

SOUTH CAROLINA NONPOINT SOURCE PROGRAM

REQUEST FOR PROPOSALS WATERSHED-BASED PLAN DEVELOPMENT PROJECTS

DUE THURSDAY, SEPTEMBER 15TH 2022 AT 3 P.M.



The South Carolina Department of Health and Environmental Control (SCDHEC) is seeking proposals for the development of watershed-based plans (WBPs). All watershed-based plans must include, at minimum, 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 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 proposals for the development of WBPs within a watershed containing surface source water for drinking water systems will be considered for this SWP funding.

The overall goal of the completed WBP is to provide thorough plans for potential implementation of the recommendations made in the plan. While data analysis is an important aspect of watershed planning and recommendations, the majority of time, effort, and resources should *not* be spent on data analysis, but rather the interpretation of data for implementation.

I. ELIGIBLE APPLICANTS

South Carolina public organizations such as state agencies, public drinking water utilities, local governments, Councils of Government, public universities, soil and water conservation districts, regional planning commissions, public 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 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 PROPOSALS

This solicitation is solely seeking proposals to **develop a watershed-based plan** for future implementation within South Carolina. The WBPs should include elements 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 the Clean Water Act Section 319 grant for WBP implementation, as well as the potential for reduced interest rates to implement eligible activities using a Clean Water State Revolving Fund (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 pollutants in a watershed, determine the sources of the pollutants, 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 recommended implementation of specific actions needed to solve those problems—point *and* nonpoint. To be eligible to receive 319 funding for future watershed implementation projects, the watershed must have an approved WBP in place. Current federal 319 grant guidelines outline [EPA's nine elements](#) that **must** be included in a plan.

SCDHEC has created a [Simplified Guide to Developing Watershed-Based Plans](#) which describes the required elements and walks potential grantees through what is expected in an approvable watershed-based plan. This and many other helpful resources are available on the DHEC [WBP Grants page](#).

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 significant and measurable 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 eligible for funding under this grant. See Source Water Protection Areas in the [SC Watershed Atlas](#) for reference.

Selected watersheds should be chosen so that elements of the completed plan may then be eligible for use of 319 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 timeline and WBP development 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. GRANT LENGTH

The WBP development timeline is 24 months. A completed first draft is due within 90 days of grant completion and a final version is due by the end of the grant period.

D. 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 higher stream temperatures and more intense watershed disturbances such as 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 determine what local needs may be and incorporate adaptation planning aspects to ensure proposed BMPs take more intense watershed disturbances and their impacts into consideration. Identified BMPs should also address not only pollutants and their sources (historic or present) but also take into consideration the impacts of more intense watershed disturbances. All watershed-based plans should include a protection component, such as conservation easements. See the DHEC [WBP Grants page](#) for resources regarding climate change adaptations.

E. FINAL PRODUCT

Watershed-based 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 in the plan.** The nine elements checklist (provided at the beginning of the grant period) should be included with the WBP submission which outlines the sections/page numbers where each element is addressed in the plan.

A *complete* initial draft is due 90 days prior to grant completion. This ensures time to make necessary revisions before a final draft is submitted. Multiple rounds of drafts and revisions by DHEC may be necessary

before a final WBP is approved. Final WBPs are due by the grant end date. A plan will not be approved before all edits and revisions are complete, regardless of the grant end date.

III. SOLICITATION DEADLINES

All proposals and supporting documents must be submitted electronically to NPSGrants@dhec.sc.gov.

Once proposals are received, a review committee will select eligible proposals for funding. For each proposal selected, the applicant may be asked to submit a revised workplan, incorporating the comments received from the review committee. Following the submittal of the revised workplan, SCDHEC will conduct a final review. Applicants will be notified of selection within approximately 30 days of the close of the application period.

SCDHEC reserves the right to (1) make no awards following this solicitation, (2) reject all proposals, or (3) to reject proposals 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 fiscal year 2022, SCDHEC is allocating \$150,000 for all (not each) proposals funded under this RFP. No maximum funding amount is specified in this solicitation, but proposals must clearly justify all costs included in the proposal. 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 grants, 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.

Up to 90% of the awarded grant amount will be available for reimbursement throughout the WBP development grant timeline. To ensure plan approval, the final 10% of grant funding will not be available until the final WBP is approved by DHEC.

V. APPLYING

The required grant proposal form and budget form are available on the [Watershed Grants RFP Page](#). Any concerns or questions can be sent to NPSGrants@dhec.sc.gov.

The proposal form should include extensive detail about the proposed WBP development and its budget. In addition to the proposal form, all applicants are required to provide a digitally-created location map of the targeted watersheds 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](#). For watersheds near MS4-permitted coverage, the permit boundaries should also be included.

Proposals must be received by 3 pm on Thursday, September 15, 2022. Email your complete proposal form and attachments to NPSGrants@dhec.sc.gov. Only emails sent to this address will be considered. Confirmation e-mails will be sent upon receipt of proposals.

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

Process Step	Date	Applicants Submit
Grant Proposal Due	3:00 pm, September 15, 2022	<ul style="list-style-type: none"> • Proposal Form • Map • Budget • Cooperator Commitment Letters
Applicants are notified of selection decision	Approximately 30 days after proposal due date	(n/a)
Selected proposals may be asked to make revisions	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 proposals 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 proposals 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. WHAT GRANT CONDITIONS WILL APPLY TO SELECTED PROPOSALS?

The applicant for each selected proposal must enter into a written Grant Agreement with SCDHEC that specifies terms for completing the WBP. The Grant Agreement is in the form of a contract formatted according to standard SCDHEC contract procedures. WBPs developed under this grant agreement then belong to SCDHEC and will become public documents. 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 costs, non-federal match, cost accounting and invoicing, audit procedures, records access, record keeping, sub-agreements, and progress reporting.

Timely Implementation and Closeout

The first draft of the WBP will be due 90 days before grant close and the final version 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 grant. NO costs will be allowed after the close of the grant.

Pre-Award Costs

SCDHEC is not liable for any cost incurred by the Grantee or any Grantee subcontractors 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. 90% of the awarded grant funds will be available for reimbursement during the WBP development timeline. The remaining 10% of funds will only be available following approval of the WBP.

Monitoring and Environmental Data Quality Assurance

Due to the relatively short grant 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 these grant funds.

GIS Requirements

All selected proposals 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 WBP development will be limited to reimbursement at the standard State rate in effect during the period of the grant agreement and will be included within the maximum amount of the contract. The 2022 mileage rate is \$0.625 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.

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.

D. 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 <i>NPS Program Coordinator</i> mccartsm@dhec.sc.gov 803-898-4401	Amanda Ley <i>Broad and Edisto Watershed Manager</i> leyah@dhec.sc.gov 803-898-4183
Jana Baxley <i>Grant Coordinator</i> baxleyjs@dhec.sc.gov 803-898-4213	Andy Miller <i>Pee Dee, Santee, and Salkehatchie Watershed Manager</i> millerca@dhec.sc.gov 803-898-4031
Karin Skipper <i>Section Manager</i> skippek@dhec.sc.gov 803-898-4187	Frank Nemeth <i>Saluda, Catawba, and Savannah Watershed Manager</i> nemethfs@dhec.sc.gov 803-898-4355

VII. REVIEW CRITERIA

The review committee will evaluate proposals with the following criteria:

- Does the proposal 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 the included HUCs part of the source water for drinking water intakes?
- Is the proposal 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 proposal identify appropriate partners, including the drinking water system?
- Does the proposal 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 proposal 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, drinking water intakes, and MS4 permit boundaries, if applicable. This also includes Commitment Letters from **all** cooperating organizations.
 - Does the proposal identify potential BMPs that will be addressed in the watershed-based plan?
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VIII. DISCLAIMER STATEMENT

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

- Eligibility
- Complete budget justification
- Submission of required information

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

IX. ATTACHMENTS

The grant proposal form and budget form are available on the [Watershed Grants RFP Page](#) as well as helpful documents for applicants.

See the DHEC [WBP Grants page](#) for additional resources and guidance.