



Instructions for Clean Water Act Section 319(h) Financial Assistance Application

Illinois Environmental Protection Agency Nonpoint Source Pollution Control Program

Item 1 - Project Title The title should reflect the project location and nonpoint source (NPS) pollution control activity. 50 character maximum.

Item 2 - Project Applicant (Organization) Enter the name of the organization that is proposed to be the grant recipient. This is the organization that would enter into a contractual agreement with Illinois EPA if the project is selected for Section 319(h) Program grant funds.
NOTE - There is space to identify additional project partners later in the application.

Item 3 - Executive Summary The executive summary should describe the project in terms of water quality and nonpoint source pollution; include who, what, where, when and why. 400 word maximum.

Item 4 –Contact Information Only one contact is required for the application; however, this item does allow the applicant to identify a second contact for the project.

Contact (left side) – This is the official contact person (president, executive director, mayor, etc.) for the project applicant (see Item 2). All correspondence will be addressed to this person.

Project Coordinator (right side) – This is the “go to” person (project manager, resource conservationist, consultant, etc.) for day to day project details and clarification on information provided in the application. This side opens when the applicant clicks the “Yes” box.

Item 5 – Project Type Check **ALL** boxes that describe the type of activities to be completed by the project. If the project (or a component of the project) does not fit into the categories listed, check the “*Other*” box and describe the “*Other*” activities in the space provided at the bottom of the page.

After a *Project Type* box (excludes first line) is checked, a second box will appear on the right side of the page for that *Project Type*. **Only** check the box (right side) if an approved Watershed Based Plan or Total Maximum Daily Load (TMDL) Implementation Plan recommends this activity in the proposed project area. Leave the box unchecked if the activity is not recommended for that area or if the answer is unknown.

[LINK TO APPLICATION](#)

Contact the Nonpoint Source Unit staff at (217) 782-3362 if you need assistance with the application.

Item 6 - Status of Watershed Based Plan, Total Maximum Daily Load (TMDL) or TMDL Implementation Plan* for project area Click on the dropdown boxes to the right of **each** of the categories (Watershed Based Plan, TMDL, TMDL Implementation Plan) to enter status information for the columns. The choices are: *Completed, Under Development, None, or Unknown.*

* The TMDL Implementation Plan column will only “reveal” itself IF “Completed” is selected in the TMDL Column.

If *Completed* is chosen, enter the:

- a) Full name of the plan or report as printed on the document cover
- b) Impairments addressed in the plan or report
- c) Date of the final document (see document cover or Illinois EPA website)
- d) Current website link(s) for the plan or report (if available)

If *Under Development* is chosen, enter the:

- a) Working name of plan or report
- b) Impairments that are to be addressed
- c) Target date for completion of the plan or report
- d) Current website link(s) for the planning effort or report development (if available)

For information about local watershed based plans in your project area, contact your local soil and water conservation district (SWCD) or Illinois EPA’s NPS Unit.

Go to <http://www.aiswcd.org> for SWCD contact information.

Call the NPS Unit at (217) 782-3362.

For information on the status and location of TMDLs in Illinois, go to Illinois EPA’s TMDL webpage at:

<http://www.epa.state.il.us/water.tmdl/report-status.html>

Comment line – Enter additional dates and information as necessary.

If *None* or *Unknown* is chosen, no additional information is required for Item 6.

NOTE –Under guidance from U.S. EPA, projects that include implementation of specific components of a Watershed Based Plan or TMDL Implementation Plan will be given a higher priority for funding than those projects that are not supported by a plan.

Item 7 – Nonpoint Source (NPS) of pollution to be addressed by project Check the boxes for **all** of the sources that will be addressed through the proposed project.

A space will appear (on the right side) under the *Percent of Cost* column for each of the sources that you check. Roughly estimate the percent of the total project that will be applied to each source. Divide labor, outreach and education activities, and monitoring into the different categories to the best of your abilities.

[LINK TO APPLICATION](#)

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Once all of the appropriate boxes are checked, click on the “Add Column” button to total the *Percent of Costs* entered. The *Percent of Cost* column must add up to 100 percent.

Example: The total project cost is \$400,000. The project budget includes \$100,000 for the installation of five (5) water and sediment control basins on agricultural land and \$300,000 for the installation of 2,500 feet of streambank stabilization.

| | | Percent of Cost | |
|---------------|---|-------------------------------------|----------|
| Source | X | Agriculture | (25 %) |
| | | Construction | |
| | X | Hydrological Modifications\Wetlands | (75 %) |
| | | Resource Extraction | |
| | | Silviculture | |
| | | Urban Runoff\Stormwater | |
| | | Other Nonpoint Source Pollution | |
| | | Total Project | 100% |

Document the erosion of stream banks and channels under the *Hydrological Modifications\Wetlands* Source.

Item 8 - Estimate the number of people that will be positively impacted by the proposed project

- If the project is a watershed wide project, enter an estimate of the population of the entire watershed.
- If the project is creating educational materials, enter an estimate of the number of persons that will have access to the materials.
- If the project is a display, enter an estimate of the number of annual visitors to the facility (or event) where the display will be located.

Item 9 – Estimate the Project Area that will be positively impacted by this project (choose one)

Use:

- *Statewide* – if the proposed project covers the entire state or has multiple locations throughout the state. If the Statewide option is chosen, the applicant can proceed to Item 13.
- *Square Miles* – for watershed wide projects or other large project areas.
- *Acres* – for smaller projects, including individual best management practices (BMP) or treatment systems.
- *Size of area benefitted unknown* for all others.

Visit the United States Geologic Survey’s Web page and use the *Streamstat* tool to determine the size of your watershed. Go to:
<http://water.usgs.gov/osw/streamstats/illinois.html>

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[LINK TO APPLICATION](#)

Item 10 - Identify all counties that are located within, or comprise, the project area as defined in Item 9

Primary County: identify the county where the majority of the proposed project work is to be implemented.
Additional Counties that comprise the project area: List additional counties where proposed project work is to be implemented.

Item 11 - Identify major communities that are located within, or comprise, the project area as defined in Item 9

Primary Community (if applicable): identify the community where the majority of proposed project work is to be implemented.
List up to an additional five (5) communities that comprise, or are within, the project area: Limit the list to communities where proposed project work is to be implemented.

Item 12 - Illinois Integrated Water Quality Report and Section 303d List (Integrated Report) information

The table allows the applicant to add more rows as necessary.

Use the **2008 Integrated Report** to complete rows for **all** waterbody segments where BMP implementation is proposed.

For non-BMP implementation projects use the **2008 Integrated Report** to complete rows for the waterbody segments for the major lakes, streams, and rivers in the watershed or project area.

If the waterbody is not listed in the 2008 Integrated Report, see the information at the top of page 5 of this document on how to proceed with the application.

Visit Illinois EPA's water quality mapping tool or the Resource Management Mapping Service (RMMS) to identify waterbody codes and hydrologic unit codes (HUC) for the proposed project area. Go to:

<http://maps.epa.state.il.us/website/wqinfo/> or

<http://www.rmms.illinois.edu//website/rmms/viewer.htm>

The 2008 Integrated Report information required in this table can be found for most Illinois lakes and streams in the Appendices of the Integrated Report.

2008 Integrated Report for **streams** - <http://www.epa.state.il.us/water/tmdl/303-appendix/2008/appendix-b2-streams.pdf>

2008 Integrated Report for **lakes** - <http://www.epa.state.il.us/water/tmdl/303-appendix/2008/appendix-b3-lakes.pdf>

The appendices start with a key to the codes used within the report. The assessment information is listed in alphabetical order directly after the key.

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[LINK TO APPLICATION](#)

NOTE - If the waterbody that the proposed project will protect or restore does not appear in the 2008 Integrated Report, take the following action:

1. Enter a row for the waterbody where the proposed project is located, or that will be protected;
 - a. Complete the Waterbody Name, HUC, Waterbody Size, Units and answer “No” in the 2008 IR Info column.
 - b. Do not complete the AUID, Use Attainment, Causes or Sources.
2. Enter a row with all of the requested information for the closest **downstream** waterbody that **is** listed in the Integrated Report.

CUT & PASTE

The table columns are in the same order as the columns in the 2008 Integrated Report. Depending upon your computer software, it is possible to copy and paste cells and lines between the two documents. Different versions of computer software may be the limiting factor on just how much your computer will allow you to copy and paste into the table.

| Waterbody Name | AUID | 10-Digit HUC | AUID Size | Units | Use Attainment | Causes | Sources | 2008 IR Info |
|----------------|-----------|--------------|-----------|-------|------------------------------|--|--------------------------|--------------|
| Addison Cr. | IL_GLA-02 | 0712000404 | 6.61 | Miles | N582, X583, N585, X586, X590 | 79, 84, 138, 154, 177, 246, 301, 319, 462, 400 | 28, 20, 23, 85, 177, 132 | Yes |

- Waterbody Name
- The AUID is the Illinois EPA Assessment Unit Identification.
- The HUC is the Hydrologic Unit Code. The AUIDs are listed by 10 digit HUCs in the 2008 Integrated Report.
- AUID Size - This is the segment size listed in the 2008 Integrated Report and not the entire waterbody area. There may be multiple segments documented for one river, stream, or lake.
- Units – Use “*miles*” for streams and rivers or “*acres*” for lakes.
- List the CODES for all Use Attainments for the AUID as documented in the 2008 Integrated Report.
- List the CODES for the Causes and Sources for the AUIDs as reported in the Integrated Report. Do not include local concerns that are not listed in the Integrated Report. If there are no codes listed, leave the column empty.
- 2008 IR Info – (2008 Integrated Report Information)
 - Enter “Yes” if the information is from the **2008 Integrated Report**.
 - Enter “No” if the information is from another source (e.g., earlier Integrated Report or a TMDL or Clean Lakes Report).

[LINK TO APPLICATION](#)

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Item 13 – Project Description – In terms of water quality and NPS pollution control, describe the project and the problems it will resolve or prevent Give additional details about the information provided in Item 3. Note - some BMP types have multiple forms. For example, streambank stabilization can be achieved through longitudinal peak stone toe protection or gabion baskets or other techniques. For those BMP types that have multiple forms, identify which techniques will be installed (e.g., streambank stabilization – gabion baskets).

Attach additional pages to the end of the application as necessary to complete this narrative. If additional pages are used:

1. Include a note within the box that additional information is attached to the end of the document.
2. Start the additional information with “Item 13. Project Description”

Item 14 – Does this project include best management practice (BMP) Implementation? Yes No

If “Yes”, proceed to Item 15.

If “No”, proceed to Item 18.

Item 15 –BMP Types to be installed – Enter a summary of all of the BMPs to be implemented This table is a summary of the types of BMPs to be installed. A breakdown of the specific (individual landowner) projects occurs later in the application. Additional rows can be added by clicking on the “Add more lines” button located below the table. The “Subtract lines” button will only subtract new lines.

For each different *BMP Type* create a row in the table. It is possible to have two rows for one *BMP Type*. This can occur if one row is for restoration and one row is for prevention.

Using the project example described in Item 7 – there will be two rows completed in this table.

| | BMP Type | Number of Sites | Total Units Installed | Primary Cause (see codes below) | Restore or Prevent | WBP/TMDL Page No. | Construction cost |
|---|--|-----------------|-----------------------|---------------------------------|--------------------|-------------------|-------------------|
| 1 | Water and Sediment Control Basins (feet) | 5 | 1,000 | 371 | Restore | 239 | 100,000 |
| 2 | Streambank Stabilization (feet) | 3 | 2,500 | 371 | Restore | 311 | 300,000 |
| | | | | | | | \$400,000 |

- *BMP Type* – this is a drop down table.
 - If the proposed BMP is not listed in the *BMP Type* dropdown table:
 1. Choose “Other” as the *BMP Type*.
 2. Enter the information for the row.
 3. In the “Other BMP” line (below the table) enter the row number and BMP name.

BMP Type Shortcut - Type the first letter of the BMP into the *BMP Type* column to get to that letter of the alphabet.

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Contact the Nonpoint Source Unit staff at (217) 782-3362 if you need assistance with the application.

- Number of Sites – Combine all of the similar projects. (e.g., 10 water and sediment detention basins)
 - Some BMPs can be implemented for prevention or restoration. The applicant will have to determine which category to report the individual projects. If this is the case, enter a row for the restoration projects AND enter a row for the prevention projects for that BMP Type. If two rows are used for the same BMP Type, do not report the same individual project in both lines.
- Total Units Installed – Check the right side of the BMP Type dropdown list for the type of units to use (acres, feet, number, etc.). Provide the total units that will be installed for all of the projects included in that row.
- Primary Cause (see codes below) – Select one code from the dropdown box for the Primary Cause that will be controlled by the BMP.
 - A locally identified cause may be used for waterbodies not listed in the 2008 Integrated Report.
- Restore or Prevent - Identify if the BMP Type is designed to restore water quality or to prevent future water quality impairments.
- WBP/TMDL Page No. - List the specific page number of the watershed based plan or TMDL Implementation Plan that recommends the BMP for NPS pollution control.
- BMP Construction Cost – Enter the total amount it will cost to implement (including vegetation) the BMPs included in that row.

Item 16 a - Is any part of the proposed project being implemented as part of a mitigation effort as required by Illinois state law or federal law?

Yes No

If “Yes”, provide details and an explanation about the mitigation requirements on an additional page at the end of the application. Start the information with “Item 16 a. Mitigation Effort Explanation.”

Item 16 b - Is any part of the proposed project identified as an action to meet NPDES permit requirements, including MS4 permits, or are they required by Illinois state law or federal law?

Yes No

If “Yes”, provide details and an explanation about what is required and by whom on an additional page at the end of the application. Start the information with “Item 16 b. Permit/Law Explanation.”

Activities such as wetland creation for mitigation of another wetland area that has been destroyed are not eligible for reimbursement or as match for the Section 319(h) program. The project is ineligible whether the applicant or another group is required to do the work.

Any activity required by state or federal law is not eligible for the Section 319(h) program. Items reported as part of a NPDES Notice of Intent are not eligible for funding or as match. Contact your local municipalities and other MS4 entities to verify that your project is not a part of a MS4 permit.

For additional information regarding NPDES and MS4 permits, visit <http://www.epa.state.il.us/water/permits/storm-water/index.html>.

For supplemental guidance for funding eligibility for urban BMPs, visit <http://www.epa.state.il.us/water/watersheds/publications/nps-pollution/urban-bmps-supplemental-guidance.pdf>

[LINK TO APPLICATION](#)

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Item 17 - Have specific BMPs, including type, units, location and landowner been identified? Yes No

If “Yes”, continue work on this item.

If “No”, enter the information that is currently available and add, on a separate piece of paper, an explanation that states why the specific BMPs or requested information is not available. Attach the information to the end of the application. Start the information with “Item 17 BMP Details.”

Visit Illinois EPA’s water quality mapping tool or the Resource Management Mapping Service (RMMS) to identify waterbody codes and hydrologic unit codes (HUC) for the proposed project area. Go to:

<http://maps.epa.state.il.us/website/wqinfo/> or
<http://www.rmms.illinois.edu//website/rmms/viewer.htm>

Are BMPs being installed in more than one 12 digit HUC? Yes No

If “Yes”, complete a table for **each** 12 digit HUC where BMPs are to be implemented. Once the “Yes” has been checked, an “Add Table” button appears.

- Add a table for each 12 digit HUC.
- Do not mix projects from multiple 12 digit HUCs within one table.
- List each project/site in a separate row.
- Add rows within the table as needed.

Calculate pollutant load reductions using the Region V Load Estimation Spreadsheet. Go to:

<http://it.tetratex.com/steplweb/models/docs.htm>

If “No”, complete a single table and proceed to Item 18.

Using the example project identified in Item 7: the project includes installation of three streambank stabilization projects and five water and sediment control basins. Two of the streambank stabilization projects and one basin are located in HUC 071200040401. The remaining projects are located in a second HUC. The applicant uses two tables to provide the documentation for the BMP work.

| | | | | | | | | | |
|----------------------|--|-----------------------------|------------------|-------------------|---------------|----------------------------------|-----------------|-------------------|-------------------------|
| 12 Digit HUC: | | 071200040401 | | | AUID: | IL_GLA-02 | | | |
| | | | | | | Pollutant load reductions | | | |
| BMP | | No. of Units at Site | Unit Cost | Total cost | Design | P Lbs/yr | N Lbs/yr | TSS Lbs/yr | Sediment Tons/yr |
| 1 | Streambank Stabilization (feet) | 800 | 120 | 96,000 | Yes | 350 | 350 | 320 | 14 |
| 2 | Streambank Stabilization (feet) | 1,000 | 150 | 150,000 | No | 400 | 400 | 350 | 8 |
| 3 | Water and Sediment Control Basins (feet) | 100 | 600 | 60,000 | No | 16 | 16 | 14 | 2 |
| | | | | 306,000 | | 766 | 766 | 684 | 24 |

Add as many tables as necessary to document all of the projects to be implemented. The table totals (No. of Units and Total Cost) in Item 17 when totaled should equal the amounts documented in Item 14.

[LINK TO APPLICATION](#)

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| 12 Digit HUC: | | 071200040402 | | | AUID: | | IL_GLA-02 | | |
|---------------|---|----------------------|-----------|------------|--|----------|-----------|------------|------------------|
| | | | | | Pollutant load reductions ⁴ | | | | |
| BMP | | No. of Units at Site | Unit Cost | Total cost | Design | P Lbs/yr | N Lbs/yr | TSS Lbs/yr | Sediment Tons/yr |
| 1 | Streambank Stabilization (feet) | 700 | 77.14 | 54,000 | No | 200 | 200 | 210 | 6 |
| 2 | Water and Sediment Control Basin (feet) | 150 | 100 | 15,000 | No | 25 | 25 | 30 | 1 |
| 3 | Water and Sediment Control Basin (feet) | 75 | 100 | 7,500 | Yes | 18 | 18 | 25 | 1 |
| 4 | Water and Sediment Control Basin (feet) | 75 | 100 | 7,500 | Yes | 18 | 18 | 25 | 1 |
| 5 | Water and Sediment Control Basin (feet) | 75 | 100 | 7,500 | Yes | 18 | 18 | 25 | 1 |
| | | | | 91,500 | | 279 | 279 | 315 | 10 |

- Enter the 12 Digit HUC and AUID in the **top** line of the table.
- The AUID is the Illinois EPA Assessment Unit Identification.
- BMP – Use the dropdown list to select the BMP that is proposed. (Project ID is generated by the computer.)
 - If the BMP is not listed, select “Other”
 - Identify the Project ID number and describe the BMP to be implemented in the space provided below the table.
- No. of Units at Site – Identify the amount of acres, square feet, lineal feet or number (see BMP dropdown list for the unit type) that will be installed at this specific site.
 - In the event that a BMP (at the same site) has different unit costs (could be due to site conditions or a different technique used), enter additional lines into the spreadsheet to document the units and estimated costs.
- Unit Cost – Enter the amount per unit (the computer will calculate the Total Cost).
- Design - Has the practice/project design been completed? Answer *Yes*, *No* or *Underway*.
- Insert the pollutant load reductions – See the box for a link to a U.S. EPA supported pollutant reduction calculation tool.

[LINK TO APPLICATION](#)

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Item 18- Does this project include outreach, information and/or education activities? Yes No

If “Yes”, provide a summary of the activities to be implemented, why they are needed and the results expected.
If “No”, proceed to Item 21

Item 19- Are the outreach, information and/or education activities to be implemented throughout the entire project area? Yes No

If “Yes”, proceed to Item 20.
If “No”, explain which areas within the project area will have outreach, information and/or education activities, what the activities are, and why they are to be implemented within those specific areas.

Item 20 - Summary of outreach, information and/or education products

Complete a row for each outreach, information, and/or education product to be developed.
Add more lines as needed.

| Products | Audience | Number Produced | Total Cost | Comments |
|----------|---------------|-----------------|------------|---|
| Web site | Adult- All | 1 | 2,500 | Interactive site focusing on watersheds & NPS |
| Brochure | Adult – Urban | 2,500 | 1,500 | Lawn care for urban homes |
| | | | 4,000 | |

- Products include items such as: brochures, videos, maps, Web sites, displays, training materials, etc. Use a separate row for each product.
- Audience – Select the most appropriate audience from the dropdown box.
- Number Produced – Give number to be produced. Use “1” for products such as Web web sites and the print quantity for items such as brochures and displays.
- Total Cost – Include the costs necessary to deliver final product.

[LINK TO APPLICATION](#)

Contact the Nonpoint Source Unit staff at (217) 782-3362 if you need assistance with the application.

Item 21 - Does the project include a component for environmental or [social indicator monitoring](#)? Yes No

If “Yes”, describe, in no more than 300 words, the environmental or social indicator monitoring activities that will be implemented and why they are needed. In addition, identify the organization and, if known, the principal investigators and their experience in environmental monitoring and/or social indicator monitoring work. Use additional pages as necessary; attach the information to the end of the application. Start the information with “Item 21 Monitoring.”

If “No,” continue to Item 23.

Item 22 - Does the applicant or project partner have a Quality Assurance Project Plan (QAPP) for the environmental or social indicator monitoring component(s) of this project? Yes Under Development No

If “Yes”, enter information for items a., b., c., and e.

If “Under Development”, enter information for items a., d., and e.

If “No”, proceed to Item 23.

- a) QAPP Title
- b) Date QAPP approved by Illinois EPA (if applicable)
- c) Date submitted to Illinois EPA for approval (if applicable)
- d) Target date for completion
- e) Provide link to document (if available) or attach copy

For information and guidelines on how to develop a Quality Assurance Project Plan (QAPP), go to:
<http://www.epa.gov/quality/qs-docs/r5-final.pdf>

Item 23 - Total Project Length (in months) The typical Section 319(h) project length is 24 months. Identify the number of months needed to complete the project. Consider unexpected staff changes, as well as design, permitting and construction delays. If projects are significantly longer than 24 months, consider breaking the project into phases.

Item 24 - Proposed Start Date Enter the date the applicant would like to begin the project. The start date should be no earlier than eight (8) months after the application deadline.

[LINK TO APPLICATION](#)

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Item 25 - Scope of Work: List all tasks required to implement the project and the entities responsible for these tasks If necessary, provide a brief description of each task.

Add lines as necessary.

In this example the grant Recipient is the Davis Lake Homeowners Association (DLHA)

| ID | Task | Responsible Entity | Description |
|----|----------------------------|--------------------------|--|
| 1 | Brochure Layout and Design | DLHA | Select photos, text, layout |
| 2 | Brochure Review | DLHA, IEPA, Davis County | Review for content and layout |
| 3 | Printing | DLHA | Secure printer to produce final document |
| 4 | Distribution | DLHA, Davis County, 4-H | Distribute in office, at meetings, by mail |
| 5 | Quarterly Reports | DLHA – Project Manager | Due 15 th of January, April, July & October |
| 6 | Final Report | DLHA – Project Manager | Electronic copy - Due at conclusion of project |

- ID – Computer will generate ID numbers
- Task – Break the project work into specific tasks; be as detailed as possible. If the task is not listed, Illinois EPA may assume that it is not planned and that the applicant is unfamiliar with all of the tasks necessary to complete the project. In addition, the project budget will be compared to the task identified. The task list needs to support the budget request.
- Responsible Entity – This could be organizations or job titles within an organization. Do not identify specific persons in this column.
- Description – Use this space to better define the work to be completed or to distinguish between two tasks with similar names.

[LINK TO APPLICATION](#)

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Item 26 - Schedule The computer will populate the Task column for the first nine rows for this table using the information that was entered in Item 25. Create additional rows, as necessary, so that there is a row for each task listed in Item 25.

| Task ID | Task | QUARTERS | | | | | | | |
|---------|----------------------------|---------------------------------|---------------------------------|---------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| | | 1 st Months 1 - 3 | 2 nd Months 4 - 6 | 3 rd Months 7 - 9 | 4 th Months 10 - 12 | 1 st Months 13 - 15 | 2 nd Months 16 - 18 | 3 rd Months 19 - 21 | 4 th Months 22 - 24 |
| 1 | Brochure Layout and Design | X | X | | | | | | |
| 2 | Brochure Review | | | X | | | | | |
| 3 | Printing | | | | X | | | | |
| 4 | Distribution | | | | | X | X | X | X |
| 5 | Quarterly Reports | X | X | X | X | X | X | X | X |
| 6 | Final Report | | | | | | | | X |
| | | | | | | | | | |

- The Task ID is generated by the computer.
- Task - Make sure that all of the tasks in Item 25 are represented in this table. Use the same ID number in both tables for the task. If the Task Name is long, abbreviate to fit.
- Quarters - Check each quarter when the activities are proposed to occur for the specific task. Use the project start date, as identified in Item 24, as month 1 of the schedule.

[LINK TO APPLICATION](#)

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Item 27 - Complete the Logic Model

Visit the University of Wisconsin – Extension – Program Development and Evaluation website for information about Logic Models. They have examples, guidance documents, and more available for your use! Go to: <http://www.uwex.edu/ces/pdande/evaluation/evallogicmodel.html>

| Inputs | Outputs | | Outcomes - Impacts | | |
|----------------|------------|---------------|--------------------|------------------------|-------------------------|
| | Activities | Participation | Short Term | Intermediate Term | Long Term |
| What we invest | What we do | Who we reach | Reactions | End results of project | Behavior and Env.Change |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Project Elements

- Inputs include - people, equipment, skills, finances and time needed to carry out the planned processes.
- Activities include actions to be carried out by, or under the direction of, project managers to produce the planned outputs.
- Outputs are the specific quantifiable accomplishments, such as BMPs to be installed, workshops to be held, or training materials to be developed which will produce the desired consequences.

Project Consequences

- The outcomes are the important changes that are to be set in motion or supported by the project. These changes may be environmental or social, and may be expected to appear on different time scales.
 - Short Term Outcomes can include things such as improved knowledge or reduced pollutant loads from the project area.
 - Intermediate Term Outcomes can include things such as increased local interest/investment in clean water and improved water quality in the watershed.
 - Long Term Outcomes can include removal of the waterbody from the list of impaired waters or the local benefits of clean water.

[LINK TO APPLICATION](#)

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Item 28 – Project Cost Summary

THIS FORM MUST BE COMPLETED. If space is not available to capture all of the budget line items for the project, combine similar items under a general category and include on this form. If appropriate, attach additional pages with a more detailed budget to the end of the application.

1. Direct Labor – Direct labor costs normally include salaries at a regular time rate. In case an employee is not dedicated full time to the work to be performed under the project, only the cost of actual time to be applied should be included. All other labor (consultants, volunteers, partners, etc.) should be listed in either the “Subcontracts” or “Other” categories.
 - a. Enter the Estimated Hours, Hourly Rate and Estimated Cost for each applicable line item. The computer will calculate the Direct Labor Total.
2. Indirect Costs – It is appropriate to split an organizations indirect cost into two or more groupings. The first grouping usually includes employment taxes, fringe benefits, holidays, vacation, idle time, bonuses applicable to direct labor. The second generally includes the remaining costs, which because of their incurrence for common or joint objectives, are not readily subject to treatment as direct costs. It is expected, however, that proposal grouping will correspond with the applicant’s normal method of accumulating indirect costs.
 - a. Enter the Rate, Cost Pool and Estimated Cost for each applicable line item. The computer will calculate the Indirect Costs Total.
3. Other Direct Costs – These costs relate to:
 - a. Travel Costs – Refer to the State of [Illinois Travel Regulations](#) for additional guidance.
 - b. Equipment, Materials, Supplies – These costs should include items necessary to complete the project.
 - c. Subcontracts
 - d. Other Direct Costs – Those costs not included above.
4. Total – The computer will calculate the Total.
5. Section 319 Assistance Amount – Enter the amount of Section 319(h) financial assistance requested. The percent of Total should be 60 percent or less.
6. Recipient Share – The computer will calculate the Recipient Share once #5 has been entered. The percent of Total should be 40 percent or more.

[LINK TO APPLICATION](#)

Contact the Nonpoint Source Unit staff at (217) 782-3362 if you need assistance with the application.

Item 29 - Breakdown and availability of local match

| Organization | Type | Match Amount | Date Available | Source Program | Status |
|--------------|------|--------------|----------------|----------------|--------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

- Organization includes the applicant or project partners.
- Types include “Cash”, “In-kind Service” or “Cash and In-Kind Service”.
- The date that the cash or in-kind service can be expended on the project. Cash and in-kind services incurred prior to the execution of the contract are not eligible as match.
- Identify source program (e.g., IDNR – Partners in Conservation or Village – Community Water Fund).
- Identify if match is “Applied for”, “Not Secure”, or “Secure (in hand)”.

Item 30 - Project Partners List the partner organization(s), if applicable, that will help implement this project. Add additional pages as necessary.

| Partner Name | Proposed Activities or Tasks |
|--------------|------------------------------|
| | |
| | |
| | |
| | |

- Partner Name: Identify project partners that will help implement the project.
- Proposed Activities or Tasks: Give a brief description of the activities or identify the tasks (by number) in Item 25 that the partner will help to implement.

[LINK TO APPLICATION](#)

Contact the Nonpoint Source Unit staff at (217) 782-3362 if you need assistance with the application.

31. Project History

Relationship to other activities: Document, in no more than 300 words, any additional projects, phases of this project, or partner or community efforts that have had (or will have) a positive impact on water quality in the proposed project area through NPS pollution control. If additional space is needed, attach additional pages to the end of the document. Start the information with “Item 31 Project History”.

A. - Is this project a continuation of another Section 319 funded Project? Yes No

If “Yes”, list the past project name and grant recipient.

If “No”, proceed to Item 31 B.

B. – Has any other Section 319(h) funded project(s) been implemented within (or near) the project area? Yes No

If “Yes”, list the project name(s) and grant recipient in the space provided.

If “No”, proceed to Item 31 C.

C. – Has the applicant ever received Section 319(h) funds? Yes No

If “Yes”, list the project name(s) and grant recipient in the space provided.

If “No”, proceed to next page.

[LINK TO APPLICATION](#)

Certification Page

Read and sign the Certification section. Enter the date and printed name in addition to the signature.

Use the Application Checklist to verify that your application is complete.
By the application deadline, submit to Illinois EPA two (2) **unbound** paper copies and one electronic copy of the:

- Clean Water Act Section 319(h) Financial Assistance Application (original signatures required)
- Organization Certifications and Grant Conditions (original signatures required)
- Overflow Pages
- Supporting documentation (provide electronic copies of the following as available)
 - Photos
 - Project location map and other maps as applicable
 - BMP drawings and designs
 - Quality Assurance Program Plan for monitoring projects (1 copy required)
 - Other (letters of support, etc.)

Overflow Checklist

1. Check the box for each item that has additional information attached.
2. Print items in order by number and condense pages when possible.
3. Start each section with a title that includes the item number and part of the item title.
4. Attach the overflow information to the end of the application, followed by any attachments.

U.S. Postal Service Mailing Address

Illinois Environmental Protection Agency
Bureau of Water, Watershed Management Section
P.O. Box 19276
Springfield, Illinois 62794-9276

Attn: Amy Walkenbach
217/782-3362

If using delivery service, send to:

Illinois Environmental Protection Agency
Bureau of Water, Watershed Management Section
1021 N. Grand Ave. East
Springfield, Illinois 62702

Attn: Amy Walkenbach
217/782-3362

Electronic copies of the application and supporting documentation can be submitted with the hard copies of the application OR can be sent to:
epa.bowgrants@illinois.gov.

Use the Illinois.Gov File Transfer tool
<https://filet.illinois.gov/filet/PIMupload.asp> to send files that are up to 200 Meg. Include the project title and applicant name in the "Message to Recipient" box.

Contact the Nonpoint Source Unit staff at (217) 782-3362 if you need assistance with the application.

[LINK TO APPLICATION](#)