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The South Carolina Department of Health and Environmental Control (SCDHEC) is seeking project proposals for the development of watershed-based plans (WBP). All watershed-based plans must include the nine elements specified by the United States Environmental Protection Agency’s (EPA) watershed-based plan development guidance.

EPA’s Drinking Water State Revolving Fund (DWSRF) for Source Water Protection (SWP) will be funding watershed-based plan development projects for the protection of source water. Proposals for SWP funding must address ambient surface water pollutants that can impact source water for drinking water systems. Only project proposals for the development of WBPs within a watershed with a drinking water intake or containing surface source water will be considered for this SWP funding.

## I. ELIGIBLE APPLICANTS

South Carolina public organizations such as state agencies, drinking water utilities, local governments, Councils of Government, public universities, soil and water conservation districts, regional planning commissions, water systems, watershed organizations, and nonprofit organizations are eligible to receive this grant.

Please note that for-profit entities should not develop proposals for other organizations in anticipation of receiving a future contract. All sub-contracts awarded under a selected project’s grant must be issued in accordance with federal and state procurement guidelines. This cautionary comment does not apply to for-profit entities already retained by organizations through such a procurement process. Please be aware that these funds cannot be used to pay for any work done by consultants prior to the award of this grant.

## II. ELIGIBLE PROJECTS

This solicitation is solely seeking proposals to **develop a watershed-based plan** for future implementation within South Carolina. The WBPs should include an element for implementation and protection of public drinking water sources. A watershed-based plan can enhance or augment a Source Water Protection Plan because it encompasses both the entire watershed that impacts the supply source and the delineated source water protection area in that watershed. This funding is specifically for a WBP, *not* a Source Water Protection Plan.

Once a watershed-based plan is in place, it becomes the guidance and framework for any water quality improvement activities in that watershed. Having a watershed-based plan in place also opens additional funding opportunities such as Section 319 grants for WBP implementation, as well as the potential for reduced interest rates to implement eligible activities using a Clean Water SRF loan. Watershed-based plans should be comprehensive, addressing both point and nonpoint sources.

**A. WATERSHED-BASED PLANS**

Watershed-based plans are documents that identify pollutant(s) in a watershed, determine the sources of the pollutant(s), and describe what needs to be done to address each source. A watershed-based plan *must* include stakeholder participation, assessment of the specific causes of impairments and sources of water quality problems, identification of measurable water quality goals, and the implementation of specific actions needed to solve those problems—point *and* nonpoint. To be eligible to receive funding for future 319-funded watershed implementation projects, a WBP must be in place. Current federal 319 grant guidelines outline [EPA’s nine elements](file:///C:\Users\skippekb\Documents\319%20Grants\EPA%20Nine%20Elements.pdf) that **must** be included in a plan.

SCDHEC has created a Watershed-based Plan Development Requirement Guide which describes the required elements in detail and walks potential grantees through what is expected in an approvable watershed-based plan. This and many other helpful resources are available on [DHEC’s webpage](https://scdhec.gov/environment/your-water-coast/watersheds-program/watershed-based-plan-development-grants).

The purpose of this solicitation for plan development is to assist stakeholders in preparing plans that may be eligible to receive 319 funding in the future. Of note, 319 funds are not available for use where an implementation project would assist in satisfying the requirements of an NPDES permit; therefore, a WBP must include a solid number of 319-eligible best management practices (BMPs).

Ultimately, plans should *demonstrate a clear, in-depth knowledge* of the watershed, as well as the relationship to surface water intakes and how activities in the watershed impact surface water. Local groups are often best suited to develop and implement these plans as they are most familiar with their watersheds and their community. Drinking water utilities are **highly** recommended as partners, or as lead organizations.

**B. ELIGIBLE WATERSHEDS**

South Carolina watersheds that supply source water for public drinking water systems are to be considered. See Source Water Protection Areas in the [SC Watershed Atlas](https://gis.dhec.sc.gov/watersheds/) for reference.

Selected watersheds should be chosen so that elements of the completed plan may then be eligible for use of Section 319 Nonpoint Source funds, although communities are encouraged to explore multiple funding options for plan implementation. Selection for funding under this RFP does not guarantee future 319 implementation funding.

Note that watershed-based plans are not meant to substitute or replace existing approved TMDLs. The load reductions prescribed in approved TMDLs must remain in place for permit requirements or other non-regulatory reduction goals. Watershed-based plans may build on these reductions and outline a set of best management practices needed to effectively reach them. Plans may address multiple pollutants.

Due to the relatively short project length and project requirements, proposals should have a limited watershed size to provide a workable focus area. Most accepted proposals cover a reasonable geographic scope of one to four 12-digit HUCs.

**C. PRIORITY WATERSHEDS**

SCDHEC, EPA Region 4, and NRCS have established priority watersheds across the state. These include the following Hydrologic Unit Codes (HUCs):

* 03050109 (Saluda)
* 03060106 (Middle Savannah)
* 03050206 (Edisto)
* 030601100301 (May River)
* 030502080606 (Okatie River)
* 0304020106, 0304020107 (Black Creek)
* 030502090201, 030502090202 (Sewee-Santee)
* 03060103 (Upper Savannah)
* 03060109 (Lower Savannah)
* 030501091103 (Big Creek-Little Saluda River)
* 030402011102 (Smith Swamp)
* 030501091104 (Upper Little Saluda)
* 0305010115 (Catawba Basin)
* 0305010301 (Catawba Basin)
* 0305010302 (Catawba Basin)
* 0305010303 (Catawba Basin)
* 0305010304 (Catawba Basin)
* 0305010305 (Catawba Basin)
* 0305010306 (Catawba Basin)
* 0305010401 (Catawba Basin)

Bonus points will be awarded to any project within these HUCs. Priority is given to projects within these watersheds, however, projects in other watersheds are still encouraged.

**D. PROJECT LENGTH**

Watershed-based plan development generally takes between 12-18 months to complete and is expected to last no more than 18 months.

**E. WATERSHED PROTECTION AND CLIMATE CHANGE CONSIDERATIONS FOR WBPs**

Understanding how climate change may impact a watershed is an important aspect of any watershed-based plan. Climate change in South Carolina could result in both higher stream temperatures and more intense watershed disturbances. Examples of more intense watershed disturbances include more frequent and intense flooding, tropical storm events, higher stream flows, rising sea levels, increased erosion rate, displacement of coastal wetlands, more frequent and larger wildfires, and tidal mixing. Such changes would likely cause increased levels of pathogens, nutrients, and dissolved oxygen in waterbodies. These changes could then also cause harm not only to humans, but to native aquatic life populations, such as macroinvertebrates and fish.

Watershed-based plans should assess and prescribe best management practices (BMPs) that project forward what local needs may be and incorporate adaptation planning aspects to ensure proposed BMPs take more intense watershed disturbances and their impacts into consideration. BMPs identified should also address not just pollutants and their sources seen historically or in the present but take into consideration the impacts of more intense watershed disturbances. All watershed-based plans should include a protection component, such as conservation easements.

**F. FINAL PRODUCT**

At the completion of a selected project, grantees must submit a completed, fully-reviewed watershed-based plan. These plans must include, at a minimum, all nine required elements. While WBPs may include considerable introductory, supporting, and alternative material, **each of the nine elements should be clearly identified as such in an addendum with corresponding page numbers**. Selected projects must submit a **final draft** of their watershed-based plan to SCDHEC **thirty (30) days prior to the completion of their contract** to provide enough time for final review.

**III. SOLICITATION DEADLINES**

**All applications and supporting documents must be submitted electronically to** [**NPSGrants@dhec.sc.gov**](mailto:NPSGrants@dhec.sc.gov)**.**

Once applications are received, a review committee will select eligible projects for funding. For each project selected, the applicant may be asked to submit a revised work plan, incorporating the comments received from the review committee. Following the submittal of the revised work plan, SCDHEC will conduct a final review. Applicants will be notified of selection within approximately 30 days of the close of the final application period. From the time that SCDHEC staff evaluate the applications until the grant agreement is signed will be approximately 60 days.

*SCDHEC reserves the right to (1) make no awards following this solicitation, (2) reject all applications, or (3) to reject applications which, in the judgment of SCDHEC staff, fail to reasonably meet requirements of the RFP.*

## IV. AVAILABLE FUNDING

Source Water Protection Grants will be funded with monies provided to SCDHEC by EPA’s Drinking Water State Revolving Fund (DWSRF) set-aside for Source Water Protection (SWP). For FY2021, SCDHEC is allocating $100,000 for all (not each) projects funded under this RFP. No maximum funding amount is specified in this solicitation, but proposals must clearly justify all costs included in the final application. *Please note that no non-federal match is required and will not be included in the actual grant contract; however, additional consideration will be given to proposals showing supplementary funds leveraged for WBP development, as this shows there is community and partner interest and investment in the WBP development.*

**All WBP development projects, regardless of funding source, are funded by quarterly reimbursement**. SCDHEC is not liable for any costs incurred by the grantee prior to the date of grant signature, and no payment in advance of the grant signature can be made.

Applicants may incorporate previously completed work in the watershed-based plan, but no funding can be used to pay for work done prior to the signed grant agreement.

## V. APPLYING

The grant application form was distributed with the e-mail announcement of this solicitation and can also be requested via e-mail to [NPSGrants@dhec.sc.gov](mailto:NPSGrants@dhec.sc.gov).

The application form will include extensive detail about the project and its budget. In addition to the application form, all applicants are required to provide a digitally-created location map of the targeted project watershed or area on one page of 8.5”x11” paper clearly showing, *at a minimum*, the SCDHEC monitoring sites, waterbodies, towns, drinking water intakes, and watershed boundaries. This information can be found in the [SC Watershed Atlas](https://gis.dhec.sc.gov/watersheds/). For projects near MS4-permitted coverage, the permit boundaries should also be included.

**Applications must be received by 3 pm, November 16, 2020.** Email your complete application to [NPSGrants@dhec.sc.gov](mailto:NPSGrants@dhec.sc.gov). Only emails sent to this address will be considered. Confirmation e-mails will be sent upon receipt of applications.

The following table outlines the significant events of this solicitation process:

|  |  |  |
| --- | --- | --- |
| **Process Step** | **Date** | **Applicants Submit** |
| Grant Application | 3:00 pm, November 16, 2020 | * Application Form * Map * Budget * Cooperator Commitment Letters |
| Applicants are notified of selection decision | Approximately 30 days after application submittal | (n/a) |
| Selected projects may be asked to revise application | Two weeks to make changes | All requested information |
| Grant agreement drafted and sent to grantee for signature | Approximately 3 weeks | Signed grant agreement |

**VI. FAQs**

## A. Are Matching Funds Required?

Matching funds are not required. Selected projects will be funded 100% by monies provided to SCDHEC by EPA’s Drinking Water State Revolving Fund set-aside for Source Water Protection. However, additional consideration will be given to proposals that show supplementary funds leveraged for WBP development.

## B. Can SCDHEC Staff Review Draft Documents?

*NPS staff and Watershed Managers are available to review draft* applications on a first-come, first-served basis. Applicants are *strongly* encouraged to submit draft materials and to submit those materials well before the deadlines to receive timely feedback.

## C. Who Can I Contact for Assistance?

The following staff are available for assistance with this solicitation. Applicants should contact the NPS Program Coordinator and the appropriate Watershed Manager for their watershed of interest.

|  |  |
| --- | --- |
| **Nonpoint Source Staff** | **Watershed Managers** |
| Shea McCarthy *NPS Program Coordinator*  [mccartsm@dhec.sc.gov](mailto:mccartsm@dhec.sc.gov)  803-898-4401 | Amanda Ley  *Broad and Edisto Watershed Manager*  [leyah@dhec.sc.gov](mailto:leyah@dhec.sc.gov)  803-898-4183 |
| Jana Baxley *Grant Coordinator* baxleyjs@dhec.sc.gov 803-898-4213 | Andy Miller  *Pee Dee, Santee, and Salkehatchie Watershed Manager*  [millerca@dhec.sc.gov](mailto:millerca@dhec.sc.gov)  803-898-4031 |
| Karin Skipper  *Section Manager*  [skippekb@dhec.sc.gov](mailto:skippekb@dhec.sc.gov)  803-898-4187 | Jordan Elmore  *Saluda and Catawba Watershed Manager*  [elmoreja@dhec.sc.gov](mailto:elmoreja@dhec.sc.gov)  803-898-4355 |
|  | Sierra Hylton  Savannah Watershed Manager  [hyltonsf@dhec.sc.gov](mailto:hyltonsf@dhec.sc.gov)  803-898-4168 |

**D. WHAT GRANT CONDITIONS WILL APPLY TO SELECTED PROJECTS?**

The applicant for each selected project must enter into a written Grant Agreement with SCDHEC that specifies terms for completing the project. The Grant Agreement is in the form of a contract formatted according to standard SCDHEC contract procedures. A sample grant agreement is available upon request. Some of the key elements included are as follows:

## Administrative Capacity

A “Grantee” (grant recipient) must have administrative capacity to comply with the applicable requirements of federal “Uniform Administrative Requirements for Grants and Cooperative Agreements” (40 CFR Part 30 or 31) or “Uniform Administrative Requirements” (2 CFR Part 200 and 1500) and State requirements. Applicable federal requirements will be specified in an executed grant agreement. This includes, but is not limited to, managing allowable project costs, non-federal match, cost accounting and invoicing, audit procedures, records access, record keeping, sub-agreements, and progress reporting.

## Timely Implementation and Closeout

The final watershed-based plan document will be due at the close of the grant period. Note that the final invoice, final budget report, and MBE/WBE will be due 30 days AFTER the close of the project. NO costs will be allowed after the close of the project; hence potential grantees should plan to complete these requirements accordingly.

## Pre-Award Costs

SCDHEC is not liable for any cost incurred by the Grantee or any Grantee subcontractor(s) prior to the contract effective date. SCDHEC cannot authorize any payments prior to final approval and signing of the grant agreement.

## Reporting and Invoice Requirements

The grantee agrees to submit interim **quarterly** progress reports and invoices. The grantee also agrees to support minority and women-owned businesses whenever feasible and will submit MBE/WBE (Minority Business Enterprise/Women Business Enterprise) forms.

## Fund Reimbursement

Grantees will be paid by reimbursement **only**. Applicants should have funds available to cover costs each quarter while waiting for reimbursement.

## Monitoring and Environmental Data Quality Assurance

## Due to the relatively short project duration, monitoring will not be a *funded* component of the WBP development proposal. Watershed-based plans may utilize any existing data collected prior to plan development (including applicable volunteer monitoring data), but no new data is envisioned as part of watershed plan development through this grant. Data collection may occur *outside* of the grant with *outside funding*.

## Food and Promotional Items

*NO* food or promotional items may be purchased with SWP funds.

## GIS Requirements

All selected projects that have a Geographic Information System (GIS) component must follow EPA/SCDHEC GIS guidance. Please ensure the most current protocols are used.

## Travel

Travel expenses, including room and board, incurred in connection with the project will be limited to reimbursement at the standard State rate in effect during the period of the project agreement and will be included within the maximum amount of the contract. The 2020 mileage rate is $0.575 per mile. Due to travel reimbursement policy changes made by the State of South Carolina, effective on July 1, 2006, the State standard rate for hotels will be at the established Federal Government Services Administration rate or below for the area of travel. These rates can be found at [gsa.gov](https://www.gsa.gov/travel-resources).

## Management Fees and Similar Charges

Management fees or similar charges in excess of the direct costs and approved indirect rates are not allowable. The term “management fees or similar charges” refers to expenses added to the direct costs to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs which are not allowable under this solicitation. This includes any markup added to eligible costs.

# VII. REVIEW CRITERIA

The review committee will evaluate applications with the following criteria:

* Does the application mention protection of source water and specify ambient surface water pollutants that impact source water?
* Does the organization demonstrate administrative capacity, expertise, and experience? Are HUCs part of the source water for drinking water intakes?
* Is the application clear and thorough, with well-defined steps for completion of all nine elements of the Plan?
* Are all budget costs reasonable, explained, and justified?
* Does the application identify appropriate partners, including the drinking water system?
* Does the application provide a detailed description of the watershed? Is it of reasonable geographic scope? Does it include the number of drinking water customers and demonstrate local interest in protection and restoration?
* Does the application demonstrate use of and good understanding of water quality monitoring data in the area?
* Are all required attachments present? This includes a digitally-created map showing monitoring sites, waterbodies, towns, target watershed boundaries, DW intakes, and MS4 permit boundaries, if applicable. This also includes Commitment Letters from **ALL** cooperating organizations.
* Does the application identify potential BMPs that will be addressed in the watershed-based plan?

## VIII. DISCLAIMER STATEMENT

SCDHEC’s NPS Program reserves the right to refuse any application which does not meet the RFP requirements for:

* Eligibility
* Complete budget justification
* Submission of required information

Additionally, applications which, in the judgment of SCDHEC staff, fail to reasonably meet other requirements of the RFP may also be rejected.

## IX. ATTACHMENTS

* Grant Application Form
* Budget Form
* How to Complete a Budget
* SC Simplified Guide to Completing a Watershed-Based Plan

See [DHEC’s webpage](https://scdhec.gov/environment/your-water-coast/watersheds-program/watershed-based-plan-development-grants) for more resources and guidance.