ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY

# Watershed Improvement Unit
# Scope of Work

**Grant Type** ☐ **Water Quality Improvement Grant** ☐ **Watershed Preservation Grant**

## Project Summary

**Project Title:** _____

**Project Description:**
***Provide an abstract that briefly describes the project.***

## Applicant

**Company Name:** _____

**Mailing Address:** _____

**City:** _____ **State:** _____ **Zip Code:** _____

## Applicant Contact Information

**Last Name:** _____ **First Name:** _____

**Title:** _____ **Phone #:** _____

**Email:** _____

## Project Manager

**Last Name:** _____ **First Name:** _____

**Title:** _____ **Phone #:** _____

**Email:** _____

## Project Period

Years (*Cannot exceed 5 years*)

## Project Costs

**Total Project Cost:** $ _____

**Funds Requested *(maximum 60% of total project cost):*** $ _____

**Matching Funds* *(40% of total project cost is highly encouraged):*** $ _____

*If you are unable to satisfy this requirement, please contact the ADEQ Grant Coordinator to determine if ADEQ can provide assistance.

## Project Location

**12 Digit HUC:** _____

**City/Town:** _____ **County:** _____

**Latitude:** _____ **Longitude:** _____

*Provide latitude and longitude in decimal degrees for the main location of the project.*

***Use EPA's How's My Waterway for:***
- *Watershed/HUC context*
- *Water quality or impairment data for your proposal*
- *To show EPA alignment with broader watershed goals*

***Use Google Maps or LatLong.net for:***
- *A quick lat/long for a specific project site (e.g., the ranch gate, treatment site, or restoration reach)*

☐ **Provide a map of the project area (check box if attached). At a minimum, the map must include: the 12 digit HUC, a scale, a north arrow, the waterbody name and ID, and the USGS topographic layer as the background. For assistance in developing a map, contact the ADEQ Grant Coordinator.**

## Land Ownership

**Land Ownership Type:** _____

**Owner #1**

**Name:** _____

**Mailing Address:** _____

**City:** _____ **State:** _____ **Zip Code:** _____

**Owner #2 (If Applicable)**

**Name:** _____

**Mailing Address:** _____

**City:** _____ **State:** _____ **Zip Code:** _____

☐ Yes

☐ No

☐ N/A

**If the Applicant is not the property owner, has the property owner granted the Applicant access to the property where the project is located?**

## Pollutant(s) of Concern

☐ Yes

☐ No

**Is this waterbody indentified as impaired based on Arizona's most recent EPA-approved *Integrated 305(b) Assessment 303(d) Listing Report*? The most recent report can be found HERE. Contact the ADEQ Grant Coordinator for assistance if necessary.**

☐ Yes

☐ No

**Is the project area located within the boundary of a TMDL or watershed plan? Active TMDLs and watershed plans can be found on ADEQ's webpage HERE. Let ADEQ know if assistance is needed.**

**What pollutant(s) of concern will the project address?**

**Primary Pollutant:** _____

**Secondary Pollutant (if applicable):** _____

**Other (if applicable):** _____

## Source(s) of Pollution

**Clearly define the causes and sources of pollutants impacting the project area.**

## Scope of Work

**Briefly describe the management measures or best management practices to be implemented to improve water quality. Includes separate sections that clearly define the project objectives and methods. Also, please state whether or not the Applicant will perform water quality and/or sediment sampling. If not, please state who will perform this task.**

## Additional Project Outcomes

**Briefly describe any expected project outcomes that go beyond water quality improvement. These might include, but are not limited to:**
**- ecosystem or habitat benefits**
**- improvements to water quantity (e.g., groundwater or replenishing of wetlands)**

## Past Project Success

☐ Yes

☐ No

**Has the Applicant successfully completed a similar watershed project in the past? If so, please include a brief summary of the project, how it relates to the proposed project, any lessons learned, and the outcomes achieved.**

## Pre-Load and Load Reductions

☐ Yes

☐ No

**Can the Applicant calculate the pre-load and load reductions without assistance from ADEQ? EPA's Pollutant Load Estimation Tool (PLET) can be accessed here HERE. Contact the ADEQ Grant Coordinator for assistance if necessary.**

## Permitting

**Describe the permits, if any, that need to be obtained in order to complete the project. Consider the need for U.S. Army Corps of Engineers 404 Permits and 401 Certifications for in-stream activities, Construction General Permit coverage for projects impacting an area greater than one (1) acre, NEPA permits from the U.S. Forest Service, and Applications for Land Improvements from the Arizona State Land Department, etc. All projects are subject to State Historical Preservation Office clearance.**

## Best Management Practices

**Identify and describe any proposed best management practices (BMPs). In addition, describe and justify the life of expectancy of each type of BMP.**

## Innovative Solutions

**Does the proposed project introduce innovative solutions to water quality issues (e.g., pilot study)?**

- ☐ **Yes**
- ☐ **No**

## Long-Term Maintenance

**Identify and describe the long-term maintenance required for the project. List the group(s) or individual(s) responsible for the long-term maintenance of the project.**

## Education and Outreach

**Describe the education and outreach components that will enhance the public's understanding of the project and encourage implementing future management measures.**

## Key Personnel and Partnerships

**List all key personnel for this project.**

| Name | Role(s)/Responsibilities | Company | Total Match Contribution | Qualifications |
|---|---|---|---|---|
| | | | $ | |
| | | | $ | |
| | | | $ | |
| | | | $ | |

## Partnerships and Collaborations

**Describe any opportunities for partnerships and/or collaborations that have been identified to strengthen the proposed project's chance of success. This might include, but is not limited to, trainings, workshops, or meetings with the community in which the project is located. Identify these parterships and how they may contribute to the success or ability to have a more significant impact within the project area.**

## Conflict of Interest

**Describe the steps that will be taken to ensure that hiring/personnel selection practices are carried out without the existence or appearance of bias? If available, attach a statement of policy for hiring.**

# Watershed Improvement Project Application Attachments

| | Attachment | Description |
|---|---|---|
| ☐ | **Budget Form** | **Develop a detailed budget based on the anticipated costs for completing the project within the proposed time schedule. The budget form can be downloaded at HERE.** |
| ☐ | **Work Plan Schedule** | **Develop a detailed schedule that includes the series of steps/tasks and associated dates that are necessary to complete the plans. Each step must have a milestone that provides a description of what will be accomplished.** |
| ☐ | **SHPO Form** | **Any ADEQ action, including a grant project paid in-part with ADEQ funds, on state, federal, or private lands that may impact historic properties (i.e., any prehistoric or historic-period district, site, building, structure, or object included in, or eligible for inclusion in the State Register of Historic Places) require consultation with the State Historic Preservation Office (SHPO) pursuant to the State Historic Preservation Act (A.R.S. § 41-861 to 864).**<br><br>**In order to make informed decisions and facilitate consultation with SHPO, ADEQ requires applicants to provide the project-related information requested in the SHPO form. Please complete the information requested in the SHPO form. The SHPO form can be found HERE** |
| ☐ | **Abbreviated Monitoring Plan** | **If water quality data are to be collected and interpreted to determine effectiveness, a "Sample Analysis Plan and Quality Assurance Plan" (SAP/QAP) must be developed in accordance with the state guidelines. Additional information for developing the abbreviated monitoring plan can be found HERE.** |
| ☐ | **Project Insurance Coverage** | **Providing proof of insurance coverage for your project is required upon award. If you need assistance with contacting an insurance company to obtain required coverage for your project, please contact ADEQ Procurement at procurement@azdeq.gov.** |

## Applicant Signature

**The undersigned hereby offers and agrees to perform in compliance with all terms, conditions, specifications, and scope in this grant application. Signature certifies understanding and compliance with the application attached hereto. ADEQ may approve the grant application and modifications to scope, methodology, and schedule, final project, and/or budget.**

**Applicant Signature:** _____ **Date:** _____

**Printed Name:** _____