

# Town of Windham

## Watershed Protection Grant Program

# Materials Checklist

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**Deadline: Must be submitted on or before February 17, 2020.**

All applications must be completed correctly, and all requested materials must be submitted before the deadline to be considered for funding. Incomplete applications, missing information or an absence of required attachments will not be accepted for review.

**Applicant Name:** \_\_\_\_\_

**Name of Project:** \_\_\_\_\_

### **Materials Checklist**

#### **Section 1. Application Information**

#### **Section 2. Project Information**

#### **Section 3. Project Budget**

#### **Section 4. Project Commitment Agreement**

#### **Section 5. Landowner Approval Agreement**

#### **Additional Attachments**

#### **Project Design**

#### **Maps**

#### **Maintenance Plan/Agreement**

**SECTION 1: APPLICANT INFORMATION**

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Type or write the requested information on this form.

**Name of Project** \_\_\_\_\_

**Applicant Name** \_\_\_\_\_

Applicant Address \_\_\_\_\_  
Street or PO Box

\_\_\_\_\_ City State ZIP

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**Affiliate Organization (if any)** \_\_\_\_\_

Address \_\_\_\_\_  
Street or PO Box

\_\_\_\_\_ City State ZIP

**Landowner (if any)** \_\_\_\_\_

Address \_\_\_\_\_  
Street or PO Box

\_\_\_\_\_ City State ZIP

Project Location \_\_\_\_\_

**Technical Contact (if different from applicant)** \_\_\_\_\_

Address \_\_\_\_\_  
Street or PO Box

\_\_\_\_\_ City State ZIP

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**Fiscal Officer (if different from applicant)** \_\_\_\_\_

Address \_\_\_\_\_  
Street or PO Box

\_\_\_\_\_ City State ZIP

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**Grant Dollars Requested \$** \_\_\_\_\_

**Total Project Cost \$** \_\_\_\_\_

## **SECTION 2: PROJECT INFORMATION**

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Please answer the following questions. Limit individual responses to 250 words or less.

1. What is the present situation? Describe the current conditions at the project site.

*Describe current watershed conditions, including any known problems (e.g., poor water quality, excessive erosion, decreased stream flow, degraded upland forage condition, etc.). Explain the problem. Don't explain the project here. The project description should be provided in response to Question 2.*

Priority Watershed: \_\_\_\_\_

2. What are you proposing to do? What are the project goals and how will they be achieved?

*Describe project goals and the proposed activities (e.g., removing noxious vegetation, planting native vegetation, etc.). Identify the site location(s) of the proposed improvements. The degree of detail should match the project complexity and allow for full evaluation of the project viability. If applicable, include a discussion of vegetation establishment practices (irrigation, weeding, etc.) and erosion prevention and sediment control. (Erosion control permits are required for ground disturbing activities and are provided at no cost for grant projects.)*

*Explain the benefits of each proposed practice and how it addresses the problem described in your answer to Question 1 above.*

## **SECTION 2: PROJECT INFORMATION**

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3. Who will design the project or provide technical guidance? Were other alternatives considered?

*Provide the name of the individual or company that will be providing design or technical guidance for the project. This could be an expert in the area of wetlands, native plant material, landscape designer, etc. Include their qualifications and experience. Provide a description of alternatives considered (if any) and the reasons for choosing the practice(s) proposed.*

4. How will the project be maintained and monitored for success? How frequently, and for how long? Who is responsible for maintaining and monitoring project success?

*Indicate who is responsible and what will be done to ensure the project is maintained and functioning properly in future years (e.g., fence repair, watering trees until fully established, weeding, culvert cleaning, etc.).*

5. Does the project have other funding commitments and have any conditions been placed on those funds?

*Indicate whether Town of Windham funds need to be spent first or if other funds are only available under certain conditions. If other funds are pending, describe when confirmation or availability is likely.*

## **SECTION 2: PROJECT INFORMATION**

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6. Are there additional partners (agencies, landowners, volunteers)? What will be their role in the project?

*Almost all projects have the cooperation of landowners, professional advisors, organizations, and/or volunteers. Identify these entities, approximately how much time/materials they are contributing, and what their role is in completing the project. Examples may include the soil and water conservation district; local, state, or federal agencies; conservation groups; or scouting groups.*

7. What is the proposed schedule for the project?

*List the anticipated start and completion dates for the project or various project components.*

8. Are permits (federal, state, or local) needed for this project?

*Some types of projects will require permits. List the type of permit(s) needed, the status (agency contacted, permit being processed, etc.), and the expected date the permit will be issued. Provide the name of the permitting agency and contact information.*

## **SECTION 2: PROJECT INFORMATION**

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9. How will the project promote public awareness of the benefits of watershed protection or preservation?

*Describe how the public will become more aware of watershed protection and preservation as a result of the project. For example: "The coordinator will provide an article for the Town's Facebook page," "A presentation will be made to the Road Association," "Questionnaires will be circulated to neighboring landowners as part of the assessment," etc.*

## **ADDITIONAL REQUIRED ATTACHMENTS**

- **Project Budget.** (Provide a quote from a qualified contractor or use form provided in Section 3)
  - *If using the form provided in Section 3, list the amounts of other funds and the dollar value of volunteer labor, donated services, and supplies on the budget page (in the column marked "Match Funds"). This Match Funds column is only for funds from sources other than the Town. At least 50 percent match funding is required. In the equipment section, show all proposed expenditures for equipment costing over \$100. Add an additional page if necessary. For all equipment purchases, explain who will house, maintain, and use the equipment both during and after completion of the project.*
- **Project Commitment Agreement.** (Use form provided in Section 4.)
  - *Document certifies that the applicant understands the requirements for funding.*
- **Landowner Approval Agreement.** (Use form provided in Section 5.)
  - *Property owner needs to sign this form. If the project will be on public land, the authorized elected or appointed official will need to sign.*
- **Project Design** (if applicable).
  - *If site work is proposed, provide a project design and/or the design standards reference source that will be followed (e.g., MDEP Gravel Road Maintenance Manual, MDEP Buffer Handbook). Town of Windham can provide guidance on where to obtain reference sources.*
- **Maps.**
  - *Provide a general map highlighting the location and extent of the project. Unless a project design is submitted, provide a more detailed map locating site specific activities. (Use 8½" x 11" single-sided pages and include a scale or dimensions.)*
- **Project Maintenance Plan/Agreement** (if applicable)
  - *For applicable projects, provide a maintenance agreement that will be instituted by pre-determined parties to ensure proper maintenance and BMP function for 10 years. Ensure parties are aware of photography documentation requirement to the Town.*

## **SECTION 3: PROJECT BUDGET**

Attach additional pages if necessary.

<b>CATEGORIES</b> (Itemize projected costs under each of the following)	<b>MATCH FUNDS</b> *	<b>TOWN OF WINDHAM FUNDS</b>	<b>TOTAL COSTS</b>
<b>Wages†</b> (Volunteer equivalent or other paid)			
<b>Contracted Services</b> (Tree planting, technical consultation, etc.)			
<b>Supplies/Materials</b> (Fertilizer, seed, fencing, boulders, logs, plants, etc.)			
<b>Production Costs</b> (Design, permits, inspection, etc.)			
<b>Equipment</b> (Items with a value greater than \$100)			
<b>Monitoring</b> (For the length of time needed)			
<b>SUBTOTALS</b>	0	0	0
<b>Administration‡</b> (Costs for administering the grant, i.e., fiscal management)			
<b>TOTALS</b>	0	0	0

\* Amount of contribution provided by the applicant.

† See "Grant Match Fund" section of the *Program Information and Application Instructions* for calculating the value of volunteer labor.

‡ Administration costs may not exceed 10 percent of subtotal amount requested from Town of Windham.

## **SECTION 4: PROJECT COMMITMENT AGREEMENT**

### AGREEMENTS:

I/we, \_\_\_\_\_  
of \_\_\_\_\_, Maine, hereby make application for financial assistance under the terms and conditions of the Town of Windham Watershed Protection Program in the amount of \$ \_\_\_\_\_. The total cost of the project is \$ \_\_\_\_\_, as shown in *Section 1: Applicant Information*.

I/we understand that if this proposal is funded, I/we will be required to:

- Sign a Grant Agreement containing the terms and conditions upon which funds will be released, including submission of necessary permits and documents;
- Obtain landowner, monitoring, and maintenance agreements;
- Certify that the project will comply with state, federal, and local regulations;
- Submit written evidence that all applicable permits and licenses from local, state, or federal agencies or governing bodies have been obtained or are not needed;
- Submit a report at the completion of the project and subsequent periodic reports to Town on the project's performance;
- Agree that educational products resulting from projects are public domain.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name** \_\_\_\_\_ **Title** \_\_\_\_\_

## **SECTION 5: LANDOWNER APPROVAL AGREEMENT**

AGREEMENT:

I/we, \_\_\_\_\_,  
(Name of property owner or government agency)

\_\_\_\_\_,  
(Mailing address) (City) (State) (ZIP)

authorize \_\_\_\_\_,  
(Name of grant applicant)

to conduct the activities described in the Town of Windham Watershed Protection Grant application  
at

\_\_\_\_\_  
\_\_\_\_\_.  
(Property address or site location)

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name** \_\_\_\_\_ **Title** \_\_\_\_\_

# 2020 Windham Sampling Sites

