



One Watershed, One Plan

Planning Grants



FY 2017 Request for Proposal

December 14, 2016

Request for Proposal (RFP) General Information

The Clean Water Fund was established to implement part of Article XI, Section 15, of the Minnesota Constitution, with the purpose of protecting, enhancing, and restoring water quality in lakes, rivers, and streams in addition to protecting ground water and drinking water sources from degradation. The appropriation language governing the use of these funds is in Laws of Minnesota 2016, 1ST Special Session, Chapter 2. These funds must supplement traditional sources of funding and may not be used as a substitute to fund activities or programs. Final funding decisions will be dependent on the actual funds available. Up to \$1,500,000 is available.

Application Guidelines

- Applications must be in PDF format and will be submitted electronically via: BWSR.Grants@state.mn.us.
- Applications are subject to a five-page limit, minimum font size 11 pt.
- Applications must include a one page map of the watershed (maps are not included in the page limit) in PDF format. The map may be letter, legal, or ledger size and should identify the planning boundary, the boundaries of the planning partners, and any requested changes to the boundary. The One Watershed, One Plan Suggested Planning Boundaries, including a geodatabase, can be found at: www.bwsr.state.mn.us/planning/1W1P/index.html.
- Applications may be submitted by one or more of the eligible local governments on behalf of others in the watershed area. Applicants should demonstrate that a sufficient commitment exists to implement the project through a supporting motion or resolution from the board of each identified participant. A formal agreement between participants establishing a partnership to develop a plan will be required prior to execution of the grant agreement. If a formal agreement is unable to be established within six months of successful grant notification, the grant may be rescinded and funds redistributed.
- Applicants who were previously awarded Clean Water Funds and have expended less than 50% of previous award(s) at the time of this application may need to demonstrate organizational capacity to finalize current projects and complete new project concurrently.
- Applicants are required to submit an estimated budget for the project. The final grant amount for successful applicants will be determined upon completion of a grant work plan. No cash match will be required of grant recipients.

Project Period

The project period starts when the grant agreement is executed, meaning all required signatures have been obtained. Work that occurs before this date is not eligible for reimbursement with grant funds. All grants must be completed by December 31, 2019.

Payment Schedule

Grant payments will be distributed in three installments to the grantee. The first payment of 50% of the grant amount will be paid after work plan approval and execution of the grant agreement provided the grant applicants are in compliance with all BWSR website and eLINK reporting requirements for previously awarded BWSR grants. The second payment of 40% of the grant amount will be paid once the grantee has provided BWSR with notification and BWSR has reconciled expenditures of the initial payment. The last 10% will be paid after all final reporting

requirements are met, the grantee has provided BWSR with a final financial report, and BWSR has reconciled these expenditures.

Incomplete Applications

Applications that do not comply with all application requirements, including incomplete or missing application components, will not be considered for funding.

CWF Project Reporting Requirements

- All grantees are required to report on the outcomes, activities, and accomplishments of Clean Water Fund grants. All BWSR funded projects will be required to develop a work plan, including detail relating to the outcome(s) of the proposed project. All activities will be reported via the eLINK reporting system. Grant funds may be used for local grant management and reporting that are directly related to and necessary for implementing this activity. For more information go to www.bwsr.state.mn.us/outreach/eLINK/index.html.
- BWSR Clean Water Funds will be administered via a standard grant agreement. BWSR will use grant agreements as contracts for assurance of deliverables and compliance with appropriate statutes, rules and established policies. Willful or negligent disregard of relevant statutes, rules and policies may lead to imposition of financial penalties on the grant recipient.
- When practicable, grantees shall prominently display on their website the legacy logo. Grant recipients must display on their website either a link to their project from the Legislative Coordinating Commission Legacy Site (<http://legacy.leg.mn>) or a clean water project summary that includes a description of the grant activities, including expenditure of grant funds and measurable outcomes (www.bwsr.state.mn.us/cleanwaterfund/stories/)
- When practicable, grantees must display the Legacy Logo on printed and other materials funded with money from the Clean Water Fund. The logo and specifications can be found at <http://www.legacy.leg.mn/legacy-logo>
- Grantees will be required to document local involvement in the plan development process in order to demonstrate that the grant is supplementing/enhancing water resource restoration and protection activities and not supplanting.

Grants and Public Information

Under Minnesota Statute 13.599, responses to an RFP are nonpublic until the application deadline is reached. At that time, the name and address of the grantee, and the amount requested becomes public. All other data is nonpublic until the negotiation of the grant agreement with the selected grantee is completed. After the application evaluation process is completed, all data (except trade secret data) becomes public. Data created during the evaluation process is nonpublic until the negotiation of the grant agreement with the selected grantee(s) is completed.

Conflict of Interest

State Grant Policy 08-01, (see http://www.admin.state.mn.us/ogm_policies_and_statute.html) Conflict of Interest for State Grant-Making, also applies to BWSR grantees. Grantees' conflicts of interest are generally considered organizational conflicts of interest. Organizational conflicts of interest occur when:

1. A grantee is unable or potentially unable to render impartial assistance or advice due to competing duties or loyalties,
2. A grantee's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties, or

3. A grantee or potential grantee has an unfair competitive advantage through being furnished unauthorized proprietary information or source selection information that is not available to all competitors.

Submittal

All responses must be electronically delivered to: BWSR.Grants@state.mn.us and must be received no later than 4:30 p.m. April 19, 2017. Late responses will not be considered. The burden of proving timely receipt is upon the responder.

Comprehensive Watershed Management Plan Development Proposals

To propose a watershed area, provide a written response to the following questions.

1. Describe and provide a general watershed map of the proposed planning boundary (map may be separate from the written information). If the proposed planning boundary deviates significantly from the draft planning boundaries being considered by BWSR, provide a brief narrative of the reasons for the deviation.
2. In consideration of the local government units (LGUs) within the boundary, provide a table with:
 - a. A list of all counties, soils and water conservation districts, watershed districts, and watershed management organizations; and whether the LGU has expressed interest in participation in the planning effort;
 - b. Level of interest of each LGU (e.g. verbal, letter, resolution, etc.) or why a given LGU is not interested (e.g. haven't had opportunity to respond, unwilling to commit until the LGU has more information, not willing to participate at all, may participate on limited basis but area too small to be a required participant, etc.); and
 - c. Identification and contact information for a lead staff person(s) and/or primary contact(s) for each LGU.
3. Briefly describe at what point the planning boundary is in strategy development for the MPCA's ten year water approach. List and provide a brief description of any other TMDLs, diagnostic studies, and/or local studies and plans have been completed that will help inform the development of the Comprehensive Watershed Management Plan.
4. Briefly describe how comprehensive watershed management planning is anticipated to benefit the participating LGUs.
5. Briefly describe how a comprehensive watershed management plan is anticipated to benefit resource management within the planning area.
6. Briefly describe how a comprehensive watershed management plan might be used to develop collaborative implementation approaches, sharing of services, and developing and submitting requests for Clean Water Funds.
7. Provide a generalized outline of the approach the participating organizations will take in:
 - a. The development of the required formal agreement; and
 - b. Development of the plan, including anticipated major steps or milestones (see the One Watershed, One Plan Operating Procedures and Plan Content Requirements).
8. Provide an anticipated budget for development of a comprehensive watershed management plan. Be sure to include anticipated local activities as well as potential contract expenses for activities consistent with the eligible activities outlined in the Program Policy.

Selection Criteria

All complete applications submitted by the deadline will be reviewed by BWSR staff, with assistance from an inter-agency review committee. The successful watershed areas will be selected by the Board of Water and Soil Resources on:

- Geographic distribution;
- Status of the WRAPS Report development (overlapping development of the WRAPS Report and the comprehensive watershed management plan is not desired).
- Recommendation of the BWSR staff and inter-agency review committee; and
- Responses to questions in this RFP will be considered as follows:
 - Inclusion of general watershed map and description of any boundary changes consistent with question 1. (Not including a map will be considered an incomplete application.)
 - Inclusion of a table of local government information consistent with question 2. (Not including this table will be considered an incomplete application. The level of interest indicated of the required partners, consistent with Operating Procedures, is the primary consideration.)
 - Pertinence of existing studies, plans, and information consistent with question 3 to the development of the comprehensive watershed management plan.
 - Demonstration of understanding of the multiple benefits of developing a comprehensive watershed management plan consistent with questions 4, 5, and 6.
 - Demonstration of understanding of the scope of work required for development of a comprehensive watershed management plan, consistent with question 7.
 - Demonstration of realistic approach and estimate of needed grant funds, what the funds will be used for, and that the funds will not supplant existing funds for similar activities, consistent with question 8.

BWSR Grant Administration

BWSR reserves the right to partially fund any and all applications based on the number of eligible applications submitted, anticipated staff time requirements, and the amount of funding available.

Timeline

- January 3, 2017 – Application period begins
- April 19, 2017 – Application deadline at 4:30 PM
- May - June, 2017 - Review of applications
- June 28, 2017 - BWSR Board approval of planning grant recipients
- November 1, 2017 – Work plan submittal deadline
- December 1, 2017 – Grant execution deadline. Formal agreement between the partners, consistent with the One Watershed, One Plan Operating Procedures, is required prior to execution of a grant agreement.

Questions

Question concerning the request for proposal may be submitted to Julie Westerlund, julie.westerlund@state.mn.us or 651-297-5617.