**Application for Alaska Clean Water Actions (ACWA) Grant SFY 2025 - 2027**

**Deadline to Submit: October 21, 2024**

# Instructions

All project applicants must fill out this application form in addition to the appropriate workplan template for the Action Category. Workplan template links can be found on the [ACWA RFP webpage](https://dec.alaska.gov/water/water-actions/acwa-application/) under Proposal Templates. Use the appropriate workplan template for your proposal’s Action Category to describe tasks, timelines, and deliverables. If you’re unsure or have questions on completing the application, please contact Laura Eldred (907) 376-1855 or [laura.eldred@alaska.gov](mailto:laura.eldred@alaska.gov).

**Application:** Fill out all sections of this application form. Once completed, email this application, the completed workplan, and any additional supporting project information to [dec.acwa.grants@alaska.gov](mailto:dec.acwa.grants@alaska.gov).

If you have multiple projects, you must submit separate applications, workplans, and budgets. However, if your application is primarily for one Action Category but has tasks in another Action Category (e.g. BMP installation and public outreach about the project), 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 PM October 21, 2024**.

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

# 1. Organization & General Information

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| **Organization Name:** |  |
| **Contact Person and Title:** |  |
| **Phone:** |  |
| **Email Address:** |  |
| **Mailing Address:** |  |
| **Unique Entity Identification Number (UEI):** Go to [www.SAM.gov](http://www.SAM.gov) to look up an existing or get assigned a UEI. A UEI is required to receive Federal grant dollars through ACWA. |  |
| **Alaska Vendor Identification:** This allows DEC to pay you. If you are currently registered, please list your vendor identification. If you are not currently registered, be aware you will need to register if your application is awarded funding: <https://iris-vss.alaska.gov/PRDVSS1X1/Advantage4> |  |
| **Project Title:** | |
| **Project Start Date:** | **Project End Date:** |

1. **Will your organization be requesting grant funds as:**

Expense Reimbursements every 6 months

Funding advances every 6 months

1. **Will acceptance of grant funds need to be approved by a board, council, assembly, or other entity?**

Yes - Approximately how much time does that process take?

No

1.1 Action Category - Please check the box that most closely represents the type of project you are applying for. See the RFP document for more information on the Categories and priority watersheds.

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| **Watershed Planning** |
| **Best Management Practices to Improve or Protect Water Quality** |
| **Public Education & Outreach** |
| **Monitoring for Best Management Practice Effectiveness or Nonpoint Source Pollution** |
| **Marine BEACH Pathogen Monitoring** |

1.2 Environmental Benefits – Check all that apply to best describe the environmental benefits that will be derived from the proposed project.

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| Restore an impaired water or segment of an impaired water? |
| Protect water quality by preventing nonpoint source pollution? |
| Reduce nonpoint source pollution but may not eliminate impairment? |
| Promote reducing nonpoint source pollution on a watershed or regional scale? |
| Monitor water quality for nonpoint source pollution? |
| Other: |

1.3 Waterbody/Watershed Information - List which water(s) or watershed(s) this project will affect in the box below. If you know the Hydrologic Unit Code (HUC), please include the HUC10 or HUC12. Or indicate if it is a regional or statewide project.

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# 2. BUDGET

2.1 Budget Summary - Provide a summary of the requested grant funds per state fiscal year in the box below. Unspent dollars in one fiscal year are forfeited and do not get added to next fiscal year. There are no matching fund requirements being passed on to applicants.

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| **State Fiscal Year 2025 (4 months) (March 1, 2025 – June 30, 2025)** | **Requested Grant Funds** |
| **Personal Services** (including benefits) | $ |
| **Travel** (including project mileage at 0.67 cents/mile) | $ |
| **Contractual** (for work carried out by another party (individual or organization) other than the grant recipient or its employees) | $ |
| **Supplies** | $ |
| **Equipment** (include here if more than $10,000) | $ |
| **Other** (printing costs, rental spaces, rental/lease equipment, insurance costs) | $ |
| **Subtotal of Direct Costs** | $ |
| **Indirect/Administrative** (Administrative fees cannot exceed 15% of Direct Costs without a federally approved Negotiated Indirect Cost Rate Agreement) | $ |
| **Grant Total FY25** | **$** |

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| **State Fiscal Year 2026 (12 months) (July 1, 2025 – June 30, 2026)** | **Requested Grant Funds** |
| **Personal Services** (including benefits) | $ |
| **Travel** (including project mileage at 0.67 cents/mile) | $ |
| **Contractual** (for work carried out by another party (individual or organization) other than the grant recipient or its employees) | $ |
| **Supplies** | $ |
| **Equipment** (include here if more than $10,000) | $ |
| **Other** (printing costs, rental spaces, rental/lease equipment, insurance costs) | $ |
| **Subtotal of Direct Costs** | $ |
| **Indirect/Administrative** (Administrative fees cannot exceed 15% of Direct Costs without a federally approved Negotiated Indirect Cost Rate Agreement) | $ |
| **Grant Total FY26** | **$** |

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| **State Fiscal Year 2027 (8 months) (July 1, 2026 – February 28, 2027)** | **Requested Grant Funds** |
| **Personal Services** (including benefits) | $ |
| **Travel** (including project mileage at 0.67 cents/mile) | $ |
| **Contractual** (for work carried out by another party (individual or organization) other than the grant recipient or its employees) | $ |
| **Supplies** | $ |
| **Equipment** (include here if more than $10,000) | $ |
| **Other** (printing costs, rental spaces, rental/lease equipment, insurance costs) |  |
| **Subtotal of Direct Costs** | $ |
| **Indirect/Administrative** (Administrative fees cannot exceed 15% of Direct Costs without a federally approved Negotiated Indirect Cost Rate Agreement) | $ |
| **Grant Total FY27** | **$** |

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| **Budget Request Grand Total** (FY25 + FY26 + FY27) | **$** |

***Evaluation criteria for Section 2 (15 points maximum):*** *1) Does the overall total project cost seem reasonable for the proposed work?*

# 3. Project Information

3.1 Project Summary - Provide a summary (abstract) of the project and expected outcomes. [200 word limit]

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3.2 Project Purpose – Why is this project needed? How will this project address nonpoint source pollution? Describe how this project protects or restores water quality. [300 word limit]

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***Evaluation criteria for Section 3 (15 points maximum)****: 1) Is the project need clearly stated? 2) Does the proposed project address nonpoint source pollution? 3) Does the proposed project describe how it protects or restores water quality?*

4. Project Workplan – Select the appropriate workplan template from the [ACWA RFP webpage](https://dec.alaska.gov/water/water-actions/acwa-application/) that corresponds to the Action Category selected in Section 1.1. Follow the instructions in the workplan template. Attach the completed workplan with the application to the submittal email listed below.

***Evaluation criteria for Section 4 (40 points maximum)****: 1) Project design demonstrates sound technical merit? 2) Describes clear obtainable means to achieve project objective including logical project implementation steps, tasks, and proposed timelines? 3) Workplan identifies the appropriate task deliverables (including deliverables specifically requested in the RFP workplan template)? 4) Workplan shows appropriate planning to successfully accomplish tasks? (Examples may include site design, partner/community involvement, laboratory analysis, access to transportation (e.g. boats) and similar to complete the project.)*

# 5. Applicant Qualifications & Funds Management

## 5.1 Project Staff Experience– Identify and briefly describe the qualifications of key members of the team (within the same organization and/or in partner organizations) who will complete the project. Consider their experience, knowledge, and skills in managing and completing similar projects.

## Please **do not** attach resumes. [300 word limit]

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5.2 Grant Funds Management – Describe the organization’s fiscal controls for managing grant funds. How does the organization track expenditures? Who will be responsible for tracking expenditures and grant funds? What previous experience does the organization have in managing grant funds? Will the organization be able to submit an accounting general ledger[[1]](#footnote-1) report and any other requested documentation for the grant expenditures every 6 months? [300 word limit]

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***Evaluation criteria for Section 5 (20 points maximum):*** *1) Applicant identifies key project personnel, their qualifications, and experience with similar projects? 2) Applicant demonstrates organization has prior experience in grant management and provides examples of experience? If no prior experience, did the organization include compelling information on how they will successfully manage the project? 3) Applicant describes their accounting procedures for tracking grant expenses and managing the grant budget?*

# 6. Partners and Supporting Information

6.1 Project Partners - Who are the project partners? Describe how they are supporting the project. If the project has no partners, please explain. (Project-specific letters of support from project or community partners are encouraged and, in some projects, required.) [200 word limit]

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***Evaluation criteria for Section 6 and General Application (10 points maximum):*** *1) If the project requires project partners, are project-specific letters of support included? If the project has no partners, did the applicant explain? 2) Is the application complete?*

7. Application Checklist & Submittal –Use the checklist below to make sure your proposal is complete.

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| * Completed application form |
| * Completed Workplan using template for appropriate Action Category |
| * Additional supporting information (Letters of Support, maps, photos, etc.) |

Email the completed application and all attachments to:

[dec.acwa.grants@alaska.gov](mailto:dec.acwa.grants@alaska.gov)

Once submitted your application is considered final.

Late or incomplete applications will not be reviewed.

1. An accounting ledger represents the record-keeping system for the grant funds that shows debits and credits to the account. This is typically with a financial management tool such as Excel, QuickBooks, or other accounting software used by the organization. [↑](#footnote-ref-1)