



Emory, Clinch and Watts Bar Watersheds Habitat and Recreational Restoration Grant Program

**FY 2016-2019
Pre-Proposal
Application Manual**

Prepared by:
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Overview

BACKGROUND:

In 2015, the Trustees for the Tennessee Valley Authority's (TVA) Kingston Fossil Plant (KIF) site, the United States Fish and Wildlife Service (FWS), Tennessee Department of Environment and Conservation (TDEC), and the TVA were parties to settlement of a natural resource damages claim in accordance with the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), § 107(a)(4)(C), 42 U.S.C. § 9607(a)(4)(C) that resulted in an Administrative Order on Consent with the TVA. A part of the Administrative Order on Consent obligates TVA to provide \$750,000 to fund recreational and ecological environmental restoration in the Emory, Clinch and Watts Bar Watersheds. The funds have been paid into the Natural Resource Restoration Fund, and the Trustees have developed a process to manage selection and implementation of the environmental restoration projects.

The Trustees intend but are not required to select projects from the applications received.

PURPOSE OF THE EMORY, CLINCH AND WATTS BAR WATERSHEDS HABITAT AND RECREATIONAL RESTORATION GRANT PROGRAM:

The purpose of the **Emory, Clinch and Watts Bar Watersheds Habitat and Recreational Restoration Grant Program** is to select and fund projects that best result in benefits to natural resources that utilize aquatic habitat and/or benefit recreational opportunities of like kind to those injured from the TVA-KIF coal ash release and outlined in the 2015 *Tennessee Valley Authority Kingston Fossil Plant Coal Ash Release Natural Resource Damage Assessment Restoration and Compensation Determination Plan*. Example Emory, Clinch and Watts Bar Watershed restoration options and trust resources potentially benefited are shown in Table 1.

The Emory, Clinch and Watts Bar Watersheds Habitat and Recreational Grant Program provides financial assistance to non-profits, municipalities, and county governments to implement restoration projects that fit into one of the following eligible project categories:

- 1. Habitat Restoration:** Habitat creation, restoration, enhancement and preservation that would increase habitat quality and quantity, promote habitat connectivity, and benefit Trust natural resources specifically within the injured ecosystem.
- 2. Provision of New/Improved Recreational Opportunities:** New or improved opportunities for recreational fishing and/or boating, as well as other aquatic habitat-related recreational activities (e.g., swimming, hiking, and bird-watching), and improvement of existing access areas, such as through additional parking, improved amenities and/or other shoreline stabilization to improve bank fishing.

Note: Projects that satisfy multiple categories are highly encouraged.

TABLE 1 EXAMPLE EMORY, CLINCH AND WATTS BAR WATERSHED RESTORATION OPTIONS AND TRUST RESOURCES POTENTIALLY BENEFITTED

| RESTORATION COMPONENTS | GENERIC DESCRIPTION | TRUST RESOURCES/RESOURCE SERVICES POTENTIALLY BENEFITTED |
|--------------------------------|---|--|
| Habitat Creation | Converting one habitat type to another. | <ul style="list-style-type: none"> • Surface Water • Sediments • Aquatic Invertebrates • Fish • Birds • Turtles • Amphibians • Mammals |
| Habitat Restoration | Improving degraded habitat or returning former habitat to natural conditions. | |
| Habitat Enhancement | Increasing one or more of the services provided by an existing habitat. | |
| Land Acquisition and Easements | Preserving habitat that would otherwise be developed or degraded. | |
| Public Access | Providing new or enhancing existing access for recreational opportunities. | <ul style="list-style-type: none"> • Public recreation |

Deadline to Submit

GRANT APPLICATION TIMING AND DELIVERY:

Pre-proposals must be physically received in hard copy by submitting an original of the pre-proposal materials (by mail, express delivery service, or hand delivery). The original, signed package must be physically in the building or hand delivered by close of business by 04:30 pm, CST **February 29, 2016**. Upon receipt and evaluation of the pre-proposal, the department will invite successful applicants to submit a full proposal (guidelines on page 8). Pre-proposal applicants will be notified by **March 25, 2016** as to the status of their submission in time for full proposals (**by invitation only**) to be submitted on or before **April 15, 2016**. Awards for this grant cycle are scheduled to be announced by summer of 2016. **Electronic or facsimile applications will not be accepted.** The application package must include an **original copy** of the complete pre-proposal application.

GRANT TIMELINE:

The anticipated timeline for this grant round is as follows:

- December 4, 2015:** Request for Pre-Proposals Released
February 29, 2016: Pre-Proposal submission deadline
March 25, 2016: Full proposals (by invitation only) contacted for additional items
April 15, 2016: Full proposal supplemental information submission deadline
Summer of 2016: Announcement of Round 1 FY 2016-2019

Eligibility

Sites within the Emory, Clinch and Watts Bar Watersheds of Tennessee only. Municipal government, county government, and non-profit organizations are eligible to apply* for grant funding from the Emory, Clinch and Watts Bar Watersheds Habitat and Recreational Grant Program.

PROJECTS NOT ELIGIBLE:

- Projects outside the Emory, Clinch and Watts Bar Watersheds
- Any project that has already commenced (i.e. has begun work, broken ground, etc.)
- Projects that would not increase habitat quality and quantity, promote habitat connectivity, and benefit Trust natural resources or provide new/improved recreational opportunities within the Emory, Clinch and Watts Bar Watersheds

* By signing the Application, the Applicant certifies that he/she along with any other officers, directors, owners, partners, employees, or agents is (are) not presently debarred, suspended, proposed for debarment, or declared ineligible for an award by any State or Federal agency. This is in accordance with Federal Acquisition regulation 52.209-5.

Funding

GRANT REQUESTS AND MATCHING THE GRANT:

The applicant must select a match percentage. The applicant must specify the match percentage as one of the following:

- 80% Grant/20% Match or better (i.e., 60% Grant/40% Match, 50% Grant/50% Match, etc.)
- Higher matches receive greater consideration

Match may be satisfied by in kind contributions. This may include: volunteer labor*, materials, equipment and other approved by TDEC. Professional fees shall count towards matching funds from grantee only and not towards the grant funding portion. Grant administration costs are not reimbursable.

- The Department may terminate and cancel this Grant Program at any time. In such a case, the Department will give the Applicant 30 day's written notice.

- If for any reason the funds from the TVA-KIF Administrative Order on Consent become unavailable, the Department may cancel the Contract and not be obliged to make any payments under the Contract after the termination date. The department will provide 30 days' notice of any such termination.

***Volunteer labor can be minimum wage or higher for skilled laborers.**

Format and Checklist

1ST STEP

PRE-PROPOSAL CONTENT/REQUIREMENTS:

Applicants must complete and provide the items listed below in their grant request. Details for completing the items below are provided in this grant manual.

All applicants are required to submit a pre-proposal. As part of your pre-proposal you will be asked to submit the following:

1. Emory, Clinch and Watts Bar Watersheds Habitat and Recreational Grant Program Application:
 - **2 page maximum**
 - Provided by TDEC via fillable PDF form.
2. Project Pre-Proposal:
 - **5 Page Maximum Narrative**
 - Using the Selection Criteria (1-13 on page 7 of this document), the applicant should provide a detailed narrative. If there are more than 5 pages for the selection criteria narrative, it will not be reviewed.
 - The pages must be letter-sized (8 ½ X 11 inches); double sided; recommended font size is no smaller than 10 point with 1-inch margin. All items submitted should be paper clipped only.
3. Budget /Budget Justification:
 - **2 Pages Maximum**
 - In addition to completing the budget page (one page), the applicant will provide a budget justification, to describe various line-items (one page).
 - A completed Detailed Budget (Attachment 2). Each item of the budget form is to be addressed; marked with zero if not applicable. Additional budget lines may be added to the form as required to characterize the project.
4. Appendices (If necessary):
 - **No page limit;** please only include necessary materials
 - If appendices (letters of support, supporting documents) are needed, these pages are not included in the page amounts identified above.
 - Letters of support must be submitted by the deadline and are not included in the page limit.

(Pre-proposals failing to follow the length and formatting guidelines are subject to disqualification.)

NOTE

- Each applicant is responsible for submitting all relevant, factual and correct information with the application. This will enable the evaluator(s) the best review of the project application.
- Funding will be awarded to applications selected by the Trustees according to fund limitations and the merit of the applications. Applications may be partially funded based on an agreed revised scope and budget between the Applicant and the Department.
- Restoration project proposals must demonstrate property owner permission to implement the proposed project.
- Restoration project proposals must demonstrate post-implementation monitoring and adaptive management commitment in order to optimize environmental and/or recreational benefits.
- If the entity is awarded Emory, Clinch and Watts Bar Watersheds Habitat and Recreational Grant funding, the grantee is required to comply with all applicable federal and state permitting requirements and submit a Final Project Completion Report at least thirty (30) days prior to the end of the grant contract term.

2ND STEP

FULL PROPOSAL (BY INVITATION ONLY):

A limited number of pre-proposal applicants will be invited to submit a full proposal to elaborate on their work for a second stage of review. The following information summarizes all of the requirements for this expanded portion:

1. Estimate benefits to natural resources that utilize aquatic habitat and/or benefit recreational opportunities:

Full proposals must provide estimated natural resource benefits by responding to the following series of questions within the project proposal:

1. How will this project increase the amount of habitat **created** to benefit surface water, sediments, aquatic invertebrates, fish, birds, turtles, amphibians, and/or mammals?
2. How will this project increase the amount of **restored** habitat to benefit surface water, sediments, aquatic invertebrates, fish, birds, turtles, amphibians, and/or mammals?
3. How will this project increase the amount of **enhanced** habitat to benefit surface water, sediments, aquatic invertebrates, fish, birds, turtles, amphibians, and/or mammals?
4. How will this project increase the amount of **preserved** habitat to benefit surface water, sediments, aquatic invertebrates, fish, birds, turtles, amphibians, and/or mammals?
5. How will this project increase public access by providing new or enhanced existing access for recreational opportunities?

Based upon the description of natural resource benefits increase, provide estimated metrics for each benefit (i.e., acres preserved, increase in recreational trips, linear feet of stream improvement, etc.)

2. Project Schedule for the next 3 years needs to be provided:

Full proposals will need to provide a project schedule (timeline) for the project. The project schedule must include necessary permits.

3. Property owner permission must be provided:

Full proposals must include documentation of agreements with property owners to perform and maintain the restoration project.

NOTE

If selected by invitation only for the full proposal this does not guarantee that the project will be funded.

Selection Criteria

| PRE-PROPOSAL: Applicants must explain and answer each selection areas: |
|--|
| 1. Location within the Emory, Clinch and Watts Bar Watersheds a) Proximity to the affected natural resources and services |
| 2. Habitat and/or Recreational Benefit Connectivity (e.g., larger/more connected parcels provide greater resource services than smaller disconnected parcels) a) Size of project area habitat and/or recreational opportunity improvements; and b) Proximity to other parcels or opportunities providing similar resource services |
| 3. Technical Feasibility a) Probability of project implementation success (i.e., the likelihood that implementing the project would produce the desired results); and b) Potential obstacles to project implementation success |
| 4. Qualifications, Experience, Capabilities, and Scheduling a) Relevant experience with applicable restoration project implementation ; b) Strength of team assembled for project (including commitment of key participants) as evidenced by letters of commitment or support; and c) Schedule, milestones, and deliverables of project |
| 5. Demonstration of Property Owner Permission to Implement the Proposed Project |
| 6. Potential for Multiple Resource Benefits |
| 7. Potential for Collateral Injury to the Environment Resulting from the Proposed Project a) Long-term and/or indirect impacts |
| 8. Project Promotion of Natural Resource Recovery of Like Kind to Natural Resources Injured by the TVA-KIF Coal Ash Release a) Natural resources and/or recreational opportunities targeted; and b) Time from project implementation to natural resource and/or recreational opportunities benefits |
| 9. Ability to Leverage(Match) Funding to Enhance Overall Project Objectives For purposes of evaluating the applications, match may be satisfied by in kind contributions. This may include volunteer labor, materials, equipment and other approved by TDEC. (Higher matches receive greater consideration.) |
| 10. Demonstration of Post-Project Implementation Monitoring and Adaptive Management Commitment |
| 11. Public Awareness/Exposure |
| 12. Potential Effects on Public Health and Safety |
| 13. Compliance with Applicable Federal and State Laws |

Budget

| GRANT BUDGET | | | | |
|---|--|--------------------|------------------|---------------|
| Additional Identification Information As Necessary | | | | |
| The grant budget line-item amounts below shall be applicable only to expense incurred during the following | | | | |
| Applicable Period: | | BEGIN: DATE | END: DATE | |
| POLICY 03 Object Line-item Reference | EXPENSE OBJECT LINE-ITEM CATEGORY ¹ | GRANT CONTRACT | GRANTEE MATCH | TOTAL PROJECT |
| 1. 2 | Salaries, Benefits & Taxes | 0.00 | 0.00 | 0.00 |
| 4. 15 | Professional Fee, Grant & Award ² | 0.00 | 0.00 | 0.00 |
| 5. 6. 7. 8. 9. 10 | Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications | 0.00 | 0.00 | 0.00 |
| 11. 12 | Travel, Conferences & Meetings | 0.00 | 0.00 | 0.00 |
| 13 | Interest ² | 0.00 | 0.00 | 0.00 |
| 14 | Insurance | 0.00 | 0.00 | 0.00 |
| 16 | Specific Assistance To Individuals | 0.00 | 0.00 | 0.00 |
| 17 | Depreciation ² | 0.00 | 0.00 | 0.00 |
| 18 | Other Non-Personnel ² | 0.00 | 0.00 | 0.00 |
| 20 | Capital Purchase ² | 0.00 | 0.00 | 0.00 |
| 22 | Indirect Cost | 0.00 | 0.00 | 0.00 |
| 24 | In-Kind Expense | 0.00 | 0.00 | 0.00 |
| n/a | Grantee Match Requirement (for any amount of the required Grantee Match that is <u>not</u> specifically delineated by budget line-items above) | 0.00 | 0.00 | 0.00 |
| 25 | GRAND TOTAL | 0.00 | 0.00 | 0.00 |

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: <http://www.state.tn.us/finance/act/documents/policy3.pdf>).

² Applicable detail follows this page if line-item is funded.

³ A Grantee Match Requirement is detailed by this Grant Budget, and the maximum total amount reimbursable by the State pursuant to this Grant Contract, as detailed by the "Grant Contract" column above, shall be reduced by the amount of any Grantee failure to meet the Match Requirement.

Contact

RESTRICTIONS ON COMMUNICATION WITH DEPARTMENT STAFF

Oral questions will not be accepted at any time. The Department will respond to salient questions in writing with a Questions and Answers compilation and post that document to the Department's website: www.tn.gov/environment/article/grants-emory-clinch-and-watts-bar-grant-program.

The email below shall be the sole point of contact throughout the application and award process. All communications (regular mail, express mail, electronic mail, or fax), concerning this application and award process must be addressed to:

Tennessee Department of Environment and Conservation
Office of the General Counsel
Natural Resource Trustee Program
William R. Snodgrass Tennessee Tower
312 Rosa L. Parks Avenue, 2nd Floor
Nashville, TN 37243

www.tn.gov/environment/article/grants-emory-clinch-and-watts-bar-grant-program

Emory.Restoration@tn.gov

From the issue date of the announcement for this 2016-2019 round of this grant program until the date of Applicants being selected announced to receive a reward, Applicants should communicate to the Department only through the email identified in this manual regarding a specific grant request as a pre-proposal or proposal. Limiting communication is essential in order to create fairness and impartiality in the process of reviewing the pre-proposals and full proposals in this grants program. Communication with other staff of the Department could be perceived as an effort to use special access to exert unfair influence in this discretionary grant award process. While the Department generally encourages open communications, the Department expects to administer this process fairly and reserves the right to reject an application for improper communication in violation of this provision; the Department may reject the application of the Applicant.

Frequently Asked Questions

1. Reimbursement of Project Expenses

Payment of project expenses takes place on a reimbursement basis. The Grantee must make payments for work actually completed or document in kind contribution, and then submit required invoice documentation to the TDEC for payment. **TDEC will not pay project expenses for work that is performed prior to the date the grant term starts on the executed contract.** Grantees **must not** begin work before receiving notification that the State has approved the grant contract.

Reimbursement invoices are to be submitted no more often than monthly and shall be submitted with a status report. Payments will be made electronically through the Automated Clearing House (ACH). Grantees will be required to provide account information in order to receive a grant reimbursement.

2. Can I use part of the funds for grant administration?

Grant administration expenses will not be reimbursed.

3. When can projects begin?

Projects may begin after the Grantee is notified by the State that the grant has been fully approved. Any work performed prior to the begin date of the approved contract will not be reimbursed.

4. How long will I have to complete the project?

Grantee will have two years from the effective date of the project contract to complete the project. There will be no term extensions regardless of justification. Projects must be completed by the end date set out in the executed contract. Work performed after the executed contract date will not be reimbursable.

5. What are the Grantee's post completion responsibilities to the proposed project?

Grantees are responsible for continued monitoring and maintenance of the project. Grantees must submit an annual report of restoration monitoring and adaptive management to ensure project success for five years following the project completion. The annual report template will be provided upon grant award.

6. Do Davis Bacon Wages apply?

The funding is not federal money so Davis Bacon does not apply. However, the state's prevailing wage act does apply.

Prevailing Wage Rates: All grants and contracts for construction, erection, or demolition or to install goods or materials that involve the expenditure of any funds derived from the State

require compliance with the prevailing wage laws as provided in *Tennessee Code Annotated*, Section 12-4-401 *et seq.*

7. Can multiple projects go on the same application?

No. (Limit only one application per entity, per location)

8. Can we submit supplemental documents?

Supplemental documents can be submitted with application. They must not exceed 5 pages. Letters of recommendation can also be submitted but counts as part of the 5 page limit and must be submitted by the deadline date.

9. Where can I find grant documents and files?

The Application, Grant Manual, Detailed Budget Form, and Questions and Answer compilation are posted to the Department's website: www.tn.gov/environment/article/grants-emory-clinch-and-watts-bar-grant-program