

## REQUEST FOR PROPOSALS

### Agricultural Nonpoint Source Abatement and Control Program (ANPSACP)

#### Round 23 - Information for Applicants

#### INTRODUCTION

This Request for Proposals (RFP) applies to proposals submitted for funding consideration from the Environmental Protection Fund (EPF).

The New York State Soil and Water Conservation Committee (State Committee) invites Soil and Water Conservation Districts, or groups of Districts acting jointly, to submit proposals for funding under the Agricultural Nonpoint Source Abatement and Control Program. Program funds are available for nonpoint source abatement and control projects that plan (AEM Tier III) or implement (AEM Tier IV) Agricultural Best Management Practice Systems on New York State farms. All projects must consist of activities that will reduce, abate, control, or prevent nonpoint source pollution originating from agricultural sources. Applications must be for **ONE** of the following: planning activities (AEM Tier III) **OR** implementation (AEM Tier IV), except for the implementation of an Agricultural Waste Storage Facility as specified in this RFP.

Availability of funding for this program is from the State Fiscal Year 2016-2017 Budget which includes an appropriation for this purpose.

#### SUBMISSION REQUIREMENTS

Proposals for funding under the Agricultural Nonpoint Source Abatement and Control Program must be submitted through the **NYS SWCC Sharepoint Site by 4:30 PM local time, March 31, 2017**:

Applicants are responsible for the timely submission of proposals. *Proposals will not be accepted after the due date and time.* Mailed, delivered, faxed or e-mailed proposals will not be accepted unless specified by the Department. The Department reserves the right to request paper copies as necessary.

#### QUESTIONS AND ANSWERS

***Prospective applicants with questions concerning this RFP should present those questions to:***

Bethany Bzduch  
New York State Soil & Water Conservation Committee  
10 B Airline Drive  
Albany, NY 12235  
(518) 457-3738 (phone)  
(518) 457-3412 (fax)  
Bethany.bzduch@agriculture.ny.gov

All questions must be submitted in writing to Bethany Bzduch by March 20, 2017. Applicants should note that all clarifications are to be resolved prior to the submission of a proposal. A list of questions about the RFP, answers to those questions as well as any addenda to the RFP, will be added to the Frequently

Asked Questions Documented posted on Sharepoint along with the electronic version of this RFP and other program attachments. Questions and responses will be posted starting no later than February 5, 2017 through March 31, 2017. All questions and answers shall be incorporated into the RFP as a formal addendum.

## **GOAL OF THE PROGRAM**

Led by the New York State Soil and Water Conservation Committee, in coordination with the Department of Agriculture and Markets, the goal of the Agricultural Nonpoint Source Abatement and Control Program is to reduce and or prevent the nonpoint source contribution from agricultural activities in watersheds across the state. The program utilizes the Agricultural Environmental Management (AEM) framework and provides cost-share funds through Soil and Water Conservation Districts for activities, plans and the implementation of Best Management Practices (BMPs) Systems, as defined in Section 3 of the Soil and Water Conservation Districts Law.

## **ELIGIBILITY REQUIREMENTS**

### **Applicant Eligibility**

Proposals for funding will be accepted from Soil and Water Conservation Districts, or a group of Districts acting jointly, who will be referred to as "Project Sponsors." Groups of Districts acting jointly should submit one application with one district assuming lead sponsor status. It will be the lead sponsor's responsibility to ensure project completion and necessary reports are accepted and filed with the New York State Soil and Water Conservation Committee.

### **Proposal Eligibility**

Applicants must propose to do **ONE** of the following: conduct planning activities (AEM Tier III) **OR** implement (AEM Tier IV) Agricultural BMP Systems, with the exception of Waste Storage Facilities. Planning projects should follow the tiered planning process set forth in "The Guide for Agricultural Environmental Management in New York," as adopted by the State Committee. The Agricultural Management Practices Catalogue shall serve as guidance for BMP System selection. The Agricultural Management Practices Catalogue has been made available as a download on Sharepoint. Funds may be used for preventative or remedial initiatives, or both.

Applicants requesting State funding to conduct planning projects must have completed a current AEM Tier I inventory and an AEM Tier II assessment on all participating farms.

Applicants requesting State funding for the implementation of eligible BMPs must have completed an AEM Tier 3 plan, which could include a Tier 3A that plans the resource concern identified for implementation, a Tier 3B Comprehensive Nutrient Management Plan (CNMP), or a Tier 3C Whole Farm Plan (WFP).

Applicants requesting State funding for implementation of an Agricultural Waste Storage Facility must demonstrate that an AEM Tier 3A, Screening Tool for Agricultural Waste Storage Facility, or a CNMP has been completed for the farm(s) prior to submission of an application pursuant to this RFP.

In all cases, the Tier 3A Screening Tool for Agricultural Waste Storage Facility must be submitted with each application to verify that the items have been reviewed and completed. If the application is selected for funding, a CNMP must be certified before payment can be issued for the completed BMP.

Applicants requesting State funding for implementation of a covered barnyard or heavy use area must complete and submit the Screening Tool for Roofs and Covers for Heavy Use Areas, Barnyards and Feedlots with each application.

All BMPs proposed for implementation must meet New York State NRCS Standards and Specifications; if no NYS NRCS Standards or Specifications exist then the practice must be designed to meet nationally recognized standards (e.g. American Concrete Institute Standards.) All practices implemented must be approved by an individual with appropriate approval authority.

### **Eligible Costs**

Eligible expenses include:

- architectural and/or engineering services
- plans and specifications, including personal services to conduct individual farm level agricultural nonpoint source abatement and control plans
- consultant and legal services
- other direct expenses related to planning and implementation (e.g. funding for cultural resource impact determinations for ground disturbing BMPs).

State assistance payments may not be used to cover the lease or purchase of equipment not directly related to the function of the BMP. If the equipment is directly related to the function of the BMP state assistance payments can be used. Equipment costs may also be an eligible match contribution. It is advisable for applicants to request clarification on the eligibility of specific equipment during the open questions and answers period and all determinations will be added to the Frequently Asked Questions Document.

State assistance payments may be used to cover the costs associated with the development of a Tier 3B CNMP or Tier 3C WFP and associated plan update costs for two additional years.

All costs associated with the operation and maintenance of BMPs will be the sole responsibility of the landowner and/or operator and cannot be used as a match to State funding. The project sponsor must require that the landowner and/or operator maintain the practice during its expected life span.

BMPs to be implemented on rented property should not be submitted for funding unless there is a written lease for the use of the property for the life span of the BMP (see attached BMP Operation & Maintenance Guidelines, Page 17).

### **Match Requirements**

If the proposal contains no contribution from the owner or operator of agricultural land, then the State may fund up to 75 percent of the total eligible costs for planning **or** BMP implementation. The amount of State funding may be increased by a percentage equal to the percentage of the total eligible costs that are contributed by the landowner or operator provided, however, that in no event shall the amount of State funding exceed 90 percent of total eligible costs. Landowner or operator contributions used to increase the State portion of the project cost may be in the form of cash, or calculated using an assigned cash value for the services provided by the landowner or operator. This cash value of services must be reasonable, and is subject to adjustment by the committee. The State funded contribution in dollars or percentages cannot increase as a result of budget changes or variations.

The Project Sponsor's match may be in the form of in-kind services and/or cash (non-state funds). Funds from the Agricultural Nonpoint Source Abatement and Control Program will be provided contingent upon the sponsor receiving necessary funds to provide the required match. A written commitment for other required funds or resources must be provided before the funding allocations will be finalized.

When applying for an Agricultural Waste Storage Facility, a CNMP must be developed or updated. Costs associated with CNMP development or update of an existing plan may be utilized as landowner or operator match **ONLY when** applying for an Agricultural Waste Storage Facility.

Sponsor and landowner contributions and expenditures that were made or incurred prior to the contract start date or after contract completion, as designated by the Department of Agriculture and Markets (Department), may not be utilized as matching funds or reimbursed by the State.

## **PROPOSAL FORMAT**

### **Application Packet (Please use forms provided)**

#### **Planning:**

For planning (Tier III) proposals, applicants **MUST** submit the completed project **APPLICATION FORM\*** with the following attachments through the Sharepoint Site:

- a list of farms to be addressed by the proposal with applicable information (Form SW-1);\*
- the completed budget form with cost share amounts and source of sponsor and landowner contributions noted, and designation of match as cash (C) or in-kind (IK) (Form SW-2);\*
- completed project personnel worksheet (Form SW-4);\*
- SWCD Board Resolution authorizing this project application to the Agricultural Nonpoint Source Abatement and Control Grants Program;\*\*
- the most recent Priority Waterbodies List (PWL) update available for ALL segment numbers identified on Part F, Question 11 of the application form, appropriate groundwater or wellhead protection information or other documentation; (please refer to attachment listing PWL update status, Page 12);\*\*
- 8½ x 11 or larger map(s) of the watershed(s), depicting the boundary of the watershed, location of the impacted waterbody, location of farm(s) participating in the grant and names of townships within the watershed boundary. All maps must be legible;\*\*
- if applying for the 303D/TMDL additional points, the most recent 303D/TMDL report for the impacted waterbody;
- if applying for the public drinking water protection additional points, the Source Water Assessment map showing farms in the assessment area.

#### **Implementation:**

For implementation (Tier IV) proposals, applicants **MUST** submit the completed project **APPLICATION FORM\*** with the following attachments through the Sharepoint Site:

- a list of all farms to be addressed by the proposal with applicable information (Form SW-1);\*

- the completed budget form with cost share amounts and source of sponsor and landowner contributions noted, and designation of match as cash (C) or in-kind (IK) (Form SW-2);\*
- a list of all BMP Systems and Component Practices for each landowner indicating the type and cost (Form SW-3);\*
- completed project personnel worksheet (Form SW-4);\*
- AEM Tier 3A Screening Tool for Agricultural Waste Storage Facility attached (if proposing an agricultural waste storage facility, pursuant to NRCS Standard 313);\*\*
- Screening Tool for Roofs and Covers for Heavy Use Area, Barnyard, and Feedlots (if proposing a covered HUA, Barnyard, or Feedlot);\*\*
- SWCD Board Resolution authorizing this project application to the Agricultural Nonpoint Source Abatement and Control Grants Program;\*\*
- the most recent Priority Waterbodies List (PWL) update available for ALL segment numbers identified on Part F, Question 11 of the application form, appropriate groundwater or wellhead protection information or other documentation; (please refer to attachment listing PWL update status, Page 12);\*\*
- 8½ x 11 or larger map(s) of the watershed(s), depicting the boundary of the watershed, location of the impacted waterbody, location of farm(s) participating in the grant and names of townships within the watershed boundary. All maps, including copies, must be legible;\*\*
- 8 ½ x 11 or larger portion of a USGS Quad map (7.5' series) of each project site. The map must indicate the quad depicted north arrow and site of project. All maps must be legible and utilize an appropriate scale;\*\*
- Farmstead or field map from the AEM Plan that shows the proposed project area, flow path direction and distance to the impacted watercourse or groundwater recharge area.\*\*
- if applying for the 303D/TMDL additional points, the most recent 303D/TMDL report for the impacted waterbody;
- if applying for the public drinking water protection additional points, the Source Water Assessment map showing farms in the assessment area.
- if applying for the livestock access control and/or conservation buffer points, the SW3 BMP Implementation list is included with the appropriate BMP System and units listed.

#### **THE SWCD MANAGER MUST FILL OUT THE CHECKLIST WITH EACH APPLICATION SUBMISSION**

**\* Items marked with an asterisk are essential required elements of the proposal.** Failure to provide the item(s) by the designated deadline will constitute an incomplete proposal and the application will not be considered for funding.

**\*\*Items marked with a double asterisk are required elements that if determined to be missing the applicant will be notified by email and provided 5 business days to submit the missing item(s).** Failure to provide the item(s) by the designated deadline will constitute an incomplete proposal and the application will not be considered for funding. If the item(s) are received by the designated deadline the

proposal will be considered for funding and receive a 5 point reduction penalty from the final aggregated score.

### **Deliverables**

Deliverables are the anticipated end-product of the proposal. The primary deliverables for this program will be **ONE** of the following: plans (Tier III) **OR** the implementation of BMP Systems (Tier IV) to control and/or prevent agricultural nonpoint source pollution.

### **Proposed Budget**

A Project Budget Form (SW-2) must be completed for each project submitted. A BMP implementation list (SW-3) must be completed for each implementation (Tier IV) project submitted. These forms should indicate State assistance payments requested by expenditure category, as well as the amount, type (cash or in-kind) and source (SWCD, landowner, EQIP) of the Project Sponsor's and landowner's matching contribution. Please refer to the "Match Requirements" section of this RFP for additional information.

The proposed budget may include a "Contingency Account" of up to 10 percent **of BMP expenditures** to cover cost overruns. This will require a sponsor and/or landowner contribution that is the same as the match percentages of the BMP(s). Contingency funds may be used only with prior approval by the Director of the Division of Land and Water Resources, the Assistant Director, Program Manager or the appropriate Associate Environmental Analyst. Please indicate whether the sponsor and/or landowner contribution match will be cash or in-kind.

### **SELECTION**

Scoring is based on the Proposal Rating Sheet. Evaluators will record proposal scores in each of the four scoring categories. The scores of the evaluators will be aggregated and preference (up to 8 points) or penalty points will be assessed on the aggregated score to make up proposal's grand total score. All proposals will then be ranked by their grand total score from highest to lowest to make up the Round 23 Ranked List for awards. The maximum available total score is 240 points based on six evaluators awarding a maximum score of 40 points each. Proposals that receive a score of less than 120 or 50% of the maximum available aggregated score, before preference points are assigned, will not be considered for funding. With all preference points earned (see below) the maximum aggregated score is 248.

The State Committee shall give preference to proposals: located within a watershed or subwatershed of a priority waterbody as identified by the Commissioner of Environmental Conservation, pursuant to Section 17-1407 of the Environmental Conservation Law. [DEC defines such priority waterbodies to include the Priority Waterbodies List (PWL) for surface water and for groundwater - unconsolidated aquifers (including primary, principal and other aquifer areas, as illustrated on a series of five maps entitled, "Potential Yields of Wells in Unconsolidated Aquifers in Upstate New York" and on other more detailed aquifer maps published by the U.S. Geological Survey), and wellhead protection areas (determined by municipalities, county agencies and regional planning agencies consistent with the New York State Wellhead Protection Program).]

The State Committee shall give preference to projects proposed to promote participation in or further the priorities of the AEM program and the specific five year AEM County Strategies (Agriculture & Markets Law Article 11-a).

Consideration will be given to the following factors in rating proposals:

1. Project clearly addresses identified need or opportunity
2. Adequate scope of work and time frame
3. Evidence of strong local support
4. Project is cost effective

All proposals must include sufficient information to allow the above factors to be evaluated. The State Committee reserves the right to conduct site reviews of the proposed project areas as part of the selection process.

All eligible proposals will be graded according to the stated criteria, and ranked in order of overall score from highest to lowest. The Advisory Members will recommend projects for funding to the full State Committee. The voting members of the State Committee, through adoption of a written resolution, will authorize funding for projects based on the recommendations of the advisory members until the scoring threshold has been reached or available funds are exhausted. Consideration will be given to any provisions governing or restricting the use of the available funds. The resolution shall be made available as part of the SWCC official meeting minutes. The State Committee shall notify in writing those districts selected for funding.

### **Preference Points**

Preference Points will be assessed by the Program Manager based on the submission of the required information as defined in the Round 23 RFP. If the required information for preference point consideration is not received, the proposer will not be notified and bonus points will not be assessed.

- The State Committee shall give additional points to proposals that address waterbodies with an active TMDL or those included in the most recent New York State 303(d) List of Impaired Waters Requiring a TMDL, where the source of the impairment is agriculture, and the project will contribute to restoration of water quality. **OR** To proposals that address sources of public drinking water as identified on the NYS Department of Health Source Water Assessment Program (SWAP). (4 points awarded to aggregated score)
- The State Committee shall also give additional points to projects proposed to exclude livestock from watercourses and/or implement conservation buffers on all participating farms in the proposal. Points will be awarded on a graduated scale according to the following\*:
  - Access Control, NRCS Standard 472 = 2 Points awarded to the aggregate proposal score
  - Access Control + Herbaceous Buffer, NRCS Standard 390 = 3 Points to the aggregated score
  - Access Control + Forest Buffer, NRCS Standard 391 = 4 Points to the aggregated score

\* To receive conservation buffer points on cropland and/or pasture, where access control of livestock is not applicable, 3 points will be added to the final aggregated score for implementing Herbaceous Buffers, NRCS Standard 390 on all participating farms

\* To receive conservation buffer points on cropland and/or pasture, where access control of livestock is not applicable, 4 points will be added to the final aggregated score for implementing Forest Buffers, NRCS Standard 391 on all participating farms

\* For the purpose of awarding preference points, if all farms commit to implement a range of eligible conservation buffer systems but not all commit to the highest level of conservation buffers, the points will be awarded based on the buffer system with the fewest amount of points available. *For example, if there are four farms on the proposal and two commit to implement Herbaceous Buffers, NRCS Standard 390 and two farms commit to implement Forest Buffers, NRCS Standard 391, then three points will be added to the final aggregated score. For another example, if there are four farms on the proposal and three commit to implement Forest Buffers, NRCS Standard 391, and one farm does not commit to install any of the above listed practice systems, then no preference points will be added to the final aggregated score.*

## **AWARDS**

Sponsors whose proposals are selected for funding will be notified as soon as possible. Selected proposals must comply with all applicable federal, State, and local laws and rules and regulations for funding to be awarded. Evidence of such compliance may be required.

Implementation proposals which are selected for funding may be subject to further review by the NYS Office of Parks, Recreation and Historic Preservation (OPRHP) prior to development of a contract. The State Committee reserves the right to request such additional information from sponsors as is necessary to allow the OPRHP to make a determination regarding the impact of a project.

## **Contracts**

Once an application has been selected for funding, the State Committee will notify the sponsor of the need to provide information necessary to complete the contract. Payments cannot be made until the contract is fully executed. A minimum of 10 percent of the State assistance payment will be withheld pending satisfactory completion of the contract.

If the State Committee and the Department are unsuccessful in negotiating a contract which will achieve the deliverables in a manner consistent with the proposal as approved by the State Committee, the Round 23 RFP, and any applicable laws or regulations, the Committee reserves the right to rescind its approval of the proposal for funding and instead award the funding to other eligible unfunded project proposals.

Letters of commitment from the project sponsor, all landowners/operators, employers of all personnel, and other entities providing monetary or technical assistance must be submitted.

For planning projects, the standard term will be three years. The standard term for implementation projects will be three full construction seasons plus three months for project administration and completion of the final report. The earliest contract start date would be 4/1/2017 and the latest end date would be 3/31/2022. These dates may be subject to change. The project sponsor may request a different term, if necessary. Funding of proposals that extend over more than one State fiscal year will be subject to the reappropriation of funds.

## **Payment**

Payment for invoices submitted by the **Contractor** shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner, in the Commissioner's sole



discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with ordinary State procedures and practices. The **Contractor** shall comply with the Comptroller of the State of New York's procedures to authorize electronic payments. **Contractor** acknowledges that it will not receive payment on any invoices submitted under this Agreement if it does not comply with the Comptroller of the State of New York's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above.

## **Reporting Requirements**

State Committee staff will monitor the progress of each funded project.

The State Committee reserves the right to modify the reporting requirements during the course of the project. At a minimum, progress reports will be required two (2) times per year as specified by the State Committee. In addition, an original comprehensive final report will be required within sixty (60) days following completion of the project. For all projects, the final report shall include a final budget report detailing expenditures; an Agricultural Nonpoint Source Program Project Completion Report (reviewed and signed by SWCC staff); a description of the work completed and problems encountered, if any, and such other information as the State Committee may deem necessary.

Final reports for implementation projects shall also include photographs of the work site before and after construction, BMP Procurement Records, Farm Expenditure Summary, and Consultant Engineer's Certification of BMPs (if needed).

The State Committee reserves the right to conduct a follow-up evaluation of funded projects in order to determine long-term impacts.

The Department and Comptroller's Office reserves the right to audit the Project Sponsor's books and records relating to the performance of the project during and up to six (6) years after the completion of the project.

## **Liability**

The State will not be held liable for any costs incurred by any District for work performed in the preparation of and production of a proposal, or for any work performed prior to the formal execution of a contract.

## **Freedom of Information**

All proposals submitted and all related contracts and reports may be subject to disclosure under the Freedom of Information Law.

## **NYS Master Contract**

New York State has developed a standard "Master Contract" containing standard clauses required in all State Contracts. The Master Contract will be executed for all projects awarded under the Agricultural Nonpoint Source Abatement and Control Grant Program, and applicants are responsible for complying with the terms and conditions contained therein.

## **OTHER CONSIDERATIONS**

The State Committee reserves the right to:

- reject any or all proposals received with respect to this RFP;
- waive or modify minor irregularities in proposals received after prior notification and concurrence of the applicant;
- request from an applicant additional information as deemed necessary to more fully evaluate its proposal;
- amend the program's specifications after their release, with appropriate written notice to all potential applicants;
- select only certain portions of proposals for State funding;
- negotiate the terms of any agreement proposed by the applicant; and
- make all final decisions with respect to the amount of State funding and the timing of payments to be provided to an applicant.

All eligible proposals submitted in response to this RFP will become the property of the New York State Soil and Water Conservation Committee.

### **BMP Operation and Maintenance Guidelines**

A BMP that is funded by the NYS Agricultural NPS Abatement & Control Program must be maintained and properly operated for the conservation purposes for which the practice was approved. The project sponsor must ensure that active BMPs, at a minimum, be operated and maintained by the Landowner and/or Operator for the lifespan period. For information on BMPs including life spans please refer to the Agricultural Best Management Practice Systems Catalogue.

#### **Available Funding**

The State Committee has made available approximately \$14.1 million for Round 23 competitive projects through the State Fiscal Year 2016-2017 budget.

### **Round 23 Ag NPS Grant Hourly Rate Recommendation**

The following rates were acquired from SWCDs as a result of our inquiry as part of the 2015 annual reports submitted.

The new hourly rates which can be used by SWCDs, in lieu of providing justification for calculating their actual salary, benefit and overhead, to calculate total personnel services costs for Round 23 Agricultural Nonpoint Source Abatement and Control Grants are as follows:

	<u>Hourly Rate</u>	<u>Overhead</u>	<u>Total</u>
Managerial	\$52	\$5	\$57
Technical	\$35	\$5	\$40
Secretarial	\$37	\$5	\$42
NRCS Area Engineer	\$70	\$5	\$75

In the above figures, the NRCS Area Engineer Rate and the \$5 per hour overhead cannot be paid with State funds but needs to be shown in the Sponsor column under Engineering and Overhead Expenses. The budget form provides a column for the \$5 per hour overhead figures. The remainder of the hourly rate figures for each category (i.e. Managerial - \$52, Technical -\$35, Secretarial -\$37) can be requested for State funding as long as there is adequate match in the grant.

Districts may use their actual salary, benefit and overhead figures in lieu of the above set rates. In those cases, full documentation must be provided to obtain payment. In cases where interns, seasonal or part-time employees are used, actual hourly rates will have to be used and justified. Districts that employ a certified Professional Engineer may choose to use their actual hourly rates.

These rates, including overhead expenses, can also be used for local agency personnel (NRCS, CCE) as well as private sector consultants. These individuals will also have the option to use and fully justify their own actual rates. Overhead expenses cannot be used for actual rates.

### **Status of Source Water Assessment Program Maps/Susceptibility Summary Analysis**

Source Water Assessment Program reports were mailed to each Soil and Water Conservation District (SWCD) in February, 2005 by the NYS Department of Health, Bureau of Water Supply Protection. The reports may be useful to SWCD program activities. As appropriate, SWCDs are encouraged to include portions of these reports as supporting documentation for Agricultural NPS Abatement and Control Program proposals. Portions of these reports will document the potential to receive additional points for proposals that address sources of a public drinking water. Questions regarding source water protection and public water supplies can be addressed to Paul Kaczmarczyk, Source Protection Section, Bureau of Water Supply Protection at 518-402-7650.

### **Status of WI/PWL Reports**

To download a current copy of a WI/PWL Basin Report contact: <http://www.dec.ny.gov/chemical/36730.html>. If you cannot access the Basin Report through the website or are unsure that the segment assessment sheet(s) that corresponds with your proposal are correct or the most current contact the NYSDEC Water Assessment and Management Division of Water 625, Broadway, Albany, NY 12233-3502, 518-402-8233.

**SAMPLE PROJECT APPLICATION (DO NOT FILL OUT THIS VERSION)**  
**PROJECT APPLICATION FORM**  
**2016-2017 AGRICULTURAL NONPOINT SOURCE**  
**POLLUTION ABATEMENT AND CONTROL PROGRAM (ROUND 23)**  
**PLEASE ANSWER ALL QUESTIONS**

**PART A - APPLICANT INFORMATION**

Applicant Soil & Water Conservation District (SWCD):

Contact

Address

City  State  Zip Code  Phone Number

Email  Fax Number

**PART B - GENERAL PROJECT INFORMATION**

Type of Project

Project ID #

NYS Vendor ID #

Project Name

Project County (Counties)

**PART C - PROJECT TIMING AND COST**

Proposed Start Date  Anticipated Completion Date

Budget Item	Cost
State Assistance Requested	
Sponsor Match	
Landowner Match from personal sources (Cash or In-Kind)	
Landowner Match from other grants, if applicable (match from other grants cannot originate from other State funding sources)	
Total Landowner Match	
Total Project Costs	

**PART D - SPECIFIC PROJECT INFORMATION**

1. Have all farms included in this proposal been inventoried and assessed using the AEM Tier I and II process?

- Yes
- No (If no, the farm is not eligible to participate in this program)

2. For Implementation, have all farms included in this proposal completed at a minimum a Tier 3A plan that addresses the resource concern identified for implementation? [Please indicate the highest level of planning achieved and when completed in the last column of the SW-1 - list of landowners forms.]

- Yes
- No (If no, the farm is not eligible to participate in this program)

3. Are all regulated CAFO (Concentrated Animal Feeding Operation) farms compliant with appropriate requirements?

- Yes
- No (If no, the farm is not eligible to participate in this program)
- N/A

4. AEM Strategic Planning unit(s) addressed in this proposal?

	Name	Priority Level
<input type="checkbox"/> <input type="checkbox"/>		

5. Please describe how this project proposal links to one or more of the District's priority AEM Strategic planning unit goals?

6. Name of watershed/aquifer/wellhead protection area addressed in the proposal?

(Note: If PWL segment, include one page Waterbody Data Sheet from the **most recent update** of the Priority Waterbodies List Report available, on DEC website or from your DEC Regional Office, or provide on page summary of aquifer or wellhead protection area source, if appropriate. Applications may also include the Source Water Assessment Program (SWAP) map, if appropriate.)

7. Please list the 12 Digit Hydrologic Unit Code (HUC):

	Hydrologic Unit Code (HUC) (12 digits)
<input type="checkbox"/> <input type="checkbox"/>	

**8. Preference Point Consideration - These questions must be answered in order to be eligible to receive preference points**

a. Does the proposal address waterbodies with an active TMDL or those included in the most recent NYS 303(d) List of Impaired Waters requiring a TMDL, where the source of the impairment is agriculture, and the project will contribute to restoration of water quality? (Additional points will not be applied if required documentation is not attached.)

- Yes (If yes, please attach a copy of the segment report from the most recent NYS 303(d)/TMDL.)
- No

b. Is the waterbody/aquifer/wellhead protection area being addressed a public drinking water supply? (Additional points will not be applied if required documentation is not attached or map does not clearly indicate farm locations.)  Yes (If yes, please attach a copy of the DOH SWAP map showing farms in the assessment area)

- No

c. Will each livestock farm on the proposal commit to excluding all livestock from watercourses? If the conservation buffers to be installed are on cropland and access control is not applicable proceed to the next question. (Additional points will not be applied if required documentation is not attached.)

- Yes (If yes, please list Access Control and appropriate units on the attached SW3 BMP Implementation List.)
- No
- NA

d. Will each farm on the proposal commit to implementing conservation buffers on the farm? (Additional points will not be applied if required documentation is not attached.)

- Yes (If yes, please indicate whether the buffer to be implemented will meet the Herbaceous Buffer (390) or Forest Buffer (391) Standard and the appropriate unit on the attached SW3 BMP Implementation List.)
- No
- NA

9. Please list the Assessed PWL Segment Number (if applicable)

	PWL Segment No.
<input type="text"/> <input type="text"/>	

10. Please list the Unassessed PWL Segment Number (if applicable)

	Unassessed PWL Segment No.
<input type="text"/> <input type="text"/>	

11. If no PWL(including unassessed segments), Aquifer Report, or Source Water Assessment is available, what other documentation was used to determine the water quality need or opportunity for protection?

12. Agricultural problems to be addressed (as identified on the PWL, wellhead/aquifer report, or other documentation such as AEM Strategy, or Watershed Management Plan):

	PWL Segment No.	Type (Threatened, Stressed, Impaired, Precluded, Preventative)	Pollutant(s) (e.g. Nutrients)	Sources (e.g. agriculture)	Known or Suspected
<input type="text"/> <input type="text"/>					

13. What agricultural sources/activities have been identified as contributing to the Nonpoint Source Pollution load in this watershed? (e.g. barnyards, daily spreading of manure, sediment and nutrients from eroding farm fields)

	Agricultural Source/Activity	What is the basis for this information?
<input type="text"/> <input type="text"/>		

14 - 25. For Implementation (Tier IV) Projects ONLY:

14a. Indicate the number of farms in this proposal that have received funding through this grant program in previous rounds, as well as, the number of farms that have not received funding through this grant program previously.

	Number of farms with previous AGNP funding
	Number of farms with no previous AGNP funding

14b. List the Landowner/farm name, previously funded project, and year funded for farms that have received funding in previous rounds (Leave blank if there are no farms with previous funding):

	Landowner/Farm Name	Previously funded CNMP/BMP	Year Funded
<input type="checkbox"/> <input type="checkbox"/>			

14c. Are any of the operations listed in question 14b proposing to implement a Repeat BMP System (refer to the Round 23 Highlights document for the definition)?

- Yes
- No
- NA

14d. If yes, complete the following table:

	Landowner/Farm Name	Proposed BMP	Same Location as Previously Funded BMP - Yes or No	If Yes, has the lifespan expired - Yes or No**
<input type="checkbox"/> <input type="checkbox"/>				

\*\* For each 'No' response, please provide a description in the space provided below

15a. Are any of the proposed BMP systems intended to prevent pollution from farm expansion? (Refer to the Round 23 Highlights document for definition)

- Yes (If yes, please provide a description in the space provided below. Include date of expansion (proposed or past), how many animals will be/were added on)
- No

15b. Have any of the operations listed in question 14b previously received funding for an expansion related practice?

- Yes
- No
- NA

15c. If yes, are any of the operations listed in question 14b proposing to implement a Repeat BMP System? (Refer to the Round 23 Highlights document for definition)

- Yes
- No
- NA

15d. If yes, complete the following table:

	Landowner/Farm Name	Proposed BMP	Same Location as Previously Funded Expansion Practice - Yes or No	If Yes, has the lifespan expired - Yes or No**
<input type="checkbox"/> <input type="checkbox"/>				

\*\* For each 'No' response, please provide a description in the space provided below



16. Are any proposed BMP systems needed to implement CNMPs for compliance with the SPDES Permit?

- Yes
- No
- NA

17. Are any covered (roofed) barnyards or covered heavy use areas proposed for implementation?

- Yes
- No

18. For each farm proposing to implement a covered barnyard or covered heavy use area, has the Screening Tool for Roofed and Covered Heavy Use Areas, Barnyards, and Feedlots been completed and submitted with the proposal?

- Yes
- No (If no, the farm is not eligible to participate in this program)
- NA

19. Are any agricultural waste storage facilities proposed for implementation?

- Yes
- No

20. For each farm proposing to implement an agricultural waste storage facility, has a Tier 3A, Screening Tool for Agricultural Waste Storage Facility been completed and submitted with this proposal?

- Yes
- No (If no, the farm is not eligible to participate in this program)
- NA

21. For each farm implementing an agricultural waste storage facility, please identify the following (leave question blank if no agricultural waste storages are proposed):

	Landowner/ Farm Name	CNMP Planner Name	Date CNMP Certified	Expected Certification Date (If CNMP not complete)
<input type="checkbox"/> <input type="checkbox"/>				

22. Are any new silage bunks or silage bunk relocations proposed for implementation?

- Yes
- No

23. For each farm proposing to implement a new silage bunk storage, does silage storage already exist?

- Yes
- No (If no, the farm is not eligible to participate in this program.)
- NA

24. Are any Implementation Projects proposed for funding located on agricultural lands that have been permanently protected from conversion to non-farm development by perpetual conservation easements?

- Yes (If yes, please list in table below)
- No

	Landowner / Farm Name	Conservation Easement Holder (i.e. Grantee)	Year Conveyed

	Landowner / Farm Name	Conservation Easement Holder (i.e. Grantee)	Year Conveyed
<input type="checkbox"/> <input type="checkbox"/>			

25. Please describe the project in 4 pages or less (maps and other supporting documentation (e.g. photos) may also be included in addition to the 4 page narrative):

**Project Summary**

- a. Provide an overview of the project.
- b. Indicate which priority planning unit this project addresses and describe the **water quality benefits** anticipated from implementing this project and how the priorities were identified.
- c. Indicate the status of watershed and farm level planning efforts to date for the priority planning unit. Indicate if this project is one component of a phased initiative on the farm and/or in the planning unit.
- d. Describe the water quality and/or aquatic habitat problem as stated in the AEM Planning Unit Strategy for the watershed(s).
- f. Explain how this project addresses objectives outlined in the AEM County Strategy and describe how this project will further the objectives and goals outlined in your County AEM Strategy.
- g. Explain if this project addresses objectives outlined in a watershed based management plan with documented agricultural water quality concerns.
- g. Summarize how this project will address water quality problem(s) identified in the AEM County Strategy and supporting documentation.
- h. Please describe the capacity of the sponsoring Conservation District to carry-out the proposed activities, especially if the Conservation District has multiple open AgNPS contracts.
- i. Discuss the role of local AEM Stakeholders (e.g. County Water Quality Coordinating Committee, Local Working Group, DEC Regional Office, DOS, County Health Department or other key water quality protection groups, Agricultural Farmland and Protection Boards) in developing and carrying out this project.

**For each farm, please describe the following:**

- a. Please describe the significant environmental risk to the watershed or opportunity to prevent water quality degradation by completing this project.
- b. Indicate the status of AEM planning on the farms in this proposal. Specifically, if implementation is proposed, indicate what Tier III plan level has been completed.
- c. Include a description of the farm level planning or BMP implementation activities to be performed by each farm.
- d. If applicable, for livestock farms please provide details on animal to land density and/or animal units that would be impacted by the proposed project (e.g. the water quality impact of 50 AUs would be addressed through the proposed Livestock Heavy Use Area Runoff Management System, or 150 AUs will be excluded from watercourses through the proposed Access Control System).
- e. If applicable, provide justification for the proposed silage bunk relocation and the associated benefits.
- f. Describe the shovel readiness of each project (i.e. certified BMP designs are already in place)
- g. Describe how the project will be evaluated to ensure that proper operation and maintenance will be conducted for continuation of the projects' stated benefits.

Round 23  
AGRICULTURAL NPS PROGRAM CHECKLIST FOR COMPLETENESS

Project Name

County  Project ID#

**ELIGIBILITY:**

Proposal must be submitted through the NYS SWCC Sharepoint site by 4:30 p.m. on Friday, March 31, 2017\*

- Proposal submitted by a Soil and Water Conservation District or a group of Districts\*
- Project proposes to implement BMP Systems (Tier IV) in the Agricultural Best Management Practice Systems Catalogue **or** is for AEM Planning (Tier III)\*
- State funds requested are less than or equal to 75% + landowner contribution %\*

**APPLICATION COMPONENTS: Check the appropriate column**

- All required components submitted

**PLANNING:**

- Application form (all questions answered or marked with N/A\*
- SW1\*
- SW2\*
- SW4\*
- SWCD Resolution\*\*
- Legible watershed map showing farm(s)\*\*
- Most recent PWL Sheet(s) for each segment identified on application\*\*

**IMPLEMENTATION:**

- Application form (all questions answered or marked with N/A\*
- SW1\*
- SW2\*
- SW3\*
- SW4\*
- SWCD Resolution\*\*
- AEM Tier 3A Screening Tool for Agricultural Waste
- Storage facility (if proposing an agricultural waste storage)\*\*
- Screening Tool for Roofed and Covered Heavy Use Areas, Barnyards, and Feedlots (is proposing a covered HUA, Barnyard, or Feedlot)\*\*
- Legible watershed map showing farm(s)\*\*
- Legible topographic map of each project site\*\*
- Farmstead or field map from the AEM Plan that shows the proposed project area, flow path direction and distance to the impacted watercourse or groundwater recharge area\*\*
- Most recent PWL Sheet(s) for each segment identified on application\*\*

- If applying for the public drinking water protection additional points, source Water Assessment Program maps are attached.
- If applying for the 303D/TMDL additional points, the most recent 303D/TMDL report summary page for the impacted waterbody is attached.
- If applying for the livestock access control and/or conservation buffer points, the SW3 BMP Implementation list with the appropriate BMP System and units listed is attached.

**PROJECT APPLICATION FORM:\***

- All questions are answered
- Overview of the project limited to four additional pages

**LIST OF PARTICIPATING LANDOWNERS: (Form SW-1)\***

- Form is completed and attached  
Required information for all landowners who are conducting Tier III planning or who appear on the BMP Implementation List (Form SW-3) is included and accurate
- Implementation List (Form SW-3) is included and accurate

**BMP IMPLEMENTATION LIST: (Form SW-3)**  
***Implementation Projects Only\****

- BMP Implementation List completed and attached  
List of all BMP Systems and Component Practices for each landowner indicating the type, cost, and GPS Coordinates
- each landowner indicating the type, cost, and GPS Coordinates

**PROPOSED BUDGET: (FORM SW-2)\***

- Budget form completed and attached
- Cost share amounts are noted
- Sources of sponsor and landowner contributions indicated
- Match is designated as Cash (C) or in-kind (IK)
- Personnel costs are properly calculated using actual rates or the current Ag NPS hourly rates

**PROJECT PERSONNEL WORKSHEET: (Form SW-4)\***

- Project Personnel Worksheet completed and attached

**\* Items marked with an asterisk are essential required elements of the proposal.** Failure to provide the item(s) by the designated deadline will constitute an incomplete proposal and the application will not be considered for funding.

**\*\*Items marked with a double asterisk are required elements that if determined to be missing the applicant will be notified by Email and provided five (5) business days to submit the missing item(s).** Failure to provide the item(s) by the designated deadline will result an incomplete proposal and the application will not be considered for funding. If the item(s) are received by the designated deadline the proposal will be considered for funding and receive a 5 point reduction penalty from the final aggregated score.

NOTE: If a project is selected for funding, any ineligible costs will be removed during Plan of Work development. The percentage of state funds may not increase as a result of these alterations.

**SWCD RESOLUTION AND CERTIFICATION**

- SWCD resolution authorizing this project application to the Agricultural Nonpoint Source Abatement and Control Grants Program is attached.

Please see sample resolution for preferred format and language. The sample may be used but is not required.

I hereby affirm under penalty of perjury that information provided on this form and attached statements and exhibits is true to the best of my knowledge and belief. False statements made herein are punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal Law.

Title	<input type="text"/>	Entity	<input type="text"/>
Date	<input type="text"/>	Name	<input type="text"/>

\_\_\_\_\_  
Grantee Signature

NOTE: If the project application includes eligible participating landowner(s) that are either SWCD Board Members or Employees, please attach a copy of the official Board Meeting minutes that reflect the process for the selection of the farm(s), disclosure of interests, and necessary recusals from the authorizing resolution.