



APPLICANT’S FUNDING MANUAL PLANNING PROGRAM

2024 Program Overview, Rating System, & Application Questions/Guidance

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Rev. 1/4/24

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Application forms can be accessed via <https://nclwf.nc.gov/apply>. Applications must be submitted by midnight on March 1, 2024.

Grant Funding Overview

Eligible Applicants – To receive funds from NCLWF, the applicant must be a State Agency; a local government unit; or a nonprofit corporation whose primary purpose is the conservation, and/or restoration of our State’s cultural, environmental, and natural resources.

Fund Purposes as described in SL 143B-135.234 (c) – “Moneys from the Fund under this part shall be used to help finance projects that enhance or restore degraded surface water, including drinking water supplies, and contribute toward a network of riparian buffers and greenways for environmental, educational, and recreational benefits; provide buffers around military bases to protect the military mission; acquire land that represents the ecological diversity of North Carolina; and acquire land that contributes to the development of a balanced State program of historic properties.”

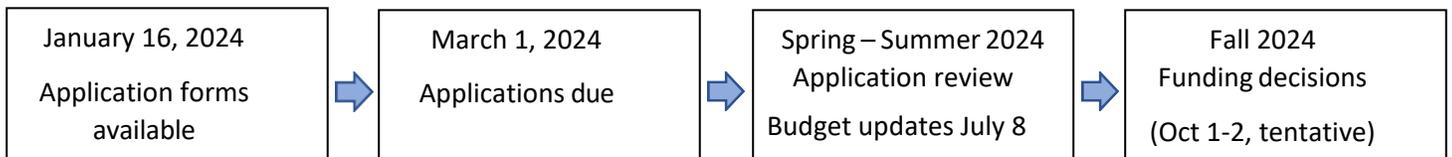
NCLWF funds planning projects to target reductions in surface water pollution. The intent is to conserve areas of high resource value or to restore degraded lands to re-establish their ability to protect water quality. Recently, most planning applications have taken the form of watershed or river corridor plans to identify and prioritize restoration opportunities. However, other approaches to planning may include watershed plans to identify and prioritize land parcels for conservation, and monitoring plans to identify and locate threats to the State’s cultural, environmental, and natural resources. Design work for specific projects are best applied for with NCLWF’s Restoration Application. To ensure that your project is eligible for NCLWF funding, consult with your field representative.

Recent Changes

Budget items clarification

The Budgets section has been updated to include clarification on what types of expenses are eligible for NCLWF funding, specifically with respect to special and general equipment, travel costs, and sales tax for nonprofit organizations.

Grant Cycle Timeline



March 7-22. Applicants help field representatives schedule site visits. Field representatives will contact applicants to initiate scheduling.

March 22-June 1. Applicants attend on-site field visit with the field representative who will be your primary point of contact throughout the application review.

Mid-June. Virtual project review meetings with the project team will be scheduled if deemed necessary by the field representative. Applicants will work with the field representative during the meeting to provide updates

and corrections when requested. **Final updates are due July 8.** Applicants will receive email instructions for this process.

October 1-2 (tentative). Funding decision by the NCLWF Board of Trustees. Award meeting date is subject to change.

General FAQs

Who makes funding decisions?

The nine-member NCLWF Board of Trustees.

How are the NCLWF Board of Trustees members appointed?

Members are appointed by the Executive and Legislative Branches of the State of North Carolina.

How are projects selected for funding?

Each application is scored and ranked per a rating system developed and adopted by the NCLWF Board of Trustees. The rating system considers value of the resource being protected, the public benefits, the value to the State, and the project's readiness. The Trustees may also consider factors outside the scoring system, such as economic impact, in selecting projects for funding.

Are matching funds required?

No, but match is considered in the rating system and projects with little or no match are rarely funded.

How are funds awarded?

Funds are awarded through the state contracting process.

How are applications reviewed?

Review of applications includes a site visit and possibly a virtual review meeting depending on the applicant's needs, both conducted by field representatives. Restoration Program staff and field representatives review the applications and use the Application Rating System to score each application.

How will I be notified if my application is approved and funded or not approved?

Following the Board of Trustees' funding meeting, field representatives contact each applicant and let you know if your application was funded. You will also receive a letter from NCLWF verifying the funding decision.

Who should I contact?

Field representatives are the first line of contact for general questions and for developing projects. Getting your field representative involved early will yield better results for your application and later contract process.

To contact your field representative, please visit our website: <https://nclwf.nc.gov/contact-us>.

Program FAQs

Should planning grants include design for future projects?

Conceptual design work may be one of the deliverables of a planning grant. However, if the primary intent of the project is to develop engineering designs for specific sites, such proposals should be developed as restoration applications. Read the [Restoration Funding Manual](#) for information on that program.

How can I make my planning grant the most effective?

One way to make sure your planning grant can be used to direct and complete on-the-ground projects is to design a scope of work that will deliver “turn-key” products that could be implemented without further planning work and could support grant applications for construction or land acquisition work. Review materials needed to complete an application for implementation work to NCLWF, or other agencies, and develop a scope of work that will deliver project specifics such as estimated costs, cooperating partners, key steps and/or obstacles to project success, and a qualified description of the benefit of the project to North Carolina. This level of detail may or may not be feasible for all locations within the planning area, but such work should be considered for top-priority project sites.

Does NCLWF do planning awards for land acquisition projects?

Yes, planning to locate and prioritize land parcels within a watershed for acquisition for conservation (and/or preservation of cultural resources) is an appropriate use of NCLWF grant funding.

What is the typical planning award size?

NCLWF planning awards have been capped at \$75,000 in recent years. Also, funds for project implementation, both from NCLWF and other sources, are limited. Therefore, when scoping a planning project, keep in mind that planning funds should be a relatively small amount of the anticipated implementation funds.

Budgets

How can the funds be used?

- The funding or match credit for any item not listed on this chart will be determined by NCLWF.
- All expenses reimbursed by NCLWF must occur after the award date and be substantiated by invoices.
- All expenses credited for match incurred prior to award date must be requested at time of application. Note that match incurred before award date is generally not approved for planning grants.
- Match funding must be for items otherwise eligible for NCLWF funding.
- See the Budget section Guidelines for details and restrictions on use of NCLWF funds and match funds.

Item	NCLWF Funds - expenses incurred <i>after</i> award date only	Match Funds - expenses incurred <i>after</i> award date	Match Funds - expenses incurred <i>prior to</i> award date
Stakeholder identification, contact and meetings	Yes	Yes	No
Monitoring, field work, GIS work, analysis	Yes	Yes	No
Lab work, sample processing	Yes	Yes	No
Outreach, public meetings	Yes	Yes	No
Conceptual designs, renderings, cost estimates	Yes	Yes	No
Planning report development and production	Yes	Yes	No
Training of partners and volunteers	Yes	Yes	No
Travel to project area	Yes*	Yes*	No
Project administration	Yes*	Yes*	No
Overhead (office rent, telephone, etc.)	No	No	No
Computer software and equipment	No	No	No

* limitations apply to the use of funds for this purpose

Matching Resources - Match must be for activities necessary for the completion of the project and must be backed up with receipts or other verifiable documentation of expenses. Matching resources must be for items eligible for NCLWF funds. For example, overhead may not be counted as matching resources.

NCLWF grant awards may not be used as matching funds for other NCLWF awards. Funds used as match on prior NCLWF grant awards may not be used as match on other NCLWF grant awards.

Expend matching resources at the approximately the same rate as NCLWF funds and in proportion to the original funding commitment by NCLWF. NCLWF may choose to hold requests for reimbursement of project funds if the rate of matching funds expenditures lag behind expected rates. Further, upon project completion, the original funding ratio of NCLWF funds to matching funds is to be achieved. For instance, if a grant award is approved with NCLWF providing 50% of the total budgeted project cost, NCLWF will expect at project closeout to have only contributed up to the 50% of the total project cost.

Declare in the grant application any project costs that may be incurred before the project award date. NCLWF may include matching funds contributions for costs incurred prior to the grant award date but only if such costs are specifically identified and requested by applicant at time of application.

NCLWF will reimburse project costs incurred after the grant award date - However, funds will not be available until after the execution and encumbrance of a NCLWF grant contract. Funds will be reimbursed only if they were necessary to comply with the proposed delivery schedule of the project or period of performance, are necessary and reasonable for proper and efficient accomplishment of the project and comply with all terms and conditions in the subsequent grant contract.

Construction contingency funds are to be matched at no less than 50%, i.e. grantee must provide at least 50% of any incurred contingency cost. Note that prior approval from NCLWF is required before expenditure of any contingency cost.

Project Administration costs are limited to direct labor toward Progress Reporting, Reimbursement Requests, Project Scope Management, Budget Management, and Project Schedule Management. If you request Project Administration reimbursement or want to demonstrate Project Administration as match, you must submit itemized documentation of staff/contractor hours and hourly compensation rates (salary and fringe benefits) for time spent on project administration.

Special equipment may be purchased as a monitoring expense. Special equipment is defined as equipment used only for research or other technical activities on the specific project area. An example of special equipment is a water quality monitor installed on the site. Special equipment with a unit cost over \$5,000 must have prior written approval to be purchased with NCLWF grant funds.

General equipment may not be purchased without prior written approval. General equipment is generally not permitted to be purchased with NCLWF funds. General equipment is defined as equipment not limited to technical activities, which could be used on other project sites. Examples of general equipment include computers, tablets, cameras, motor vehicles, safety vests, or work boots. If an item can be used to work on other projects, it is likely general equipment and not eligible for purchase with NCLWF funds.

Travel costs are eligible for reimbursement. Travel that is specifically related to carrying out the project may be included in the project budget as match and/or requested funds. Travel expenses may be determined using a reasonable metric that the grantee otherwise uses to calculate travel expenses, or by using the standard mileage rates established by the United States Internal Revenue Service. NCLWF will only reimburse travel expenses for trips shown to be necessary to complete the project.

Sales tax for items purchased by a grantee which is a nonprofit corporation is not eligible for reimbursement using NCLWF funds. The NCLWF cannot provide funding for expenses which a nonprofit corporation could otherwise seek reimbursement for from other parts of the government, i.e., sales tax on purchases for the project. Sales tax must be subtracted from any invoices submitted by a nonprofit corporation to the NCLWF for reimbursement.

Overhead, postage, phone charge, and audit costs are not eligible as match or reimbursable project costs.

Maps

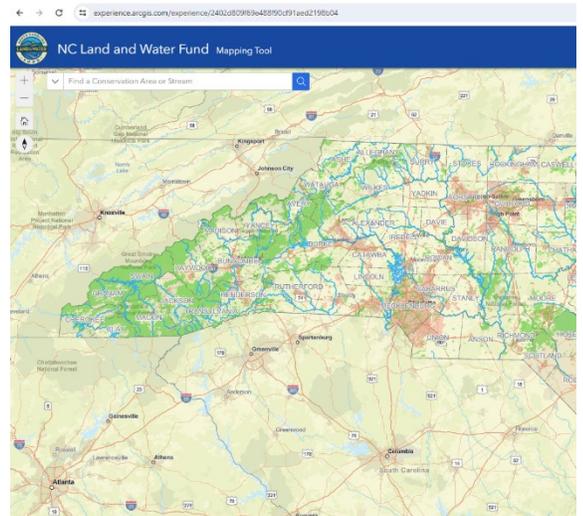
Application Map Guidelines

The following mapping guidelines are **STRONGLY RECOMMENDED**.

Following these guidelines will greatly help our staff and trustees understand your proposal and the 100-200 applications that are reviewed each year. **Please remember:**

- Only georeferenced PDF, no JPG, PNG, TIF, etc.
- Landscape orientation
- **If you do not have access to GIS software**, please use the [Application Mapping Tool](#) (directions [here](#)) or contact your field representative for assistance.

[Application Mapping Tool](#)



Your application should contain the following maps:

1. Location map - required
2. Project map – watershed wide or site specific depending on proposal - required
3. Additional property maps as necessary to best illustrate project – optional

1) Location Map. Show the location of the project in context of major streams, major roads, nearby protected property, nearby municipalities, etc. This map should orient the viewer to the location of the project on a county or regional scale.

Background: no specific requirement, but should be a neutral color

Major Streams: **Blue**

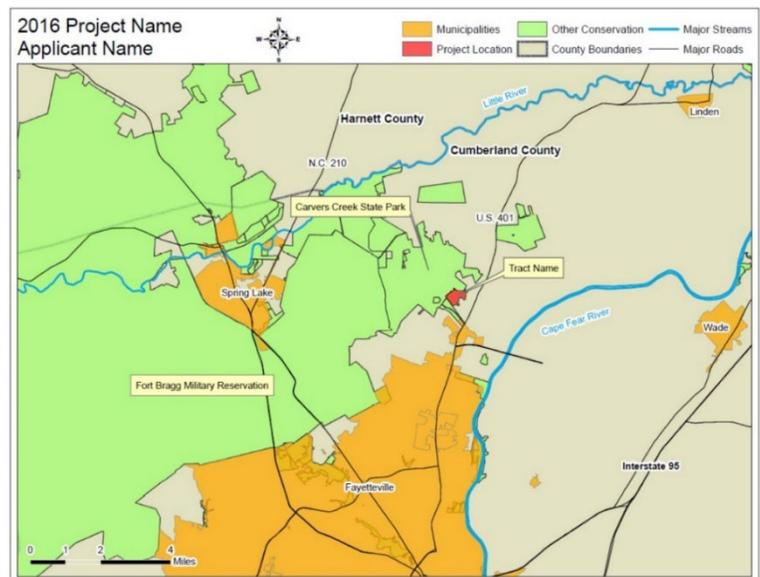
Municipalities: **Orange**

Project: **Red**

Other Conservation: **Green**

Major Roads: **Black**, or standard DOT color codes using ArcGIS online hosted layers

Labels: Major streams, major roads, municipalities, and county boundaries should be clearly labeled. Any significant landmarks or other conservation lands should be labeled as well.



Location Map Example

2) Project Map(s). The Project Map should show more details of the project area including a clearly marked watershed/planning boundary, all streams or waterbodies impacted by the project, and other relevant features.

Background: A recent **aerial image**; if an aerial photo is not possible, please use a neutral color

Watershed/Planning Boundary: **Red** outline

Other Conservation: **Green** outline

Roads: **Black**, or standard DOT color codes using ArcGIS online hosted layers

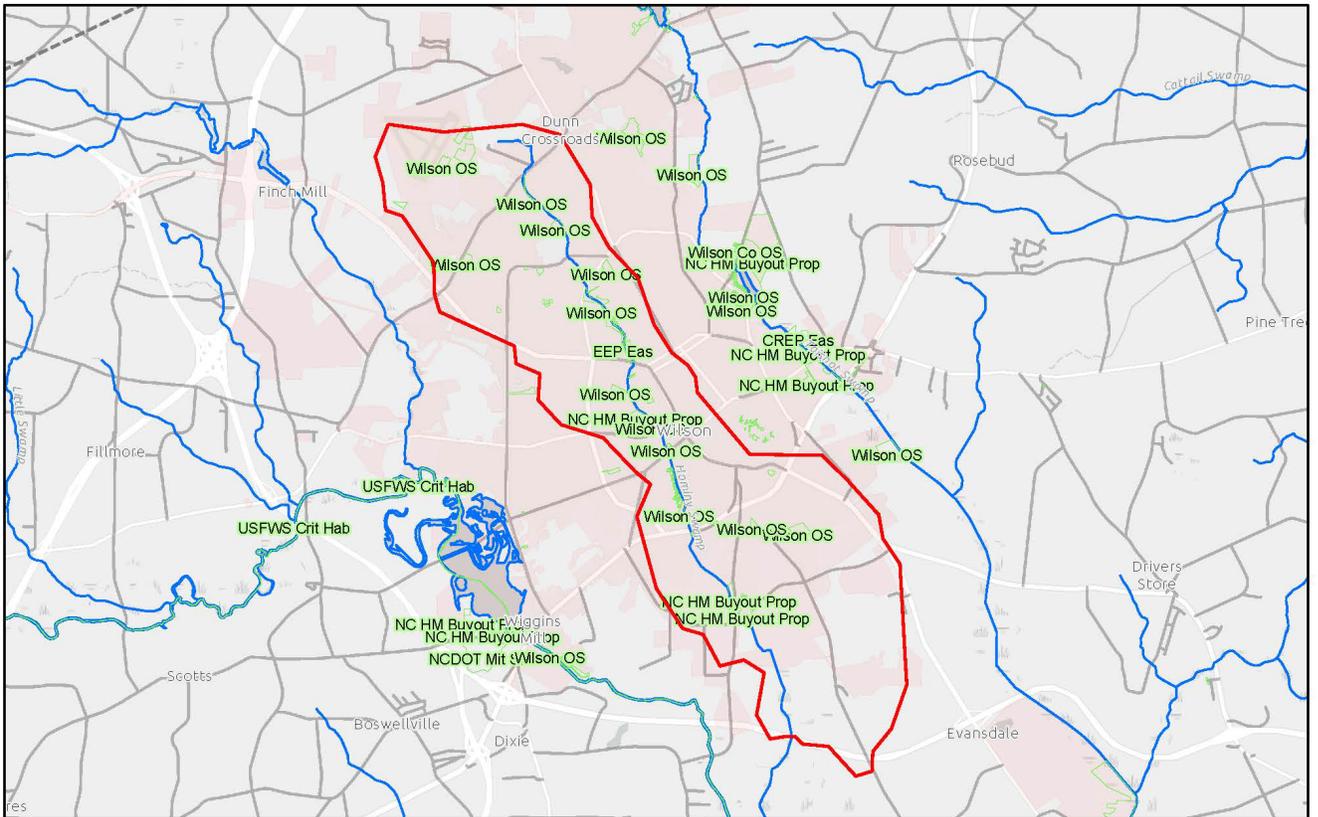
Streams: **Blue**

Labels: Named streams, roads, adjacent conservation lands, and landmarks should be labeled as needed/appropriate for scale and project focus.

Scale Bar: Please use scale/divisions that are easily applied to the project

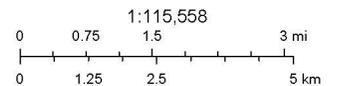
Project Map Example 1 – Planning Area

Project Name/ Applicant Name



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- Other Conservation
- Proposed NCLWF Easement
- Non-NCLWF Easement
- Improvements
- NC Counties
- Municipal Boundary
- Streams
- Secondary Route
- Interstate



NCDOT GIS Unit, State of North Carolina DOT, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, USDA

NC Center for Geographic Information and Analysis (NCGIA) | NCDOT GIS Unit | This dataset was transformed by the Project Team and Vendor Team for the NC Integrated Cadastral Data Exchange Project, funded by US EPA Environmental Information Exchange

Application Rating System

General Statute 143B-135(b) states that the fund may develop guidelines in addition to the minimum criteria for awarding grants. To assist with the allocation of grant funds, the following rating system was approved by the full NCLWF Board of Trustees at its meeting on February 10, 2014, and revised December 5, 2019.

Rating System Overview

The major components of the rating system and percentages are listed below.

Clear Need for the Planning Project with a Clear Outline and Vision of the Plan (30%)

- A. Application Clearly Defines the Need for the Project, the Purpose and Goals for the Planning Project, and the Purpose and Goals for Any Work that Would Be Implemented Following the Planning Project (12%)
- B. Planning Project Addresses How Surface Water Pollution Would Be Reduced (12%)
- C. Planning Project Work Tasks that Will Be Included in the Project Scope to Achieve the Purpose and Goals Are Clearly Outlined and Described (6%)

Resource Significance, Coordination with Other Projects and Plans (25%)

- A. Primary Resource Benefits (20%)
- B. Consistency with a Basin-wide Plan or a Comprehensive, Long-term Land-use Plan by a State Agency, Local Government, or Nonprofit Corporation (5%)

Other Public Benefits (10%)

- A. Recreational Uses and Public Access of the Project Area (3%)
- B. Public or Scientific Education that Would Be Provided by the Project (2%)
- C. Location Relative to Public Drinking Water Supply (5%)

The Degree of Indication that the Applicant Would Implement, in a Timely Manner, the Project that Would Follow the Planning Project (15%)

- A. Project Timeline, Including Readiness to Begin Work and Time for Completion (10%)
- B. Status of the Match Funds Required to Implement the Project that Would Follow the Planning Project (5%)

Value (20%)

- A. Matching Resources

Rating System Details

Clear Need for the Planning Project with a Clear Outline and Vision of the Plan (30 points)

This section evaluates the extent to which the plan would improve or protect water quality, the need for the project, and how it would be implemented.

A. Application Clearly Defines the Need for the Project, the Purpose and Goals for the Planning Project, and the Purpose and Goals for Any Work that Would Be Implemented Following the Planning Project (maximum 12 points).

0-4 points

- Describes the need for the project. If relevant include a statement on watershed stability and the potential for land-use change

0-4 points

- Specifies the purpose and goals for the planning project

0-4 points

- Clearly describes purpose and goals for any work that would be implemented following the planning project

B. Planning Project Addresses How Surface Water Pollution Would Be Reduced (maximum 12 points).

The discussion should include but does not have to be limited to the following:

0-8 points

- Water-quality benefits and reduction of surface water pollution

0-2 points

- Preserving natural hydrologic connections and relationships

0-2 points

- Water-quantity/water-supply benefits

C. Planning Project Work Tasks that Will Be Included in the Project Scope to Achieve the Purpose and Goals Are Clearly Outlined and Described (maximum 6 points).

0-6 points

- Tasks included in the project scope are clearly outlined and described

Resource Significance, Coordination with Other Projects and Plans (25 points)

A. Primary Resource Benefits (maximum 20 points).

Points in this subsection will be awarded based on the highest level for which the project qualifies.

20 Points

- Outstanding Resource Waters (ORW) classification or eligible for ORW classification
- Impaired waters identified by the Division of Water Resources or on the 303(d) list
- Classified shellfishing SA approved for harvest by the Division of Environmental Health

17 Points

- High Quality Waters classification – does not include HQW “by definition” such as WSI, II or SA waters
- Wild trout as designated by the Wildlife Resources Commission
- Excellent bioclassification as determined by the Division of Water Resources
- Water Supply I classification
- Water Supply II classification
- Water Supply Critical Area classification

14 Points

- Classified shellfishing SA conditionally approved for harvest by the Division of Environmental Health
- Streams supporting species listed as Federally Threatened or Endangered
- Water Supply III classification
- Water Supply IV classification
- Primary Nursery Areas identified by the Division of Marine Fisheries
- Inland Primary Nursery Areas identified by the Wildlife Resources Commission

11 Points

- Division of Coastal Management exceptional wetland
- Division of Water Resources unique wetland
- Nutrient Sensitive Waters classification
- Water Supply V classification
- Surface Drinking Water Susceptibility Rating of “Higher”

8 Points

- B stream classification
- Drinking Water Susceptibility Rating of “Moderate”
- National Scenic Waters
- National Heritage River
- National Seashore, National or State Park, National Wildlife Refuge, Coastal Preserve

5 Points

- Good bioclassification as determined by the Division of Water Resources
- Trout classification

2 Points

- Other SA (not approved or conditionally approved for harvest)
Surface Drinking Water Susceptibility Rating of “Lower”

B. Consistency with the Objectives of a Basin-wide Plan Adopted at the Regional Level or a Comprehensive, Long-term Land-use Plan by a State Agency, Local Government, or Nonprofit Corporation (maximum 5 points).

The primary purpose of the agency, government, or corporation must be the conservation, preservation, or restoration of the State’s cultural, environmental, or natural resources.

5 points

- Project area and purpose is explicitly mentioned as needed

3 points

- Project type and purpose is explicitly mentioned as needed

1 point

- Project type generally supports the goals of a surface water plan as defined above

0 points

- No connection to surface water plans as defined

Other Public Benefits (10 points)

A. Recreational Uses and Public Access of the Project Area (maximum 3 points).

3 points

- Improves recreational use related to water (e.g., fishing, boating) and the recreational use(s) has public access and/or will establish a greenway or improve an existing greenway

1. points

- No recreational or greenway component

B. Public or Scientific Education that Would Be Provided by the Project (maximum 2 points).

2 points

- Part of an organized educational effort open to public or educational institutions *and* active promotion by outreach, which could include a presence on the internet (e.g., a website) and/or signage, etc. at the project site

1 point

- Either the project is part of an organized educational effort open to public or educational institutions, *or* it is part of active promotion by outreach, which could include a presence on the internet (e.g., a website) and/or signage, etc. at the project site

0 points

- No educational component

C. Project Area Relative to Public Drinking Water Supply (maximum 5 points).

5 points

- By addressing sediment and nutrient pollution, the proposed project plans to preserve the capacity of an existing surface drinking water supply that has an intake or NC DEQ designated critical area less than 1 mile downstream of the planning area (measured as stream miles)

3 points

- By addressing sediment and nutrient pollution, the proposed project plans to preserve the capacity of an existing surface water supply intake or NC DEQ designated critical area less than 3 miles downstream of the planning area (measured as stream miles)

2 points

- By addressing sediment and nutrient pollution, the proposed project plans to preserve the capacity of an existing surface drinking water supply that has an intake or NC DEQ designated critical area less than 4 miles downstream of the planning area (measured as stream miles)

1 point

- The proposed project watershed does not address sediment and nutrient pollution but is less than 5 stream miles upstream of an existing public water supply as defined above

0 Points

- The proposed project watershed is not within 5 stream miles upstream of an existing public water supply as defined above

The Degree of Indication that the Applicant Would Implement, in a Timely Manner, the Project that Would Follow the Planning Project (15 points)

This section evaluates the extent to which the Applicant is ready to begin work and is prepared to provide the resources (e.g., funds, services, equipment, and access to land) needed to implement the project that would follow the planning project.

A. Project Timeline, Including Readiness to Begin Work and Time for Completion (maximum 10 points).

Proposed schedule for conducting the project that includes a chart or a graphic that shows the planned timing, duration of each task relative to a projected start date, the timing relationships among the tasks, and an accompanying narrative that summarizes the timeline and identifies circumstances or conditions that could delay project completion.

10 points

- Applicant has already done significant preliminary planning work and has necessary approvals from appropriate officials (e.g., Town Council, Board of Trustees, etc.) and has provided a feasible strategy and schedule for obtaining funding to proceed with implementing the project

7 points

- Applicant has already done significant preliminary planning work or has necessary approvals from appropriate officials (e.g., Town Council, Board of Trustees, etc.) to proceed with implementing the project

4 points

- Applicant has not done any work or obtained approvals yet but will be ready to begin work on the project promptly upon completion of the planning project

0 Points

- There may be delays getting started with the project that would follow the planning project

B. Status of the Match Funds Required to Implement the Project that Would Follow the Planning Project (maximum 5 points).

1. Portion of the proposed matching resources that are already available and committed to the project: Points Score = % Committed x 0.05

Value (20 points)

A. Matching Resources (maximum 20 points). Matching resources will be given a value based on the percentage and source of match. Any fraction in the final total will be rounded up.

1. Cash, nonprofit & private funds, bargain sale and donated easements = % of total x 0.22
2. Federal and local government funds = % of total x 0.18
3. Other State funds = % of total x 0.14

Matching Value Example: In this example, the request is for \$40K from NCLWF with matching resources coming in the form of cash from a land trust, bargain sale from the landowner (\$30K) and a federal grant (\$30K):			
Match source	Match (%)	× Multiplier	Points
Private funds, including bargain sales and property value			
	30%	0.22	6.6
Federal or local government funds			
	30%	0.18	5.4
Other State funds			
	0%	0.14	0
TOTAL			12

Application Printable Copy

This is a copy of the application questions for the current grant cycle. It is provided to give the entire scope of the application and let you see all questions that will be asked as you complete the questions online. **This is not the actual application.**

The application is a web-based form available at <https://nclwf.nc.gov/apply>

You will need to enter a username and password to access the form for the first time.

We suggest using the Gmail or Microsoft account option, or your email as your username. Once signed in, you will be able to save your progress and re- access your application. You can also start subsequent applications under the same username.

We suggest using your email as your username. Once signed in, you will be able to save your progress and re-access your application. You can also start subsequent applications under the same username.

(application form copy follows)

NCLWF Planning Funding Application - 2024

The entire NCLWF Planning Program application form is below. Please use the Save and Return function to save your work.

Formsite Logistics: You must have a Formsite account to access this form, so you've completed the first step! If you did not use the Google or Microsoft sign-in option, please save your user-name and password. The same login will allow access to all applications within a given program and year.

If you apply to multiple programs, you may use the same credentials, but you will need to initiate each program separately.

To prevent accidental data loss in the event of internet connectivity issues, we **strongly encourage** you to write and save any narrative sections on your own device and copy and paste into this form.

Save your work with the 'Save Progress' or 'Next Section' buttons at the bottom of each page.

You may edit/re-edit your form and click '**Submit**' as many times as needed prior to the deadline of 11:59pm, March 1. You will receive an email with a copy of your application attached after each instance of clicking 'Submit'.

Staff will not review your submission until after the deadline.

It is critical that you use the Planning Program's [Applicant Funding Manual](#) as a reference when filling out this application. Referencing the funding manual, even for returning/seasoned applicants, will result in additional score opportunities, reduced issues with scope, contract and closings, and better likelihood of a successful outcome. Please use the Funding Manual!

Budgets must be filled out using this [PDF Budget Form](#). The document will open in a new window. Download the form, save to your project files, complete the budget using Adobe Acrobat or comparable dedicated software, and then upload it below.

Public information: Applications submitted to NCLWF are subject to the North Carolina Public Records Law and may be disclosed to third parties upon their request.



SECTION 1 - APPLICANT INFORMATION

1.1 - Organization Name *

1.2 - Organization Type *

1.3 - Person from the applicant's organization that will administer the grant contract, if awarded:

Name (Contract Administrator) *

Title (Contract Administrator) *

Mailing Address (Contract Administrator/Payments) *

Email (Contract Administrator)

Phone Number (Contract Administrator) *

1.4 Person that will manage the actual project

Name (Project Manager) *

Title (Project Manager) *

Email (Project Manager) *

Phone Number (Project Manager) *

919-555-1212 x100

1.5 Person who will actually sign the grant contract if awarded: (if different from Contract Administrator, above)

Name (Contract Signee) *

Title (Contract Signee)

Email (Contract Signee) *

1.6 - Fiscal Year of Applicant/Contract Administrator *

- January 1 - December 31 (Calendar/Annual)
- July 1 - June 30 (Fiscal)
- October 1 - September 30 (Federal)
- April 1 - March 31 (Alternative)

1.7 - State of Non-Profit Incorporation (if applicable) *

▲ 1 / 2 ▼

SECTION 2 - PROJECT INFORMATION

2.1 - Project Name

(100 character maximum) *

2.2 - Duration in months.

Not more than 36 months. *

2.3 - Primary County *

2.4 - Project Coordinates

Please use Decimal Degrees from the [Application Mapping Tool](#) measurement widget, www.latlongdata.com or similar site. Place at the center point of the project and test the coordinates before submitting.

Latitude:

This is a positive number, between 33 and 36. *

Longitude:

This is a negative number between -84 and -75. *

2.5.A - Delineate your Watershed

Use this tool ONLY if you are proposing planning efforts on the entire mapped watershed. Otherwise, please create and submit a shapefile that reflects your actual planning area.

<https://modelmywatershed.org/> (use Chrome or Firefox)

Get started --> Delineate watershed --> Continental US Medium Resolution --> (browse/scroll/search address to locate downstream terminus of your watershed) --> click on downstream point --> Click the download button  on the top right of the left column (NOT download data button on the bottom) --> Download Shapefile --> Attach zip file to this form.

No file chosen

2.5B - Planning Area - Square Miles *

Narratives - For all sections, be concise and discerning with information, covering key components and background if needed. Narratives are limited in word length as noted below each text box.

2.6 - Project Brief Summary

Identify the type of planning project you are proposing (wetland and/or stream restoration, military buffer, ecological diversity, or historic preservation). Describe the area your plan would cover, why there is a need for your proposed plan, and the expected product of the planning work. *

0/100 words

2.7 - Enduring Outcomes and Benefits

Describe the long-term benefits your project will deliver for the surrounding environment and for nearby communities. *

0/100 words

2.8 - Scope of Work Items

A, B, and C below are used in the summary and contract - please be concise and precise.

2.8.A - Exact Project Location

Describe the exact watershed, catchment, or site location in terms that define the project extent. For example:

"34 square miles of the Swift River watershed from the crossing of US-66 to the headwaters, including sections of Swift River State Park."

OR: "2,500 feet of Large Creek including banks and floodplain riparian area, in the town of Townsville."

OR: "The Townsville Large Creek Dam site, extending 100 feet downstream and 1,000 feet upstream, and small portions of two ephemeral unnamed tributaries." *

0/100 words

2.8.B - Scope of Work List

Provide the measurable tasks that will be completed as part of this project, and any tasks that will continue afterwards. Scope items include work completed with NCLWF and match funds. *

- Stakeholder outreach/meetings.
- Compile watershed land-use and resource data.
- GIS analysis.
- On-the-ground assessments.
- Develop prioritized list of future projects.
- Develop list of BMPs/typical treatments.
- Landowner outreach.
- Pre-design/design work on top-priority projects to achieve 'shovel ready' status.

Manage the Project in total and report to the NCLWF.

2.8.C - Scope of Work Additional (if necessary)

Add any tasks - **ONE ITEM PER ROW that are not covered by the checkboxes above.** The scope of work is measurable tasks that will be completed as part of this project, and any tasks that will continue afterwards (such as stewardship monitoring). Scope items include work completed with NCLWF and match funds.

You may add a brief justification, for example: "Complete soil boring and analysis in order to confirm lack of landfill material."

100 characters per line, maximum of 10 lines.

2.9 - Planning Goals

Clearly list the goals of the proposed planning work, one goal per line item.

Examples include: - Identify needed projects; - Prioritize projects; - Develop cost estimates; - Summarize expected results. *

2.10 - Goals of Ultimate Restoration/Conservation Work

Clearly list the goals of the eventual work that the proposed plan is locating, prioritizing, or analyzing, one goal per line item. If the project plan were carried out, what would be the goals of that work?

Examples include: - Conserve and/or restore streams, wetlands, and floodplain areas; - Conserve important natural areas as defined by the NC Natural Heritage Program; - Buffer military installations; - Protect sites of historic or cultural value. (maximum 10 items) *

2.11.A - Does this effort relate to existing or future EPA/NC DEQ Nine Element Plans?

- Supports creation of Nine Element Plan
- Is identified in Nine Element Plan
- Other relationship (explain below)
- Not applicable

2.11.B - Nine Element Plan Details

If applicable, explain how the proposed project is related to a Nine Element Plan or Nine Element Plan creation.

0/250 words

2.12.A - Is the project part of a larger conservation plan or basin-wide plan?

NCLWF seeks to consider your project's consistency with the objectives of:

- A basin-wide plan adopted at the regional level.
- A comprehensive, long-term land-use plan by a State agency, local government or nonprofit corporation whose primary purpose is the conservation, preservation, or restoration of the State's cultural, environmental, or natural resources.
- Existing Nine Element plans, if applicable. If described above, please also complete this section.

*

Yes No

You may skip to section 3 if no plan information is applicable.

2.12.B - How does the plan mention/support your project?

- Site and purpose is explicitly mentioned as needed
- Type and purpose is explicitly mentioned as needed
- Type generally supports the goals of a surface water plan as defined above
- No connection to surface water plans as defined above

2.12.C - Plan Information (if applicable).

	Plan Title	Adopting Org & Date of Plan	Page reference to Project/Project Type
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>

2.12.D - Plan Details - Context if Needed

Explain how the proposed project is strategically related to the referenced long-term or regional management plan.

The plan covers this project because...

0/250 words

2.12.E - Plan Screenshot/document page extract/Image Attachments

NOTE new plan submission details: Please only submit a screenshot/image/capture of the pertinent plan pages that cover the property or the plan goals that cover the property. Do not provide the entire plan. DO provide plan information on date, adoption, page number in the fields above. For the plan/file itself, only share screenshot(s), image or page extraction of pertinent plan pages. File size, plan complexity and file access were significant challenges in 2021 so thank you in advance for helping with this change. Plan excerpts are reviewed but not archived.

Limit of 5 10MB files. combine files into one PDF if possible.

No file chosen

SECTION 3 - PUBLIC BENEFITS

3.1.A - Recreational Uses and Public Access *

- Plan objectives improves recreational use related to water (e.g., fishing, boating) and the recreational use(s) has public access
- Plan supports establishment of a greenway or improves an existing greenway.
- No recreational or greenway component.

3.1.B - Recreational Use and Public Access

Provide details on the item you checked directly above.

0/150 words

3.2.A - Public or Scientific Education

Select all applicable. *

- Part of an organized educational effort open to public or educational institutions and active promotion by outreach

- Project would include a presence on the internet (e.g., a website) and/ or signage, etc. at the project site.
- No educational component.

3.2.B - Public or Scientific Education Details

Provide details on the item you checked directly above.

0/150 words

3.3 - Location Relative to Existing Public Drinking Water Supply *

- Preserves the capacity of an existing surface drinking water supply intake or designated critical area within 1 mile downstream by addressing sediment and nutrient pollution
- Preserves the capacity of an existing surface water supply intake or a designated critical area less than three miles downstream by addressing sediment and nutrient pollution
- Preserves the capacity of an existing surface drinking water supply that has an intake or designated critical area less than 4 miles downstream by addressing sediment and nutrient pollution
- Project watershed does not address sediment and nutrient pollution but is less than 5 stream miles upstream of an existing public water supply
- Project watershed is not within 5 stream miles upstream of an existing public water supply

SECTION 4 - RESOURCE SIGNIFICANCE

4 - Receiving Waters Information

NCLWF has abbreviated the waterbody research required by applicants. In addition to your summary information below, program staff will further research and classify these designations during the grant cycle, and you will have a chance to review the assigned classifications when project/score summary previews are released (usually in August).

The [Applicant Funding Manual](#) describes in detail and gives links to the waterbody classifications that we use to score the application:

DWR Stream Classification, biological rating, 303d listing, wetland protection, fish habitat, Threatened or Endangered species, shellfish areas, drinking water susceptibility, and links with other protected riparian buffers.

4.1 - Receiving Waters

Using this [web-mapper](#), or the additional map resources named in the [Applicant Funding Manual](#), list the primary waterbodies associated with the project (on the parcel, and within 1 mile downstream), and their associated ratings that NCLWF uses for scoring (see above).

NCLWF staff will review the stream classification, biological stream rating and 303(d) status using the most recent data from the Division of Water Resources (DWR). Categories 4 and 5 both considered as 303(d) waters by NCLWF.

	Name of Receiving Water	Waterbody Classification (DWR)
1	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
2	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
3	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
4	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
5	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
6	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

4.2 - Aquatic Habitat - Mark any of the following that apply directly to the receiving waters, or within 1 stream mile downstream of the proposed project.

- Streams supporting species listed as Federally Threatened or Endangered
- Division of Coastal Management exceptional wetland
- Division of Water Resources unique wetland
- Division of Marine Fisheries Primary Nursery Areas
- Inland Primary Nursery Areas identified by the Wildlife Resources Commission
- Wildlife Resources Commission Wild Trout
- Division of Marine Fisheries Shellfish Area

NOTE: Drinking water assessment will be assigned by staff and can be reviewed by the applicant in August.

4.3 - Protection or Improvement of Waters with Special Uses

Mark any of the following that apply directly to the receiving waters, or within 1 stream mile downstream of the proposed project.

- n/a
- National Scenic Waters.
- National Heritage River.
- National Seashore, National or State Park, National Wildlife Refuge or Coastal Preserve stream mile downstream of the proposed project.

4.4 - If the project location is near a water supply, please provide a brief description (e.g. river intake, reservoir, etc.) and location of the existing water supply.

SECTION 5 - BUDGET

Detailed guidance for completing the project budget can be found in the current year [Applicant Funding Manual](#).

Budgets must be filled out using this [PDF Budget Form](#). The link will open the link in a new window. Click to download, save to your project files, complete the budget using Adobe Acrobat or similar, and then upload it below.

5.1 - What is your total request from NCLWF?

This number should match your budget sheet total request column that will be submitted at the end. Please double-check before submitting!

No decimals or dollar signs, just a formatted whole number like: 12,340

*

5.2 - What is your total match to NCLWF?

This number should match your budget sheet total match column. Please double-check before submitting!

No decimals or dollar signs, just a formatted whole number like: 12,340

*

5.4 - Budget Upload

Download the PDF Budget Form file listed above, fill it out using Adobe Acrobat or similar software, and upload here. Budget totals in your sheet MUST match the budget summary questions below.

You may edit and replace this uploaded budget at any time up until the submission deadline.

Do not scan and upload - the PDF Budget Form must be the 'live' form.

 No file chosen

5.4.UC - Updated/Corrected Budget Upload (Mid June Update Only)

If applicable, edit the PDF Budget Form file that you received via email, and upload here.



Choose File No file chosen

5.5 - Costs Incurred Before Award (Match)

Identify any costs to be incurred before NCLWF grant award decisions for which you would request approval of matching funds, including fee simple property purchases. Staff time to complete and submit an application is not eligible. *

List funds expended before award here, or: "No match funds will be spent prior to award."

0/150 words

5.6 - Funds Committed to Eventual Restoration/Conservation Goals

What percentage of funds are currently available and committed to the project(s) that would follow the planning project?

Are there indications that other funds will be available to complete the eventual conservation work that may be called for in the proposed plan?

0/150 words

5.7 - Supplies List

If you are requesting Supplies (line D032) in the budget, please list them here. State funds are generally NOT used to purchase cameras, laptops, or other portable electronic equipment. See Funding Manual for more information.

0/150 words

SECTION 6 - UPLOADS

Attachments are uploaded below by individual category. Please name your file based on your project name of [\[pipe:37\]](#) as follows:

Smith_Location Map.pdf
Smith_Project Map.pdf
Smith_Regional Plan.pdf
etc.

For maps, a georeferenced PDF is requested. Avenza-ready PDF files exported from exported from ArcGIS with embedded georeferenced information are best, if possible. Maps will be displayed in a square format for board presentations.

PLEASE use the map guidance (updated this year) in the [Application Funding Manual](#) to guide map making, colors, types, content, etc. The [Application Mapping Tool](#) is now available for applicant's who do not have ArcGIS options. Detailed instructions are in the funding manual - the tool may take a minute to load. Please use this tool rather than upload images and screenshots of other mapping tools if you do not have ArcGIS/PDF export options.

We receive hundreds of maps. Using our standard format makes it easier for staff and Trustees to understand your project accurately for funding decisions.

If you feel that other attachments are necessary, you may combine them into one PDF and use the 'Other' file upload field. Note that not all 'Other' attachments will be included in the final application packet.

MAPS: PDF is preferred, but may also be jpg, jpeg, or png. Avenza-ready PDF files exported from ArcGIS are best, if possible. Maps will be displayed in a square format for board presentations.

Location Map - Contextual map showing surrounding area/public lands/municipality.

**File name should be: [pipe:255]_location_map.pdf or similar. Short file name please. *

No file chosen

Project Map 1

**File name should be: Smith_project_map.pdf or similar. Short file name please. PDF only. *

No file chosen

Project Map 2

**File name should be: Smith_project_map2.pdf or similar. Short file name please. PDF only.

No file chosen

Shapefile (zipped) - Optional but requested.

No file chosen

PROJECT SCHEDULE:

The schedule should include a chart or graphic that shows the proposed schedule for implementing the project. Also include a narrative that summarizes the timeline and identifies circumstances or conditions that could delay project.

Project Schedule

The schedule should include a chart or graphic that shows the proposed schedule for implementing the project. Also include a narrative that summarizes the timeline and identifies circumstances or conditions that could delay project. PDF only. *

No file chosen

OTHER ATTACHMENTS

If you feel that other attachments are necessary, you may combine them into one PDF and use the 'Other' file upload field. Note that not all 'Other' attachments will be included in the final application packet.

Other Attachment

If needed - PDF please.

No file chosen

▲ 6 / 7 ▼

SECTION 7 - AGREEMENTS & AFFIRMATION

7.1 - Conflict of Interest Statement

Do any members of your staff or board, or their immediate family, have a conflict of interest or an appearance of a conflict of interest, including but not limited to any financial interest in the subject project or adjoining properties, or in contracts for services proposed in this application? *

- No known conflict of interest or appearance of conflict
- Yes, there is a conflict of interest or appearance of conflict

7.2 - Conflict of Interest Summary

If a conflict of interest or an appearance of a conflict of interest exists, briefly explain and summarize actions taken by your organization. This content should also be summarized in the attachments.

0/150 words

7.3 - Conflict of Interest Uploads

If a conflict of interest or an appearance of a conflict of interest exists, upload a copy of the applicant and/or partner organization's Conflict of Interest Policy and any minutes, notes or memoranda related to any actions or discussion of the project. (combine into a single PDF, no larger than 15mb)

Choose File No file chosen

7.4 - Grant Withdrawal

Grant award may be withdrawn by the Board of Trustees if the project has not entered into construction contract within one year of grant award date

- Yes, applicant commits to entering into a construction contract within one year of the award date.
- No, applicant cannot commit to entering into a construction contract within one year of the award date.

7.5 - Data Use Agreement: NCLWF uses third-party, cloud-based platforms to accept, review and store application materials. These platforms are restricted to staff users only and have a high level of security and privacy protections in place. Current platforms are: [Airtable](#) and [Formsite](#). Applications are subject to the North Carolina Public Records Law and may be disclosed to third parties upon their request.

Do you agree to allow NCLWF to handle and store your application materials via cloud-based third-party performs?

If you cannot say 'Yes' below, please do not submit this application, and contact your Field Representative for help with an alternative application process TBD.

- Yes, I consent to have my application data processed on these highly secure platforms
- No, I do not consent to have application data reviewed on these platforms. I will NOT submit this application now.

7.6 - Affirmation of Application Materials

Do you affirm that the information in this application and the statements and attached exhibits are true, correct, and complete to the best of your knowledge and belief?

Do you further confirm that you are authorized to file this application and the organization you are representing has the authority to enter into a grant contract that may result from this application? *

- I affirm the above statement.

Name of Affirmed *

Signature: *

[clear](#)

SUBMITTING YOUR APPLICATION

You may edit/re-edit your form and click 'Submit' as many times as needed prior to the deadline of 11:59pm, March 1. You will receive an email with a MS Word of your application attached after each submit.

Staff will not review your submission until after the deadline.

Bookmark the Save and Return link available at <https://nclwf.nc.gov/apply> to re-access and edit your applications for this program area.

Applications must have been submitted at least once prior to the deadline as indicated on your log-in landing page. Sample below:

View your stored results below.

Start New

	Reference #	Updated
Edit	14281172 ✓	2020-10-21 14:38:04
Edit	14281154 ⚠	2020-09-25 15:52:55
Edit	14265608 ✓	2020-10-20 16:33:17
Edit	14257376 ✓	2020-09-25 09:10:14
Edit	14248381 ✓	2020-09-21 14:13:35
Edit	14248357 ✓	2020-09-21 14:08:54



Ready for deadline



Not ready for deadline



2024 NCLWF Planning Application Budget Form

Project ID Number (admin use)	2024 PLAN Budget.pdf
Project Title	
Applicant Organization	
Name of Project Manager	

Whole dollar amounts only please.

NOTE: Budget guidance from the Funding Manual is reproduced below - please review before completing this form.

Requested Funds	Matching Funds	Total Cost
\$ 0	\$ 0	\$ 0

GMS #	Item	Requested NCLWF	Matching Funds	Cost
D030	Labor (Salary & Benefits Only)			\$ 0
D031	Mapping/GIS Expenses			\$ 0
D032	Supplies*			\$ 0
D033	Outside Consultants			\$ 0
D034	Project Administration			\$ 0
D014	Addnl. Expense 1			\$ 0
D015	Addnl. Expense 2			\$ 0
D016	Addnl. Expense 3			\$ 0
Total		\$ 0	\$ 0	\$ 0

*If requesting supplies line, please fill out application question in Section 5 regarding supplies list.

Matching Resources Table

Sources of Matching Funds (Name of Org/Entity)	Origin/Type of Matching Funds	Matching Funds Primarily Applied To	Amount	Secured/ Committed?
		?		?
		?		?
		?		?
		?		?
		?		?
		?		?
		?		?
		?		?
Total Matching Funds			\$ 0	

NOTE: *Please group match by source and commitment status*. One source/match line may apply to multiple funding lines above, as summarized in the 'Match Funds Primarily Applied To' column.

Check for Match Errors Here

Budgets

How can the funds be used?

- The funding or match credit for any item not listed on this chart will be determined by NCLWF.
- All expenses reimbursed by NCLWF must occur after the award date and be substantiated by invoices.
- All expenses credited for match incurred prior to award date must be requested at time of application. Note that match incurred before award date is generally not approved for planning grants.
- Match funding must be for items otherwise eligible for NCLWF funding.
- See the Budget section Guidelines for details and restrictions on use of NCLWF funds and match funds.

Item	NCLWF Funds - expenses incurred <i>after</i> award date only	Match Funds - expenses incurred <i>after</i> award date	Match Funds - expenses incurred <i>prior to</i> award date
Stakeholder identification, contact and meetings	Yes	Yes	No
Monitoring, field work, GIS work, analysis	Yes	Yes	No
Lab work, sample processing	Yes	Yes	No
Outreach, public meetings	Yes	Yes	No
Conceptual designs, renderings, cost estimates	Yes	Yes	No
Planning report development and production	Yes	Yes	No
Training of partners and volunteers	Yes	Yes	No
Travel to project area	Yes*	Yes*	No
Project administration	Yes*	Yes*	No
Overhead (office rent, telephone, etc.)	No	No	No
Computer software and equipment	No	No	No

* limitations apply to the use of funds for this purpose

Matching Resources - Match must be for activities necessary for the completion of the project and must be backed up with receipts or other verifiable documentation of expenses. Matching resources must be for items eligible for NCLWF funds. For example, overhead may not be counted as matching resources.

NCLWF grant awards may not be used as matching funds for other NCLWF awards. Funds used as match on prior NCLWF grant awards may not be used as match on other NCLWF grant awards.

Expend matching resources at the approximately the same rate as NCLWF funds and in proportion to the original funding commitment by NCLWF. NCLWF may choose to hold requests for reimbursement of project funds if the rate of matching funds expenditures lag behind expected rates. Further, upon project completion, the original funding ratio of NCLWF funds to matching funds is to be achieved. For instance, if a grant award is approved with NCLWF providing 50% of the total budgeted project cost, NCLWF will expect at project closeout to have only contributed up to the 50% of the total project cost.

Declare in the grant application any project costs that may be incurred before the project award date. NCLWF may include matching funds contributions for costs incurred prior to the grant award date but only if such costs are specifically identified and requested by applicant at time of application.

NCLWF will reimburse project costs incurred after the grant award date - However, funds will not be available until after the execution and encumbrance of a NCLWF grant contract. Funds will be reimbursed only if they were necessary to comply with the proposed delivery schedule of the project or period of performance, are necessary and reasonable for proper and efficient accomplishment of the project and comply with all terms and conditions in the subsequent grant contract.

Construction contingency funds are to be matched at no less than 50%, i.e. grantee must provide at least 50% of any incurred contingency cost. Note that prior approval from NCLWF is required before expenditure of any contingency cost.

Project Administration costs are limited to direct labor toward Progress Reporting, Reimbursement Requests, Project Scope Management, Budget Management, and Project Schedule Management. If you request Project Administration reimbursement or want to demonstrate Project Administration as match, you must submit itemized documentation of staff/contractor hours and hourly compensation rates (salary and fringe benefits) for time spent on project administration.

Special equipment may be purchased as a monitoring expense. Special equipment is defined as equipment used only for research or other technical activities on the specific project area. An example of special equipment is a water quality monitor installed on the site. Special equipment with a unit cost over \$5,000 must have prior written approval to be purchased with NCLWF grant funds.

General equipment may not be purchased without prior written approval. General equipment is generally not permitted to be purchased with NCLWF funds. General equipment is defined as equipment not limited to technical activities, which could be used on other project sites. Examples of general equipment include computers, tablets, cameras, motor vehicles, safety vests, or work boots. If an item can be used to work on other projects, it is likely general equipment and not eligible for purchase with NCLWF funds.

Travel costs are eligible for reimbursement. Travel that is specifically related to carrying out the project may be included in the project budget as match and/or requested funds. Travel expenses may be determined using a reasonable metric that the grantee otherwise uses to calculate travel expenses, or by using the standard mileage rates established by the United States Internal Revenue Service. NCLWF will only reimburse travel expenses for trips shown to be necessary to complete the project.

Sales tax for items purchased by a grantee which is a nonprofit corporation is not eligible for reimbursement using NCLWF funds. The NCLWF cannot provide funding for expenses which a nonprofit corporation could otherwise seek reimbursement for from other parts of the government, i.e., sales tax on purchases for the project. Sales tax must be subtracted from any invoices submitted by a nonprofit corporation to the NCLWF for reimbursement.

Overhead, postage, phone charge, and audit costs are not eligible as match or reimbursable project costs.