

Ohio Environmental Protection Agency
 Section 319(h) Nonpoint Source Program Grant Application
FY 2010 NPS Implementation Projects

Part One – Sponsor Information & Project Overview

PROJECT SPONSOR INFORMATION

SPONSORING ORGANIZATION	
Mailing Address	
City, State, Zip Code	
Telephone	FAX
Federal Tax Identification #	
PROJECT REPRESENTATIVE	
Telephone	
Fax	
E-mail Address	

PROJECT TITLE & FUNDING	<i>In the spaces below, include the title of your project, funding and start and completion date.</i>
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TITLE:

Total 319 Funds Requested	\$	Total Local Match	\$
Estimated Project START date		COMPLETION date	

SPONSOR AUTHORIZATION	<i>To the best of my knowledge and belief, all data and information contained in this project application are true, current and correct. This application package is duly authorized by the following governing body</i>
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Name & Title of Authorized Individual	
Authorized Individual Signature	Date

PROJECT TYPE

Characterize your project using the following general categories. If proposing more than one project type (e.g., stream restoration and agricultural BMP projects), select each category that applies.

Stream Restoration

Agricultural Best Mgmt Practices

Riparian Restoration

Riparian Protection (e.g., easements)

Wetlands Restoration

Abandoned Mine Land Project

Dam or Levee Removal or Modification

Other: (specify)

Where will the project or projects be implemented? Include the counties and townships where project activities will occur if the grant is awarded.

COUNTY	TOWNSHIP

PROJECT SUMMARY

Provide a brief description/summary of the proposed project. Summary should be limited to no more than two or three paragraphs and include the "who, what, where, when and why" of the project. (This information is used by OEPA to generally characterize your project in memos etc. We will ask for more detailed project descriptions in Parts 3 & 4 of this application). Please be brief.

PROJECT AREA

Briefly describe the physical characteristics and features of the PROJECT watershed and/or subwatersheds, including size, general soils types, any unique features, land cover and land uses with particular emphasis on those that may be contributing to water quality problems. This description should not exceed three paragraphs.

Part Two – Watershed Information

Information about the watershed or subwatersheds in which project activities will occur is important for understanding the general characteristics and unique challenges and features of the project watershed. Much of the information requested in the following sections may require some reference. In order to properly complete this section of the 319 Project Implementation grant application, it is necessary to refer to the following websites for information specific to your watershed:

USGS Hydrologic Unit Code – these numbers are found at the following address:

<http://www.epa.state.oh.us/dsw/nps/319DOCS/HUC11Codes.pdf>

303(d) Watershed Listing – the 303(d) Ohio listing of impaired waters is located at:

http://www.epa.state.oh.us/dsw/tmdl/2006IntReport/IR06_app_D_2.pdf

Status of Watershed Action Planning—a comprehensive listing of watersheds with endorsed or conditionally endorsed watershed plans is available at:

<http://www.epa.state.oh.us/dsw/nps/NPSMP/WAP/WAPendorse.html>

Total Maximum Daily Load (TMDL) Status—the status of TMDL completion may be found at:

http://www.epa.state.oh.us/dsw/tmdl/2006IntReport/map_TMDLstatus.pdf

PROJECT WATERSHED						
WATERSHED NAME	USGS Hydrologic Unit Code Please use 11 or 14 digit HUC	303(d) Listed Watershed YES or NO	Does this watershed have an endorsed watershed action plan or a completed TMDL?			
			Watershed Action Plan ¹		TMDL	
			YES	NO	YES	NO

¹ **Status of Watershed Planning Key:** Fully Endorsed (FE), Partially Endorsed (PE), Pending Full Endorsement (PFE), No Plan (NP)

Part Three – Project Work Plan

Applicants must complete a project work plan (Part Three) AND a project budget (see *Part Four*) for **EACH** specific project that is being proposed. For example, if you are requesting funds to implement two separate stream restoration projects AND one riparian protection project, you must complete separate work plans (and budget sheets) for EACH of the three projects. Each project should have a unique title and all of the following information must be completed.

PROJECT TITLE	
IMPLEMENTING AGENCY	

Environmental Benefits of Project

Choose **ONLY ONE** of the following that best characterizes the environmental benefit most likely resulting if the proposed project is implemented successfully.

	Project is designed to ELIMINATE an identified impairment
	Project is designed to RESTORE impaired waters or segments of impaired waters
	Project is designed to REDUCE NPS pollution but may or may not eliminate impairments
	Project PROTECTS stream or PREVENTS NPS pollution
	Other: Specify

Causes of Impairment Addressed

Choose **ONLY ONE** of the following that best characterizes the **CAUSE** of impairment that will be most directly addressed if the proposed project is successfully implemented

	Project addresses impairments caused by habitat or hydro-modification.
	Project addresses NPS impairments caused by silt and/or sediment.
	Project addresses impairments caused by nutrients.
	Project addresses impairments caused by acid mine drainage or unreclaimed abandoned mine lands.
	Project addresses impairments caused by other NPS sources (specify):

LOAD REDUCTION ESTIMATES

USEPA requires all Section 319 grant (and sub-grant) recipients to report NPS load reductions that occur as a result of grant funded implementation projects. Provide load reduction estimates for the applicable pollutants listed below (that will be addressed by your project), using only the units of measurement provided (where listed). If you need assistance calculating load reductions, contact Rob Hamilton at the Division of Soil & Water Conservation (614-562-0738).

Nitrogen (pounds/year)		Metals (pounds/year)	
Phosphorus (pounds/year)		Acid (pounds/year)	
Sediment (tons/year)		Iron Loadings (pounds/year)	

PROJECT SITE DESCRIPTION

*Provide a detailed description of the project site(s). Include a description of site-specific physical and environmental conditions. Applicants should Include **photographs** and a copy of the applicable portion(s) of a USGS quadrangle map that includes river miles, and is clearly marked to show the NAME of Quadrangle, the name of the stream and boundaries of the proposed project site using river miles. While not a requirement, failure to provide this information WILL result in a substantial reduction in review scores. If a specific site is not yet selected, provide a map showing target areas for implementation, a description of how sites will be selected, who will make the site selection decision and when site decisions will be made. If your project involves multiple sites, provide brief descriptions of each known project site. **Site description narrative generally should not exceed one page.***

... attach Project Site Maps and/or Photographs ...

DETAILED PROJECT DESCRIPTION

*Provide a detailed description of the project and the specific steps that will be taken to insure that it will be successfully implemented. Be sure to include the "who, what, where, when and how" of the proposed project. If formal plans and/or designs are completed, include 8½" by 11" copies of these plans. Projects demonstrating a readiness to proceed will always score higher than projects that are still in the planning process. If a project involves cost-share activities, include all relevant details such as the amount per cost share and the process that will be employed to determine priority participants. Your project description should also include information about any site management practices that will be implemented to prevent further nonpoint source impacts during implementation of the project. **This description should be highly detailed, however please limit it to four pages in length.***

PROJECT TIMELINE AND DELIVERABLES

Provide a detailed timeline for successfully completing each project and an itemized listing of the deliverables (outputs) that will result from this project. Project deliverables are those physical, tangible outputs that result from activities conducted during the project implementation phase. As a general reference, activities such as meetings, fiscal accounting or reporting etc., are not deliverables and should not be listed here.

Pre-Construction Deliverables:

1. **Pre-construction Site Assessments and Permitting:** Identify the number and type (surveys, sediment transport model, sediment characterization, wetlands delineation, title searches, mapping etc) of plans, studies, models and/or documents that will be prepared PRIOR to implementing projects involving construction activities.
2. **Engineering Studies, Designs and/or Plans**—if your project(s) will include engineering studies, designs and/or plans funded by either grant funds or local match, please specifically identify such items as deliverables.

Restoration & Construction Related Deliverables:

1. **In-Stream Restoration**—Identify in-stream restoration to be completed in linear feet and where applicable, the linear feet of natural flow that will be restored. This includes projects using natural channel design, 2-stage channels, and others. If grade control structures or in-stream habitat enhancement structures will be installed, please include the number of each.
2. **Streambank Stabilization**—deliverables must be identified in linear feet of streambank restored/stabilized, the number of sites where stabilization will be completed, and whether bio-engineering stabilization methods will be used or stabilization will be limited to contouring or grading activities only.
3. **Riparian Restoration**—deliverables should be identified in the number of acres of riparian area that will be restored. You should also include the width of any areas you will be planting, such as a 50-foot buffer on each side of a stream. When planting trees or shrubs in riparian areas, include how many acres will be planted OR the number of trees and shrubs that will be planted and what types (should always be native species). When planting grasses in riparian areas, be sure to include the number of acres planted and whether or not the grasses are prairie species.
4. **Wetland Restoration**—Identify the number of acres to be restored. Also include the acres of wetland plantings that will be completed and if invasive species removal and/or management is conducted, include the number of acres. Also include the number of acres of wetlands restored by reconnecting wetlands to natural stream flow. If flow or grade control structures will be installed, please include the number and type of each that will be installed.
5. **Dam or Dike Modification or Removal Projects**—Identify the number of dams removed and/or modified and the linear feet of stream that will be restored to its natural flow (this generally reflects the length of the dam pool or impoundment.)
6. **Levee Modification and/or Removal Projects**—List the number of levees modified or removed and the acres of floodplain that will be restored as a result of the levee removal.
7. **Acid Mine Drainage Remediation Projects**—Identify the number of lime dosers, slag or limestone leach beds and/or SAPs to be installed, as applicable. Identify the number of linear feet of limestone channels installed and the number of acres of subsidence sites repaired, acres of abandoned mine land or pit impoundments reclaimed. Also include if applicable, the number of acres of positive drainage restored, acres of toxic mine spoils covered and/or the number of acres of AMD treatment wetlands constructed.

Preservation Deliverables

1. **Conservation Easements**—Easements should always be recorded in ACRES (or increments of acres) protected and whether the easements are preserving or protecting riparian habitat or wetlands. When anticipating that both wetland areas and riparian areas may be protected under easements, include a specific acreage figure for WETLAND and RIPARIAN areas to be protected by easements under the grant.

Agricultural BMP Project Deliverables

1. **Agricultural BMPs**—Identify the number of each practice (such as alternative water supplies, heavy use feeding pads, or other best management practices. For practices such as livestock exclusion fencing, report deliverables in the linear feet of fencing that will be installed. For cover crop plantings, nitrogen reduction practices and similar BMPs that are more suited to reporting in acres, please identify the number of acres of each practice that will be implemented. Include the number of cost-share agreements that are expected to be entered into and the number of any soil tests that may be completed under the grant.

Project Specific Education & Outreach Activities and Project Monitoring Deliverables: These items are addressed in their own sections of the grant application forms. Please refer to the respective sections for specific details on how to identify and list educational, outreach and project monitoring deliverables.

PROJECT IMPLEMENTATION timelines & deliverables: Using the units of measurement listed above; provide a detailed breakdown of ALL project deliverables that will be completed and the timeline. (All deliverables must be shown using the respective units of measure listed above). Use additional space if needed.

EDUCATION & OUTREACH timeline & deliverables

Combined education & outreach costs may NOT exceed 10% of total project costs whether funded by federal 319 \$\$ or local match.

*Provide a brief description of the PROJECT SPECIFIC educational and outreach efforts that you will implement to make the public aware of the project and the benefits that will result. **These efforts may not be general NPS "educational activities"**. This description should be limited to two or three paragraphs and include a timeline and specific number of different publications such as brochures, booklets, etc that will be produced. Also include a separate number for identifying HOW MANY of each publication will be produced. Other activities that should be identified as educational deliverables include # of project site tours, # of in-school presentations and other measurable outputs.*

PROJECT MONITORING

Project monitoring is no longer a required element. Monitoring requests will only be considered when the unique nature of the project requires assessments above and beyond chemical, biological and/or habitat monitoring. Applicants requesting monitoring funding are expected to provide a detailed justification. Monitoring costs may NOT exceed 10% of total project costs whether funded by federal 319 \$\$ or local match.

*Provide a narrative summary of the methods that will be used to conduct pre and post project monitoring. BE SPECIFIC about identifying WHO will be conducting the monitoring with a brief description of their expertise and qualifications. Be sure to identify the party who will be responsible for completing the required Quality Assurance Project Plan (QAPP) that is required for all monitoring activities using section 319 grants or match funding. NOTE: Project monitoring should be limited to measuring those parameters that are MOST likely to show changes in WATER QUALITY resulting from the grant-funded project only. **General research or watershed wide monitoring activities are not eligible.***

Part Four – Project Budget & Local Match:

Please review the following information prior to completing the Project Budget and Local Match forms.

Budget Categories: the following budget categories are used to record project costs to be incurred by the grant sponsoring organization (applicant). In-kind goods and/or non-technical services provided by third-party partner organizations must be included in the “**other**” budget category. Technical services such as engineering, legal etc., provided by partner organizations must be included in the Sub-Contractual budget category. PLEASE SEE THE SUB-CONTRACTUAL GUIDANCE SHEET FOR ADDITIONAL DETAILS on managing third-party costs or in-kind services.

1. **PERSONNEL:** limited to salary costs for employees of the grant sponsoring organization working on the project. These costs should be summarized when completing the Federal or Match budget forms but must be justified in detail in the respective PERSONNEL ROSTER. Salary costs must be justified by providing the number of hours that an employee will be working on the project multiplied by the hourly wage.
2. **FRINGE BENEFITS:** includes costs for such items as health, dental, life insurance, retirement and other standard benefits provided to employees of the grant sponsoring organization who are working on the project.
3. **TRAVEL:** includes costs such as mileage, lodging and meals when traveling on in-state and/or out of state project-related business for employees of the sponsoring organization who are working on the project. When out of state travel is requested, applicants must identify the purpose, destination and amount for EACH out of state travel event as proposed.
4. **EQUIPMENT:** includes durable non-disposable items costing more than \$300 but less than \$5,000 per unit. Examples include: digital cameras, GPS units, computers, water quality sampling equipment, and other durable equipment items necessary to successfully complete the project. Equipment items with unit cost greater than \$5,000 are not eligible whether paid for with grant or local matching funds.
5. **SUPPLIES:** includes disposable or one-time use items that are necessary to complete the project or administer the grant. Examples include: office supplies, first-aid supplies, waders, sampling dye, gloves, printer ink, toner cartridges and others. This category also includes durable non-disposable items costing less than \$300 per unit.
6. **SUB-CONTRACTUAL:** this category is used to identify costs associated with services provided by third-parties and may include technical services such as engineering studies and project planning and design, construction services, grant management, fiscal services, project management, and others. **PLEASE SEE THE SUB-CONTRACTUAL GUIDANCE SHEET FOR ADDITIONAL DETAILS ON THE SUB-CONTRACTUAL BUDGET CATEGORY.** Sub-contractual costs may be summarized when completing the budget forms, however they must be justified in detail when completing the required SUB-CONTRACT WORKSHEET.
7. **COST-SHARE:** this category must be used whenever there is a cost-share agreement in place that splits the cost of implementation between grant funds and private landowner contributions. It is most often used in agricultural projects where a local organization enters into a cost-share agreement with a farmer to implement a selected best management practice.
8. **OTHER:** includes all costs or in-kind values allocated for goods or non-technical services (such as printing or copying etc) that do not belong in the cost categories listed above. Examples include: conference registration, training fees, film development, postage, the proportionate share of utilities, office space, phones, internet service, the cost of acquiring conservation easements and others.
9. **INDIRECT COSTS:** this category applies **ONLY** to those organizations that have a previously negotiated indirect rate with the federal government. If this budget category is used, then a copy of the federal negotiated indirect rate agreement **MUST** be provided with the grant application.

Applicants must complete a separate budget justification form for EACH specific type of project being proposed. For example: if requesting funds for both a stream restoration project and an Agricultural BMP project, then separate project budget forms (federal and local match) must be completed for each separate project. Use additional pages as needed.

Federal Budget Justification

Provide a summary of your **TOTAL FEDERAL GRANT FUNDS** project budget (by category) and include a **BRIEF** justification and **ITEMIZED** breakdown for the amount proposed in each category. **ANY** budget category with an amount entered **MUST** be accompanied by a justification/description. **PLEASE NOTE:** Applicants requesting **PERSONNEL** and/or **FRINGE BENEFIT** funding **MUST** also complete a **PERSONNEL ROSTER**. **Applicants requesting funds under the Subcontracts Category must also complete a SUBCONTRACT WORKSHEET.**

Category	PROPOSED BUDGET Federal \$\$ Requested	BUDGET Justification & Description
Personnel Include a Personnel Roster if Personnel funds are requested.		
Fringe Benefits Include a Personnel Roster if Fringe Benefit funds are requested		
Travel		
Equipment		
Supplies		
Subcontract Include a Subcontract Worksheet.		
Other		
Cost Share		
Indirect Only available if you have a previously negotiated federal indirect rate.		
TOTAL		

Match

Budget Justification

Provide a summary of your **total CASH MATCH²** and **In-Kind Services** budget (by category) and include a **BRIEF** justification and **ITEMIZED** breakdown for the amount proposed in each category. **ANY** budget category with an amount entered **MUST** be accompanied by a justification/description. **PLEASE NOTE:** Applicants providing **PERSONNEL** and/or **FRINGE BENEFIT** match funding **MUST** also complete a **PERSONNEL ROSTER**. Applicants showing match under the Subcontracts Category must also complete a **SUBCONTRACT WORKSHEET**.

Category	PROPOSED BUDGET Local Match	BUDGET Justification & Description
Personnel Applicants must include a Personnel Roster if Personnel Matching Funds are included.		
Fringe Benefits Applicants may only claim sponsoring organization personnel fringe benefits as Match.		
Travel		
Equipment		
Supplies		
Subcontract: includes technical services provided by project partners such as engineering, etc. Include a subcontract worksheet.		
Other: includes in-kind goods and non-technical services provided by project partners.		
Cost Share		
Indirect Only available if you have a previously negotiated federal indirect rate.		
TOTAL		

² **Cash Match:** is identified as cash contributed to the local project, deposited into the local project account and available for the exclusive use on the project by the sponsoring organization (applicant). All other forms of match are considered to be In-Kind. Applicants using WRRSP projects or projects funded by other state grants such as Clean Ohio, as local match should designate that as in-kind match.

**FFY2010 Section 319(h) Subgrant Application
319 Subgrant Personnel Roster Worksheet**

Personnel costs to be funded with FEDERAL 319 Grant Funds

This form is used ONLY for grant-funded salary and fringe benefit costs associated with employees of the grant sponsoring organization working on the project. If an employee's hourly wage is anticipated to change during the three-year term of the grant, please use a single average HOURLY wage and an average FRINGE RATE per hour.

Title	# of Hours	Hourly Wage	Total Salary Costs	Fringe Rate/Hour	Total Fringe Costs	Role/Description of Tasks and Responsibilities

FFY2010 Section 319(h) Subgrant Application
SUB-CONTRACTUAL Worksheet

A separate sub-contractual worksheet must be completed for EACH DIFFERENT PROJECT proposed in your application when deliverables will be prepared or produced by a party OTHER than the grant sponsoring organization. For example, if your application includes a stream restoration component (in one locale) and a dam removal in another location, then TWO sub-contractual worksheets must be completed if any portions of both activities are to be completed by a third-party. The form must also be used to identify technical services (engineering, legal, etc) that will be provided to the grant sponsoring organization as local match.

PLEASE REVIEW THE SUB-CONTRACTING GUIDANCE SHEET AS WELL AS THE
SAMPLE WORKSHEET ON THE FOLLOWING PAGE
PRIOR TO COMPLETING WORKSHEETS FOR YOUR PROJECT(S)

INSTRUCTIONS

1. Insert the **Project Title**. Example: "Titus River Stream Restoration Project"
2. List all relevant deliverables in the **Project Deliverable** column: Example: Site Assessment & Permitting; Engineering & Planning; Construction; Restoration; Monitoring; etc.
3. **# of Units to be Completed**: Example: # of hours of consulting services, linear feet of stream to be restored, acres of wetland constructed.
4. **Cost Per Unit**: This figure is derived by dividing the total estimated costs by the # of Units to be Completed.
5. **Total Estimated Costs**: list the total estimated cost for each deliverable identified in the Project Deliverable column.
6. **Details**: provide narrative detail in the Details column.
7. **Total Sub-Contracting Costs Associated with this Project**: The sum of Total Estimated Costs for each of the deliverables .

FFY2010 Section 319(h) Subgrant Application
SUB-CONTRACTUAL Guidance Sheet

Following is a table of project items that are frequently sub-contracted by grantees. This sheet provides guidance on the types of deliverables frequently produced under a sub-contract, the units of measure that should be used and how such services should be represented in your section 319(h) grant application budgets. These general guidelines apply whether a contract is being paid with federal grant funds or local match. Please consult this guidance sheet prior to and while completing your sub-contractual worksheets and your proposed Federal and Local Match budget forms. Additional information about these and other forms of sub-contracted deliverables may be obtained by contacting Ohio EPA-319 Grants staff at the Division of Surface Water at 614-644-2869.

Objective or Project Type	Typical Deliverables	Deliverable Units	Costs should be Represented as
3rd Party Professional Services Examples include: Consulting, Engineering, Fiscal Management, Legal Etc.	Site Assessment & Permitting	Hours of Service	Cost/Hour
	Hydraulic Modeling & Professional Technical Services		
	Project Design & Engineering Services (such as design work)		
	Grants Management & Fiscal Services		
	Construction Project Management Services		
	Conservation Easement Appraisals & Legal Services	Hours or Appraisals Completed	Hourly Rate or Unit Cost
Construction Related Services Examples Include: Restoration, Dam Removal, and Related Activities	Stream Restoration, Stabilization, and/or Renaturalization	Linear Feet Restored	Cost/Linear Foot
	Dam Modification, Demolition, Excavation and/or Removal	Dams Removed	Fixed Total Price
	Levee Removal and/or Modification	Levees Removed or Modified	Fixed Total Price
	Acid Mine Drainage Treatment Projects	Units Installed	Fixed Total Price or Unit Costs
	Wetland Restoration	Acres Restored	Cost/Acre
	Riparian or Wetland Plantings	Acres Planted	Cost/Acre
	Invasive Species Management or Treatment	Acres Managed/Treated	Cost/Acre
	2- Stage Channel and Ditch Conversion	Linear Feet Converted	Cost/Linear Foot
	Project Monitoring & Evaluation	Sites Monitored	Cost/Site or Fixed Total Price

FFY2010 Section 319(h) Subgrant Application
SUB-CONTRACTUAL Worksheet

A separate sub-contractual worksheet must be completed for EACH DIFFERENT PROJECT proposed in your application when deliverables will be prepared or produced by a party OTHER than the grant sponsoring organization. For example, if your application includes a stream restoration component (in one locale) and a dam removal in another location, then TWO sub-contractual worksheets must be completed if any portions of both activities are to be completed by a third-party. The form must also be used to identify technical services (such as engineering, legal, etc.) that will be provided to the grant sponsoring organization as local match.

PROJECT Title		Deer Lick Run Stream Restoration		
PROJECT DELIVERABLE	# of Units to be Completed	Cost per Unit Divide total estimated costs by # of units.	Total Estimated Costs	Details
Site Assessment and Permitting	400 hours	\$30/hour	\$12,000	Contract with qualified environmental firm to complete site assessment and permitting activities required to implement stream restoration project.
Project Engineering and Design	500 hours	\$100/hour	\$50,000	Contract with qualified engineering firm to develop project designs and blueprints.
Stream Restoration—Powderlick Run	1,200 linear feet	\$100/linear foot	\$120,000	Contract with qualified restoration firm to implement stream restoration using natural channel design.
Project Monitoring	15 sites	\$50/monitoring site	\$750	Contract with Ohio Central University to conduct pre and post project monitoring at 15 sites within the watershed.
Final Project Evaluation	1 report	\$5,000/report	\$5,000	Contract with Ohio Central University to prepare and provide a final project report as local match.
Total Sub-Contracting Costs Associated with this Project			\$187,750	

FFY2010 Section 319(h) Subgrant Application
SUB-CONTRACTUAL Worksheet

A separate sub-contractual worksheet must be completed for EACH DIFFERENT PROJECT proposed in your application when deliverables will be prepared or produced by a party OTHER than the grant sponsoring organization. For example, if your application includes a stream restoration component (in one locale) and a dam removal in another location, then TWO sub-contractual worksheets must be completed if any portions of both activities are to be completed by a third-party. The form must also be used to identify technical services (such as engineering, legal, etc.) that will be provided to the grant sponsoring organization as local match.

PROJECT Title				
PROJECT DELIVERABLE	# of Units to be Completed	Cost per Unit <small>Divide total estimated costs by # of units.</small>	Total Estimated Costs	Details
Total Sub-Contracting Costs Associated with this Project				

Local and State Match Summary

*CASH match are those funds controlled by the grant sponsor that will be used **directly** for project costs. All other match is IN-KIND. Work completed with Clean Ohio Grants and/or WRRSP funds that are being used to meet local match requirements are considered IN-KIND SERVICES.*

Organization Providing Match	\$ Cash \$ Amount	In-Kind Services	Total Match
Total Match Provided			

LOCAL MATCH COMMITMENT FORM

Match Commitment Form

A match commitment form must be completed for EACH organization that is committing any form of local match to the proposed project. Local match becomes "federalized" upon awarding of a grant and are required to meet all Section 319 grant limitations and accounting guidelines.

Project Title		
Project Sponsor		
Matching Organization		
Street Address City, State, Zip		
Telephone		

Value of Match Provided

CASH MATCH PROVIDED: Cash Match must be controlled by the grant sponsor and used exclusively to complete the project.

IN-KIND SERVICES PROVIDED: All match OTHER than Cash Match. See above.

TOTAL MATCH VALUE

If local match will be provided in part as "in-kind" non-technical services, supplies, printing, copying, office space, utilities etc, please provide a listing of in-kind services that your organization will be providing the project sponsoring organization (applicant) use the OTHER budget category.. If you are providing match as part of a subcontract, use the SUBCONTRACT budget category.

Budget Category	AMOUNT	Description
Budget Category: SUBCONTRACTUAL	AMOUNT	Description
TOTAL		

"I certify that individuals contributing time to the project are not paid by any federal funds and that no federal funds are being used to match Section 319 monies."

Name & Title of Authorized Individual

Authorized Signature

Date

LOCAL MATCH COMMITMENT FORM-to be used by SPONSOR ONLY

<h2 style="margin: 0;">Match Commitment Form</h2>	<p><i>A match commitment form must be completed for EACH organization that is committing any form of local match to the proposed project. Local match becomes "federalized" upon awarding of a grant and are required to meet all Section 319 grant limitations and accounting guidelines.</i></p>
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Project Title		
Project Sponsor		
Street Address City, State, Zip		
Telephone		

Value of Match Provided	
CASH MATCH PROVIDED: Cash Match must be deposited directly into the grant account for exclusive use of the project sponsor to complete the project.	
IN-KIND SERVICES PROVIDED: All match OTHER than Cash Match. See above.	
TOTAL MATCH VALUE	

THIS FORM SHOULD BE USED ONLY FOR MATCH BEING PROVIDED BY THE GRANT SPONSOR/APPLICANT. USE THE OTHER LOCAL MATCH FORM FOR MATCH PROVIDED BY OTHER PROJECT PARTNERS.

Budget Category	AMOUNT	Description
Personnel		
Fringe Benefits		
Travel		
Equipment		
Supplies		
Subcontract		
Other		
Cost-Share		
Indirect (only available if you have a previously negotiated federal indirect rate)		
TOTAL		

"I certify that individuals contributing time to the project are not paid by any federal funds and that no federal funds are being used to match Section 319 monies."

Name & Title of Authorized Individual			
Authorized Signature		<u>Date</u>	