



STORMWATER MANAGEMENT COMMISSION

## COUNTYWIDE WATERSHED BEST MANAGEMENT PRACTICE (BMP) IMPLEMENTATION PROGRAM



### REQUEST FOR PROJECT PROPOSALS Release date: JUNE 13, 2018

The attention of local watershed groups, landowners, homeowners associations, units of municipal, township, and county governments, land conservancies and trusts, park districts, and other land managing agencies, is called to this Request for Project Proposals.

**Grant/Funding Program Name:** Section 319(h) Clean Water Act Nonpoint Source Reduction Program

**Funding Organization:** Illinois EPA, Countywide Application coordinated and administered by Lake County Stormwater Management Commission (SMC)

**Funding Available per Application:** No fixed amount

**Match Requirement:** 50% of eligible activities

**Eligible Applicants:** Any entity that has legal status to accept funds from the State of Illinois. This means that almost any public, private, or non-profit watershed stakeholder may submit a proposal to SMC for possible inclusion in the Countywide Watershed BMP Implementation Program.

**Eligible Location(s):** Lake County and adjacent portions of Cook County with approved watershed-based plans (Section I).

**Proposal Submission Deadline:** July 17, 2018 at 4:00 pm Central Time

<b>Contents:</b>		<b>Page</b>
Section I:	Introduction	2
Section II:	Important Information (eligible watersheds, SMC assistance, dates)	3
Section III:	Submittal Guidelines (project and applicant eligibility, FAQs)	4
Section IV:	Submittal Instructions (proposal requirements, SMC assistance)	10
Section V:	Proposal Evaluation Procedures (review process and schedule)	14
Attachment A:	Pre-Proposal Outline	

## SECTION I. INTRODUCTION

The Lake County Stormwater Management Commission (SMC) is preparing an application to the Illinois Environmental Protection Agency (Illinois EPA) for Clean Water Act Section 319(h) grant funds to support the countywide implementation of watershed best management practices (BMPs) that are **identified in or supported by an existing watershed-based plan**. This Countywide Watershed BMP Implementation Program is intended to provide grant funding to support the implementation of watershed protection and restoration projects and programs that prevent, eliminate, or reduce water quality impairments caused by nonpoint source (NPS) pollution in those Lake County watersheds that already (or soon will\*\*) have a completed watershed-based plan:

- Des Plaines River Watershed (Lake County & portions of Cook County)
  - Aptakisic Creek
  - Buffalo Creek
  - Bull Creek-Bull's Brook
  - Indian Creek (Seavey Ditch, Kildeer Creek)
  - Lower Des Plaines River
  - Mill Creek (Avon-Fremont Ditch)
  - North Mill Creek/Dutch Gap Canal (Hastings Creek)
  - Newport Drainage Ditch
  - Upper Des Plaines River
  
- Eligible Fox River Subwatersheds (Lake County & portions of Cook County)
  - Fish Lake Drain
  - Flint Creek
  - Mutton Creek
  - Slocum Lake Drain
  - Tower Lake Drain
  
- Eligible Lake Michigan Subwatersheds
  - Dead River (Bull Creek, Glen Flora Tributary)
  - Kellogg Creek (Dead Dog Creek)
  - Waukegan River
  
- North Branch Chicago River (Lake County & portions of Cook County)
  - Skokie River
  - Middle Fork North Branch Chicago River
  - West Fork North Branch Chicago River

SMC will develop the grant application that will be submitted to the Illinois EPA to support this collaborative, countywide program. The grant application will be submitted to the Illinois EPA on the August 1, 2018, deadline. Should the program receive grant funding from the Illinois EPA, SMC will provide technical assistance to local project sponsors, administer the grant, and take the lead in coordinating with the Illinois EPA regarding grant requirements, thereby allowing local project sponsors to focus solely on the successful implementation of their projects.

SMC is now seeking proposals from local project sponsors who would like to have their projects included in the Countywide Watershed BMP Implementation Program. These projects must help reduce or eliminate nonpoint source pollution and must be **identified in or supported by an existing watershed-based plan**. This Request for

Project Proposals contains instructions for the preparation and submittal of a project proposal to SMC for possible inclusion in the Countywide Watershed BMP Implementation Program and the grant application that will be submitted by SMC to the Illinois EPA later this year.

\*\* For the purposes of the Countywide Watershed BMP Implementation grant application to the Illinois EPA, SMC considers any watershed-based plan that will be completed by August 1, 2019 to be an existing watershed-based plan. For more information on the status of Lake County's watershed-based plans, visit: <http://www.lakecountyil.gov/2437/Watershed-Management-Plans>.

## SECTION II. IMPORTANT INFORMATION

### Pre-Submittal Technical Assistance

SMC staff will be available to meet with local project sponsors through Tuesday, July 17, 2018 to discuss potential watershed protection and restoration projects and to assist applicants with the preparation of their project proposals. If you would like to take advantage of this valuable technical assistance, please contact one of the program contacts listed below by no later than Monday, July 9, 2018 to set up a pre-submittal meeting. Please note that a limited number of appointment times are available and that all pre-submittal meetings will be scheduled on a first come, first served basis. **All applicants, especially first-time applicants to Illinois EPA's Section 319(h) Grant Program, are encouraged to schedule a pre-submittal meeting with SMC staff prior to the submittal of a project proposal.** Prior to the pre-submittal meeting, all applicants will be asked to prepare a brief "project pre-proposal" (Attachment A), which will provide SMC staff with basic information about the applicant's proposed project or program.

### Submittal Deadline

Since the preparation of the grant application for the Countywide Watershed BMP Implementation Program will require significant coordination with local project sponsors, we are asking all applicants to submit their project proposals to SMC by **no later than 4:00 PM on Tuesday July 17, 2018**. All project proposals received by this deadline will be reviewed and considered for inclusion in the Countywide Watershed BMP Implementation Program.

### Submittal Location

Please submit a paper copy of your focused, concise project proposal to:

Countywide Watershed BMP Implementation Program  
Lake County Stormwater Management Commission  
500 W. Winchester Road, Suite 201  
Libertyville, IL 60048

Alternatively, and **preferably**, project proposals may be submitted electronically in .PDF format to one of the program contacts via the e-mail address provided below. Whether they are submitted electronically or on paper, **all project proposals must be received no later than 4:00 PM on Tuesday, July 17, 2018.**

### Program Contacts

Mike Prusila (for projects in the Lake Michigan Watershed)  
Planning Supervisor  
P: (847) 377-7713  
E: [mprusila@lakecountyil.gov](mailto:mprusila@lakecountyil.gov)

Sharon Østerby (for projects in the Fox River Watershed)  
Water Resource Professional  
P: (847) 377-7706  
E: [sosterby@lakecountyil.gov](mailto:sosterby@lakecountyil.gov)

Ashley Warren (for projects in the Des Plaines River Watershed & North Branch Chicago River Watershed)  
Water Resource Professional  
P: (847) 377-7710  
E: [awarren@lakecountyil.gov](mailto:awarren@lakecountyil.gov)

**Important Dates**

The following table identifies several important dates and deadlines:

Important Program Dates and Deadlines	
Date	Significance
July 9, 2018	Last day to contact SMC staff to schedule pre-submittal meeting
July 17, 2018	Last day to participate in pre-submittal meeting with SMC staff
July 17, 2018 (4:00 PM)	Deadline for submitting project proposals to SMC
June 18, 2018	SMC completes review of project proposals and selects projects to be included in program
June 20, 2018	SMC provides applicants with comments and questions on project proposals and a list of required additional information that may be needed to complete the application
July 27, 2018	Applicants address comments and questions, provide required additional information and submit final revised project proposals to SMC
August 1, 2018	Deadline for submitting grant proposal to Illinois EPA
August 2019 (Estimated)	Project sponsors execute agreements for projects receiving funding from Illinois EPA; cost-share funding becomes available

**SECTION III. SUBMITTAL GUIDELINES**

**Who Can Submit a Proposal?**

Illinois EPA’s Section 319(h) Grant Program funds are available to any entity that has legal status to accept funds from the State of Illinois. This can include: local watershed groups; land conservancies or trusts; public and private profit and nonprofit organizations and institutions; units of county, municipal, township, and state governments; universities and colleges; park districts and other local land managing agencies; soil and water conservation districts; conservation organizations; and others. This means that almost any public, private, or non-profit watershed stakeholder may submit a proposal to SMC for possible inclusion in the Countywide Watershed BMP Implementation Program.

Applicants must have the authority and ability to implement the proposed project but may propose to retain a qualified consultant or contractor to assist with the implementation of particular project tasks. Applicants must have the financial ability to initiate the project, pay expenses, and then request reimbursement from SMC and the Illinois EPA, while continuing to finance their normal operating expenses. Applicants must also have the authority and ability to develop an operation and maintenance plan and to maintain the project, as approved and constructed, for 10 years following project implementation. *Please note that SMC will provide periodic maintenance inspections of all projects funded through the Countywide Watershed BMP Implementation Program for a period of 10 years following completion of project implementation to ensure that the projects are being properly maintained.*

**I Previously Submitted a Project Proposal to the Countywide Watershed BMP Implementation Program. Do I Need to Submit Again This Year?**

Yes. SMC does not “rollover” project proposals from one year to the next; new project proposals must be submitted each year by local project sponsors who would like to have their projects included in the 2018 Countywide Watershed BMP Implementation Program.

Please contact SMC staff if you previously submitted a project proposal to the Countywide Watershed BMP Implementation Program (or directly to the Illinois EPA) that did not receive grant funding. We can help you improve the proposal so that it will receive more favorable consideration from the Illinois EPA.

**What Kinds of Projects Are Eligible for Grant Funding?**

Illinois EPA’s Section 319(h) Grant Program funds voluntary projects and programs that target nonpoint sources of pollution and, particularly, those nonpoint sources (NPS) of pollution that cause waterbodies to be impaired (i.e., not support a particular designated use). Illinois EPA’s Section 319(h) Grant Program places a priority on projects and programs that address waterbodies for which NPS pollution is a significant cause of water quality impairment. In other words, the grant program places a priority on projects and programs that address those waterbodies and those causes and sources of impairment listed in the latest Illinois Integrated Water Quality Report and 303(d) List. Lists of Illinois’ impaired streams and lakes can be found at: <http://www.epa.illinois.gov/topics/water-quality/watershed-management/tmdls/303d-list/index>.

The lists provide the following information:

- Waterbody Name
- Assessment Unit Identification (ID) Code
- 10-Digit Hydrologic Unit Code (HUC) (HUCs are based on watershed boundaries)
- Size of the Assessment Unit (miles for stream segments, acres for lakes)
- Use Attainment (i.e., whether or not the waterbody supports specific designated uses)
- Causes of Impairment
- Sources of Impairment

**Those Lists are Overwhelming! Can SMC Provide a List of the Impaired Waterbodies Located Within those Lake County Watersheds that Have an Existing Watershed-Based Plan?**

Impaired stream and river segments and lakes from the current 2016 303(d) Impaired Waters list are mapped on SMC’s web application

(<https://lakecountyil.maps.arcgis.com/apps/View/index.html?appid=cf620aaf677d4eed94c02d8e6dff3488>). The 2016 303(d) list is the current impaired waters list for the State of Illinois.

**What Kinds of Projects Are More Likely to Receive Grant Funding?**

Projects and programs that target nonpoint sources of pollution and have the potential to eliminate identified impairments and restore impaired waters rank higher in the Illinois EPA’s review process and receive more favorable consideration than general NPS pollution control projects that are not linked to a specific waterbody or that do not address a waterbody’s current impairments. In addition, NPS pollution control projects that are identified in or are supported by an existing watershed-based plan will receive more favorable consideration from the Illinois EPA than projects that are not included in such a plan. Based on this information, SMC is seeking to include, in its Countywide Watershed BMP Implementation Program, projects and programs that:

- Are identified within or are supported by an existing watershed-based plan

- Will address nonpoint sources of pollution that are affecting waterbodies that are listed as impaired in the latest Illinois Integrated Water Quality Report and 303(d) List
- Will address one or more specific causes and/or sources of impairment that are listed in the latest Illinois Integrated Water Quality Report and 303(d) List

**Are There Any Kinds of Projects that are NOT Eligible for Grant Funding?**

Yes. Section 319(h) grant funds are intended to support the voluntary reduction of NPS pollution and can only be used to target nonpoint sources of pollution. Therefore, any projects that do not control, prevent, or address NPS pollution are not eligible for funding under the Illinois EPA's Section 319(h) Grant Program. This includes projects that principally involve invasive species removal, wildlife habitat protection, flood control, or infrastructure repair or protection involving the routine maintenance or repair of existing on-site infrastructure, such as culvert replacement, street sweeping, and catch basin cleaning. These types of benefits should not be identified in project proposals, even if they will only be secondary or ancillary benefits of the project. Instead, project proposals should stress the NPS pollution control, prevention, or reduction benefits that a project will provide. Please note that equipment purchases will not be eligible for funding under the Countywide Watershed Best Management Practice (BMP) Implementation Program.

Additionally, any activity or project that is required by local, state, or federal law or local, state, or federal permit, including activities required or anticipated to be required by the US Army Corps of Engineers, Illinois EPA, SMC, or other local, state, or federal agencies are not eligible for funding under the Section 319(h) Grant Program, nor may these expenditures be used to match any grant funds received through the Section 319(h) Grant Program. This includes any activities or projects that are conducted by an applicant to comply with the Illinois EPA's Municipal Stormwater Management Program (i.e., MS4 program).

**What Types of BMPs Have Previously Received Grant Funding?**

The types of watershed protection and restoration BMPs that have previously been funded by the Illinois EPA's Section 319(h) Grant Program include:

Stream Restoration

Stream restoration practices that re-establish natural stream morphology and accommodate existing stream flows:

- Bioengineered streambank stabilization
- In-stream habitat restoration
- Levee removal or modification
- Stream corridor restoration and enhancement
- Stream meandering or re-meandering
- Floodplain terracing and reconnection

Wetland Restoration & Creation

The restoration of existing wetlands and the creation of new wetlands with a hydrologic connection to adjacent surface waters:

- Wetland restoration or enhancement
- Wetland buffer restoration and enhancement
- Wetland creation

Lake Restoration

In-lake and upland best management practices for lake restoration and protection:

- Shoreline stabilization

- Shoreline buffer restoration and enhancement

#### Riparian Area Restoration

Riparian (i.e., streambank and shoreline) areas play a vital role in preventing pollutants from entering adjacent surface waters. Best management practices that restore these areas include:

- Riparian wetland restoration or enhancement
- Native grass, shrub, and tree planting

#### Agricultural

Best management practices that help agricultural land owners control soil erosion and reduce the application of excess fertilizers and pesticides:

- Erosion and sediment control practices
- Grassed waterways, WASCOBs
- Nutrient management
- Livestock waste management and exclusion
- Buffer and filter strip creation

#### Urban

Best management practices that address urban runoff to prevent, reduce, or eliminate NPS pollution, as well as BMPs that preserve, restore, or mimic natural hydrology:

- Rain gardens
- Permeable pavement
- Bioretention areas and bioswales
- Green roofs
- Rainwater harvesting systems

For more Urban BMP information, go to [Urban BMPs – Supplemental Guidance For Funding Eligibility](#)

#### Monitoring of Environmental and/or Social Indicators

The monitoring of environmental and social indicators is eligible for Section 319(h) grant funding, but please note that these projects typically receive less favorable consideration from the Illinois EPA than BMP implementation projects, due to their expense and lack of immediate, measurable results. If interested in conducting an environmental and/or social indicator monitoring project, your project should be designed to help document the need for NPS pollution control or to validate the accomplishments of ongoing and completed NPS pollution control projects. All projects that involve the monitoring of environmental and/or social indicators will require a Quality Assurance Project Plan (QAPP). **If your project involves the monitoring of environmental and/or social indicators, please schedule a pre-submittal meeting with SMC staff to discuss your project prior to the submittal of your project proposal.**

#### Education and Outreach Activities

Education and outreach activities should promote awareness and implementation of actions that may help to restore degraded waters and/or help to protect waters from degradation due to changes in land use that increase NPS pollution. Potential education and outreach activities could include countywide or community-based efforts such as training, displays, and workshops. All education and outreach activities must include a method for measuring the effectiveness of the activities. **If your project involves education and outreach activities, please schedule a pre-submittal meeting with SMC staff to discuss your project prior to the submittal of your project proposal.** If your project appears to be eligible for funding, SMC staff can provide you with assistance in developing methods that can be used to measure the effectiveness of your education and outreach activities.

### **How Much Grant Funding is Available?**

This grant award is utilizing federal pass-through funds received from U.S. EPA and distributed by Illinois EPA under Section 319(h) of the Clean Water Act. Illinois EPA expects to award a total of approximately \$3.5 million of federal funds per year and anticipates distributing this amount across approximately six (6) to twelve (12) awards, or projects, per year. The actual amount depends upon the final U.S. EPA budget approved by Congress and the allocation awarded to Illinois by U.S. EPA. The Section 319(h) Grant Program does not have a set maximum or minimum total project cost or grant amount. However, in the past, federally funded projects have had total project costs that generally ranged from \$80,000 to \$2,000,000 and federal grant assistance has generally ranged from \$48,000 to \$1,200,000. The amount of funding that SMC will seek to support the Countywide Watershed BMP Implementation Program will depend upon the number and quality of the project proposals received by SMC in response to this Request for Project Proposals.

### **Is There a Maximum or Minimum Project Cost?**

No. Illinois EPA's Section 319(h) Grant Program does not have a set maximum or minimum total project cost or grant amount. In previous program years, the Illinois EPA's Section 319(h) Grant Program has funded projects that have ranged in total project cost from \$20,000 to \$2,000,000.

### **I Understand that These are Cost-Share Grant Funds. What Are the Cost-Sharing Requirements?**

Projects and programs funded through the Countywide Watershed BMP Implementation Program with Section 319(h) grant funds will be funded on a 50%/50% cost-share basis. In other words, applicants and/or their project partners will be responsible for contributing at least 50% of the total project cost in non-federal matching funds. This local match may include actual cash spent or in-kind services (i.e., volunteer time, staff time) utilized to complete the project, but cannot be federal funds or funds used to match another federal program. The donation of equipment or land *may* also be counted toward the local match requirement, subject to prior approval by SMC and the Illinois EPA.

When using volunteer labor for match, the volunteer's actual hourly rate can be used if they are performing work on the project that is the same as their profession. For example, an engineer who normally gets paid \$120/hour can identify that amount as his professional rate for volunteer/in-kind time if he is preparing design specifications, but not if he is planting seed or stuffing envelopes. Additional information about the hourly rates that can be used when calculating volunteer match can be obtained from the Illinois Department of Labor's Prevailing Wage Rates webpage: <http://www.state.il.us/agency/idol/rates/rates.HTM>. Or you may simply count volunteer hours at \$26.02/hour, which was the dollar value of a volunteer hour in Illinois in 2017. ([http://www.independentsector.org/volunteer\\_time](http://www.independentsector.org/volunteer_time)). Please note that projects that provide more than the required 50% non-federal match will rank higher in the review process and will receive more favorable consideration for inclusion in the Countywide Watershed BMP Implementation Program.

### **If My Project is Funded, When Will the Grant Funding be Available?**

Please note that the Section 319(h) Grant Program is a reimbursement program. Local project sponsors must complete their projects, pay project costs, and submit invoices before SMC and the Illinois EPA will reimburse recipients for any approved project costs.

Should your project be selected for inclusion in the Countywide BMP Implementation Program and should SMC's funding request be approved by the Illinois EPA, the Section 319(h) grant funds are expected to become available for use by August 2019. Prior to expending any awarded grant funding, all local project sponsors who are awarded Section 319(h) grant funds will be required to enter into an agreement with SMC. Under the terms of this agreement, the local project sponsor will be required to develop and submit, to SMC and the Illinois EPA,



pollutant load reduction estimates, design plans that have been signed by a professional engineer or a representative of the Natural Resources Conservation Service, a 10-year operation and maintenance plan, before, during, and after photographic documentation of the project, and a final project report, in addition to any other requirements contained in SMC's financial assistance agreement with the Illinois EPA.

### **How Much Time Will I Have to Complete My Project?**

All local project sponsors will be given two years to complete their projects, unless otherwise approved by SMC and the Illinois EPA. The project period for projects added to the Countywide Watershed BMP Implementation Program in response to this Request for Project Proposals is expected to extend from August 2019 to August 2021. Costs incurred prior to the execution of a grant agreement with SMC, or after said grant agreement has expired, are ineligible for reimbursement or for use as match, unless otherwise approved in writing by SMC and the Illinois EPA. For this reason, local project sponsors should not begin work on any project tasks for which they are expecting to receive grant reimbursement until an agreement with SMC has been executed.

SMC understands that, on larger-scale projects that involve planning, design, permitting, construction, and monitoring, it may be difficult to complete all project tasks within a two-year period. In these situations, applicants are encouraged to break their projects up into multiple phases that can each be completed within a two-year period. For example, the planning, design, permitting, and construction of a stormwater retrofit project could be included in Phase I of the project, while follow up environmental indicator monitoring could be included in Phase II. Where applicable, applicants should indicate, in their proposals, if their proposed projects are part of a multi-phase or multi-year project. If a project is a component of a multi-phase or multi-year project, the applicant should describe how this phase fits into the overall project.

### **Are There Other Program Requirements that I Should be Aware of?**

Yes. Here are a few:

- The applicant will be responsible for the planning and design of the BMPs to be implemented and for securing all applicable local, state, and federal permits prior to the start of construction. Design plans for BMPs must be signed and sealed by a licensed professional engineer or signed by a representative of the Natural Resources Conservation Service prior to review and approval by SMC and the Illinois EPA and prior to the start of construction. **Any construction that takes place prior to approval of the design plans by SMC and the Illinois EPA will not be eligible for reimbursement through the Countywide Watershed BMP Implementation Program.** Costs associated with the planning and design of the BMPs, including the preparation of design plans, are eligible for Section 319(h) grant funding, as long as the costs are incurred within the approved project period and do not exceed approximately 20% of the total project cost.
- The applicant will be responsible for the development and implementation of an operation and maintenance plan (O&M Plan) for all of the BMPs implemented using Section 319(h) grant funding. This includes BMPs installed using matching funds. All O&M Plans must be approved by SMC and the Illinois EPA prior to the start of construction. **Applicants should not start construction until the O&M Plans have been approved by SMC and the Illinois EPA.** O&M Plans will be required to cover a 10-year period following project implementation.
- Applicants may retain a qualified consultant or contractor to assist with the implementation of particular project tasks. Any costs associated with consultants or contractors hired to provide technical or other services are eligible for Section 319(h) grant funding as long as the costs are approved by SMC and the Illinois EPA prior to the start of the work and as long as the costs are documented and are incurred within the approved project period.

## SECTION IV. SUBMITTAL INSTRUCTIONS

### Proposal Requirements

To have your project considered for inclusion in the Countywide Watershed BMP Implementation Program, please submit a focused, concise project proposal to SMC for review. Please include the following information in your proposal. This information will ultimately need to be included in the grant application that will be submitted later this year to the Illinois EPA to support this cooperative, countywide program, therefore we request that you submit the information in the following format.

**Note: Please contact SMC if you need assistance completing any of these application items. (Find SMC contact information on Pages 3-4 of this Request for Project Proposals.)**

1. Project Title
2. Project Applicant(s) (i.e., name(s) of the organizations submitting the project proposal); please include any project partner organizations
3. Project Contact (i.e., name of and contact information for the official contact person for the proposed project)
4. Project Coordinator, if applicable (i.e., name of and contact information for the official “go to” person regarding details about the proposed project)
5. Project Location Map, identifying the project area, the receiving waterbodies, and each of the sites where BMPs will be installed
6. Project Narrative, describing the specific BMP(s) that will be installed and the problems (i.e., nonpoint sources of pollution, specific causes and/or sources of impairment) that they will help resolve or prevent, in terms of NPS pollution control and water quality improvement. In the Project Narrative, please indicate if the project is part of a larger, multi-phase or multi-year project.
7. Photographs, illustrating the existing conditions of the project area, the receiving waterbodies, and the sites where BMPs will be installed. Photographs should include objects that illustrate the scale of the items depicted in the photographs. For example, a photograph illustrating an existing streambank erosion problem should include a tape measure, person, or other readily identifiable object for scale.
8. BMP Summary Table, containing specific information on the BMP(s) that will be installed, including:
  - a. Types of BMP(s)
  - b. Number of Sites at which each type of BMP will be installed
  - c. Total Number of BMP(s) that will be installed
  - d. Total Units of BMP(s) (e.g., linear feet, square feet, acres) that will be installed
  - e. Nonpoint Sources of Pollution that will be addressed by the BMP(s)
  - f. Location where the BMP(s) are recommended or the nonpoint sources of pollution that will be addressed by the BMPs are referenced in a Watershed-Based Plan. Lake County watershed-based plans can be accessed on the SMC website at: <http://www.lakecountyil.gov/2437/Watershed-Management-Plans> **SMC staff can provide assistance in referencing project recommendations in watershed-based plans.**

Please format the BMP Summary Table as follows:

EXAMPLE BMP Summary Table					
BMP Type	Number of Sites	Total Number of BMP(s) Installed	Total Units of BMP(s) Installed	Nonpoint Sources of Pollution Addressed	Watershed-Based Plan Reference
Bioretention Area	3	3 (1 per site)	1,200 SF	Urban runoff from adjacent parking lots	Indian Creek WBP, pp. 208

9. Property Owner(s) (i.e., name(s) of and contact information for the owner(s) of the property on which the proposed project will be implemented)
10. Estimated Pollutant Load Reductions, using the US EPA’s Region 5 Load Estimation Spreadsheet Model available for download from the following website: [http://it.tetrattech-ffx.com/steplweb/models\\$docs.htm](http://it.tetrattech-ffx.com/steplweb/models$docs.htm). **SMC staff can provide assistance in completing the pollutant load reduction calculations.**
11. Illinois Integrated Water Quality Report Table containing the following information on the waterbody that will be positively impacted by your project. The Integrated Water Quality Report can be located on the Illinois EPA website: <http://www.epa.illinois.gov/topics/water-quality/watershed-management/tmdls/303d-list/> **SMC staff can provide assistance in compiling this information.**
  - a. Waterbody Name
  - b. Assessment Unit Identification (ID) Code
  - c. 10-Digit Hydrologic Unit Code (HUC) (HUCs are based on watershed boundaries)
  - d. Size of the Assessment Unit (miles for stream segments, acres for lakes)
  - e. Use Attainment (i.e., whether or not the waterbody supports specific designated uses)
  - f. Causes of Impairment
  - g. Sources of Impairment

Please format the Illinois Integrated Water Quality Report Table as follows:

EXAMPLE Illinois Integrated Water Quality Report Table						
Waterbody Name	Assessment Unit ID	10-Digit HUC	Size	Use Attainment	Causes of Impairment	Sources of Impairment
Diamond Lake	IL_RGB	0712000405	42	Aesthetic Quality (Not Supporting)	TSS, TP, Aquatic Plants	Source Unknown

12. Scope of Work, outlining and describing the individual tasks that will be completed in order to successfully complete the project, and identifying the entities that will be responsible for completing each task. The applicant is encouraged to organize their Scope of Work in tabular format, as illustrated below:

EXAMPLE Scope of Work		
Task	Responsible Entity	Description
Design & Engineering	Consultant	Prepare final design plans showing the BMPs in plan, profile, and cross-section view, with adequate detail to allow the plan set to be used for permitting and approval and bidding.
Permitting	Consultant	Prepare and submit the applications necessary to obtain the local, state, and federal permits required to implement the project.

EXAMPLE Scope of Work		
Task	Responsible Entity	Description
Bidding	Project Sponsor	Prepare construction contract documents for the project including an advertisement for bids, bidder instructions, bid form, and agreement, solicit and evaluate bids, and award the construction contract.
Construction	Contractor	Construct the project in accordance with the final plans and specifications.
Construction Administration	Project Sponsor	Administer the construction contract, observe, in general, if the contractor's work is in conformity with the final design plans, and monitor the contractor's progress.

13. Project Schedule, identifying the project start and end dates and when each of the project tasks described in the Scope of Work will take place. In the Project Schedule, please identify whether or not any of the required tasks are underway or have already been completed (e.g., design, permitting).
14. Project Budget Table, identifying the amount of funding requested, the proposed local match (i.e., minimum 50%), and the total project cost. The project budget should be based upon the BMPs outlined in the BMP Summary Table and the tasks outlined in the Scope of Work. The budget should clearly distinguish between those items for which grant funding is being requested and those expenditures that will be used as match. Applicants are reminded to include anticipated design and engineering and permitting costs in their budgets. **SMC can provide assistance with reviewing the proposed budget.**

Please format the Project Budget Table as follows:

EXAMPLE Project Budget Table					
Item Description	Units	Unit Cost	Total Cost	Grant Funding Requested	Local Match
Design & Engineering	1	\$8,000	\$8,000	\$0	\$8,000
Permitting	1	\$2,000	\$2,000	\$0	\$2,000
Bioretention Areas	1,200 SF	\$10/SF	\$12,000	\$11,000	\$1,000
<b>Totals</b>			<b>\$22,000</b>	<b>\$11,000</b>	<b>\$11,000</b>

15. Local Match Breakdown Table, specifying the breakdown and the availability of the local match (i.e., minimum 50%), including:
  - a. Type of Match (i.e., cash or in-kind services)
  - b. Name of Organization providing the match
  - c. Match Amount
  - d. Date the Match will be available to be expended on the project
  - e. Source of the Match (i.e., grant program, general fund)
  - f. Status of the Match (i.e., applied for, not secured/budgeted, secured/budgeted)

Please format the Local Match Breakdown Table as follows:

EXAMPLE Local Match Breakdown Table					
Type of Match	Organization	Match Amount	Date Available	Source of Match	Status
Cash	Village	\$10,000	6/1/2017	General Fund	Budgeted
In-Kind Services (Planting)	Volunteers	\$1,000	5/15/2018	N/A	Planned

16. Project History, consisting of a brief narrative describing the relationship of the project to other activities, if any, and identifying whether or not:
  - a. The project is a continuation of another Section 319(h) Grant Program funded project
  - b. Other Section 319(h) Grant Program funded projects have been implemented in the project area
  - c. The applicant has ever received Section 319(h) Grant Program funds
17. Project Partners, if applicable (i.e., names of and contact information for other organizations that will be assisting in the implementation of the proposed project)
18. Information on Environmental and/or Social Indicator Monitoring, if applicable. All projects that involve the monitoring of environmental and/or social indicators will require a Quality Assurance Project Plan (QAPP). If your project involves the monitoring of environmental and/or social indicators, SMC staff can provide you with review assistance during the development of your QAPP. **Please schedule a pre-submittal meeting with SMC staff to discuss your project prior to the submittal of your project proposal.**
19. Information on Education and Outreach Activities, if applicable. If your project involves education and outreach activities, please provide the following information:
  - a. Whether or not the proposed activities will be implemented throughout the entire project area. If they will not, please explain why the activities will be limited to only a portion of the project area.
  - b. Description of the products that will be created, their target audience, and the manner through which they will be distributed.
  - c. The number of each product that will be created and the total cost to create them.
  - d. Method(s) that will be used to measure the effectiveness of the activities. If your project involves education and outreach, SMC staff can provide you with review assistance in developing methods that can be used to measure the effectiveness of your activities. **Please schedule a pre-submittal meeting with SMC staff to discuss your project prior to the submittal of your project proposal.**

### **Submittal Deadline**

**All applicants must submit their project proposals to SMC by no later than 4:00 PM on Tuesday, July 17, 2018.** Applicants shall be responsible for the actual delivery of proposals by this deadline; it will not be sufficient to show that the proposal was mailed in time to be received by this deadline.

### **Submittal Location**

Please submit a paper copy of your focused, concise project proposal to:

Countywide Watershed BMP Implementation Program  
Lake County Stormwater Management Commission  
500 W. Winchester Road, Suite 201  
Libertyville, IL 60048

Alternatively, and **preferably**, project proposals may be submitted electronically in .PDF format to one of the program contacts via the e-mail address provided on pages 3-4 in this Request for Project Proposals. Whether they are submitted electronically or on paper, **all project proposals must be received no later than 4:00 PM on Tuesday, July 17, 2018.**

### Questions Regarding this Request for Project Proposals

All questions regarding this Request for Project Proposals should be submitted electronically to one of the project contacts via the e-mail addresses provided on pages 3-4 in this Request for Project Proposals **by no later than 4:00 PM on Tuesday, July 17, 2018.**

## SECTION V. PROPOSAL EVALUATION PROCEDURES

### Proposal Review Procedures

Upon receipt, all proposals will be reviewed for completeness, technical merit, and adherence to the proposal requirements outlined in the Request for Project Proposals. Proposals that are found to be significantly complete will undergo a comprehensive review by a selection committee consisting of SMC staff.

Projects and programs that: (1) are identified within or are supported by an existing watershed-based plan; (2) will address nonpoint sources of pollution that are affecting waterbodies that are listed as impaired in the most recent 2016 Illinois Integrated Water Quality Report and 303(d) List; and (3) will address one or more specific causes and/or sources of impairment that are listed in the Illinois Integrated Water Quality Report and 303(d) List, will rank higher in SMC's review process and will receive more favorable consideration than general NPS pollution control projects that are not linked to a specific waterbody or that do not address a waterbody's current impairments. Those projects that receive a favorable recommendation from the selection committee will be included in the Countywide Watershed BMP Implementation Program and grant application that will be submitted to the Illinois EPA later this year.

### Proposal Review & Grant Application Schedule

**The SMC selection committee is expected to complete its review of all significantly complete project proposals by July 20, 2018.** All applicants will be notified by SMC when the selection committee has completed its proposal review and has selected the projects that will be included in the Countywide Watershed BMP Implementation Program.

Preparation of the grant application for the Countywide Watershed BMP Implementation Program will require significant coordination between SMC staff and local project sponsors. Following completion of the proposal review and project selection process, the sponsors of projects selected for inclusion in the Countywide BMP Implementation Program will be expected to provide additional information and to revise their project proposals to address comments and questions from SMC staff.

**SMC staff expects to share comments and questions on the project proposals with local project sponsors by July 20, 2018; the local project sponsors will be expected to respond to these comments and questions and to provide SMC with a final revised project proposal by July 27, 2018.** Following the receipt of all final revised project proposals, SMC staff will prepare the grant application that will be submitted to the Illinois EPA to support the Countywide Watershed BMP Implementation Program. **SMC staff expects to complete the application and to submit it to the Illinois EPA by August 1, 2018.**

Please note that the Illinois EPA is responsible for making the final decision on all funding requests. Illinois EPA will be reviewing each project or program selected for inclusion in the Countywide Watershed BMP Implementation Program on its own merit and, therefore, the inclusion of a particular project or program in the Countywide Watershed BMP Implementation Program to the Illinois EPA does not guarantee that it will receive Section 319(h) grant funding. Applicants will be notified when the Illinois EPA has made a decision on SMC's grant application and on the individual projects and programs that are included within.

**Agreement**

All local project sponsors who are selected to receive Section 319(h) grant funds will be required to enter into an agreement with SMC. Under the terms of this agreement, the local project sponsor will be required to develop and submit, to SMC and the Illinois EPA, pollutant load reduction estimates, design plans that have been signed by a professional engineer or a representative of the Natural Resources Conservation Service, a 10-year operation and maintenance plan, before, during and after photographic documentation of the project, and a final project report, in addition to any other requirements contained in SMC's financial assistance agreement with the Illinois EPA.

# ATTACHMENT A

Lake County SMC  
Countywide Watershed BMP Implementation Program

Project Pre-Proposal Outline

**1. Project Title**

**2. Project Applicant(s)**

*Name(s) of the organizations submitting the project proposal.*

**3. Project Contact**

*Name of and contact information for the official contact person for the proposed project.*

**4. Project Coordinator**

*If applicable, name of and contact information for the official “go to” person regarding details about the proposed project.*

**5. Project Location Map**

***Basic** map identifying the project area, the receiving waterbodies, and each of the sites where BMPs will be installed.*

**6. Project Narrative**

***Basic** narrative describing the specific BMP(s) that will be installed and the problems (i.e., nonpoint sources of pollution, specific causes and/or sources of impairment) that they will help resolve or prevent, in terms of water quality improvement and NPS pollution control.*

**7. Photographs**

*A **few** photographs illustrating the existing conditions of the project area and the sites where BMPs will be installed.*

**8. Property Owner(s)**

*Name(s) of and contact information for the owner(s) of the property on which the proposed project will be implemented.*