



CLEAN WATER INITIATIVE PROGRAM
Ecosystem Restoration Grants
 SFY 2020-21

Ecosystem Restoration Grants
Application Manual

Please note that this document will be updated on a regular basis. Check the date in the header to track updated versions. For Appendices 1-4 see the [Clean Water Initiative Program’s Grants Applicant and Recipient Resources webpage](#).

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General

Background and Purpose

The Vermont Department of Environmental Conservation's (DEC) Clean Water Initiative Program (CWIP) administers the Ecosystem Restoration Grants. The goal of the program is to support projects that reduce sediment and nutrient pollution, including phosphorus, from runoff and soil erosion that discharge into the State's rivers, streams, lakes, ponds and wetlands. Clean water funding priorities are detailed on page 6 of the [Vermont Clean Water Initiative Program Funding Policy](#) ("the Policy").

This manual provides guidance and examples for each section of the grant application and each step of the grant application process. Please refer to this application manual while completing the grant application.

Application Timeline

There are multiple rounds each year to apply for Ecosystem Restoration Grants, depending on funding availability. Please utilize the [Clean Water Initiative Grants Website](#) for information regarding grant round dates.

Notification of funding will be given as soon as possible following the review dates. Projects will be expected to start within 3 months of the date of contract signing.

Eligibility

To be considered for a CWIP Ecosystem Restoration Grant, a project must meet eligibility requirements in each of the following categories; **Pollutant Type**, **Applicant Type**, and **Project Type**. Any applicants that believe their project may fall outside of the eligible project types listed in the [Policy](#) must contact CWIP program staff for a determination. Please allow at least 2 weeks for a determination. Further information regarding project eligibility is found on pages 10-11 of the [Policy](#). Information regarding impacts to natural resources is found on pages 12-14 of the [Policy](#).

Eligibility – Continued.

Ecosystem Restoration Grant – Specific Application Eligibility Criteria:

- Applicants must use the application form and other supported materials corresponding to Ecosystem Restoration grants, found on the [Clean Water Initiative Program’s Grants Applicant and Recipient Resources webpage](#).
- Requested grant funds must be \$20,000 or greater per application.
- Applicants may only submit one project per application.
 - If a project spans multiple properties, it *may* be considered one project. For example, if stormwater runoff from one property flows and combines with stormwater runoff from an adjacent property, and siting of the stormwater treatment practice(s) on the adjacent property is the most efficient and cost-effective solution; then, the entire project (to treat the stormwater runoff causing adverse water quality impacts), is *eligible* regardless of the property parcels it spans.
 - If a project were to include multiple projects from multiple locations; such as, a stormwater treatment practice on one property and then an additional stormwater treatment practice on a separate (non-adjacent/unrelated) property, it is *not eligible* within one application.
 - If an applicant has questions regarding project eligibility, please contact CWIP program staff for a determination.
- Each application may only contain one project type, see Appendix C of the [Policy](#) for eligible project types.
 - For example, a design project cannot be combined with an implementation project.
 - Design is considered one project type; therefore, preliminary and final design may be within one application. It is important to note, if an application is funded for preliminary and final design, the grant agreement will include a check in with DEC at the completion of the preliminary design and determination if the project still has support to proceed to final design. If DEC does not support the project moving forward for final design, the grant agreement will be closed out.
- Applications must include all items specified in the administrative completeness review (Section VII of this manual) to be deemed eligible.

1. Pollutant Type

The project must mitigate **Nutrient** or **Sediment** Pollution. It may address other pollutants such as bacteria or chloride but only if it is secondary to the primary pollutant (of a nutrient or sediment).

2. Applicant Type

Information regarding eligible entities (applicants) is found on page 11 of the [Policy](#).

3. Project Type

Information regarding eligible project types, their definitions and required performance measures is located in Appendix C of the [Policy](#). Applications that include projects with funding opportunities other than Ecosystem Restoration Grants should describe why Ecosystem Restoration Grant funding is necessary for the advancement of the project.

Funding Sources

Ecosystem Restoration Grants are supported by State Capital Funds and the Clean Water Fund.

Projects on Private Land

Applications to construct clean water improvement projects on private land are eligible for Ecosystem Restoration Grants. Further information regarding projects on private land is found on page 12 of the [Policy](#).

Funding Match Requirements

Match requirements and eligibility information are specified on pages 14-15 of the [Policy](#).

Calculating Percentage of Project Match

Percentage of project match is calculated by dividing total match funds by the total project costs (requested grant funds plus the matching funds). For example: If you have a project that costs \$15,000 and are requesting \$10,000 of grant funds while providing \$5,000 in matching funds, your match is 33%.

$$\textit{Total match/total project costs = percent match}$$

$$\$5,000/\$15,000 = 0.33 = 33\%$$

Tactical Basin Planning and the Watershed Projects Database

DEC relies on Tactical Basin Plans (TBP) to ensure that funds are directed to priority clean water improvement projects. Priority projects are listed in the TBP online implementation table, the [Watershed Projects Database \(WPD\)](#).

Applicants must indicate the Watershed Project Database identification number (WPD ID) on the cover page of their application. All projects can be viewed by leaving the search fields blank and selecting the “search” button.

VERMONT OFFICIAL STATE WEBSITE 

Watershed Projects

Name Status Grant Number

Project Type County Project ID

Basin Plan Town

Grade Type Grade

ID	Project Name	Project Type	Status	Grant Number(s)
1	St. Johnsbury Stormwater Master Planning	Stormwater Master Planning	Completed	2016-ERP-1-02
4	Taylor Street Redevelopment - Green Stormwater Infrastructure and Green Space	Stormwater - Implementation	Funded	2016-ERP-2-11
5	Taylor Street Redevelopment - Bioretention, Stormwater Sidewalks, and Tree Filters	Stormwater - Implementation	Funded	2016-ERP-2-12
7	Towle Neighborhood Road Erosion Control - Planning and Design	Road Project - Final Design	Completed	2016-ERP-1-22

The WPD identification number is listed under the first column, labeled “ID”, on the page linked above.

Projects can be selected by name, project type, basin plan, status, county, town, and project identification number by using the search fields at the top of the page. If the proposed project is already in the database, verify the Project Identification Number with your Basin Planner. If the proposed project is not already in the database, contact the Basin Planners to add the project to the database and obtain the Project Identification Number *before* submitting an application.

Applications that do not include a Project Identification Number will not be considered for funding. Refer to the linked map for Basin Planner contact information:

<https://dec.vermont.gov/sites/dec/files/wsm/mapp/docs/TBP%20Contacts%20Map.pdf>

Guidance on Application Sections

I. Cover Page

1. Project Title

A satisfactory project title includes specific information on the project type and location. It does not include acronyms.

Examples:

- Winooski Watershed Floodplain Restoration
- Swanton Village Stormwater Treatment Engineering Design
- Smith Wetland Restoration Project in Johnson

2. Watershed Projects Database Project Identification Number

Insert the WPD Identification number assigned to this project in the Watershed Projects Database. See section on Tactical Basin Planning and the Watershed Projects Database.

3. Project Location

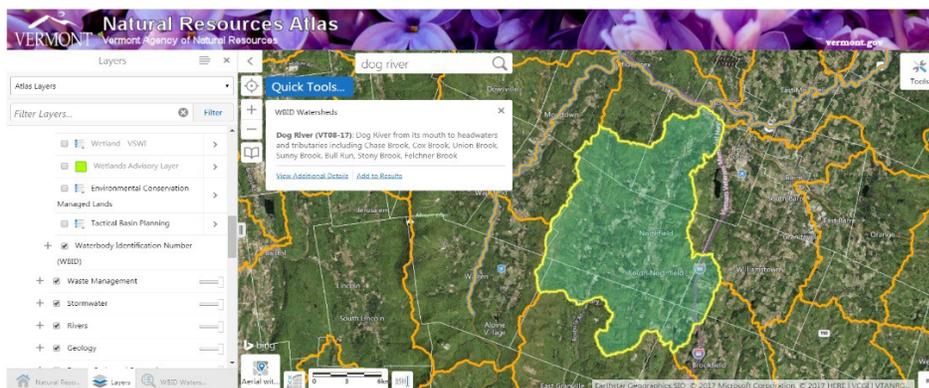
Town

Indicate the town(s) where the project(s) will take place.

Watershed

Applicants must select the *waterbody identification number (WBID) watershed* (e.g., VT08- 17 Dog River) where their project is located. If the project spans multiple WBID watersheds, applicants may select the *basin* where their project is located (e.g., VT08 Winooski River Basin). Basins and WBID watersheds (i.e., sub-basins) are listed in the drop-down menu by name and number. Select the appropriate one.

For further information, WBID watersheds are also available as a layer on the ANR Atlas (<http://anrmaps.vermont.gov/websites/anra5/>) under Watershed Protection > Waterbody Identification Number (WBID) > WBID Watersheds.



Latitudinal & Longitudinal Coordinates

Indicate the center point of the project latitude and longitude in decimal degrees (to 5 decimal places). For applications containing more than one project location, include latitude and longitude coordinates with the corresponding natural resources map(s).

4. Project Type and Project Phase

Select the applicable project type. Refer to Appendix C of the [Policy](#) for project types, definition and performance measures.

If the project incorporates multiple phases (only preliminary design and final design eligible for combined applications) in the same application, choose the project type for the most advanced project phase. For example, a stormwater project with 30% preliminary design and 100% final design would select the ‘Stormwater – Final Design’ as the project type and ‘Preliminary Design/Final Design’ as the project phase.

5. Is this Proposal the Next Step of a Previously Awarded Ecosystem Restoration Grant?

If this proposal is the next step of a previously awarded Ecosystem Restoration Grant, provide the previously awarded grant number. Additionally, please specify if the project was funded through any other Clean Water Initiative Funding opportunity. Note: the previous grant project must be completed before applying for the next step.

6. Applicant Information

Name and address of the organization applying for funding and responsible for executing terms of the grant agreement.

7. Point of Contact

Primary contact information for the person who will oversee the grant. This person will submit deliverables, as specified in the grant agreement, to the DEC Technical Project Manager (TPM).

8. Type of Organization

Select the appropriate category for your organization from the drop-down menu.

9. Funding Request and Project Cost

Indicate the total project cost, the amount of funding being requested, and the match amount being committed in this application. These fields must exactly match the cost totals included in the [budget template \(Appendix 4\)](#).

10. Project Visibility *(for implementation projects only)*

If this is an implementation project, please indicate if the project is visible to the public. If this is not an implementation project, please indicate N/A.

Per Section 35a of the Vermont Legislature Capital Bill (H. 519), display of a clean water project sign in a publicly visible location during a project's construction phase may be required. Any implementation project with public visibility, as indicated in the grant application, require signage during construction. Sign production costs are covered by the State, and do not need to be included in the project budget. Sign requirements will be included in the grant agreement.

II. Project Eligibility Checklist

The project eligibility checklist is intended to streamline project review for natural resource conflict and project readiness. If you have any questions or need assistance, please [contact the Basin Planner in your region](#).

1. Meets Goal of Grant Program

Indicate if the project meets the goals of the [Policy](#), as outlined on pages 5-6.

2. Screening for Natural Resource or Permit Impacts

The restoration and protection of the Vermont's natural resources is a priority for the State. An objective of the State's clean water grant programs is to avoid funding projects that cause negative, long-term impacts to natural resources, including projects that cannot be permitted due to such impacts. CWIP defines "long-term" as any period of time that extends beyond the construction or installation of the practice, which can cause significant delay in the recovery of those natural resource functions.

Question 2.a.

Attach a project location map file for each project in an application using the Ecosystem Restoration Grant Screening theme layers located on the ANR Natural Resources Atlas. This theme layer is a compilation of individual layers in the ANR Natural Resources Atlas, which include ANR Basemap Data layers (Act 250 permit delineations, waterbodies, streams, parcels, and town boundaries), as well as ANR Natural Resources data layers (hydric soils, wetlands, flood hazard areas, lakeshore buffers, and river corridors). Refer to [Appendix 1 for instructions on how to create the ANR Atlas Map of the project location](#).

The purpose of the project location map is to provide a standardized method of project review. Project location maps will be used to indicate project location(s) by latitude/longitude and will help to identify potential natural resource conflicts. Applicants should make every effort to avoid these conflicts. If the project identifies potential conflicts, the applicant must explain in the project summary or in an attachment how the applicant has or intends to address these concerns. In addition, the applicant must have

reviewed the project with the corresponding DEC technical program staff (such as the Rivers, Lakes or Wetlands program) and received their support prior to submitting the application.

Question 2.b.

Indicate the DEC Program staff person the project has been reviewed by.

3. Timeframe of Project Start and Completion

Question 3.a.

Indicate whether the project will commence within three months of the signing of the grant contract date. DEC understands that there may be limitations to project initiation due to time of year. Consider staging your project to complete those tasks that can be addressed early as you implement your project. If your project(s) are unlikely to start within three months of the grant contract date, DEC encourages you to wait until the next grant round batch review date to submit your proposal.

Question 3.b.

Indicate whether the project will be completed within two years of its start date. Eligible projects will need to meet both conditions.

Question 3.c.

Indicate the anticipated months to complete the project.

Requests for no-cost time extensions are strongly discouraged and there is no guarantee that they can be accommodated. Previously funded projects that required grant amendments to accommodate time extensions may affect future award decisions.

4. Risk Assessment Questionnaire

Question 4.a.

Indicate if your organization has completed the Risk Assessment Questionnaire. Eligible applications must include an attached up-to-date Risk Assessment Questionnaire. “Up-to-date” means signed within one year of the application submission date. The [Risk Assessment Questionnaire is available on the DEC website](#).

Question 4.b.

If your organization does not have an up-to-date Risk Assessment Questionnaire, follow the link in the application to the form.

5. Screening for Required Project Support Readiness *(for design and implementation projects only)*

Question 5.a.

Indicate if the project has the required municipal and/or landowner support. If municipal and/or landowner support is applicable to this project, include letters of support as attached materials with the application for submission.

Question 5.b.

Indicate that the letter of support has been attached, if applicable.

Question 5.c. *(for implementation projects only)*

Indicate if the project requires an individual permit for natural resources (wetlands, lake shoreland, or floodplain) impacts.

6. Operation and Maintenance Commitment *(for design and implementation projects only)*

Question 6.a.

Confirm that the narrative components of the application indicate the party responsible for operation and maintenance of the project. All proposed projects should be planned, constructed, inspected, and maintained based on the expected life of the project.

An operation and maintenance plan helps to ensure the project will meet its functional life. The DEC [Operations and Maintenance Agreement template](#) must be used for all Clean Water Initiative funded projects. The minimum length of this agreement is 10 years.

Implementation project and equipment proposals, as detailed in [Appendix 3: Standardized Milestones/Deliverables](#), must include a letter of commitment for project operation and maintenance. The plan will be developed and approved as part of the grant agreement.

Question 6.b. *(for implementation projects only)*

Confirm that the application includes a letter of support from the party identified as responsible for the operation and maintenance of the project.

7. Other Funding Sources

Question 7.a. *(for road, equipment/skidder bridge or agriculture projects only)*

Indicate to what other funding sources have been applied to for funding this project.

III. Project Summary

Provide a clear and detailed description of your project using the questions below. Inadequate responses to these questions could hinder the proposal evaluation process.

1. **Executive Summary:** Provide a brief description of the project. Include a description of the project location, the anticipated project outcome (what the project will accomplish), the problem to be addressed by this project, and potential permitting requirements and/or natural resources impacts. The project summary must provide thorough information regarding the problem being addressed and the water quality improvement to be gained by the project. The applicant should not assume that the reviewers are familiar with prior designs, discussions and/or municipal/river corridor plans. The applicant should include in the project summary any discussions, reviews, or decisions that relate to potential natural resource conflicts (wetlands, river management, lakes, stormwater permits). Applications requesting implementation funds are expected to have finalized all necessary permits or have a plan for doing so specified in the application. *Applications that require permits but have not included this information in the application will be deemed incomplete and denied funding.*
2. **Water Quality Benefits:** Why is this project important in terms of magnitude of nutrient or sediment reduction? Is there an immediate need for this project? Why do you consider this project a high priority? If possible, please quantify nutrient and sediment pollution reduction potential. Where possible, the applicant should include any estimation of phosphorus or sediment reductions that are expected to result from the project. DEC expects that implementation applications with prior design (specifically stormwater) would have some quantification of benefits.
3. **Scope of Work:** Describe the steps you plan to take to complete this project.

IV. Grant Milestones and Deliverables

DEC has developed a standardized process for all Ecosystem Restoration Grant funded projects to ensure a consistent approach for tracking project milestones and deliverables. The standardized list can be found in [Appendix 3: Standardized Milestones/Deliverables](#). If awarded, the standard milestones and deliverables will be entered into the grant agreement unless otherwise specified by the grantee.

Required deliverables for each project type include maps, final reports with before and after photos, and batch import files. DEC also requires a press release, issued at the *project completion*, as well as at least one additional communication/outreach method (e.g. Facebook post, blog post submitted to DEC for the Watershed Management Division blog, webinar, etc.)

Please review the milestones and deliverables associated with the project type. Indicate if you accept the standard milestones and deliverables that will be assigned to the project if funded. If not, please attached proposed modifications to the milestones and deliverables table for this project type. Applications will not receive unfavorable review for proposing modifications to

the milestones and deliverables. The CWIP program staff understand that some projects have more unique scopes and need more unique milestones/deliverables; however, the opportunity to propose modified milestones and deliverables should be used only if absolutely necessary.

V. Grant Performance Measures

Pursuant to Act 186 (2014), DEC adopted a results-based system to ensure that Ecosystem Restoration Grants specify and record project outcomes. These outcomes, referred to as project outputs or performance measures, allow DEC to systematically track its progress in water quality improvement efforts. Performance measures are incorporated into DEC's reporting to the Environmental Protection Agency, the State Legislature, and the public on its progress in restoring Vermont's waterways.

Each project type has defined and required performance measures. See Appendix C of the [Policy](#) for a listing of project types and associated performance measures. Select the appropriate performance measures from the drop-down menu and provide an estimated quantitative value and cost/unit for each performance measure. If you do not know the exact quantification, provide your best estimate. If the provided performance measure(s) do not accurately align with your project's outcomes, please: (a) select the required performance measure(s) and quantify the value and (b) choose an additional performance measure that fits your project. Add the additional performance measure as the optional performance measure 3. The required performance measures must still be chosen and quantified. The State will review performance measures for project proposals selected for funding prior to the execution of the grant agreements.

All grant recipients whose grant agreement includes implementation at a publicly visible location are required to post a Clean Water Project Sign during construction, to be provided by the State and returned by the grant recipient upon construction completion. Please refer to the Clean Water Project Sign Guidance on our grants webpage for more information.

Quantitative Value in the application specifies the value/number/count of the performance measure selected. For example, if the performance measure is "acres of impervious surface treated" then the quantitative value reflects the number of acres that will be treated. Or, if the performance measure is "linear feet of stream restored" then the quantitative value reflects the number of linear feet addressed in the project.

VI. Budget

Provide the itemized budget of the project(s), including estimated labor and material costs to complete the project, by using the [Budget template](#) on the website. The budget template includes Excel formulas to automatically calculate the total budget costs. Ecosystem Restoration Grant funds will only support expenses directly related to the project.

The budget template includes columns for the total cost of each part of the project (personnel, travel, etc.), as well as a column for the match and the application request. The total request

indicated at the bottom of the budget form must equal the amount requested in section 1 of the application. Applicants are encouraged to review their budget form prior to submittal, to ensure calculations are in the budget form correctly. Please reference the 'Instructions' tab of the budget form for more information.

The budget will be scored on cost-effectiveness, completeness and clarity. All costs listed in the budget (including all hourly rates, number of hours, description of supplies, match, etc.) must be fully explained in the budget form. Lack of detail or clarity in the budget will negatively impact the scoring.

Any work to be contracted to a third party/project partner should be included in the "contractual/construction" line item.

If the budget includes an indirect cost rate of 10% or greater, a negotiated indirect cost rate agreement (Federal NICRA or approved State entity such as VTrans) must be included in the application.

DEC requires applicants to secure accurate estimates for the proposal's budget, including working with contractors to secure quotes/bids during the proposal development process. The quote should be itemized and applies to any project requiring work to be contracted out and must be included in the attachments. Please attach to the application any quotes obtained for contractual/construction work or "other" line items, as found in the grant application budget table.

The following sample budget estimates are based on prior grant awards and provided only as estimates:

- Stormwater Engineering Design: Up to \$12,000 per design.
- River Corridor Planning/Phase II Stream Geomorphic Assessment: Approximately \$2,400 per river mile.

Ecosystem Restoration Grant agreements are no longer performance-based, meaning payments are not made based on performance measures. Instead, agreements are cost-reimbursement based. Grantees must submit invoices for actual expenses that are consistent with the project's budget contained in the grant agreement. There is no limit to the number of invoices a grantee may submit for one agreement. Achievement of performance measures and deliverables are separate from invoicing.

Application Review Process and Scoring Criteria

VII. Administrative Review

The DEC Business Office, in coordination with the CWIP program, will be conducting an administrative review for application completeness prior to moving applications forward for review. For an application to be determined eligible and move forward for review, the following criteria must have been met:

1. The application was submitted to the correct location: ANR.WSMDERP@vermont.gov.
2. The application was received in the above referenced email, post stamped by or before 4pm on the application due date (see Clean Water Initiative Grants webpage for grant round dates).
3. The application used the current application form.
4. The application was submitted as a fillable .pdf (not handwritten, printed or scanned, etc.).
5. The application meets the goal of the program: Question 1.a. on page two of the application was selected as “yes”.
6. The application included a budget, using the current budget template.
7. The application included a natural resource impacts location map, see instruction above.

Additionally, the Administrative Review will include review for the following items. If any of these items are found, the application will move forward as eligible but automatically received 0 points in scoring for ‘Overall Completeness’ (see CWIP program review below).

1. The Watershed Project ID number was not listed in the application.
2. One or more required questions within the application were not answered.
3. Required documents were not included (or not up-to-date) with the application:
 - Risk Assessment Questionnaire (up-to-date if signed within one year of the application submission)
 - Certificate of Good Standing (up-to-date if signed within one year of the application submission).

As a benefit to applicants, CWIP in coordination with the DEC Business Office, are providing the opportunity to receive administrative completeness feedback about an application prior to the final application due date (as specified on the [Clean Water Initiative Grants webpage](#)), with the opportunity to resubmit to correct errors found in the administrative completeness review. For example, if an application is received by the early submission date (as specified on the [Clean Water Initiative Grants webpage](#)), the DEC Business Office will conduct the administrative review and provide feedback to the applicant prior to the final due date for

applications. This allows the applicant to resolve items that may have resulted in an ‘ineligible’ determination and to resubmit the application by the final due date. If an application is received after the early submission date but prior to the final due date, the opportunity for feedback and resubmission does not apply and determinations resulting from the administrative review are final.

VIII. Technical and CWIP Programmatic Review

After the administrative review, applications are first reviewed by DEC Watershed Management Division technical staff (basin planners, rivers staff, lakes staff, stormwater staff, wetlands staff). These technical staff review for natural resource impacts and their comments are a consideration in the review by CWIP programmatic staff.

Next, the Ecosystem Restoration Grant Review Committee (CWIP programmatic staff and at least one non-CWIP reviewer from within DEC) review, score and comment on the applications prior to conducting an in-person review for project selection and funding. The Grant Review Committee makes recommendations to DEC leadership for final funding approval.

Application scoring is on a point-based system. Do not assume that the reviewers have prior knowledge of any previous work or other information about the proposed project(s).

The evaluation and ranking of the Ecosystem Restoration Grant applications are based on the responses to the grant application questions. The Grant Review Committee will evaluate the applications using the scoring criteria outlined below.

Project Summary (7 points, weighted 50%)

Applicant must provide a description of the project, including: (a) source or cause of the water quality problem to be addressed, (b) the water quality improvement project or control action being proposed. (c) why this project is important in terms of magnitude of nutrient and/or sediment reduction and should be awarded a grant. Targets Impaired Waters: Addresses sources of water pollution in waters listed as impaired ([VT DEC Assessment of the Condition of Vermont Waters](#)) including federal and state required plans known as total maximum daily loads, or TMDLs, compliance with Act 64 of 2015, and the 2016 Combined Sewer Overflow Policy.

Executive Summary (3 point, weighted 15%)

Points	Qualifications
3	Description is clear and concise, demonstrates the project has been well thought out and the necessary partners have been consulted, includes a realistic timeline, outlines permitting needs and/or steps to address potential natural resource impacts, and outlines where challenges for project completion occur.
2	Description includes enough detail to understand the approach to the project but does not include a timeline and/or inadequately addresses natural resource concerns or permitting needs.
1	Description does not clearly detail the scope of work, the approach is not appropriate for the resource concern, and/or does not address natural resource concerns and/or permitting needs.
0	May contain some or all of the following: lacks detail, does not demonstrate the project in a well thought out manner, does not include natural resource concerns or permitting needs, does not include a timeline, does not provide the elements specified.

Water Quality Benefits (3 points, weighted 30%)

Points	Qualifications
3	Addresses the importance of the project for water quality, it demonstrates high nutrient and/or sediment reduction potential, and/or it demonstrates an immediate need/high priority for the project.
2	Addresses the importance of the project for water quality, demonstrates moderate need/priority, and/or has a moderate estimated nutrient and sediment reduction potential.
1	Addresses some nutrient/sediment issues but is a lower priority and/or will have minimal pollutant reduction potential.
0	The project does not address nutrient/sediment reduction as the primary pollutant, or it is unclear/lacks detail, or does not provide the elements specified.

Scope of Work (1 points, weighted 5%)

Points	Qualifications
1	Clear and concise overview of the project, demonstrates a thoughtful project with partner input, if applicable describes how other funding sources were pursued/explored and why ERP is the right fit (roads, agriculture, equipment).
0	Lacks detail, unclear the intent of the project, does not demonstrate the project is well thought out, and if applicable, unclear why other funding sources were not pursued first, does not provide the elements specified.

Budget (3 points, weighted 25%)

Applicant must include a budget using the table provided in Appendix 4 which can be found at the [CWIP Grants Applicant and Recipient Resources website](#). Each cost item must be fully explained, including hourly rates and numbers of hours per person; number of travel miles; equipment to be used, with hourly rates; and itemized costs of supplies to be purchased.

Points	Qualifications
3	Current budget form used, budget is clear and complete, cost-effective, descriptions are easily understood, budget items align with eligible costs, calculations are correct, itemized quote included in attachments, NICRA (if applicable) included in attachments, costs in the budget form match the 'Project Funding and Cost' numbers on Page 1 of the application as well as associated attachments.
2	Current budget form used, 1-2 required elements specified in "3" incomplete or lack sufficient detail, less cost-effective.
1	Outdated budget form used, 2-3 required elements specified in "3" incomplete or lack sufficient detail, concern of cost-effectiveness.
0	Contains several the following: outdated budget form used, budget form incomplete, multiple errors in the calculations, lacking descriptions of costs, quote not attached, budget form does not match budget numbers in application and/or associated attachments, not cost-effective.

Match (4 points, weighted 15%)

Project proposals will receive up to 4 points for providing match with an overall weight of 15%, based on the amount of match provided. (MS4s are required to provide 50% match and upon adequate documentation, will receive the full 4 points.)

Points	Qualifications
4	50% match or greater
3	25 – 49% match
2	11 – 24% match
1	5 – 10% match
0	0 - 4% match

Overall Completeness (2 points, weighted 10%)

Competitive applications have been submitted per guidance in this manual, within the application form and supporting appendices. Applications that contain errors, are incomplete or contain incorrect information will be scored accordingly.

Points	Qualifications
2	Application is clear, concise, grammatically correct, filled out completely using current forms, and submitted correctly.
1	Application provides the necessary information to understand the project scope and purpose but could have been clearer and may include some minor errors. The application includes all necessary supporting documents and was submitted using current forms.
0	May contain some or all of the following: project summary unclear or lacks significant detail, inconsistencies, grammatical errors, budget form incomplete/incorrect, use of outdated version of the forms, attachments missing, submitted incorrectly. Or, was determined to be missing the Risk Assessment Questionnaire, Watershed Project Database Number and/or Certificate of Good Standing in the Administrative Review.

DEC Financial Operations Requirements

Grant recipients will need to agree to the State of Vermont Customary Provisions ([DEC Grants Introduction and Guidelines webpage](#)) and submit the following additional information prior to entering into a grant agreement with the State:

1. A certificate of insurance to show that the minimum coverage is in effect (Attachment C, Section 8). Grant recipients shall name the State of Vermont and its officers and employees as an additional insured:
 - a. Workers Compensation (In accordance with the laws of the State of Vermont);
 - b. General Liability and Property Damage (\$1,000,000 per occurrence);
 - c. Automotive Liability (\$500,000 combined single limit).

DEC reserves the right to rescind a grant award if required documents noted above have not been submitted.

DEC Contact Information and Application Submittal

Please direct all questions regarding the Ecosystem Restoration Grant Program contact Allison Lewis, Allison.Lewis@vermont.gov. Please direct all questions regarding the application submittal process to Shalini Suryanarayana, Shalini.Suryanarayana@vermont.gov.

Application Submittal

Applications must be submitted in electronic format to ANR.WSMDERP@vermont.gov as two PDF documents; the first is the complete application, the second is all compiled forms and attachments. Do not use a substitute form or alter the format of the application or the budget template. Incomplete applications will not be accepted.

Document 1: The Application as a PDF. For the title of the document please use ‘short project title_ organization acronym_ application’. For example, “LocationStormwaterTreatment_DEC_Application”

Document 2: All other forms and attachments compiled into one PDF. For the title of the document please use ‘short project title_ organization acronym_ attachments’. For example,

“LocationStormwaterTreatment_DEC_Attachments”

Items 1-5 are required in the following order:

1. Budget Form
2. Quote(s) and other supporting budget documents.
3. NICRA, if applicable.
4. Natural Resource Map(s)
5. Letters of Support
6. Other Supporting Materials, if applicable (i.e., Operation and Maintenance Agreements, Previous Design Plans and/or Assessments, Correspondence with DEC Staff About Project Permitting Needs, Photos*, Documentation of Phosphorus Reduction Estimate Calculations, Stormwater Treatment Practice (STP Calculator) Reports**, etc.)
7. Up-to-date Risk Assessment Questionnaire
8. Up-to-date Certificate of Good Standing

*Before and after photos to demonstrate project completion shall not contain people.

**For final design and/or implementation projects involving stormwater treatment practices, phosphorus reductions can be estimated using the [Stormwater Treatment Practice \(STP\) Calculator](#).

Reservation of State’s Rights:

In issuance of this RFP, the State reserves the following rights:

- To accept or reject any and all bids, in whole or in part, with or without cause in the best interest of the State;
- To waive technicalities in submissions; (A technicality is a minor deviation from the requirements of an RFP that does not impact the substantive terms of the bid/RFP and can be considered without a material impact on the RFP process, etc.).
- To make purchases outside of the awarded contracts where it is deemed in the best interest of the State; and
- To obtain clarification or additional information.

Confidentiality

After conclusion of the contracting process, Proposals are a matter of public record. If an application includes material considered by the applicant to be proprietary and confidential under 1 V.S.A., Chapter 5, the application shall clearly designate the material as such and explain why such material should be considered confidential. The Vendor must identify each page or section of the Proposal that it believes is proprietary and confidential with sufficient grounds to justify each exemption from release, including the prospective harm to the competitive position of the applicant if the identified material were to be released.

Under no circumstances shall the entire Proposal be designated as proprietary or confidential. If the Vendor marks portions of the Proposal confidential, the Vendor shall provide a redacted

version of the Proposal for release to the public. Notwithstanding the above, the Secretary has an independent obligation under Vermont law to determine whether any proposal material is subject to public inspection and copying upon request, which may include material that has otherwise been designated as proprietary and confidential by the Vendor. The Vendor's designation of material as proprietary and confidential, and submission of a redacted Proposal, are provided to the Secretary for informational purposes in the event the Agency receives a public records request and will not result in withholding of materials by the Secretary unless expressly supported by Vermont law.