



**Request for Pre-Applications
Iowa Department of Agriculture and Land Stewardship**

**Water Quality Initiative
*Urban Conservation Projects***

**Pre-Applications are Due:
NO LATER THAN 4:30 PM
FRIDAY, DECEMBER 9, 2016**



IDALS is seeking applications for projects that demonstrate strong ties to the Iowa Nutrient Reduction Strategy by focusing on adoption of urban conservation practices that provide nutrient load reductions to water resources in combination with outreach and education components demonstrating how projects will work to support the nonpoint source action items outlined in Section 1 of the Iowa Nutrient Reduction Strategy. The Iowa Nutrient Reduction Strategy can be viewed at <http://www.nutrientstrategy.iastate.edu>.

Applicants should demonstrate a proven track record of delivering low-impact development strategies and practices and have established strong partnerships with stakeholders that have or will be contributing significant resources to the project.

Desired outcomes for these projects will include concentrated efforts to demonstrate urban conservation practices paired with strong outreach/education components to disseminate information on these practices to promote increased awareness and adoption of available practices and technologies for achieving reductions in nutrient loads to surface waters. Quarterly, annual, and final reports will be required to document project progress and products as well as to provide aggregate accounting of practice adoption levels. Successful projects will serve as local and regional hubs for demonstrating urban conservation practices and providing practice information to other communities. We look forward to working with applicants for these funds to support demonstration projects across the state.

ELIGIBLE APPLICANTS

Soil and Water Conservation Districts (SWCDs), counties, county conservation boards, cities or other units of government, not-for-profit non-governmental organizations (NGO's) authorized by the secretary of state, public water supply utilities or watershed management authorities are eligible to submit applications. Applicants must be able to demonstrate legal authority to construct and maintain practices in the intended location prior to submittal of applications. Due to the nature of this program and the emphasis on implementation of urban conservation practices and documentation supportive of the nutrient reduction strategy, *applicants must* collaborate with IDALS's Urban Conservation Program staff. Applicants are also strongly encouraged to partner with stakeholders that will benefit from installation of urban conservation practices and would be able to assist with education and information transfer.

ELIGIBLE EXPENSES

Eligible expenses include:

- Project costs (State funds not to exceed 50% cost) for the design and installation of urban conservation practices that are included in the Iowa Stormwater Management Manual (ISMM) and designed according to the design guidelines of the ISMM.
- Other practices (State funds not to exceed 50% cost) included in the Iowa Nutrient Reduction Strategy and designed and implemented according to NRCS standards and specifications.
- Outreach/education components such as field days, publications, signs, and informational meetings.

PROJECT DURATION

Priority will be given to applications that can demonstrate the ability to rapidly implement the project / practices funded under this RFP. Funds must be allocated / obligated no later than June 30, 2017 with installation completed no later than June 30, 2018. A high quality project with the possibility of future phases may be eligible for additional funding depending on future funding availability, project quality and project performance. Project funds will be available upon execution of a funding agreement with IDALS (anticipate agreements will be in place on or prior to April 1, 2017). Projects cannot incur reimbursable expenses before the funding agreement is executed.

DISBURSEMENT OF FUNDS

The Primary Grantee will be responsible for submitting payment requests to IDALS. Expense payments will be made on cost reimbursable basis. The Grantee will submit invoices and/or other required documentation to IDALS for the disbursement of funds. An explanation of the process and the required documentation will be provided to the Grantee by IDALS as part of the project agreement process.

FISCAL MANAGEMENT

The Primary Grantee must include documentation of their ability to provide appropriate fiscal management of the funds requested in the project application. If the group is unable to meet this requirement themselves, they may include documentation of their partnership with an entity that has an appropriate fiscal management structure in place in order to be considered an eligible applicant.

PRE-APPLICATION DETAILS

Pre-applications must be submitted following the format and page limits provided. Maps and letters of support will not count against stated page limits. Letters of support are not required as part of the pre-application but an indication of primary partners and their roles/contribution to the project should be provided. Letters of support documenting partner's roles/contributions will be required if a full application is requested.

Potential applicants must schedule a meeting with an IDALS Urban Conservationist to help formulate strong projects and pre-applications. Pre-applications will be reviewed by IDALS, and applicants that will be requested to submit full applications will be notified by January 13, 2017. Pre-applications must be submitted to be considered for full-application submittal.

FULL-APPLICATION DETAILS

Full-applications will be requested by a select number of pre-applications based an internal review by IDALS. Applicants requested to provide full applications to IDALS will be notified by January 13, 2017 and full applications expected to be due by February 10, 2017. Additional guidance on developing a full proposal will accompany notification to applicants by IDALS on January 13, 2017.

The projected timeline for the complete application process is detailed below:

- Pre-applications open: October 14, 2016
- Pre-applications due: December 9, 2016
- Selected pre-applications notified: January 13, 2017
- Full-applications due: February 10, 2017
- Selected full-applications notified: March 10, 2017
- Anticipated project start date: April 1, 2017

PRE-APPLICATION REVIEW & SELECTION

Pre-applications will be reviewed by IDALS. Notification by IDALS of request to submit full applications will be done by January 13, 2017. Selected applicants will have the opportunity to meet with a representative(s) of IDALS at a mutually agreed upon time and location to discuss the pre- and full-application prior to the full-application due date of February 10, 2017.

Pre-Application Evaluation Factors (points in parentheses- 100 points possible)

- Demonstrated ability to implement the project /practices in an efficient manner; readiness to proceed quickly upon project approval (20)
- Project reduces nutrient loading to a water resource of high value to a large population of users (10)
- Demonstrated strong partnerships and landowner willingness/participation levels (10)
- Demonstrated linkages providing benefits to both urban and rural populations in the watershed (10)
- Demonstrated ability to reduce nutrient loading to Iowa surface waters (10)
- Collaborative outreach/education efforts to increase practice adoption and disseminate information broadly (10)
- Identified financial and in-kind support available from project partners as matching funds/resources (10)
- Project evaluation: Are the expected outcomes measurable, and is the evaluation plan suitable for measuring the outcomes? (10)
- Targeting of most effective practices to areas providing most benefit (10)

PRE-APPLICATION ASSISTANCE

For assistance with pre-applications contact the Regional Urban Conservationist for your area or the Urban Conservation Program Coordinator:

Wayne Petersen, Urban Conservation Program Coordinator

515-281-5833 (office) or 319-430-7480 (mobile) or Wayne.petersen@iowaagriculture.gov

- Western Iowa
 - Derek Namanny – 515-725-0150 or Derek.Namanny@iowaagriculture.gov

- Joel Schwarzkopf – 712-732-3096 x 3 Joel.Schwarzkopf@ia.nacdnet.net
- Eastern Iowa
 - Amy Bouska – 319-337-2322 x 3 or Amy.Bouska@ia.nacdnet.net
- Central Iowa
 - Jennifer Welch – 515-964-1883 x 3 or Jennifer.Welch@ia.nacdnet.net

For additional assistance, please contact the following IDALS Water Quality Initiative staff:

Matthew Lechtenberg, Water Quality Initiative Coordinator
515-281-3857 or Matthew.lechtenberg@iowaagriculture.gov

Will Myers, Water Quality Initiative Projects Coordinator
515-725-1037 or Will.myers@iowaagriculture.gov

SPECIAL NOTES

The Iowa Department of Agriculture and Land Stewardship (IDALS) prohibits discrimination in its programs on the basis of race, color, national origin, sex, religion, age, disability, political beliefs and marital or familial status. (Not all prohibited bases apply to all programs.)

Distribution of pre-applications is limited to people involved in the review process, but note that all pre-applications and subsequent reports and related information are in the public domain. All reports related to funded projects will be made available to all interested parties in printed, electronic, or other means of communication, without discrimination.

Names, addresses and telephone numbers of Project Coordinators (from funded projects) may be provided to interested news entities, potential project participants, or organizations for subsequent inquiries. Applications are used in the peer review process and submission of an application establishes consent by the author for appropriate distribution to fulfill review requirements.

Selected applicants of pre-applications will be requested to provide a full-application for consideration of funding. Full-applications approved for funding will be required to enter into a project agreement with IDALS. Sponsors of approved projects will be required to follow project review and implementation guidelines established in the Water Quality Initiative Milestone Checklist provided by IDALS (Attachment A). Sponsors of approved projects will also be required to submit quarterly, annual, and final project reports utilizing forms and guidance provided by IDALS.

PROCEDURE FOR SUBMITTING PRE-APPLICATIONS

Submit one electronic copy of your project application to IDALS. Arrival date and time of the electronic copy will be used to determine whether an application has been submitted on time. **Pre-applications must be received by 4:30 PM on December 9, 2016.**

Applications will be accepted by either of the following methods:

1. Submit the electronic copy of the pre-application on some type of magnetic storage medium (CD, Flash drive, etc.) and deliver it to the address below:

*Iowa Department of Agriculture and Land Stewardship
Division of Soil Conservation and Water Quality
c/o Tarrita Spicer
502 East 9th Street
Des Moines IA 50319*

2. Submit the electronic file containing your application in an attachment by e-mail addressed to Tarrita.spicer@iowaagriculture.gov. The file size limit for submission of applications by e-mail is 10MB in size. Hard copies of the pre-application will not be accepted without an electronic copy. If you need assistance submitting your pre-application, please contact Tarrita Spicer at 515-281-5851 or Tarrita.spicer@iowaagriculture.gov.

**WATER QUALITY INITIATIVE
TARGETED DEMONSTRATION WATERSHED PROJECTS
PRE-APPLICATION FOR FUNDING ASSISTANCE**

Iowa Department of Agriculture & Land Stewardship

Proposal Cover Sheet: *(1 page maximum)*

Provide the following information on the Proposal Cover Sheet. Additionally, include the signature of the District Chairperson *(if applicable)* authorizing submission of the proposal.

1. Project Title:

Applicant Entity:

Contact Person:

Address:

Phone:

E-mail:

2. List the name, location, and the importance of the surface water that will be benefit by this project:

3. Include a listing of project partners at the time of pre-application:

4. Provide a total budget summary, utilizing the format shown here:

	IDALS Request	Applicant Contributions	Partner Contributions	Total Budget
April 1, 2017 – June 30, 2017				
July 1, 2017 – June 30, 2018				
Overall				

Pre-Proposal Narrative: (2 page maximum)

Provide a brief narrative on the following items:

- Describe the primary components/practices that will be installed by this project.
- Describe the primary anticipated benefits from each partner and benefits to urban and rural populations in the watershed.
- If there will be other / future phases of this project or if the things that would be funded by this application are part of a larger scale project, describe the larger project and how this application fits in or compliments other aspects of a larger project.
- Describe how the project will be evaluated to determine if anticipated benefits are realized.
- Describe the education/information program that will be developed as part of the project and anticipated budget.

Provide a description of each practice utilizing the format shown here (Table will not count towards the two-page maximum):

Practice #1: (provide name and description of practice)	IDALS: (IDALS budget contribution to practice)
	TOTAL: (Applicant and partner budget contributions to practice)
Practice Details: (provide a general description of the location, design status, permits required, and current permit status)	
Practice #2: (provide name and description of practice)	IDALS: (IDALS budget contribution to practice)
	TOTAL: (Applicant and partner budget contributions to practice)
Practice Details: (provide a general description of the location, design status, permits required, and current permit status)	
Practice #3: (provide name and description of practice)	IDALS: (IDALS budget contribution to practice)
	TOTAL: (Applicant and partner budget contributions to practice)
Practice Details: (provide a general description of the location, design status, permits required, and current permit status)	



Water Quality Initiative Urban Demonstration Milestone Checklist

Applicant Name _____

WQI Contract Number _____

Technical Advisor _____

1. Project initiation meeting held (date) _____
2. Design concept sent to technical advisor (date) _____
 - Design concept approved by technical advisor (date) _____
3. 30% plans and specifications sent to technical advisor (date) _____
 - 30% plans and specifications approved by technical advisor (date) _____
4. 60% plans, specifications, and design review checklists sent to technical advisor
 - 60% plans, specifications, and design review checklists approved by technical advisor (date) _____
5. 90% plans and specifications sent to technical advisor (date) _____
 - 90% plans and specifications approved by technical advisor (date) _____
6. Maintenance plan prepared and submitted to grant applicant and technical advisor (date) _____
 - Maintenance plan approved by technical advisor (date) _____
 - Maintenance plan approved by grant applicant (date) _____
7. Final plans, design review checklists, and specifications sent to technical advisor (date) _____
 - Final plans, specifications, and design review checklists approved by technical advisor (date) _____
8. Confirm with project partners to ensure minimum of 50% matching dollars and other funding sources requirements are met (date) _____
9. Pre-construction meeting scheduled and technical advisor invited (date) _____
10. Interim inspections scheduled with the technical advisor
 - Stage _____ Date _____
 - Stage _____ Date _____
 - Stage _____ Date _____
 - Stage _____ Date _____
11. Final inspection scheduled with grant applicant, design consultant, and technical advisor. (date) _____
12. Project Certified as Complete (date) _____ (signature) _____
13. Project payment and closeout (date) _____
14. Ensure outreach goals have been met from the initial application (date) _____
