

ATTACHMENT B

GRANT FUND APPLICATION INSTRUCTIONS

*These application instructions have been designed to apply to all activities eligible for funding. Please read these instructions in their entirety and provide answers to each question in order by number. These instructions have been designed to minimize the potential for incomplete applications. **Information required in items 1-8 must be provided by filling out the attached proposal cover page (Attachment C) using the space provided.** Responses to items 9-18 should be provided by attaching additional pages to the cover page.*

The level of detail required to fully answer each question is related to the scale and scope of the proposed project. Applicants are requested to provide a thorough description of the proposed project and answer each question as it applies to the activity. Submission of complete and accurate information will enhance the chance of the proposal being selected for funding.

An original and 8 copies of the application and other documentation must be mailed or hand-delivered to the following address:

Attention: Bill Foreman, *Environmental Analyst*
Department of Environmental Protection
BNR- Inland Fisheries Division
79 Elm Street
Hartford, CT 06106-5127

DEADLINES: All applications and supporting documentation must be received by DEP's Inland Fisheries Division at 79 Elm Street, Hartford, CT by 4:00 P.M. on Monday, December 8th, 2008. Applications or supporting documents received after that date and time will not be considered. Applications or supporting documentation transmitted via e-mail or fax will not be accepted.

Note: All of the questions must be answered. If a question is not applicable to your particular proposal, please provide a brief explanation. **Do not leave the questions blank.**

(cover sheet, #'s 1-8)

1. NAME, ADDRESS AND PHONE NUMBER OF APPLICANT MUNICIPALITY (or municipalities):

Fill in the *legal name(s)*, mailing address(es), and phone number(s) of the applicant municipality or municipalities. Phone number(s) must be a number(s) that is answered during business hours.

The applicant must be a municipality (or municipalities). If multiple municipalities are involved with a single project, a lead municipality must be identified.

2. NAME, ADDRESS AND PHONE NUMBER OF CONTACT:

Fill in the name(s), mailing address(es), phone number(s), and e-mail address of the contact. Phone number(s) must be a number where the contact is reachable during business hours.

The contact person is the individual who is familiar with the project details and who should be contacted for additional information or questions. Should the project be funded, this is also the

person who will be the primary contact during the course of the project through final completion.

3. NAME AND TITLE OF AUTHORIZED REPRESENTATIVE:

State the name and title of the representative who, if the contract is awarded, is legally authorized to sign the contract on behalf of the municipality. Have this individual sign and date the application form in the space provided. **Applications which are not signed by a legally authorized individual shall not be accepted and will be deemed ineligible for further consideration.** The applicant must also supply a signature resolution indicating that the signer is authorized to sign legal documents and enter into contracts on behalf of the municipality.

4. FEDERAL EMPLOYMENT IDENTIFICATION NUMBER:

Provide the federal employment identification number of the applicant, and state the name of the entity to which this number corresponds.

5. TITLE:

State the title of the proposed project.

The title should be concise and include project purpose/goal, target species, location and municipality all in one line (e.g. "Removal of mile-a-minute vine from Shady Acres Town Park, Wallingford, CT" or "Eradication of parrotfeather infestation in Town Pond, Enfield, CT").

6. BRIEF DESCRIPTION:

Provide a brief (200 words or less) description of the proposed project. Include target species, control methods, size of property/waterbody, size of infestation/area to be treated, degree of public access and any project partners.

e.g. The goal of this project is to eradicate water chestnut (Trapa natans) from a 20 acre pond. This plant was first found in this pond two years ago, and currently covers an estimated 5 acres. We propose to use herbicides (2, 4-d formulation) to initially treat the water chestnut. Additionally, a volunteer group will be established and trained to monitor the pond in subsequent years. Some Town staff will also attend training. The pond is an impoundment on a tributary to the "Big River". Public access to the pond is through a town park located on the west shore of the pond. The park includes a boat launch suitable for canoes, kayaks and small boats, plus 500 feet of accessible shoreline for fishing.

7. TOTAL GRANT FUNDING REQUESTED:

State the total amount of grant funding requested. For determination of such an amount, refer to question 17 for an explanation of how to provide the budget for the proposed project.

8. TOTAL MATCHING FUNDS:

State the total amount of matching funds committed for the proposed project. Please refer to questions 17 and 18 for a further explanation regarding matching funds.

(Project narrative, #'s 9-18)

9. NAME AND LOCATION OF PROJECT PROPERTY OR WATERBODY (as applicable).

Provide the name (names) of the target property or water body and the names of all municipalities within which the property/water body is located. Provide a map clearly showing the location of the property or water body and a description of its location. If applicable include the street address and copy of the map and lot number(s) of the site as identified by the Tax Assessor's Office for the municipality or municipalities in which the site is located.

10. PUBLIC ACCESS AND USE

Provide the following information concerning public access to and use of the property or water body:

- ✓ Degree of access (is the property/water body fully accessible, open to access only in some seasons or at certain times of day, restricted to local residents, closed to all use, etc.). If access is restricted, please explain.
- ✓ Facilities (parking, roads, trails, boat launches, shoreline access, picnic areas, ball fields, wildlife viewing structures, fishing piers, etc.). Please provide map of property or water body showing locations of these facilities. *Maps should be no larger than 11" x 17" in size.*
- ✓ Use patterns (what are primary/most popular uses of property/water body).

11. PROPERTY/WATER BODY OWNERSHIP

Provide information demonstrating ownership or other legal interest in the property, including:

- ✓ Copies of the Tax Map or Maps showing ownership of the affected property (or properties) and/or water body.
- ✓ Copies of applicable conservation and other access easements.
- ✓ When the applicant is not the owner, include signed letters of permission from all property owners to enter the property and consent for the control methods.
- ✓ Letters of permission should be provided for any non-applicant properties which must be crossed to gain access to the target site/water body.

12. TARGET PLANT SPECIES OR SPECIES

Provide information concerning target plant species, including:

- ✓ The name(s) of target species. List both common names and scientific names.
- ✓ Names, contact information of individuals, businesses/organizations/agencies who identified or verified identification of these species.
- ✓ Documentation of the actual presence of the target species on the property or in the water body (*attach photos, data from professional plant surveys, copies of relevant sections of reports and/or studies, etc.*).

13. STATE-LISTED SPECIES

Applicants should determine whether state listed species and/or significant natural communities are present within or near the project boundary, and if the proposed project will affect state listed species.

- ✓ Please provide the DEP Natural Diversity Data Base (NDDB) map for applicant town showing location of project property/water body (location can be hand-drawn & names of water bodies can be written on the map with an arrow to the correct location on the map). Maps can be accessed from the following website: www.ct.gov/dep/endangeredspecies
- ✓ Should state-listed species and/or significant natural communities be present, applicants need to request an NDDB environmental review and should attach review documentation.

Note that most projects can be designed to avoid negative impacts to state-listed species and significant natural communities, and preference will be given to projects that can show a definite benefit to these species and communities.

14. DESCRIBE THE PURPOSE AND NEED FOR, AND BENEFITS OF PROPOSED PROJECT:

- ✓ Describe the purpose of, and need for the project including a description of the extent of the infestation and its impact on native species, fish and wildlife habitat, recreational uses and aesthetic values.
- ✓ Describe the expected ecological and public benefits of the proposed project.
- ✓ Describe any past efforts to control/eradicate the target species on the project property or water body.

15. DESCRIBE THE SCOPE OF WORK:

Describe the scope of work identifying each task, product and service. Where applicable, include site maps and/or other diagrams indicating location and features of specific project tasks. Please at a minimum include the following information:

- ✓ Whether federal, state and/or municipal authorizations (i.e. permits) are needed (and the status of any requests for permits). **Preferred projects have either obtained, or can obtain in a timely fashion all necessary permits.** Attach copies of any permits already obtained. *Note that awardees will be required to submit copies of permits obtained following the awarding of funds.*
- ✓ Plans for pre-control monitoring.
- ✓ Narrative of the areal extent of target species coverage and a description of the site(s).
- ✓ Map(s) and photographs (when available) of the property or water body clearly showing the distribution of target species and areas targeted for control. Also clearly show on the same map locations of known populations of state-listed species.
- ✓ Description of all control methods to be used, including where each method will be used and how frequently during the course of the project. Also indicate who will be performing the various controls (i.e., licensed applicator/consultant services, volunteers, municipal staff, NGO). Please list separately and be as specific as possible:

- All herbicides and other chemicals to be used (if known at time of submittal).
 - All mechanical methods to be used (hand-pulling, brush-cutting, harvester, hydroraking, etc.)
 - All bio-control measures (goat grazing, grass carp, “milfoil” weevil, etc.).
- ✓ Discuss how state-listed species or significant natural communities will be protected during the project.
 - ✓ Expected outcome of control measures. Include an estimate of the area (i.e., acres, square meters or feet) of, or length (i.e. feet, yards, meters, miles of trailside, river bank or lakeshore) of target species controlled or eradicated.
 - ✓ Discuss whether any changes in public access will occur due to this project.
 - ✓ Plans for notifying/educating users and general public.
 - ✓ Discuss plans for rehabilitation/revegetation of targeted sites.
 - ✓ Plans for post-treatment monitoring.
 - ✓ Long-term management plan including procedures for preventing the reestablishment of the target species (if goal was eradication) or preventing the spread (if goal was control).

16. DEFINE THE SCHEDULE FOR COMPLETION OF THE SCOPE OF WORK FOR THE PROPOSED PROJECT:

Provide a proposed schedule for completion of each phase of the project as it corresponds to the scope of work described and the total number of months needed to complete the project. Identify any seasonal constraints or specific requirements for work scheduling. For example, work times may need to be coordinated with target species growing season, observation of environmentally sensitive periods, or the receipt of required authorizations.

Please note that projects should generally be completed within **one year** from the contract execution date. It is anticipated that the contracts will be mailed to award recipients for review and signature within two months of the grant award announcement. Within approximately six weeks from the date DEP receives the signed contract and all necessary resolutions or other attachments, the contract will be able to be fully executed, and funding can be made available for use by the recipient. Only expenses incurred following a properly executed contract will be deemed eligible expenses. Such a timeline should be taken into account in determining a proposed schedule for the project.

17. DEFINE THE BUDGET FOR IMPLEMENTATION OF THE PROPOSED PROJECT:

Using the attached budget summary page (Attachment D), provide a list of the expenses for the proposed project. In addition, **on a separate sheet,** provide a brief narrative explaining each line item expense requested from the Grant Fund. **Indirect costs associated with projects may be used as matching funds. However, Grant Funds cannot be used for indirect costs.**

The upper limit for projects is \$50,000. For projects which are more expensive or in order to guarantee the continuation of the proposed project beyond the initial year of its implementation without Grant Fund support, matching funds or alternative funding should be considered. Requests for larger grants will be considered, but only for exceptional and well-justified

proposals. Any work subcontracted must be arranged through a competitive selection process unless there is a demonstration of the need for a sole source.

A 100% payment of the grant amount will be initiated following execution of the contract. Following completion of the project, a report including documentation that all the elements of the project have been completed, the outcome of the project and a financial summary indicating expenses incurred must be submitted to DEP. **Projects that come in under budget or fail to meet contract obligations are required to return all unused funds to DEP.**

18. DESCRIBE THE AVAILABILITY OF ALTERNATIVE FUNDING OR MATCHING FUNDS OR IN-KIND SERVICES:

Provide a description of matching funds, in-kind services and the availability of alternative funding. Matching funds may consist of actual funds as well as other contributions such as in-kind services, materials and volunteer labor.

Applicants are encouraged to demonstrate a commitment to continue the proposed project beyond the initial year of its implementation without additional DEP funds. Funding for well matched projects will be viewed favorably, and a demonstration of a commitment of future funding for that purpose is strongly encouraged.