

## CHAPTER 6-200

### THE APPLICATION PROCESS FOR A WATERSHED COOPERATIVE AGREEMENT

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#### **6-200-00 What does this chapter do?**

This chapter explains how you, a watershed association or non-profit organization, can apply to us, the Office of Surface Mining (OSM), for Watershed Cooperative Agreement Program (WCAP) funding.

#### **6-200-10 How do you send us your application for a Watershed Cooperative Agreement?**

You may send us your application by any of the following methods.

- A. E-mail your application to us. You must show the name and title of the authorized official who signed the original forms and the date signed in the signature section of the application. You must maintain the original signed documents in your files. We will confirm that we will received your application within three days of receipt.
- B. Give us a complete application on paper with an original signature. Send this application by regular mail or any other method. We will notify you that we have received your application within three days of receipt.
- C. Enter your application in an approved electronic system or portal, such as Grants.gov or the Financial and Business Management System (FBMS).

#### **6-200-20 When should you apply?**

You must submit a complete cooperative agreement application to us at least 60 days before you intend to start the project.

#### **6-200-30 How much OSM funding can you apply for and how much other funding must you have?**

- A. Normally, our funding for a cooperative agreement does not exceed \$100,000.
- B. Normally, you should have a ratio of at least 2 to 1 for contributions from other partners compared to OSM funding.

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- C. However, we do have the flexibility to approve exceptions to these limits if you provide adequate justification. If you request more than \$100,000 in OSM funds or if OSM funding would be more than one-third of the total project budget, you must answer the following questions in your application.
1. Have you made every reasonable effort to secure the additional needed funds from other sources?
  2. What will be the impact on the proposed project if we do not provide the additional funds?
  3. Does the project have funding or supporting partners? Is there broad local participation by individuals, companies or organizations?
  4. Does the project present the potential for exceptional benefits in stream and watershed improvements?
  5. Is the project part of a comprehensive watershed restoration plan? Have other partners made a substantial investment of time and funding in the watershed?
  6. Would our funding be met with a substantial contribution from other partners?
  7. Is it highly likely that the project's technology and design will succeed in treating the water quality without the need for frequent and expensive system renovations?

### 6-200-40 What do you need to include in your application?

You must include the following items within your application package.

- A. Signed or approved Application for Federal Assistance document, [SF-424](#).
- B. The Program Narrative must explain the proposed project. You can use the optional [OSM 51](#) form or plain paper. You will need to provide the following information.
  1. Explain the need for the project.
  2. Provide a summary of the project. Who will be responsible for the contract and oversight?
  3. What are the purpose, goals and objectives of the project? Include a brief discussion on treatment goals of the project in terms of pH and chemistry, and trigger points that will initiate evaluation for operation and maintenance, expectations for chemical and biological impacts of the project on receiving stream, and how the project fits into restoration goals for the watershed.

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4. Do you have the legal right of entry to the property for construction and continuing monitoring and maintenance? Provide a copy of the authorizing document.
5. Describe the technology and project design to be used, including material quantities, if available. If you select a passive treatment technology, the project must have a high likelihood of long term success, without the expectation of excessive maintenance or frequent rehabilitation. Include project design if available. Active treatment, through the use of chemical feed systems, is allowable with proper consideration of costs for chemicals and sludge removal when necessary.
6. Include all water quality and flow measurements of the discharge. Provide long-term water quality and quantity information including at a minimum: flow, pH, acidity, total and ferrous iron, and aluminum. We prefer that a minimum of 12 monthly samples be conducted. The project as constructed must have provisions to allow for continued monitoring.
7. Include a monitoring plan for the discharge, treatment outflow, and receiving stream, up and downstream. Who will be responsible for monitoring the project after construction?
8. Include a U. S. Geological Survey topographical map of the project area, with latitude and longitude.
9. Estimate how soon after the award of our funding the project will begin.
10. Include a schedule for completing the major project activities during the cooperative agreement performance period.
11. Describe the long term maintenance and renovation plan for taking care of any ongoing operational or maintenance requirements. Who will operate and maintain the completed project? How do you propose to fund any post construction operation and maintenance needs?
12. Provide required clearances including the U.S. Fish & Wildlife Service (USFWS) for endangered species, or comparable State clearance accepted by the USFWS, and State Historic Preservation Officer (SHPO). If you need assistance, our Watershed Project Coordinator can help you in securing these clearances.
13. List all permits that will be required. Provide assurance that you will have all appropriate permits prior to construction. Primary permits of interest to us are the wetlands, floodplains and stream encroachments, and any State environmental permits. Our Watershed Project Coordinator can assist you in identifying these permits.

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14. Identify selected contractors and subcontractors, if any. All known contractors and subcontractors must have an Applicant Violator System (AVS) and a Suspension and Debarment check before the award of our funds. Our Watershed Project Coordinator can perform or assist you with these checks. Document your AVS and Suspension and Debarment checks in your files.
- C. Itemized Budget Estimate with a list of total project costs. At your option, you may use the Budget Information format located in [Exhibit 1](#), or an alternative format.
1. Show the total costs by the project activity (administrative, design, construction, project inspection/monitoring, and other itemized major costs items).
  2. Show the OSM funding you are requesting by activity.
  3. Show other Federal agency funding by activity.
  4. Show non-Federal funds by activity.
  5. Show the monetary value of in-kind services being provided by activity.
- D. Your budget justification narrative must explain each project activity included in your itemized budget estimate. Describe how you calculated the cost and why the item is needed. You must provide enough information for us to determine whether the line items included under each activity are reasonable, necessary and allowable.
- E. Describe your organization briefly. Include the names and titles of your principal officers, your purposes, goals and objectives, and how long you have been established or incorporated.
- F. Describe your organization's financial management system including accounting processes, systems, and internal controls.
- G. Provide a copy of your organization's Internal Revenue Service (IRS) 501(c)(3) designation.
- H. List partners, local support, and other resources.
1. Show the names, affiliation, roles and contributions of each participating partner. Divide your list into groups of partners providing funding, partners providing in-kind time or materials, and supporting partners who favor the project but are not providing resources.
  2. Include copies of all letters from contributing partners confirming their commitment of funds and/or in-kind services.

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3. Include copies of all letters of support for the project from local community groups, businesses, and individuals.
- I. Provide a [Certifications](#) form signed by your organization's appropriate official.
- J. Provide a signed and dated Assurances for Construction Programs form, [SF 424D](#).

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**EXHIBIT 1**

<b>BUDGET INFORMATION – Construction Programs (Format)</b>					
<b><i>Project Activity/Costs</i></b>	<b><i>OSM Funding</i></b>	<b><i>Other Federal Agency Funding</i></b>	<b><i>Non-Federal Partners Funding</i></b>	<b><i>Partners In-Kind Contributions</i></b>	<b><i>Total Cost</i></b>
1. Administrative					
2. Design					
3. Construction					
4. Project Inspection/ Monitoring					
5. Other Major Costs (Itemize)					
6. TOTAL					

*Optional Form*