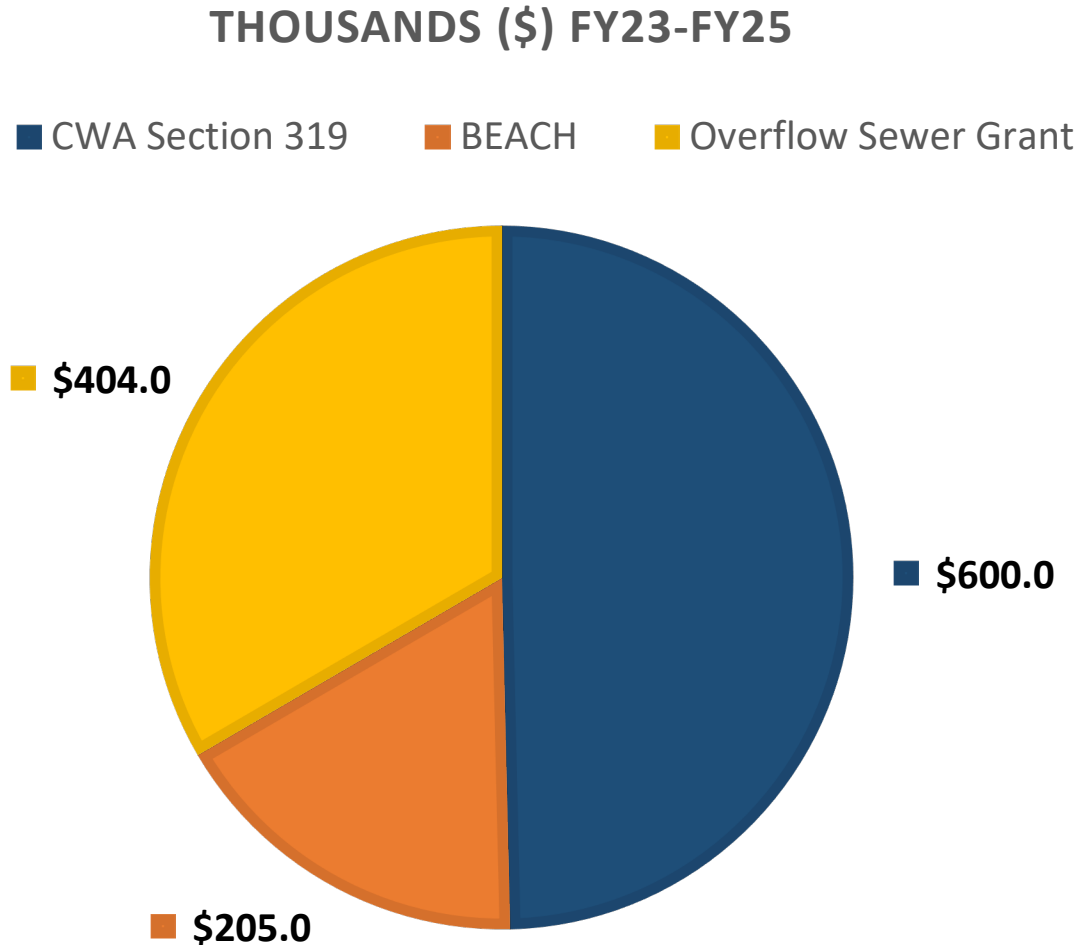
DEC is waiving ALL MATCH requirements! No match is required for any of the funding.

*Available funding varies each fiscal year and is contingent on the appropriation of federal funding.

Who can apply? See appendix D

319 and BEACH:

- State agencies
- local and Tribal governments
- non-governmental organizations
- for-profits
- Universities
- Conservation Districts

OSG: for large green infrastructure projects –

- Municipalities/Municipal governments

Getting Started

- The full request for proposals and supporting information is at:

- http://dec.alaska.gov/water/water-quality/nonpoint-source-control/alaska-clean-water-actions/acwa-application/

- Appendices

- Templates for Budget and Workplan

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ACWA RFP Webpage

Click here to Join the Meeting

Meeting ID: 257 782 268 385
Passcode: fCyWUN

Download Teams | Join on the web

Join with a video conferencing device
;074889@t.plcm.vc
deo Conference ID: 113 586 541 3
n (audio only)
+19072027104,,692716935# United States, Anchorage
Phone Confereence ID: 692 716 935#

Deadline

All applications must be submitted online by **11:59 PM on November 9, 2022.** Late applications will not be reviewed.

Project Timing

This request for proposals covers a two year calendar period which spans three state fiscal years (SFY). Projects may start no earlier than March 1, 2023 and must be completed by February 28, 2025. Projects may end prior to February 28, 2025, but cannot go beyond that date.

- SFY 23 (March 1, 2023 – June 30, 2023)
- SFY 24 (July 1, 2023 – June 30, 2024)
- SFY 25 (July 1, 2024 – February 28, 2025)

How to Apply

Completed application packages must be submitted online via the fillable form. If you are applying for more than one project, please submit separate applications. There are several pieces to the application package available on this webpage:

1. Application fillable form with sections for attachment uploads (click "Apply" button below).
2. Workplan templates for the Action Category most representative of your project. The workplan describes tasks and project deliverables. Once filled out you will need to upload it in the appropriate section of your online application.
3. Budget Spreadsheet template for estimated expenses and description for each state fiscal year. Once filled out you will need to upload it in the appropriate section of

APPENDICES

APPENDIX A: GRANT REQUIREMENTS (PDF)

APPENDIX B: ADMINISTRATIVE GUIDELINES (PDF)

APPENDIX C: BUDGET GUIDANCE (PDF)

APPENDIX D: ESTIMATED FUNDING SOURCES (PDF)

APPENDIX E: PROPOSAL EVALUATION CRITERIA

How to Apply

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3. Budget Spreadsheet template for estimated expenses and description for each state fiscal year. Once filled out you will need to upload it in the appropriate section of your online application.

APPLY

Types of Projects

Several categories of projects will be considered for funding and the RFP explains them in detail along with priority waters that may be considered for bonus points. The categories are:

1. Restoration and implementation of best management practices (BMPs) including green infrastructure. Projects that address stormwater runoff through designing and installing green infrastructure are highly encouraged.
2. Watershed planning
3. Public outreach and education
4. Monitoring for nonpoint source pollution and/or BMP effectiveness
5. Marine BEACH pathogen monitoring

Application Appendices

Additional information on eligibility, funds available, and other important grant information may be found in the appendices available on this webpage.

Contacts

For questions, please choose the appropriate contact below:

Tips for the online application

Fill out the information on each step as completely as possible.

Any question with a red star (*) next to it is required and must be completed before submitting.

Review evaluation criteria to make sure you are answering all questions.

Cannot save and return later

- Recommend saving a screen shot or saving webpage of the online application so can prepare responses. Contact us if you need help.

Gather all of your information and complete Budget and Workplan templates prior to starting online application

Word limits in some sections so be concise and clear

Application Preview

- When you hit the APPLY button it will take you to this webpage.

- It starts with instructions and a few reminders.

Alaska Department of Environmental Conservation
DIVISION OF WATER

ACWA Grant Application State Fiscal Years 2023 to 2025

Instructions

All project applicants must fill out this form in addition to the appropriate Workplan template for the Action Category to describe tasks and deliverables, and the Budget Spreadsheet template for estimated costs. Workplan and Budget template links can be found on the ACWA RFP webpage under Proposal Templates. Use the appropriate workplan template for your proposal's Action Category.

Application

Fill out all sections of this online application form. You will be able to upload the completed workplan and budget templates to this online application in the indicated sections as well as any additional supporting project information. Since this online form does not save incomplete applications, we recommend you review the questions and gather all supporting documents before starting the application.

If you are applying for more than one primary Action Category within the same watershed (e.g. monitoring and watershed planning), you must submit separate online applications, workplans, and budgets. If your application is primarily for one Action Category but has tasks in another Action Category (e.g. BMP installation and associated effectiveness monitoring), you may submit one application, workplan, and budget. Contact the regional DEC representative listed on the ACWA RFP webpage if you have questions.

Applications must be submitted by 11:59 p.m. November 9, 2022

Proposal Evaluation Scoring

All eligible proposals will undergo a technical review and scoring using the evaluation criteria listed below each application section and available in Appendix E available on the ACWA RFP webpage. To receive maximum points, your proposal must address all evaluation criteria.

Resources

- Look up or get assigned a UEI at SAM.gov
- Workplan templates corresponding to the Action Category of your project
- Appendices A, B, C, and D: Rules and regulations of the ACWA Grant Program and the terms and conditions of the grant agreement

Section 1:
Organization & General Information

- Provide a short but descriptive title for your project

- Enter information about your organization

- If you don't know your UEI Number go to SAM.gov to look it up or register for a new one

1. Organization and General Information

Project Title *

Organization Name *

Contact Name *

First Name   Last Name

Contact Title *

Phone Number *

(000) 000-0000

Please enter a valid phone number.

Email *

Unique Entity Identification Number (UEI) *

The UEI replaces the DUNS Number for the federal government to identify entities. Go to SAM.gov to look up or get assigned a UEI.

Section 1.1: Action Categories

Select the one that best describes your project

o Restoration and implementation of BMPs

o Watershed planning

o Public outreach and education

o Monitoring for nonpoint source pollution and/or BMP effectiveness

o Marine BEACH pathogen monitoring

New RAIN GARDEN - site drainage directed to garden to slow peak storm water and filter sediments

Section 1.2:

Waterbody/Watershed Information

- Enter the name of the waterbody or watershed your project focuses on

- If multiple list them out

- Feel free to add other information like HUC 10 or HUC 12 if you know it

1.2 Waterbody/Watershed Information *

Type here...

List which water(s) or watershed(s) this project will affect

Notice the instructions and questions are below the box throughout the application

Section 2: Budget

- **This step has a critical attachment that applicants must download, fill out, and then upload.**

- From the ACWA RFP webpage open the Budget Template and fill out expenses for each State Fiscal Year

- In Section 2.1 provide the total requested grant funds for each SFY

- Section 2.2 attach your completed Budget Template as an Excel file

2. Budget

2.1 Budget Summary *

	Total Requested Grant Funds
FY23 (March 1, 2023 to June 30, 2023)	
FY24 (July 1, 2023 to June 30, 2024)	
FY25 (July 1, 2025 to February 28, 2025)	

2.2 Completed Budget Template *

Browse Files

Drag and drop files here

You will need to fill out the Budget Template, available on the ACWA RFP webpage, and upload it here. Unspent grant funds do not carry over to the next fiscal year.

ACWA RFP webpage

Section 2: Budget

Funding Request

Instructions: This tab is for entering estimated expenses for funds you are requesting along with a brief description for each state fiscal year. Please only enter information into the blue cells. After you have entered all of your budget information, check the total column and review for correctness. A description of each cost category is provided in column A.

Category Descriptions	Categories	FY23		FY24		FY25		Total Request
		Expenses between March 1, 2023 and June 30, 2023	Description (see column A for required details for each category)	Expenses between July 1, 2023 and June 30, 2024	Description (see column A for required details for each category)	Expenses between July 1, 2024 and February 28, 2025	Description (see column A for required details for each category)	
Include costs for salaries and benefits. List all project participants positions or titles. Include the salaries and fringe benefits paid for each position. Only the costs of actual time devoted to the project should be included in the budget. Details must the position title (e.g. Executive Director), hourly rate, number of hours and a brief description of the task activities.	Salaries/Benefits							$0.00
Travel costs include transportation (flight costs or mileage), per diem and other reasonable travel related items directly related to the grant. Include the purpose of the travel, the destination of each trip and the number of travelers. Include estimated ticket prices and/or mileage and mileage rates.	Travel							$0.00
Contractual services are carried out by another party (individual or organization), other than the grant recipient or its employees, in the form of a procurement relationship. Specify the nature and cost of the services. This may include the cost of services such as engineering, hired speakers, legal services, etc. Identify the cost per hour and number of hours. Applicants should review the federal funding agency's regulations concerning procurement particularly the DBE requrements for contracts in Appendix B.	Contractual							$0.00
Supplies are tangible property with a value less than $5000. Itemize budgeted supplies. Supplies include office/field/lab supplies, data processing materials, books, papers and other items used for project completion. Include any equipment costing less thand $5000. Services association with supplies such as rental costs should go in the "Other" category.	Supplies							$0.00
Equipment is any single article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost of more than $5000. The cost of equipment may include freight charges. It does not include leased or rented property or maintenance contracts.	Equipment							$0.00
Indirect costs may only be used by organizations with federally approved indirect rates. If you have a federally approved indirect rate, please include the documentation as an attachment to your grant application. If you do not have a federally approved indirect rate, you may estimate administrative costs for the								

Evaluation Criteria

Evaluation criteria for Section 2

1. Does the overall total project cost seem reasonable for the proposed work?
2. Did the applicant provide the requested grant budget expenses and description for each fiscal year in the excel template?
3. Are expenses reasonable for each budget category (salary, travel, etc.)?

Notice the evaluation criteria are below each section that is being scored. Be sure to review the evaluation criteria and address all elements.

Section 3: Project Information

- 3.1 Provide a brief summary of your project (1 -2 paragraphs)
- Notice word limits
- 3.2 Describe project purpose
- Remember instructions and questions are below the entry box
- Evaluation Criteria

3. Project Information

3.1 Project Summary *

Type here...

Provide a brief summary of the project and expected outcomes. 0/500

3.2 Project Purpose *

Type here...

Why is this project needed? How will this project address nonpoint source pollution? 0/500

Evaluation criteria for Section 3

1. Is the project need clearly stated?
2. Did the applicant include a description of how the project will address nonpoint source pollution?

Section 4: Project Workplan

- **This step has a critical attachment that applicants must download, fill out, and then upload.**

- Choose the appropriate workplan template for your project.

- Fill out the template and upload as an attachment.

- Review the evaluation criteria.

4. Project Workplan

Select the appropriate workplan template from the ACWA RFP webpage that corresponds to the Action Category your project fits under (Watershed Planning, Public Education and Outreach, Restoration and BMP Implementation, Monitoring for NPS Pollution, or BEACH Pathogens). Fill in the workplan with tasks, deliverables, and dates.

Completed workplan *

Browse Files

Drag and drop files here

Upload completed workplan

Evaluation criteria for Section 4

1. Do the project tasks address the project need statement, are they realistic, and do they seem complete for the project timeframe?
2. Does the workplan identify the appropriate task deliverables (including deliverables specifically requested in the RFP workplan template) with a reasonable timeline?
3. Does the workplan show appropriate planning to successfully accomplish tasks? (Examples may include site design, partner/community involvement, laboratory analysis, access to transportation (e.g. boats) and similar in order to complete the project).

Instructions:
Provide a workplan for your proposal using the template below. The workplan must be organized with project Task descriptions and defined Deliverables for each task.

The anticipated project timeframe is to award projects within the dates listed below. Projects may occur anytime during this span and last as long as needed to complete the work but must end no later than February 28, 2025.

You must provide a description for all tasks and deliverables that will occur during this timeframe. This RFP covers up to three state fiscal years:

- FY23: March 1, 2023-June 30, 2023
- FY24: July 1, 2023-June 30, 2024
- FY25: July 1, 2024-February 28, 2025

Do not include progress reports as a task or deliverable in the work plan. These are required reporting requirements for all projects.

Fill out the template, save the file, and include as an attachment to the online ACWA application.

If you have questions about the workplan format, contact Laura Eldred at (907) 376-1855 or laura.eldred@alaska.gov.

Use the template provided here for your proposed workplan (add or delete tasks as needed for your project proposal):

Project Title: Provide descriptive project title
Proposed Project Duration: Provide project start and end dates

Instructions: The work plan template has been started for you with required deliverables listed below in black. Describe deliverable(s) in a brief sentence or two and assign a due date in the table below.

- *Modify the tasks/deliverables as needed for protection-based watershed planning or 9-element based watershed planning.*
- *Include all task products as individual deliverables. For example, this includes permits, meetings, planning documents, monitoring data, reports etc.*
- *Include the format of each deliverable if known (i.e. Word, Excel, PDF, jpeg, etc.)*
- *Add or delete rows as needed.*

TASK 1: Watershed Planning Partnership Development

Provide a brief description of how the project will identify key stakeholders and work with them during watershed plan development

Deliverable(s) and Permits:
Required deliverables are listed below in black. Describe deliverable(s) in a brief sentence and assign a due date in the table below. *Add or delete rows as needed.*

Deliverable	Due Date:
Identification of key stakeholders (PDF)	
Public involvement plan (PDF)	
add deliverables needed	

TASK 2: Watershed Characterization
Provide a brief description of the watershed characterization process. Required deliverables are listed below in black. Describe deliverable(s) in a brief sentence and assign a due date in the table below. *Add or delete rows as needed.*

Deliverable(s) and Permits:

Deliverable	Due Date:
Inventory existing information and identify data gaps (PDF)	
Identify sources of pollution (PDF)	

Section 5:
Applicant Qualifications & Funds Management

- Fill in information about your experience and about how your organization manages grant funds.

- Review the evaluation criteria.

5. Applicant Qualifications and Funds Management

5.1 Project Manager Experience *

> Type here...

Briefly describe the project manager's experience, knowledge, and skills in managing similar projects. 0/500

5.2 Project Staff Experience *

> Type here...

If additional project staff will be working on the project, briefly describe their qualifications for completing the work. If no other staff will be working on the project, please state that.
0/500

5.3 Grant Funds Management *

> Type here...

Describe the organization's fiscal controls for managing grant funds. How does the organization track expenditures? Does the organization have experience managing grant funds?
0/500

Evaluation criteria for Section 5

1. Does the project manager and/or staff working on the project have successful experience with similar projects?
2. Does the organization have prior experience in grant management and/or did the applicant provide examples of previous experience?
3. Did the applicant describe and/or provide examples of accounting procedures and fiscal management controls?

Section 6: Partners & Supporting Information

- Who are the project partners?

- Add any additional attachments

  - Letters of support

  - Maps

  - Planning documents or designs

  - Photographs

6.1 Project Partners *

Type here...

Who are the project partners? Describe how they are supporting the project. If the project has no partners, please explain. (Letters of Support from project partners are encouraged and can be uploaded in 6.2 Supporting Information).
0/500

6.2 Supporting Information

⬆

Browse Files

Drag and drop files here

Please upload supporting project information: (Letters of support, maps, photos, proposed designs, etc.)

Evaluation criteria for Section 6 and General Application

1. Did the applicant use the required templates and include all needed attachments (application, budget, workplan, and supporting information needed for the project)?
2. Is the overall application clear and concise?

Section 7:
Applicant Agreement

Section 8: Checklist (not required but helpful)

7. Applicant Agreement

The undersigned representative certifies the information submitted in this application is true and correct to the best of they/them/their knowledge and that they/them/their is authorized to submit this application. The applicant agrees, if a grant is awarded on the basis of this application, to comply with all applicable assurances, rules and regulations of the ACWA Grant Program and the terms and conditions of the grant agreement (see Appendices A, B, and D available on the ACWA RFP webpage).

Name *

First Name

Last Name

Title *

Date *

MM-DD-YYYY

Date

8. Application Submittal Checklist

☐ Completed application form

☐ Completed workplan using template for appropriate Action Category

☐ Completed Budget Template for all state fiscal years

☐ Additional supporting information (Letters of Support, maps, photos, etc.)

☐ Applicant agreement of authorized representative

Please verify that you are human *

☐ I'm not a robot
reCAPTCHA
Privacy - Terms
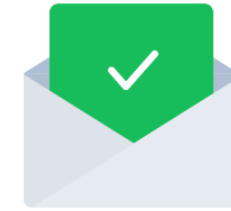
Submit!

Submit

- Hit the green submit button!

- Once submitted, the webpage will let you know if it was successful.

- If any required fields are blank, it will not let you submit
  - Get a message in red text about missing information.
  - Fix it & try submitting again.

Resources

- Look up or get assigned a UEI at SAM.gov 🗗
- Workplan templates corresponding to the Action Category of your project
- Appendices A, B, C, and D: Rules and regulations of the ACWA Grant Program and the terms and conditions of the grant agreement

Thank You!
Your submission has been received.

✓ Once submitted the application is considered final.
✓ There is no opportunity to save your application and come back later.

Review Process and Timeline

Activity	Timeframe
DEC will screen proposals for eligibility & completeness	Early November
Agency staff will conduct technical reviews	November
Scoring committee will score proposals	Early December
DEC will review proposals, technical reviews and scores for funding approval.	Mid December
DEC project managers will contact applicants	January
DEC project managers will work with grantees to develop workplans and grant agreements	February
When final grant paperwork is signed, grantees will begin project work	March 1 or soon after

Good Luck!
Any questions?

Department of Environmental Conservation			
Laura Eldred	907-376-1855	laura.eldred@alaska.gov	ACWA Program Manager
Sarah Durand	907-451-2347	sarah.durand@alaska.gov	Fairbanks, Northern, Interior
Sarah Apsens	907-262-3411	sarah.apsens@alaska.gov	Kenai Peninsula, Western, Kodiak; and BEACH
Ashley Oleksiak	907-376-1865	ashley.oleksiak@alaska.gov	Anchorage, Mat-Su, Copper River Basin
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