



Section 604b Application – Project Details Section Instructions

Nonpoint Source Pollution Control Financial Assistance Program

Applications for Section 604b grant funds require a Uniform Application for State Grant Assistance (UASGA) and Uniform Budget Template (UBT) in addition to the Section 604b Application – Project Details Section. Make sure the information is consistent between all 3 forms. The Item # for the UASGA is in () behind the item titles below.

- 1. Project Title (#43)** This should reflect the project location/waterbody and pollution control activity. 75 character max.
- 2. Project Applicant (Organization) (#16)** Enter the name of the organization that is proposed to be the grant recipient. This is the organization that would enter into a contractual agreement with Illinois EPA if the project is selected for Section 604b Program grant funds.
NOTE - There is space to identify additional project partners later in the application.
- 3. Identify the 8-digit Hydrologic Unit Code(s) where the project is located** Select the appropriate HUCs from the dropdown box located under the 'HUC #'. If the project is statewide – select 'Statewide'. If you do not know the HUCs where the project is located visit the Resource Management Mapping Service (**RMMS**) – the link is available in the footer of the application (www.rmms.illinois.edu).
- 4. Project Type** Check **ALL** boxes that describe the type of activities to be completed by the project. If the project (or a component of the project) does not fit into the categories listed, check the “*Other*” box and describe the “*Other*” activities in the space provided at the bottom of the page.

After a *Project Type* box is checked, a second box will appear on the right side of the page for that *Project Type*. **Only** check the box (right side) if an Illinois EPA approved Watershed-Based Plan or Total Maximum Daily Load (TMDL) Implementation Plan recommends this activity in the proposed project area. Leave the box unchecked if the activity is not recommended for that area or if the answer is unknown.
- 5. Project Description** – In terms of **water quality**, at a minimum, describe;
 - 1) the project and the water quality problems it will resolve or prevent,
 - 2) the specific outputs including details about the proposed BMPs to be **designed** and the proposed techniques, watershed-based plan development or update, monitoring or education to be conducted, and
 - 3) how the project will implement the goals of an Illinois EPA approved watershed-based plan.

Note - some BMP types have multiple forms. E.g., streambank stabilization can be achieved through longitudinal peak stone toe protection or gabion baskets or other techniques. For those BMP types that have multiple forms, identify which techniques are anticipated to be installed.

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

Provide enough detail in the Project Description to justify the budget (Item 18) and Scope of Work (Item 17). Attach additional pages to the end of the application as necessary to complete this narrative. If additional pages are used:

1. Include a note within the Project Description box that additional information is attached to the end of the document.
2. Start the attached information with “Item 5. Project Description”

6. Illinois Integrated Water Quality Report and Section 303d List information Use the **most recent** *Integrated Report* to complete rows for all waterbody segments that will be positively impacted by the project. Select which year of the *Integrated Report* has been used.

EXAMPLE

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

- Waterbody Name – from RMMS or *Integrated Report*
- The AUID is the Illinois EPA Assessment Unit ID - *Integrated Report*
- The HUC is the Hydrologic Unit Code. The A 10-digit HUCs are listed in the *Integrated Report*.
- List the CODES for all Use Attainments for the AUID as documented in the *Integrated Report*.
- List the CODES for the Causes and Sources for the AUIDs as reported in the *Integrated Report*. Do not include local concerns that are not listed in the *Integrated Report*. If there are no codes listed, leave the column empty.

The table allows the applicant to add rows as necessary. Rows can also be subtracted; HOWEVER this option will only subtract the bottom row of the table.

NOTE - If the waterbody that the proposed project will positively impact does not appear in the *Integrated Report*, take the following action:

1. Enter a row for the unlisted waterbody where the proposed project is located, or that will be protected;
 - a. Complete the Waterbody Name and 10-digit HUC.
 - b. Do not complete the AUID, Use Attainment, Causes or Sources.
2. THEN enter a row with all of the requested information for the closest **downstream** waterbody that is listed in the *Integrated Report*.

COPY & PASTE

The table columns are in the same order as the columns in the *Integrated Report*. Depending upon your computer software, it is possible to copy and paste cells and lines between the two documents.

Different versions of computer software may be the limiting factor on just how much your computer will allow you to copy and paste into the table.

Visit the Resource Management Mapping Service (RMMS) to identify the waterbody name, AUID and the 10-digit hydrologic unit codes (HUC) for the proposed project area.
Go to: www.rmms.illinois.edu

Use Appendixes B-2 and B-3 of the Illinois EPA’s *Integrated Report* to identify Use Attainment, Causes and Sources.
Go to: <http://www.epa.illinois.gov/topics/water-quality/watershed-management/tmdls/303d-list/index>
The appendices start with a key and the assessment information is listed directly after the key.

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

If Completed is chosen, enter the:

- a) Full name of the plan or report as printed on the document cover
- b) Impairments addressed in the plan or report
- c) Date document was approved by IEPA
- d) Current website link(s) for the plan or report (if available)

If Under Development is chosen, enter the:

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

If None or Unknown is chosen, no additional information is required for Item 7.

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

8. Estimate the Project Area that will be positively impacted by this project

Use:

- Use *Square Miles* – for watershed-wide projects or other large project areas.
- Use *Acres* – for smaller projects, including individual BMPs or treatment systems.

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

Go to www.rmms.illinois.edu for RMMS

Go to www.aiswcd.org for SWCD contact information.

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

For information on the status and location of TMDLs in Illinois, go to Illinois EPA's TMDL webpage at:
<http://www.epa.illinois.gov/topics/water-quality/watershed-management/tmdls/reports/index>

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

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9. Source of water pollution to be addressed by project proposed project.

Check the boxes for **all** of the sources that will be addressed through the

- Source**
- Point Source
 - Agriculture
 - Construction
 - Hydrological Modifications/Wetlands
 - Resource Extraction
 - Silviculture
 - Urban Runoff/Stormwater
 - Other Nonpoint Source Pollution

Document the erosion of **streambanks and channels** under the *Hydrological Modifications/Wetlands* Source.

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

If “Yes”, provide details and an explanation about the mitigation requirements on an additional page and attach it at the end of the application. Label the information with “Item 10 Mitigation Effort Explanation.”

11. Does this project include best management practice (BMP) Design? Yes No

If “No”, proceed to Item 13.

If “Yes”, identify who will be designing (or has designed) the BMPs. The Section 604b Program requires all structural BMPs to be designed by either a Licensed or Registered Professional Engineer of Illinois, USDA NRCS staff, or a NRCS certified Technical Service Provider. This requirement may be waived by Illinois EPA for cultural BMPs. Contact NPS Unit staff to discuss.

If USDA NRCS staffs are to do the design work, attach a letter of support from NRCS confirming the commitment of such services. Note federal support, such as technical assistance from NRCS, cannot be used as match for the project.

If ‘Other’ is checked, identify the entity and their qualifications to design the BMPs.

12. BMP Types to be designed – This is a summary of all of the BMPs to be designed Additional rows can be added by clicking on the “Add more lines” button located below the table. NOTE - The “Subtract lines” button will only subtract the last new line added. For each different *BMP Type* create a row in the table.

EXAMPLE – Applicant proposes to assist four (4) landowners (e.g., municipality, citizen, etc.) to complete BMP designs.

- Landowner A – 1.0 acre of permeable pavement parking lot on ONE property (site).
- Landowner B – 2.5 acres of permeable pavement parking lot on TWO pieces of property.
- Landowner C – 0.5 acre of permeable pavement parking lot and 1,500 feet of streambank stabilization on ONE property.
- Landowner D - 1,000 feet of streambank stabilization on TWO pieces of property.

BMP Type	Number of Sites	Total Units Designed	P lbs/yr	N lbs/yr	TSS lbs/yr	Sediment tons/yr	WBP/TMDL Page No.	BMP Constr. cost
Permeable Pavement (acre)	4	4.0	24	180	Unknown	12	239	99,540
Streambank Stabilization (feet)	3	2,500	190	390	NA	192	311	300,000
			214	570		204		\$399,540

- *BMP Type* – this is a drop down table.
 - If the proposed BMP is not listed in the *BMP Type* dropdown table:
 1. Choose “Other” as the *BMP Type*.
 2. Enter the remaining information for the row.
 3. In the “Other BMP” line (located below the table) enter the non-listed BMP name(s) in the order that they appear in the table.
- Number of Sites – Combine all of the similar BMP Type projects. NOTE - A single property owner can have multiple sites and each should be counted as one. However, a treatment train would be considered as one site.
- Total Units Designed – Check the right side of the BMP Type dropdown list (first column) for the type of units to use (acres, feet, number, etc.). Provide the total units that will be designed for all of the projects included in that row.
- Pollutant Load Reductions
 - Enter P and N in pounds per year.
 - Enter EITHER Sediment or TSS. Sediment is in tons per year, while TSS is in pounds per year.
- WBP/TMDL Page No. - List the specific page number of the watershed-based plan or TMDL that recommends the BMP for NPS pollution control. Enter ‘0’ if the BMP is not recommended in an IEPA approved Plan or TMDL.
- BMP Design Cost – Enter the total amount it will cost to design the BMPs included in that row.

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

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13. Does this project include outreach, information and/or education activities? Yes No

If “Yes”, provide a summary of the activities to be implemented, why they are needed and the results expected. Attach additional pages to the end of the application as necessary to complete this narrative. If additional pages are used:

- Include a note within the box that additional information is attached to the end of the document.
- Start the additional information with “Item 13. Outreach Activities”

If “No”, proceed to Item 15

14. Summary of outreach, information and/or education products

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

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

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

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

If “Yes”, describe, in no more than 300 words, the environmental or social indicator monitoring activities that will be implemented and why they are needed. In addition, identify the organization and, if known, the principal investigators and their experience in environmental monitoring and/or social indicator monitoring work. Use additional pages as necessary; attach the information to the end of the application. Start the information with “Item 15 Monitoring.”

If “No,” continue to Item 17.

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

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

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

If “No”, proceed to Item 17.

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

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

17. Scope of Work: List all tasks required to implement the project, the entities responsible, and the quarter(s) when the work will be completed

Add lines as necessary.

ID	Task	Responsible Entity	Quarters (Grouped Monthly)							
			1 st	2 nd	3 rd	4 th	1 st	2 nd	3 rd	4 th
1	Brochure Layout and Design	DLHA	X							
2	Brochure Review	DLHA, IEPA, Davis County		X						
3	Printing	DLHA			X					
4	Distribution	DLAH, Davis County, 4-H				X				
5	Quarterly Reports	DLHA – Project Manager	X	X	X	X	X	X	X	
6	Final Report	DLHA – Project Manager							X	X

- ID – Computer will generate ID numbers
- Task – Break the project work into specific tasks; be as detailed as possible. If the task is not listed, Illinois EPA may assume that it is not planned and that the applicant is unfamiliar with all of the tasks necessary to complete the project. In addition, the project budget will be compared to the tasks identified. The task list needs to support the budget request.
- Responsible Entity – This could be organizations or job titles within an organization. Do not identify specific persons in this column.
- Quarters - Check each quarter when the activities are proposed to occur for the specific task. Use the proposed start date as month 1 of the schedule.

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18. Simple Project Summary

THIS FORM MUST BE COMPLETED in addition to the Uniform budget Template. If space is not available to capture all of the budget line items for the project, combine similar items under a general line and include it on this form.

1. Direct Labor – **LIMITED TO STAFF OF PROJECT APPLICANT (document all other labor under Other Direct Costs)** Direct labor costs normally include salaries at a regular time rate. In case an employee is not dedicated full-time to the work to be performed under the project, only the cost of actual time to be applied to the project should be included. All other labor (consultants, volunteers, partners, etc.) should be listed in either the “Subcontracts” or “Other” categories under Item 3.
 - a. Enter the Estimated Hours, Hourly Rate and Estimated Cost for each applicable line item. The computer will calculate the Direct Labor Total.
2. Indirect Costs – See Uniform Budget Template regarding Indirect Cost Rates, documentation and approval.
 - a. Enter the Rate and Cost Pool. The computer will calculate the Estimated Cost and the Indirect Costs Total.
3. Other Direct Costs – These costs relate to:
 - a. Travel Costs – Refer to the State of [Illinois Travel Regulations](#) for guidance. Do not exceed the state rate for mileage or per diem.
 - b. Equipment, Materials, Supplies – These costs should include items necessary to complete the project.
 - c. Subcontracts
 - d. Other Direct Costs – Those costs not already included above.
4. Total – The computer will calculate the Total of Items 1 - 3.
5. Section 604b Assistance Amount Requested – Enter the grant amount (Section 604b) requested. The computer will calculate the percent of Total, once an amount has been entered.
6. Recipient Share (a.k.a. match) – The computer will calculate the amount and percent of the Recipient’s share of the project budget once Item 5 has been entered. Match can be provided by the applicant or its partners.

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19. Breakdown and availability of local match

Organization	Type	Match Amount	Date Available	Source Program	Status

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

Cash spent and services incurred prior to the execution of the agreement with Illinois EPA are not eligible as match.

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

Partner Name	Proposed Activities or Tasks

- Partner Name: Identify project partners that will help implement the project.
- Proposed Activities or Tasks: Give a brief description of the activities or identify the tasks (by number) in Item 17 that the partner will help to implement.

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21. Project History

Relationship to other activities: Document any additional projects, phases of this project, or partner or community efforts that have had (or will have) a positive impact on water quality in the proposed project area. If additional space is needed, attach additional pages to the end of the document. Start the information with “Item 22 Project History”.

A. - Is this project a continuation of another Section 604b funded Project? Yes No

If “Yes”, list the past project name and grant recipient. If “No”, proceed to Item 21 B.

B. – Has the applicant ever received Section 604b funds? Yes No

If “Yes”, list the project name(s) and grant recipient in the space provided. If “No”, proceed to next page.

Use the Application Checklist to verify that your application is complete.

By the application deadline, submit to Illinois EPA an **electronic** copy of the:

- Uniform Application for State Grant Assistance (signatures required)
- Uniform Grant Budget Template (signatures required)
- Section 604b Application – Project Details Section
- Overflow Pages
- Supporting documentation (provide copies of the following as available)
 - Photos
 - Project location map and other maps as applicable
 - Quality Assurance Program Plan for monitoring projects (if available)
 - Other (letters of support, etc.)

Overflow Checklist

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

Electronic copies of the application and supporting documentation can be submitted on a CD or flash drive OR can be sent to: epa.bowgrants@illinois.gov.

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

U.S. Postal Service Mailing Address

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

Attn: Scott Ristau
217/782-3362

If using delivery service, send to:

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

Attn: Scott Ristau
217/782-3362

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[LINK TO APPLICATION](#)