



The Bureau of Environmental Field Services, Watershed Management Section (WMS) is reaching out to Partners to gauge their interest in becoming Sponsoring Organizations (SO) for watershed projects. Our initiative is to promote watershed management and implement Best Management Practices (BMPs) to mitigate nonpoint source pollution (NPS) within watersheds. The WMS would like to provide information and guidance for partnership development.

- ✚ Assessment of Watershed Needs and Identification of Pollution Sources**  
Consider factors such as land use, population density, and high value water bodies. Determine the specific needs and challenges related to NPS pollution in your watershed. This could involve studying water quality reports, identifying sources of pollution, and assessing the ecological health of local water bodies.
- ✚ Development of Partnership Agreements** Work with interested Sponsoring Organizations to develop partnership agreements outlining roles, responsibilities, and expectations for WRAPS Project Coordinators.
- ✚ Project Planning and Implementation** Sponsoring Organizations would collaborate with the WMS Project Manager or Officer to develop and implement watershed projects aimed at reducing NPS pollution. This may involve conducting outreach and education activities, implementing BMPs on agricultural lands or urban areas, and monitoring water quality.
- ✚ Monitoring and Evaluation** Establish a framework for monitoring and evaluating the effectiveness of watershed projects in achieving their objectives. Collect data on water quality indicators, BMP implementation rates, and ecological outcomes to assess the success of conservation efforts.
- ✚ Capacity Building and Training** Provide training and capacity-building support to local stakeholders, including conservation district staff, landowners, and community members involved in watershed management activities. This could include workshops, field demonstrations, and technical assistance on BMP implementation and monitoring.
- ✚ Public Outreach and Communication Engage with the public through outreach events, educational materials, and media campaigns to raise awareness** about watershed issues and the importance of NPS pollution prevention. Foster a sense of stewardship and community involvement in conservation efforts.

### **319 NPS Federal Funding Opportunities**

Available Funding for watershed projects includes:

- ✓ Personnel cost for a Project Coordinator +Fringe Benefits.
- ✓ Coordinator Supplies for project management, meetings, and workshops.
- ✓ Coordinator travel throughout the watershed + 3 WRAPS conferences or workshops per year.
- ✓ Contractual services for Technical Assistance.
- ✓ Implementation of Best Management Practices.
- ✓ Equipment Purchases for projects.
- ✓ Plus, up to 10% of Direct Cost associated with the project; this cost is for the administrative support of the project.

By following these steps and fostering collaboration we can effectively address NPS pollution and promote sustainable watershed management practices in your county.



# Watershed Restoration and Protection Strategy

([kswraps.org](http://kswraps.org))

Notice Issued: August 7, 2024.

RFP Number: WTA-2024-02

Project Period Dates July 1, 2025-  
June 30, 2028

## Request for Proposals (RFP) Announcement: Watershed Technical Assistance

### Introduction

The Watershed Management Section (WMS) invites qualified firms and individuals to submit proposals for the Watershed Technical Assistance (WTA) Project. This initiative aims to enhance water quality across Kansas by focusing on several key areas:

- Building strong working relationships with producers and landowners within the WRAPS Watersheds and targeted areas.
- Increasing awareness and adoption of Best Management Practices (BMPs)
- Developing producer knowledge and skills
- Enhancing capacity and facilitating technology transfer

The WTA Project is strategically aligned with our (WRAPS) priorities. Through this project, we seek to support producers and communities in the restoration of impaired water resources by addressing the following critical issues:

- Abatement of Fecal Coliform Bacteria (FCB)
- Abatement of Atrazine and Pesticides
- Reduction of nutrients and sediment load
- Protection of water resources
- Implementation of farmer/producer Best Management Practices (BMPs)
- Safeguarding agricultural productivity

### Scope of Work

The (WTA) Project involves a comprehensive approach to enhancing water quality through technical support, education, and strategic management. The scope of work includes:

#### 1. Technical Assistance and Education:

- Provide expert guidance and educational resources to support the implementation of Best Management Practices (BMPs) for both livestock and cropland.
- Increase awareness and build capacity for water quality improvement through Information & Education (I&E) initiatives.
- Collaborate with WRAPS projects, and groups to evaluate progress and report outcomes.

#### 2. Identification and Assessment:

- Identify and assess water quality impairment issues within the WRAPS project areas.
- Develop and plan strategies for effective management of these impairments.

#### 3. Consultations and Assessments on BMP Services:

- Offer consultations and assessments to Soil and Water Conservation Districts, and other stakeholders in targeted areas regarding BMPs.

This scope aims to deliver comprehensive support to improve water quality through targeted interventions, collaboration, and strategic planning.

### Proposal Requirements

Proposals should include the following components:

1. Executive Summary: Brief overview of the proposer's qualifications and approach to the project.
2. Project Approach: Detailed description of the methodology and work plan.
3. Experience and Qualifications: Evidence of relevant experience and expertise in watershed restoration or similar projects.
4. Team Composition: Information on project team members and their roles.
5. Timeline: Proposed schedule for completing the project.
6. Budget: Detailed budget including cost estimates for all phases of the project.

**Submission Instructions- KDHE will be Posting this RFP from October 1-31- Applications will be available for download on KDHE website or you make requests for applications:**

Watershed Management Section  
1000 SW Jackson Street, Suite 430  
Topeka, KS 66612-1367  
[kdhe.nps@ks.gov](mailto:kdhe.nps@ks.gov)

Re: RFP-WTA



**Request for Proposals (RFP) Announcement:**  
**Kansas Watershed Restoration Projects**  
Notice Issued: August 7, 2024.  
RFP Number: WR-2024-01

Project dates will be:  
July 1, 2025-June 30, 2028

### Introduction

The Bureau of Environmental Field Services-Watershed Management Section, a leading environmental organization dedicated to the preservation and restoration of natural ecosystems, invites qualified firms and individuals to submit proposals for the Watershed Restoration Project. This initiative aims to enhance the health and sustainability of our local watershed through targeted restoration efforts.

### Project Overview

The Watershed Restoration Project seeks to address the following key objectives:

1. **Improve Water Quality:** Implement measures to reduce pollutants and enhance the ecological integrity of the watershed.
2. **Restore Habitat:** Rehabilitate and enhance natural habitats to support local flora and fauna.
3. **Promote Erosion Control:** Introduce strategies to prevent soil erosion and sedimentation.
4. **Engage Community:** Foster community involvement and awareness through education and participatory activities.

### Scope of Work

The successful proposer will be expected to deliver the following services:

1. **Develop Project Goals and objectives:**
  - Create comprehensive watershed goals in accordance with the 9 -element plan.
  - Develop a detailed restoration plan with specific goals, timelines, and metrics for success.
2. **Implementation:**
  - Execute restoration activities, in the form of best management practices for cropland and rangeland that help to improve water quality in the watershed.
  - Coordinate with local producers, stakeholders and agencies to ensure project alignment with broader conservation efforts.
3. **Monitoring and Evaluation:**
  - Establish a monitoring framework to evaluate the effectiveness of restoration activities.
  - Provide regular progress reports and recommendations for adaptive management.
4. **Community Outreach:**
  - Develop and execute a producer & community engagement plan, including workshops, educational materials, and volunteer opportunities.

### Proposal Requirements

Proposals should include the following components:

1. **Executive Summary:** Brief overview of the proposer’s qualifications and approach to the project.
2. **Project Approach:** Detailed description of the methodology and work plan.
3. **Experience and Qualifications:** Evidence of relevant experience and expertise in watershed restoration or similar projects.
4. **Team Composition:** Information on project team members and their roles.
5. **Timeline:** Proposed schedule for completing the project.
6. **Budget:** Detailed budget including cost estimates for all phases of the project.

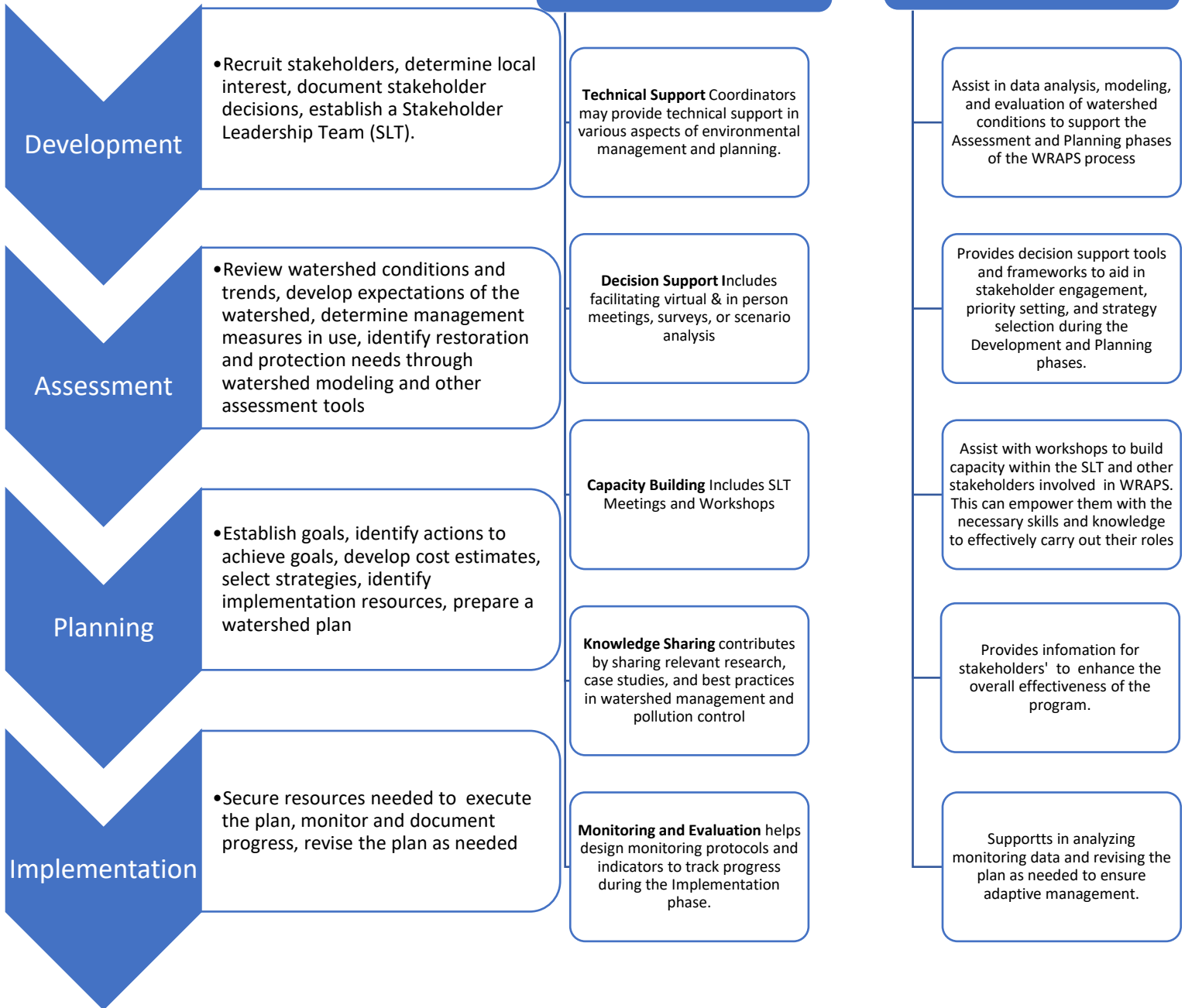
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Re: RFP-WRAPS

**The WRAPS Process**

The WRAPS process is centered around four primary phases: Development, Assessment, Planning, and Implementation.



The WRAPS Project Coordinator will report to the Sponsoring Organization and works closely with the KDHE Project Officer assigned to the Watershed Project. This position offers an exciting opportunity to make a meaningful impact on watershed conservation efforts. If you meet the qualifications and are passionate about environmental conservation, we encourage you to apply. Please let me know if any of these areas are specific aspects of a partnership you'd like to discuss further. I'm eager to explore how we can work together to achieve our shared goals of watershed protection and pollution reduction.



**Match and cost share**

Federal funds will pay 60% of the project cost. SO shall be responsible for providing 40% of total project cost in match funds.

**Cost-sharing or matching requirement may be satisfied by either or both of the following:**

- Allowable costs incurred by the SO. This includes allowable costs borne by non-Federal grants or by other cash donations from non-Federal third parties.
- The value of third-party in-kind contributions applicable to the period to which the cost-sharing or matching requirement applies.

**Section 319 Fund Match Requirements.**

- SO, contributions to match 319 funds must be from state or local sources (non-federal dollars).
- Examples of state or local sources include state or local employee time or travel, state or local funds granted for a BMP/demonstration project, state or local equipment or other resources donated towards the project.
- Volunteer Services as match for both 319 and SWP funds - Volunteer services provided to a SO will be valued at rates consistent with those ordinarily paid for similar work by the SO.
- Please note that time, mileage, etc. in which a volunteer attends a meeting, seminar or tour and does not provide a service may NOT be counted as match.
- If the SO does not employ individuals in this type of work the services will be valued at rates paid for similar work in the same labor market. A reasonable amount for fringe benefits may be included in the rate.
- SOs should document how the rate for volunteers was determined and retain it with other project information. In addition, mileage volunteer’s travel may be counted as match.
- Value of Volunteer’s Time Website: Value of Volunteer Time Report | Independent Sector Resources
- 2024 rate is \$31.80

**Budget Examples:**

Annual Expenses	
Personnel	48,152
Fringe	15,408
Travel	3090
Supplies	1690
Contractual	
Equipment	0
BMPs	50,000
Indirect Cost of 10% has been applied to project <input checked="" type="checkbox"/> (Indirect equals 10% of Direct Cost)	11,834
Grant Grand Totals	130,174

Small Watershed

Match is 40% of total project cost= Annual project cost  
 =\$130,174+40% =Total project Cost

Match =40% of total project cost \$72,897

Depending on the size of the watershed and the number of strategies in the PIP, and amount of BMPs projected, funding varies.

Most watershed project are on a three (3) year project plan. Watershed Grants for three-year projects range from \$300,000- \$500,000.

Annual Expenses	
Personnel	48,152
Fringe	15,408
Travel	4550
Supplies	1740
Contractual	
Equipment	0
BMPs	150,000
Indirect Cost of 10% has been applied to project <input checked="" type="checkbox"/> (Indirect equals 10% of Direct Cost)	21,985
Grant Grand Totals	241,835

Large Watershed



# Example

**Overview:** We are seeking a highly motivated and detail-oriented individual to fill the role of WRAPS Project Coordinator. The successful candidate will play a pivotal role in organizing and managing stakeholder meetings, providing outreach and education on WRAPS projects, achieving annual BMP implementation goals, and working collaboratively with local agencies and landowners to promote conservation efforts in targeted areas.

**Required Education:** A bachelor's degree from an accredited college or university with major coursework in Agriculture, Biology, Ecology, Natural Resource Conservation, or Environmental Science is required. **Starting Salary:** Year 1 \$48,152 + Fringe benefits @ 32%=\$15,408 Total package= \$63,560 **Years of Service:** Increased wages + increased fringe benefits

## **Job Qualifications:**

- Detail-oriented individual with the ability to work independently and prioritize a variable work schedule.
- Excellent communication skills, both verbally and in writing.
- Ability to occasionally work in rough terrain and/or inclement weather conditions and carry equipment.
- Knowledge of ArcGIS software, Google Suite of products, social media, engineering equipment, and agricultural practices is beneficial.

## **Responsibilities:**

### **1. Stakeholder Engagement:**

- Organize, lead, and manage WRAPS Stakeholder Leadership Team (SLT) meetings.
- Book meeting locations and notify SLT and Partners of meeting times/locations.
- Organize and distribute meeting agendas and minutes.
- Present BMP options to the SLT and provide necessary information for decision-making.
- Provide adequate and timely information to stakeholders to keep them engaged and informed.
- Assist SLT members, partners, and community members in understanding their roles and responsibilities within the WRAPS project.
- Identify gaps and recruit new SLT members to maintain a diverse and well-balanced team.

### **2. Outreach and Education:**

- Attend regional or statewide meetings to update groups on WRAPS activities and progress.
- Organize and present informational workshops regarding WRAPS projects, including local water quality impairments, BMP types, priority areas, and financial incentive rates.
- Conduct one-on-one discussions with residents and landowners regarding WRAPS projects.
- Work with landowners in targeted areas to promote conservation planning and provide information on water quality issues.

### **3. BMP Implementation:**

- Achieve annual BMP implementation goals as stated in the approved 9-Element Watershed Plan.
- Promote all BMP categories included in the KDHE approved plan.
- Keep technical service providers and partners informed of changes and new opportunities within WRAPS.

### **4. Communication:**

- Review and understand incoming BMP applications that meet WRAPS goals.
- Utilize application screening tools to determine eligibility.
- Report hours of work, activities, meetings, and BMPs to (insert)

### **5. Project Management:**

- Create, manage, and track project implementation plans and funds.
- Coordinate work plans and strategies with established timelines.
- Complete reports and grant-related documentation for WRAPS projects.
- Provide professional development or support as necessary.



Deliverables:

Grant Resources Needed for Project:



**Summary of Project Costs:**

Kansas Watershed subaward request for 3-year Project Period: July 1, 2025-June 30, 2028 (min: \$50,000 - max: \$200,000 per year)		\$	
<b>Match Funding (match 40%)*:</b>			
Cash Match:		\$	
In-Kind Match:		\$	
<b>Total Project Cost:</b>		\$	

All costs to EPA grants must be eligible, necessary, and allocable for performing the tasks outlined in the approved project work plan. The costs, including match, must be incurred during the period of performance of the project. The costs must conform to specific federal requirements in addition, costs must be adequately documented.

**5. GRANT SOLICITATION TIMELINE**

Event	Date
Subaward Solicitation announced for eligible Applicants	August 08, 2024
Subaward Application due date	October 31, 2024
Application evaluation by review team and selection of Awardees	October 31, 2024 - November 30, 2024
Notification of all Applicants of intent to award	No later than December 15, 2024
Full application / project proposal collaborative development	As needed through February 15, 2025
Drafting of Contract, Environmental Protection Agency review, and execution of Contract (start of Contract and concurrence process)	February 15, 2025 - July 1, 2025
Term of Contract with the Successful Applicant (end of Contract)	End no later than June 30, 2028

**PURPOSE AND BACKGROUND**

**This 319 Implementation PIP will help accomplish the long-term goals established in Kansas' Nonpoint Source**

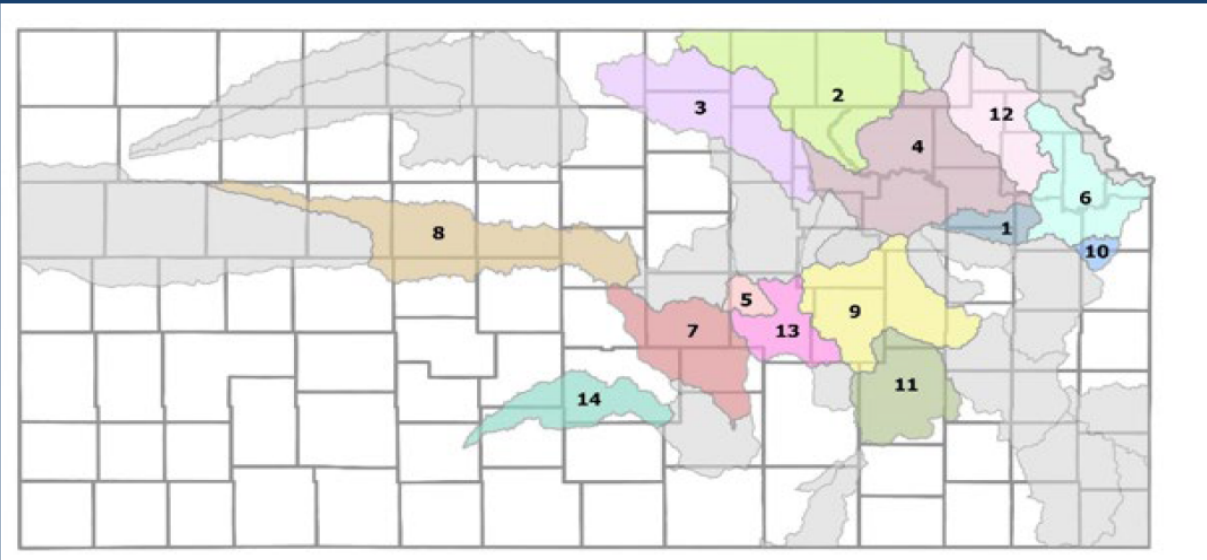
**Management Plan including:**

- No lake, river, stream, or wetland has a violation of Kansas Surface Water Quality Standards due to nonpoint sources of pollutants and all designated uses are fully supported.
- Kansas surface and ground water are protected from all nonpoint pollutant sources using recommended water quality best management practices.

**Kansas Water Plan objectives are achieved by:**

- Reducing the levels of pathogens, biochemical oxygen demand, dissolved solids, metals, nutrients, pesticides, and sediment that adversely affect the water quality of Kansas lakes, rivers, streams, and wetlands.
- Reducing the levels of dissolved solids, metals, nitrates, and volatile organic chemicals that adversely affect the quality of Kansas ground water.
- Maintaining water quality conditions for unimpaired waters at a level equal to or better than existing conditions

## WRAPS TARGETED WATERSHED AREAS



- |                        |                                 |
|------------------------|---------------------------------|
| 1. Upper Wakarusa      | 8. Kanopolis                    |
| 2. Tuttle Creek Lake   | 9. John Redmond                 |
| 3. Milford lake        | 10. Hillsdale Lake              |
| 4. Middle Kansas River | 11. Fall River and Toronto Lake |
| 5. Marion Reservoir    | 12. Delaware River              |
| 6. Lower Kansas River  | 13. Cottonwood                  |
| 7. Little Arkansas     | 14. Cheney Lake                 |

Applicants may apply for any of the fourteen prioritized watersheds or any additional gray-shaded watersheds. While the fourteen watersheds are given top priority, all applications will be reviewed and ranked based on the severity of the impaired waters.

Assessments will include the following:

- **Identification of Potential Watershed Needs:** Assess the needs related to nonpoint source (NPS) pollution or restoration efforts. This involves reviewing water quality reports, identifying pollution sources, and evaluating the ecological health of water bodies. Consider factors such as land use, population density, and proximity to water bodies.

- **Development of Partnership Agreements:** Establish working relationships with interested applicants and develop partnership agreements that outline roles, responsibilities, and expectations for WRAPS Project Coordinators.

- **Project Planning and Implementation:** Evaluate the sponsoring organizations' assessments of watershed needs to address specific challenges related to watershed management and NPS pollution. This may include reviewing water quality reports, pollution sources, and ecological health assessments.

- **Outreach and Education Activities:** Develop plans for capacity building and training to support local stakeholders, including conservation district staff, landowners, and community members. This may involve workshops, field demonstrations, and technical assistance on Best Management Practices (BMP) implementation and monitoring. Public outreach and communication efforts should include events, educational materials, and media campaigns to raise awareness about watershed issues and NPS pollution prevention.

- **Monitoring and Evaluation:** Ensure that the applicant has a framework for monitoring and evaluating the effectiveness of watershed projects. This should include plans for collecting data on water quality indicators, BMP implementation rates, and ecological outcomes to measure the success of conservation efforts.

**\*\*If applying for multiple watersheds, please submit a separate application for each watershed.\*\***

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**ELIGIBILITY:**

According to the Clean Water Act (CWA), EPA is mandated to award §319(h) grants to the state nonpoint source agency designated by the governor. These grants are intended to support the implementation of approved Nonpoint Source Management Programs (NPSMPs) aimed at achieving and maintaining beneficial uses of water, such as swimming and fishing. Eligible activities under these grants include both non-regulatory and regulatory programs focused on compliance and enforcement, technical assistance, financial aid, education, training, technology transfer, demonstration projects, and monitoring to assess the success of specific nonpoint source projects, particularly those related to controlling nonpoint source pollution.

WMS will award to implement specific components of their Nonpoint Source Management Program. States have the flexibility to allocate funds to a wide range of entities, including public and private organizations such as local governments, tribal authorities, cities, counties, regional development centers, schools and universities, nonprofit organizations, state and federal agencies, watershed groups, for-profit entities, and individuals, through subawards or contracts as appropriate. Recipients of funding are selected based on the state's program priorities and selection criteria, and contracts must adhere to procurement requirements outlined in Title 40 and Title 2 of the Code of Federal Regulations (CFR).

**Eligible Activities under §319(h) Funds:**

1. Updating and refocusing the state NPSMP and Nonpoint Source Assessments to enhance program effectiveness. This may involve refining programs to address pressing water quality issues, establishing indicators and milestones, developing Total Maximum Daily Loads (TMDLs), creating watershed plans, and improving assessment efforts (USEPA NPS, 2013).
2. Implementing groundwater protection activities identified in a state's NPSMP, Ground Water Protection Strategy, or Comprehensive State Ground Water Protection Program (CWA §319(h)(5)(D); USEPA NPS, 2013).
3. Funding urban runoff activities, provided they do not specifically pertain to final National Pollutant Discharge Elimination System (NPDES) permits or directly implement such permits. Eligible activities include technical assistance, monitoring, best management practices (BMPs), educational programs, technology transfer, training, and developing regulations or local ordinances for stormwater management (USEPA NPS, 2013).
4. Funding abandoned mine land reclamation projects aimed at preserving water quality, if not specifically required by a NPDES permit and not directly implementing a draft or final NPDES permit. Activities may include pollution remediation, mapping, monitoring, technical assistance, education, technology transfer, training, and policy development addressing abandoned mines (USEPA NPS, 2013).
5. Protecting unimpaired or high-quality waters identified in a State NPS Management Program, using a limited amount of watershed project funds to mitigate threats and ensure water quality preservation as prioritized in the state's program (USEPA NPS, 2013).
6. Implementing Lake protection and restoration activities, excluding in-lake work like aquatic macrophyte harvesting or dredging unless pollution sources have been sufficiently addressed to prevent recurrence. States are encouraged to use §319 funds for activities that were eligible under CWA section 314 (Clean Lakes Program) in previous years (USEPA NPS, 2013).
7. Supporting the implementation of a wide range of agricultural conservation practices, including options for animal waste storage, treatment, and disposal in animal feeding operations (AFOs) that are not subject to NPDES permit requirements.

For direct implementation of best management practices (BMP), design standards common to watershed and stormwater management projects in the state are expected to be followed and more information and technical guidance will be provided in the project phase when relevant.

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## INELIGIBLE ACTIVITIES

The following are **ineligible** activities:

- Projects that do not comply with Clean Water Act Section 104(b)(3), which authorizes the award of assistance agreements to conduct and promote the coordination and acceleration of research, investigations, experiments, training, demonstrations, surveys, and studies relating to the causes, effects, extent, prevention, reduction, and elimination of pollution.
- Actions required to settle a formal enforcement action or included in a court order; or specified as a required mitigation measure under a state, local, or federal permit for a specific project; however, grant funding may be used to enhance or expand such projects beyond minimum requirements for compliance.
- Work involving only routine maintenance of storm water infrastructure and other facilities.
- Projects which fall under the existing planning responsibilities of an individual state or local government (e.g., development of TMDLs or MS4 permits)
- Solely “gray infrastructure” projects (e.g., installation of sewer lines)
- Construction activities that are not a part of a demonstration project. This includes, but is not limited to, preliminary planning to determine the economic and engineering feasibility of a facility; engineering, architectural, legal, fiscal, and economic investigations and studies; surveys, designs, plans, working drawings, specifications, procedures, and other actions necessary to the construction of a facility; the erection, acquisition, alteration, remodeling, improvement, or extension of a facility; and the inspection and supervision of the construction of a facility.

Additionally, the following items cannot be purchased under the potential resultant grants:

- Any purchases or activities deemed unnecessary to accomplish grant purposes as determined by KDHE WMS or EPA, including any grantee expenses that are not directly linked to the implementation of the proposed activities.
- Private ceremonies, parties, celebrations, or related expenses
- Previous obligations and/or bad debts
- Expenses related to overtly religious purposes.
- Expenses intended to influence the outcome of elections or other political processes.
- Fines and/or penalties
- Creation of endowments
- Alcoholic beverages
- Real property (land or structures)
- Leases
- Accountable personal property, including capitalized and sensitive personal property.
- Expenses for food purchases, must be included in the workplan and approved by the EPA.
- Contractual agreements and Consultant rates for professional expert services are capped at \$92.00 per hour 8hr daily max.

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## APPLICATION INSTRUCTIONS

The WMS aims to initiate a collaborative phase for the final development of projects with chosen partners. As part of this effort, a Phase One Application in narrative form will be collected and assessed by a workgroup. The assessment will focus on completeness, relevance, and alignment with the objectives of the EPA grant to Kansas, as well as with the broader goals of the State of Kansas that are pertinent to the application's content.

Applicants are required to create a narrative Project Implementation Plan, which must include (but is not limited to) the following components:

- Completion of form responses for pages 1 and 2 of the solicitation (these do not count towards the page limit).
- Expansion of the project summary from page 1 to provide further details on:
  - The specific issue or challenge addressed by the proposed project.
  - Overall goals and objectives of the project and their alignment with the goals of this subaward.
  - Potential impact of the project.
- Definition of the target population(s), including methods or criteria used to determine eligibility of individual end beneficiaries.
- Overview of previous institutional experience, collaborative history, or the applicant's capacity or proposed methods to enhance capacity for working with underserved farmers or farm communities.
- Summary of prior institutional experience in implementing any of the proposed project strategies.
- Identification of measurable metrics that could be employed to assess progress and achievements of the proposed project.
- Inclusion of any additional partners enlisted to support aspects of the project described above or other project components.
- Summary of experience in collaborating with the state or other funding entities through subaward arrangements, along with relevant links or references to completed projects, reports, or evaluations.

Applicants are required to provide a clear rationale for their chosen approaches in all cases. Pre-applications must adhere to the following guidelines:

The document should not exceed 5 pages using an 11-point standard font. - Any supplementary materials such as maps, tables, or figures must be submitted as separate files and referenced within the proposal. These materials should complement the core application and not substitute for the required responses detailed earlier. This ensures that the proposal remains focused on addressing the outlined requirements effectively within the specified page limit.

Additionally, each application should be accompanied by a simple budget with the following categories:

- Personnel and fringe benefits
- Travel and training
- Supplies: Including Education and outreach or media costs
- Equipment\* (Must have prior approval for cost over \$5,000)
- Contractual (e.g. consultants or other Contractual agreements and service providers)
- BMPs (this includes direct financial assistance to farmers in the form of cost share)
- Overhead/indirects\*\* (Max allowable cost will be 10% of federal funding up to \$25,000 per award)

Please ensure to include the following in your proposal:

- A clear total of all requested budget items listed separately.
- A detailed breakdown of the budget, specifying the cost per expense with a narrative explaining the purpose and justification for each charge.
- A summary outlining any local funds or proposed in-kind contributions for the project.

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## PRE-APPLICATION REVIEW

The WMS will collaborate with partners and a workgroup committee. Additionally, WMS-selected Technical Staff will provide scoring consultations to review technical aspects for potential inclusion. These consultations will be at the discretion of the review panel, with transparency provided to applicants if further consultation is included.

The review committee will utilize the following rubric to score applications and assess the potential subawardee's ability to meet all grant requirements through collaborative final project development:

Proposal Review Criteria	Points
<b>Technical Approach:</b> The technical approach must demonstrate clarity, feasibility (including cost feasibility), appropriateness, and impact in addressing the primary goals of the subaward program. It should include links to nutrient reduction, flood resilience, or source water protection outcomes that align with one or multiple State of Kansas initiatives.	40
<b>Past Performance:</b> Evaluation criteria include the level of previous collaboration with or programmatic focus on historically underserved farmers and farm communities, the ability to demonstrate prior conservation success in the grant focus areas, and examples showcasing broader partnership capacity with other relevant entities.	30
<b>Communications Strategy:</b> The proposed strategy should outline how project outcomes will be documented, communicated, and disseminated to partners and residents within the focus area, including underserved populations. This should emphasize the innovative and novel practices employed to achieve project objectives.	20
<b>Organizational Capacity:</b> The evaluation will assess the applicant's ability to meet compliance requirements with WMS or EPA policies and federal subaward practices, particularly in areas such as reporting and metric tracking.	10
<b>Overall Rating (out of 100 points)</b>	100

## NOTICES

Project Applications will also be subject to a full risk assessment.

### Disqualification:

The KDHE WMS reserves the right to reject and not evaluate an application based on the following reasons, which include but are not limited to:

- Failure by the Applicant to submit the Application by the specified due date and time.
- Failure by the Applicant to submit a budget proposal.
- Non-compliance of the Application with the requirements stated in the Solicitation.
- Limitations imposed on the rights of KDHE WMS by the Application.
- Failure by the Applicant to timely respond to requests from WMS for information, documents, or references.
- Absence of any required signature, certification, authorization, stipulation, disclosure, or guarantee in the full application phase of the Solicitation.
- Presentation of information in a format inconsistent with the instructions of the Solicitation or failure to comply with its requirements.
- Provision of misleading, inaccurate, or unbalanced responses.
- Determination by KDHE WMS, through verification processes, that the content is misleading or inaccurate.
- Insufficient evidence, including evidence from the Applicant or obtained by the Evaluation Committee from other sources, to demonstrate that the Applicant is properly qualified to meet the requirements of the Solicitation.

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#### Nonmaterial Variances:

KDHE WMS reserves the right to waive or allow cure of nonmaterial variances in the Application if deemed beneficial. Nonmaterial variances are minor irregularities that do not affect responsiveness, pertain solely to form, or format, do not alter relative standing or prejudice other Applicants, do not change the meaning or scope of the Solicitation, or do not constitute a material change in Solicitation requirements. Any waiver or cure of nonmaterial variances does not alter Solicitation requirements or excuse the Applicant from full compliance if selected, with the determination of materiality solely at KDHE WMS's discretion.

#### Application Clarification Process:

KDHE WMS may contact Applicants post-submission to clarify Applications or ensure mutual understanding. This may involve written inquiries, interviews, site visits, review of past performance if applicable, or requests for corrective pages, all requiring responses signed by an authorized representative. Failure to comply may result in Application rejection as non-compliant.

#### Reference Checks:

KDHE WMS reserves the right to contact references to evaluate Application information, verify details, and assess qualifications of any named subcontractors.

#### Information from Other Sources:

KDHE WMS may gather information from external sources about an Applicant, including performance under previous contracts, subcontractor qualifications, financial stability, litigation history, and publicly available data.

#### Release of Claims:

Submission of an Application signifies the Applicant's agreement not to pursue claims against KDHE WMS or the State based on misunderstandings or failure to provide intended information.

#### No Minimum Guaranteed:

Submission does not guarantee Applicant selection or contract execution. KDHE WMS reserves the right to accept or reject all or parts of Applications based on its discretion.

#### Evaluation of Applications:

Applications meeting submission criteria undergo review as outlined in the Solicitation. Selection prioritizes suitability to grant objectives and value to KDHE WMS, not necessarily the lowest cost.

#### Notice of Selection and Acceptance Period:

KDHE WMS notifies timely Applicants with intent to negotiate subaward contracts. Contract negotiation and execution should align with Solicitation terms. Failure to finalize contracts by specified dates may lead to extension or cancellation of selection, with potential negotiation with other Applicants for best value.

#### Definition of Contract:

Full execution of a written contract formalizes subaward goods/services, with no legal or equitable rights acquired by any Applicant until a separate written contract, meeting KDHE WMS terms, is fully executed.