



# Georgia Water Planning

## **GENERAL GUIDELINES**

**FOR**

SFY2024

**REGIONAL WATER PLAN SEED GRANT**

Revised July 2023

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## CONTACT

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# INTRODUCTION

Under O.C.G.A. 28-5-120, the Georgia Environmental Protection Division (EPD) is authorized to make grants to eligible recipients for projects related to water management, both quality and quantity. Using this authority, EPD has established the Regional Water Plan Seed Grant to provide funds to eligible recipients in Georgia to support and incentivize local governments and other appropriate water users as they undertake implementation activities identified in the applicable Regional Water Plans.

## ELIGIBLE RECIPIENTS

Eligible recipients of the Regional Water Plan Seed Grant funds include:

- Local, regional and State units of government such as city or county governments and State agencies;
- Local authorities that operate local government service delivery programs;
- Regional Commissions;
- Resource Conservation and Development Councils;
- Local school systems, State colleges and universities.

Non-governmental organizations (such as private firms and nonprofit organizations) are encouraged to foster partnerships with eligible applicants to develop projects.

Local governments must have Qualified Local Government Status in compliance with the requirements of the Georgia Planning Act of 1989 and the Service Delivery Strategy Law of 1997 in order to be eligible to execute contracts with GAEPD, Per State Law.

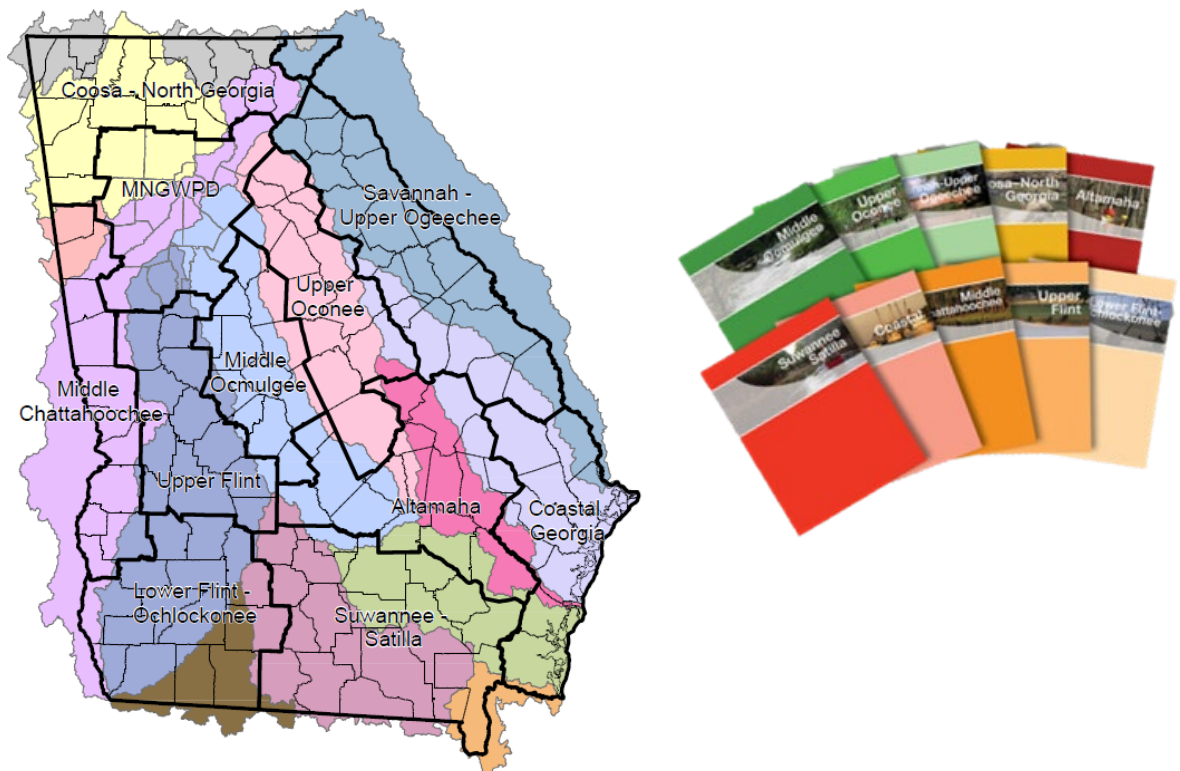
<http://www.dca.ga.gov/LocalGovStatus/planning.asp>

## IDENTIFY THE PLANNING REGION AND ACCESS THE REGIONAL WATER PLAN

Information about the water planning regions and the Regional Water Plans are available at the following website: <https://waterplanning.georgia.gov/>

On that site, the water planning region can be located by clicking on the “Water Planning Regions” menu and entering a County name. The Regional Water Plans are available on each water planning region page. **Please note that the Regional Water Plans were recently updated in June 2023.**

### Water Planning Regions



## REGIONAL WATER PLANNING COUNCIL SUPPORT

All applicants must coordinate their project proposals with the Chair or designated representative of the applicable Regional Water Planning Council(s), and applications must include a letter of endorsement from the Chair(s) or designated representative(s) of the Council(s), as noted under the Requirements for Funding. EPD liaisons or planning contractors supporting each Council can provide assistance in linking project proponents with the applicable Council(s). Please contact Clete Barton at 470-251-4769 or [clete.barton@dnr.ga.gov](mailto:clete.barton@dnr.ga.gov) for a list of these individuals. Applicants should seek input from the Council Chair or designated representative regarding their projects prior to the pre-application meeting described under the Requirements for Funding.

## MAXIMUM REIMBURSEMENT AND MINIMUM MATCH

Maximum reimbursement amount for a Regional Water Plan Seed Grant is capped at **\$75,000** and limited to **60%** of the total project cost.

Award recipients must provide a **minimum match amount** of **40%** of the total project cost. Of the required 40% match, a **minimum of 10% of the total project cost** must be in the form of a **cash expenditure** with the remaining amount in the form of in-kind services/resources.

The cash match must be expended to pay for specific elements of the project budget and may not include indirect costs, equipment operation costs, or in-kind services.

*\*Applicants who are able to demonstrate a match commitment of 50% or greater and/or a cash match of 20% or greater may receive priority consideration for funding.*

TO DETERMINE APPROPRIATE GRANT AND MATCH AMOUNTS WITH PERCENTAGES, PLEASE USE THE  
SEED GRANT FUND AND MATCH CALCULATOR PROVIDED AT

<https://epd.georgia.gov/regional-water-plan-seed-grant-funds>

MATCH IS EXPLAINED IN MORE DETAIL IN  
APPENDIX A: MATCH FAQ SHEET

## ELIGIBLE ACTIVITIES AND PROJECTS

Types of Regional Water Plan activities and projects that are eligible for funding by the Regional Water Plan Seed Grant include:

- Undertaking specific implementation activities identified in the Regional Water Plan(s);
- Providing technical assistance for the implementation of Regional Water Plan management practices;
- Preparing and distributing technical guidance that address management practices in two or more water planning regions;
- Undertaking programs to address critical information and/or data needs identified in the Regional Water Plan(s); or
- Tracking and analyzing available monitoring data and reporting on water resource conditions as identified as needs in the Regional Water Plan(s).

The Regional Water Plan Seed Grant program is specifically for projects associated with the 10 Regional Water Planning Councils and their Regional Water Plans. However, projects that are located within the Metro Water District, or applicants who are located within the Metro Water District, are eligible to apply for a Seed Grant if all of the following apply:

- The project will provide benefits in one or more neighboring Water Planning Council region(s),
- The project addresses implementation of management practice(s) or other recommendation(s) from the Regional Water Plan(s) for those regions, and
- The application is endorsed by the neighboring Water Planning Council(s) in those regions.

## REQUIREMENTS FOR FUNDING

At a minimum, applications must address the Requirements for Funding below in order to be considered for funding:

- Regional Water Plan Seed Grant projects must specifically identify the Regional Water Plan(s) and management practice(s) or other recommendation(s) from each plan that the project is designed to address. The Regional Water Plans are available at <https://waterplanning.georgia.gov>.
- Applications must include a letter of endorsement signed by the Regional Water Planning Council Chair or authorized signatory from the relevant Council or Councils that at a minimum describes how the project is consistent with the Council's implementation priorities and the vision and goals articulated in their Regional Water Plan(s).
- Applicants must schedule and participate in a project development pre-application meeting with EPD staff.
- Commit to a minimum 40% Project Match with 10% of the **total project cost** in the form of cash contribution.

## KEY RANKING CRITERIA

In addition to the Requirements for Funding and Eligible Activities and Projects, criteria are assigned priority according to EPD rules and guidelines. These priorities are incorporated into the competitive scoring process used to allocate funds.

- Project proposals must specifically identify the Regional Water Plan(s) and management practices or other recommendations from each plan that the project is designed to implement and describe how the project is intended to implement them.
- Project proposals must be consistent with the implementation priorities and vision and goals articulated in the applicable Regional Water Plan(s). To ensure this consistency, proposals must demonstrate significant coordination between the applicant, Council(s), and EPD during preparation of the application and throughout the awarded project.
- Project proposals must demonstrate the state, regional and/or local benefits of the project including, but not limited to, enhancing water supply or water quality improvements that also provide water availability benefits.
- Project proposals must demonstrate how the project will enable new or continued implementation of Regional Water Plan management practices and other Regional Water Plan recommendations.
- Project proposals must demonstrate how the effectiveness of the project will be evaluated. Numerical measures should be used where appropriate.
- If a project proposal addresses data or information needs, the applicant must demonstrate how the data will be applied or integrated in the Regional Water Plan(s) or plan implementation.

- If a project proposal includes water quality monitoring, a Quality Assurance Project Plan (QAPP) will be required. If the data will be submitted to EPD for listing or delisting purposes, a Sampling and Quality Assurance Plan (SQAP) will instead be required. The requirements for a SQAP are contained in EPD's Guidance On Submitting Water Quality Data For Use By The Georgia Environmental Protection Division In 305(b)/303(d) Listing Assessments (SQAP) and is available at <https://epd.georgia.gov/https%3A/epd.georgia.gov/assessment/water-quality-georgia>.

## ADDITIONAL PRIORITIES

Additional priority, which may increase competitiveness, will be given to project proposals that:

- Demonstrate a match commitment of 50% or higher. *Note, this will lead to a higher total project cost and the cash match must still equal 10% of the total project cost.*
- Demonstrate a cash match commitment of 20% or higher.
- Demonstrate collaboration with multiple Regional Water Planning Councils, cooperating partnerships, EPD and/or involving multi-governmental agencies, and other implementation stakeholders.
- Implement an infrastructure project or structural best management practice (BMP) that is specified in the management practice(s) or recommendations in the Regional Water Plan(s).
- Demonstrate coordination with other water management projects and activities within the watershed as well as projects conducted across jurisdictional boundaries.
- Demonstrate additional environmental benefits including but not limited to protection of in-stream flows, water conservation, air quality and energy conservation.
- Additional consideration may be given to projects located in planning regions that have not received seed grants in more than 2 fiscal years.

### NOTE:

Project applicants who have received grant funds in past years but have *NOT* demonstrated successful administration of previous Section 319(h), Section 106, Section 604(b) or other grant funded projects may receive a reduction in points during application review. Successful administration includes, but is not limited to: completing all project activities during the contract period, meeting all required deadlines, completing the project on time and on budget, expending all grant funds requested on project activities, and providing adequate documentation as requested by EPD.



# HOW TO APPLY

## REQUIRED PRE-APPLICATION MEETING

All applicants are required to meet with GAEPD to discuss the project proposal before an application is submitted. Project partners, consultants, or other affiliated parties are welcome to attend, but the primary applicant must be in attendance or on the phone. All pre-application meetings must be completed by **October 17, 2023**. Contact Jackie Encinas at [jacqueline.encinas@dnr.ga.gov](mailto:jacqueline.encinas@dnr.ga.gov) or 470-524-0620 to schedule your pre-application meeting.

## GRANT ADMINISTRATION PORTAL

The SFY2024 application and all supporting documents must be submitted online through GAEPD's Grants Administration Portal (GAP). NO paper or email application submissions will be considered for funding. Access the GAP online and complete all five steps by **October 31, 2023**:

**RWP Seed Grant GAP LINK:** [https://webportalapp.com/sp/gaepd\\_seedgrant](https://webportalapp.com/sp/gaepd_seedgrant)

1. Create an Account
2. Complete an Organization Profile
3. Complete Application Section 1:  
Project Description
4. Complete Application Section 2:  
Project Budget
5. **SUBMIT all sections and supporting attachments in the portal by October 31, 2023**

The screenshot shows the login and sign-up interface for the Georgia Department of Natural Resources Environmental Protection Division. At the top, there is a logo for Georgia with the text 'GEORGIA DEPARTMENT OF NATURAL RESOURCES ENVIRONMENTAL PROTECTION DIVISION'. Below the logo, there are two columns of text and form fields. The left column is titled 'Sign In/Sign Up Instructions' and contains instructions for new users and returning users. The right column is titled 'Sign In' and contains form fields for 'Email' and 'Password', a 'Log In' button, and a 'Forgot your password?' link. Below the 'Log In' button, there is a 'Need an Account?' section with a 'Sign Up' button.

### 1. CREATE AN ACCOUNT

Enter an email address and select a password to gain access to the portal.

### 2. COMPLETE AN ORGANIZATION PROFILE

Provide the requested information for the lead organization and primary contact. An "Other Contact Email" can be entered for a major project partner or consultant assisting the applicant.

### 3. COMPLETE APPLICATION SECTION 1: PROJECT DESCRIPTION

#### Project Information

Provide a project title, project start date, project end date, Regional Water Plan Seed Grant funds requested, in-kind match to be contributed, and cash match to be contributed where indicated. Total project budget will autofill on the form.

Project Information	
<b>Regional Water Council *</b>	Middle Ocmulgee
<b>Project Title *</b>	Trash Free Waters Education
<b>Project Start Date *</b>	09/01/2022
<b>Project End Date *</b>	08/31/2024
<b>RWP Seed Grant Funds Requested *</b>	\$ 30,000.00
<b>In-Kind Match to be Contributed *</b>	\$ 10,500.00
<b>Cash Match to be Contributed *</b>	\$ 4,500
<b>Total Project Budget</b>	\$ 45,000.00

### Regional Water Plan Management Practices

Select the most applicable management practices from Section 6 the [Regional Water Plan](#) the project will address. Projects may implement multiple practices – select all that apply. *Be aware not all plans have all practices listed here. Consult the appropriate Regional Water Plan for specifics.*

- Data Collection/Additional Research (DCAR)
- Water Conservation (WC)
- Additional/Alternate to Existing Surface Water Supply Sources (ASWS)
- Point Sources – Dissolved Oxygen (PSDO)
- Industrial Wastewater Permit Capacity (IWWPC)
- Municipal Groundwater Permit Capacity (MGWPC)
- Industrial Groundwater Permit Capacity (IGWPC)
- Groundwater (GW)
- Surface Water (SW)
- Non-Point Source (NPS)
- Urban Best Management Practices (NPSU)
- Rural Best Management Practices (NPSR)
- Forestry Best Management Practices (NPSF)
- Agricultural Best Management Practices for Crop and Pasture Lands (NPSA)
- Total Maximum Daily Load Listed Streams (TMDL)
- Nutrients – Regional Watershed Models (NUT)
- Educational Needs (EDU)
- Ordinance and Code Policy Needs (OCP)
- Other Recommendation(s) from the Plan

**Regional Water Plan Management Practices**

This project will implement the following management practices from the Middle Ocmulgee Regional Water Plan \*

- Industrial Groundwater Permit Capacity (IGWPC)
- Groundwater (GW) Needs
- Surface Water (SW) Needs
- Non-Point Source (NPS) Needs**
- Urban Best Management Practices (NPSU)
- Rural Best Management Practices (NPSR)
- Forestry Best Management Practices (NPSF)

Click and hold Ctrl or Command key to select multiple options.

**Project Goals and Background**

The Project Goals section should clearly state the overall goal of the proposed project. Refer to the “Eligible Activities and Projects” section to help guide the overall goal of the project proposal. Applicants are encouraged to think of this section as a “sound bite” that provides an accurate account of what their project will accomplish in the grant period.

- State how the proposed project is consistent with the implementation priorities and the vision and goals articulated in the applicable Regional Water Plan(s). The vision and goals can be found in Section 1 of the Regional Water Plan(s).
- Clearly identify how the project will enable continued and new implementation of Regional Water Plan management practices and other Regional Water Plan recommendations.

**Project Goals and Background**

Review the [Grant Guidelines](#) for detailed instructions

**Project Goals and Background \***

Explain how this project will implement the Regional Water Plan and its goals. Include background and reasons the project is needed.

## Project Activities and Tasks

This section should detail the actions that will be taken in order to achieve the project goals, the methods of implementation for each activity, and the measures of success that will be used to assess the effectiveness of each activity. Include the following elements for all major project activities:

**Project Activity:** Identify and describe the main strategies for achieving the project goals. Please include as many activities as are necessary to accomplish the project.

**Tasks:** Describe the specific tasks that are necessary to complete each project activity. Please be detailed and specific about the project activities that will be completed using available resources, and provide quantifiable information where appropriate.

**Deliverables:** Identify any items that will be delivered as a result of each task. Provide quantifiable information where appropriate. Examples of deliverables include, but are not limited to: maps, reports, pictures, and monitoring reports.

**Measures of Success:** Describe what evaluation criteria will be applied to each project activity to assess the appropriateness and effectiveness of the associated activity. Where appropriate, describe how particular criteria will be measured.

**Project Activities and Tasks**

Review the [Grant Guidelines](#) for detailed instructions

Project Activities with Individual Tasks and Deliverables \*

Describe each Project Activity with individual tasks for the project. Include deliverables and measures of success for each task.

## Roles and Responsibilities of Participating Organizations

### Lead Organization

Describe the roles and responsibilities of the lead organization and how much will be contributed as match, if appropriate. Include list of Tasks that the lead organization will manage or implement.

### Is the lead organization certified as a WaterFirst Community?

Select Yes or No. The WaterFirst program is managed by the Georgia Environmental Finance Agency (GEFA). Program specifics and list of WaterFirst designated communities are available on the GEFA website: <https://gefa.georgia.gov/waterfirst>.

### Partner Organization(s): Roles + Responsibilities

Include details for all partner organizations, invited organizations, and stakeholders, clearly delineating the duties and accountabilities assigned to each. Identify whether they intend to serve as general stakeholders or in a more committed capacity. Include all time, services or resources that each intend to contribute as match (cash or in-kind) to the project and provide detailed descriptions of the different expectations of each. Assigned roles can include project coordinator, technical expert, member of steering / advisory committee, and/or general stakeholder who attends infrequent

outreach or educational events to learn about and comment upon the project. Private organizations that will be paid sub-contractors on the project are not considered to be Partner Organizations.

**Do you have letter(s) of commitment from partner organization(s) that quantify match value?**

Select Yes or No. Letters of commitment must include quantified match, not simply letters of support for the project.

### Roles and Responsibilities of Participating Organizations

Review the [Grant Guidelines](#) for detailed instructions

**Lead Organization Name: Roles + Responsibilities \***

**Is the lead organization certified as a WaterFirst Community? \***  
View list of certified communities at: <https://gefa.georgia.gov/waterfirst>

Yes  
 No

**Partner Organization(s): Roles + Responsibilities \***

**Do you have letter(s) of commitment from partner organization(s) that quantify match value? \***

Yes  
 No

**Attach Letter of Commitment (Letter must include quantified match value)**  
It is recommended all letters be merged into a single PDF file.

+ Select a file

**Attach Letter of Commitment (Letter must include quantified match value)**

+ Select a file

**Project Location**

Enter street address, city or cities, county or counties and latitude (decimal degrees) and longitude (decimal degrees) coordinates. Enter or select N/A if the exact project location is not available. If there are multiple project locations, enter “multiple” in these boxes and include all locations in the “Project Area Description” text box.

**Project Area Description**

Describe proposed project area. Include major tributaries and rivers or waterbodies with stream miles, lake or wetland acreage, or other relevant geographic information such as cities, county lines, roads, or other significant cultural landmarks such as parks or other green space.

**Project Area Map**

Attach a file of a map. Be sure the entire project area is depicted.

**Project Location**

Street Address or Closest Intersection (if not available, enter N/A) \*

City or Cities (if not available, enter N/A) \*

County or Counties \*

- N/A
- Appling County
- Atkinson County
- Bacon County
- Baker County
- Brooks County

Click and hold Ctrl or Command key to select multiple options.

Latitude (decimal degrees)

Longitude (decimal degrees)

Watershed HUC12#

Enter numeric digits of a single HUC12 or HUC10

Is the watershed a Priority Watershed on EPD's 2015 Priority Watershed List?

List available as a KMZ Google Earth file at: <https://epd.georgia.gov/document/document/gaepdprioritywatershedshuc12zip/download>

Yes

No

Project Area Description \*

Describe the proposed project area, including stream miles, lake or wetlands acreage, major tributaries, distance from impaired segments, etc. Please see Guidelines for additional information.

Project Area Map \*

+ Select a file  ⓘ

### Project Schedule & Attachments

Attach the Microsoft Excel file of the completed Project Schedule template. The Project Schedule outlines the expected execution of tasks, state and federal reporting requirements, expenditure of funds and accumulation of match. Follow the instructions on the first tab of the Template and be sure to include the full duration of the project divided into quarters that progress consecutively from Quarter #1 to Quarter #12. Regional Water Plan Seed Grant projects should be completed in twenty-four (24) months to thirty (30) months in duration.

### Project Attachments

Attach required letter of support signed by the Chair of the appropriate Regional Water Council.

Include additional attachments that help describe or strengthen project objectives, such as additional maps, specific BMP designs, research studies, photographs, field surveys, etc.

### Project Acknowledgements

All applicants must acknowledge the following statements:

- I attest to have read and followed the Grant Guidelines document in its entirety.
- I attest to have attended a pre-application meeting with GAEPD and coordinated with the appropriate Regional Water Council.

### Project Schedule & Attachments

[Click here for Project Schedule Template](#)

**Project Schedule \***

Valid file extension xlsx only.

+ Select a file

Test Excel.xlsx

🗑

**Signed Letter of Support from Regional Water Council \***

+ Select a file

TEST Document.pdf

🗑

**Would you like to add additional attachments? \***

Yes

No

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### Project Acknowledgements

**By checking these boxes, I attest \***

- To have read and followed the Grant Guidelines document in its entirety.
- To have attended a pre-application meeting with GAEPD and coordinated with the appropriate Regional Water Council.

**4. COMPLETE APPLICATION SECTION 2: BUDGET**

Enter dollar amounts for RWP Seed Grant Funds, In-Kind Match Funds, and Cash Match Funds for each budget category. All fields are required; enter \$0.00 or N/A for any field not applicable to the project. Category totals and Project totals will display automatically in the application.

**Description and Narrative Justification**

Include a description and justification for each budget category. Budget expenditures should relate directly to Project Activities and Tasks described in the application. For example, if GIS software is listed under the Supplies line item, there must be a Project Task that requires the use of GIS software. Enter N/A for any category not applicable to the project

*Item A - Personnel:*

Include a summary of responsibilities and duties of staff on Lead Organization payroll as related to Project Activities and Tasks for each position cited. Include percentage annual full-time equivalent (FTE) salary (dollar amount) and number of years assigned to project. Describe skills, experience and qualifications of each individual that show them to be capable of performing the associated Tasks. EXAMPLE: One (1) Staff Position - 0.05 FTE (\$80,000/year) for 3 years.

*Item B - Fringe Benefits*

Include position on Lead Organization Payroll (not subcontractors), percentage of FTE, at fringe benefit rate applied, and number of years assigned to project. EXAMPLE: One (1) Staff Position - 0.05 FTE at 34% for 3 years Fringe Benefits. Provide Fringe Benefit rate for any payroll staff listed in Line Item A.

#### *Item C - Travel*

Include position, purpose, total mileage estimated for project, and most current Georgia mileage rate <https://sao.georgia.gov/travel/state-travel-policy>. Clearly link Personnel to the purpose of travel and correlate travel budget items with a specific project activity and task. Out-of-state travel must be pre-approved by GAEPD based on reason for travel and cost.

#### *Item D – Equipment*

Include description, purpose, or use. The term “Equipment” applies only to single items with a useful life of more than one (1) year and an acquisition cost equal to or greater than \$5,000 per item. All equipment budget items and costs must be itemized separately and associated with a specific activity and task. If available, provide product descriptions, specifications, or actual quotes.

#### *Item E – Supplies*

Include item or category of items (administrative, printing, etc.), purpose, or use. Supplies are items estimated to cost under \$5,000 and/or with less than one (1) year of use/shelf life. Explain how Supply items or categories support actual project activities and tasks. Combine items and expenses into categories (administrative, printing, etc.) when each category totals less than \$2,000. Break down categories of Supplies into individual items if collective total is more than \$2,000 per category.

#### *Item F – Contractual*

Include sub-contractor name (only if currently under contract – must have been procured using procedure consistent with State Procurement Practices), and services or products related to project. Contractual budget items represent formal financial relationships between the lead organization and subcontractors. Insert a detailed budget breakdown for each Contractual item equal to or greater than \$30,000. As appropriate, describe service or job specifications and contractor qualifications required to accomplish the related project activities and tasks. If available, attach a copy of job announcement/RFP or solicitation to the application.

#### *Item G – Other*

Include volunteer hours, donated services, software subscriptions, and mobile phone services. All budget items and costs must be itemized separately.

#### *Item H - Indirect Charges*

Include Federally-approved indirect cost rate. Indirect cost rates must be certified by either a federal review or audit procedures. The certificate must be submitted with the application. Any applicant that does not have a federally negotiated indirect cost rate may elect to charge a “de minimis” rate of 10% of modified total direct costs. Indirect costs are those incurred for common or joint purposes, such as overhead expenses of rent and utilities. Indirect costs will not be reimbursed with RWP Seed Grant funds. However, applicants may use indirect charges as match. Project proposals utilizing indirect charges as the sole source of match will not score as well due to a reduction of cost effectiveness.



## Project Budget

A minimum 60:40 match must be demonstrated.

Enter \$0.00 or N/A for any field not applicable to the project.

### A. Personnel

#### A. Personnel - Grant Funds \*

\$ 25,000.00

#### A. Personnel - In-Kind Match \*

\$ 5,000.00

#### A. Personnel - Cash Match \*

\$ 0.00

#### A. Total Personnel

\$ 30,000.00

### A. Personnel Description and Narrative Justification \*

Grant Funds: Project Coordinator - 0.25 FTE for 2 years. Responsible for BMP implementation and all project outreach.]

In-Kind Match: Accounting Department - 0.05 FTE for 2 years. Responsible for submitting grant reports and invoices

Include names, titles, FTE amount, description of duties. If total category amount is \$0.00, enter N/A in this box.

## Budget Acknowledgements

All applicants must acknowledge the following statements:

- I attest cash match for this project is a minimum of 10% of the project total.

## 5. SUBMIT ALL SECTIONS AND SUPPORTING ATTACHMENTS IN THE PORTAL BY OCTOBER 31, 2023.

Remember to click the green 'Submit' button to submit the completed application. Please note that once submitted, the application will no longer be able to be edited.

### RWP Seed Grant Application

When both Project Description and Budget steps are complete, click 'Mark Complete' on each. The page will refresh and the "Submit" button to the right will become green and clickable. Click 'Submit'.

**Submit**

Application Section 1: Project Description Complete [Edit](#)

The blue button will update to reflect how you can interact with this step.

Application Section 2: Budget Complete [Edit](#)

The blue button will update to reflect how you can interact with this step.

## APPENDIX A MATCH FAQs SHEET

### WHAT IS MATCH?

Match is a resource commitment beyond the grant dollar amount requested, and is required as part of a Regional Water Plan Seed Grant contract to implement the project.

### HOW MUCH MATCH IS REQUIRED?

Award recipients must provide a minimum match amount of 40% of the total project cost for all Regional Water Plan Seed Grant projects. Of the required 40%, a minimum of 10% of the total project cost must be in the form of cash. Applicants who are able to demonstrate a match commitment of 50% or greater and/or a cash match of 20% or greater may receive priority consideration for funding.

**Example Calculation for Determining Match Commitment:  
Grant Funds Requested x  $\frac{2}{3}$  = Required Minimum Matching Funds**

<i>Grant Funds Requested:</i>	\$75,000
<i>Minimum In-Kind Match Required:</i>	\$37,500
<i>Minimum 10 % Cash Match required:</i>	\$12,500
<hr style="width: 100%;"/>	
<i>Total Project Cost:</i>	\$125,000

To Determine Appropriate Grant and Match Amounts With Percentages,  
Please Use the **Seed Grant Fund and Match Calculator** provided at:

<https://epd.georgia.gov/regional-water-plan-seed-grant-funds>

### WHAT CAN BE USED AS MATCH?

**CASH MATCH:** Cash contributed specifically to cover the actual costs of the project. The cash match must be expended to pay for specific elements of the project budget.

These costs **may not** include:

1. Indirect costs
2. Equipment operation
3. In-kind services

**IN-KIND MATCH:** Contributions made directly in the form of efforts or goods, with dollar value specified, to implement the project. These amounts must be:

1. Verifiable (see section below regarding tracking match commitments);
2. Directly related to accomplishing project goals;
3. Not already being counted as match for another project.

## **How Do I Track Match Contributions?**

1. Match contributions must be tracked on a quarterly basis along with invoicing for grant funds and progress reports;
2. Match contributions must be entered into the Lead Organization's accounting records and be auditable from those records (i.e. type, quantity, value of contribution, date of contribution, signature of contributor/partner organization);
3. When recording in-kind match, accounting records must show how the value placed on the match was derived (i.e. number of volunteer or personnel or meeting space hours and hourly rate for each, etc.);
4. Volunteer hours and services must be documented.