

**Additional Grant Opportunities (AGOs)  
Guidance for Developing and Submitting an  
AGO Project Proposal**



**WV Department of Environmental Protection  
Division of Water & Waste Management  
Watershed Improvement Branch  
Nonpoint Source Program**

**601 57<sup>th</sup> Street SE  
Charleston, WV 25304**

**<http://www.dep.wv.gov/nonpoint>**

## Contents

What is an AGO? .....	2
The AGO grant proposal.....	2
Background, goals and project description.....	4
Measures of success.....	5
Budget .....	5
Reporting requirements.....	6
Request for funds .....	7
Program Contacts.....	7
Appendix 1 - Basin coordinator map.....	8
Appendix 2 - Typical workplans .....	9
Appendix 3 – Financial History Checklist.....	10
Appendix 4 – Watershed Improvement Branch .....	11
Appendix 5 – 319 grant conditions (example) .....	12

## What is Nonpoint Source Pollution?

Nonpoint source pollution is defined as man induced pollution carried into streams by rain or snowmelt runoff from land surfaces. The pollution can impact surface waters as well as groundwater and comes from diffuse sources, in contrast to "point" source pollution, which is discharged through a pipe. Typical examples of activity which contribute to nonpoint source pollution are runoff from cropland, animal feedlots, urban areas, construction sites, abandoned mining operations, logging roads, failing septic tanks, landfills, salted winter roads and removal of streamside vegetation. The most typical nonpoint pollutants are sediment, nutrients, pesticides, bacteria, oil and grease, metals and thermal variations.

## What is the Nonpoint Source Program?

WV Department of Environmental Protection (WVDEP) Nonpoint Source Program (NPS) emphasizes management strategies and programs to address nonpoint source problems. The NPS management programs are balanced between two priorities. One priority is to implement, on a generally applied statewide basis, the overall NPS, which includes technical and financial assistance and educational efforts. These efforts are funded through what are called NPS program grants. A second priority is narrower and involves targeting specific watersheds with a TMDL to improve degraded water quality.

Grants dedicated to specific watersheds are called “watershed project grants”. Both of these grants are from the Clean Water Act § 319 grant to West Virginia from the US EPA, as well as state funds provided by WVDEP. The NPS Program is part of WVDEP’s new [Watershed Improvement Branch](#).

### What is an AGO?



An AGO is the acronym for Additional Grant Opportunities. In essence it is a request for proposals from viable organizations for projects related to nonpoint source pollution issues. These projects can include: education and outreach to the general public or a specific sector of the public, monitoring of nonpoint sources and construction of practices to reduce nonpoint source pollution. This document describes the requirements for submitting an AGO proposal.

Annual AGO funds are limited so proposal budgets should range from **\$2,000 to \$20,000**. If you have a worthy project that requires funds > \$30,000, it may be eligible for watershed project

funds, if there is a watershed plan, or the In Lieu Fee Program.

The AGO funds are NPS program grant funds and can focus on general nonpoint issues or projects in non-TMDL watersheds. When funding for AGOs is available an announcement is sent to any organization or agency that focuses on nonpoint issues. The types of proposals that can qualify for AGO funds vary widely. Typically many proposals focus on education and outreach, monitoring and systems evaluations. However, organizations may submit proposals that help build capacity (e.g. staff, equipment etc.). Examples of past AGOs include state of the watershed reports, outreach materials such as calendars and brochures, best management practices (BMPs) such as riparian restoration, rain gardens, wetlands, urban tree plantings, and other low impact and stormwater controls for schools and communities, a wide variety of monitoring programs and many more efforts with emphasis on nonpoint issues. Since 2010 WV’s Nonpoint Source Program (NPS) has provided > \$300,000 in AGO funding. See Appendix 3 for more information.

### The AGO grant proposal

The applicants are encouraged to submit a **letter of inquiry (LOI)**. If the LOI is chosen the organization will be asked to submit a formal proposal. This is not a commitment to fund the project; this proposal will be reviewed in detail before approval. Comments, questions or requested changes may be returned to the applicant for action. The NPS Program accepts LOIs following an announcement of grant opportunity. All LOIs are submitted using our online form.

Organizations that have ideas for a proposal are encouraged to work with their Basin Coordinator and submit their LOI's at any time. They will be reviewed periodically and the organization will be advised of the next steps.

### How does the NPS Section determine qualified proposals?

LOIs should include the organizations contact information, and consist of a brief description of the projects goals and objectives. It should also include a budget with justification (**not just the total request**). NPS personnel evaluate the initial proposals to determine which organizations will be invited to submit formal grant proposals. The proposals are evaluated on the criteria below using a 1-10 scale. High and low outliers are removed and rankings are determined based on the total score. The rankings are then compared to the amount of funding available and the awards will be determined based on the ranks and funding.

### Criteria and ranking

1	2	3	4	5	6	7	8	9	10
Poor		Fair			Good			Excellent	

1. Project is nonpoint pollution related.
2. Project fits the mission of the NPS Program, and will benefit the watershed and/or public.
3. The project is an activity that probably could not qualify for a watershed project proposal.
4. The organization is viable with the capability to successfully complete the project.
5. The budget and total funding request is reasonable.
6. The organization has proven it is capable of completing a project and can manage grant funds responsibly.

Qualified organizations are invited to submit a formal proposal (e.g. workplan); they must do so within 30 days of the invitation. Workplans must be submitted to the NPS Program Coordinator.

### AGO requirements

1. The applicant requesting AGO funds must support the project with a 40% match of the total project cost. In-kind support from the applicant is acceptable. The match cannot come from other federally funded programs or funds.
2. The proposal includes appropriate and effective measures of success.
3. The project recruits and facilitates partnerships, support and involvement from governmental entities, educational institutions, business and citizens groups.
4. The project is cost effective. Funds are targeted to provide maximum NPS pollution control.
5. The project activities can be achieved within an identified and reasonable time period.
6. The proposal follows the format and instructions contained in this manual.

**Important Note:** All grant recipients must have a **FEIN** and **DUNS** numbers, and a **W-9** (tax ID number), and be able to verify that the appropriate accounting, [procurement](#) and purchasing procedures, as well as other business and organizational standards (e.g. board of director charter, budget documents, meeting minutes etc.) are in place. These items must be verified by an NPS Program designee before funding can be awarded. See Appendix 3 for our Financial History Checklist.

## Project proposal format

The cover page identifies the project, the “lead agency” and the budget summary.

- The project title, located near the top of the page, should be consistent throughout the entire proposal.
- There should be an identification that this proposal is for a NPS AGO Project.
- State the organization that is implementing the project and requesting the money.
- Include the date of submittal and a budget summary.
- The budget summary lists only the requested amount of AGO funds, the amount of match and the total project amount.

The project summary is a brief description (abstract) of the project. The project summary should be presented in narrative form, not as a list. The project summary should contain three components:

1. Background
2. Goals and objectives
3. Project description

## Background, goals and project description

The background section lays out the foundation for the entire proposal. From this section any reviewer should be able to learn the “where, what, when, why and who” (i.e. study design) of the entire project. This section establishes the need for the project, its justification and the credibility of the organization applying for the funds.

The background section does not have to be extensive but it should describe the problem, the type of project and the capability of the applying organization. The NPS Program normally works through some type of government agency or non-profit organization. However, it helps facilitate the process if they coordinate through a Conservation District or government agency.

## Goals and objectives

This important section outlines the anticipated load reductions from best management practices (BMPs), educational outputs and restoration benefits of the project. All benefits expected from this project should be explained. Goals for educational projects should be stated also.

## Project description

In this section the applicant defines the project site and the activities that will occur with the implementation of the project. The dimensions of the site, problem area or the area to be placed under management should be given.

1. Describe the activities, structures, BMPs and technologies employed to implement the project. This should provide enough detail to illustrate that a viable plan has been developed. A lack of detail may be indicative of a poorly devised plan. Submitting drawings of a conceptual design is optional and may be helpful but do not submit blueprints unless requested. Requesting AGO funds for engineering and design is permitted.
2. Describe how the various partners involved in the project will contribute to its completion. Also, describe any efforts to educate the public, public officials and/or industry about the project.

## Measures of success

In this section the applicant must describe how the success of the project will be measured and reported. All entities receiving AGO funds must file semi-annual reports to the NPS Program. These measures must relate to the goals and objectives of the plan. Some examples may include:

1. Length of stream bank restored, tons/year of sediment reduced
2. Number of BMPs installed and their associated load reductions
3. The number of presentations, workshops, trained individuals, etc.



## Milestone schedule

The milestone schedule provides an estimated timeline for the life of the project. The milestones include interim steps needed to implement the project. The schedule should include milestones for the planning, development, construction, evaluation and reporting of the project's implementation. The milestone dates are only projected dates based on an anticipated grant award. Those dates may change depending on the timing of the grant award.

## Budget

A detailed budget must be provided that shows a breakdown of anticipated expenses by category and by § 319 funds and matching funds. The most effective format for showing the budget is a spreadsheet format with rows being the budget categories and columns showing the funding sources and totals. The maximum § 319 reimbursement for a project is 60% of the total project cost. There must be at least 40% non-federal matching funds for each project. See below for an example of how to determine match:

Project funds requested [\$125,000]

A federal 60% contribution is [ $\$125,000 \div 0.6$ ] = \$208,333

A 40% match is [ $\$208,333 \times 0.4$ ] = \$83,333

Budget categories are dependent on the project type and specifics but may include:

1. Personnel: List the position titles (not names of individuals) and the amount of anticipated time that will be contributed to the project. No position included in this item can be a federally funded position.
2. Supplies: Identify supplies that are over \$500 or are significant to the project such as monitoring supplies.
3. Equipment: Identify any equipment purchased or leased whose value exceeds \$500. Donated equipment may be used as match.
4. Contractual: List all anticipated costs for services to be contracted. This would include construction costs even if construction will be done “in-house”.
5. Travel: Any entry for travel must pertain to the project implementation within the state.
6. Operating costs: Include any indirect/overhead items such as building space, utility costs, incidental supplies or other administrative costs. Note: NPS program funds cannot be used for food

## Reporting requirements

All AGO grant recipients are required to report their progress on a semi-annual basis to the NPS Program. The reports should consist of a brief narrative describing the progress that has occurred during the appropriate six month time frame (digital photos encouraged); and a list of expenditures during the period.

The report cover must contain the grant number, award date and contact information (name, mailing address, phone number and E-mail) of the Project Manager or other primary contacts. The Section 319 grants are timed to a Federal fiscal year, which is from October 1st to September 30th. The first semi-annual report is for October 1 through March 31 and is due on May 1. The second semi-annual report is for April 1 through September 30 and is due on November 1. If reports are not submitted in a **timely manner**, reimbursement of your funds could be compromised.

## Grant awards

All grantees must have a signed grant award with WVDEP that stipulates grantee requirements and payment schedules. Any non-governmental entity accepting a grant award must complete an IRS W-9 form and submit it to WVDEP; they must also submit a FIEN and federal DUNS number. Organizations must have all the appropriate accounting, purchasing and procurement procedures in place. It is recommended that projects be coordinated through a state or local agency to facilitate these requirements, assistance and guidance will be provided at the appropriate time by NPS. To learn more contact your regional Basin Coordinator.

## Request for funds

All § 319 grant funds are reimbursable only. You must provide adequate justification for any request for funds. Recipient must submit the DEP request for payment form along with supporting documentation to obtain reimbursement for allowable expenses. Supporting documentation includes a spreadsheet or other budget breakdown on expenses incurred during the specified period and based on budget categories as outlined in the original project proposal.

Go to: <http://www.dep.wv.gov/WWE/Programs/nonptsource/Pages/Reimbursement.aspx> to download the Excel form. Complete the form, print, sign and date it, and attach all supporting documentation. Mail the form to the NPS Program's Administrative Assistant.

WVDEP - DWWM  
Watershed Improvement Branch  
601 57<sup>th</sup> Street, SE  
Charleston, WV 25304

Attn: Stephanie Ferrell

## Program Contacts

Teresa Koon, Assistant Deputy Director  
WVDEP's Nonpoint Source Program  
Office: (304) 926-0499 x 1020  
Email: [teresa.m.koon@wv.gov](mailto:teresa.m.koon@wv.gov)

Timothy Craddock, NPS Coordinator  
WVDEP's Nonpoint Source Program  
Office: (304) 926-0499 x 1040  
Email: [timothy.d.craddock@wv.gov](mailto:timothy.d.craddock@wv.gov)

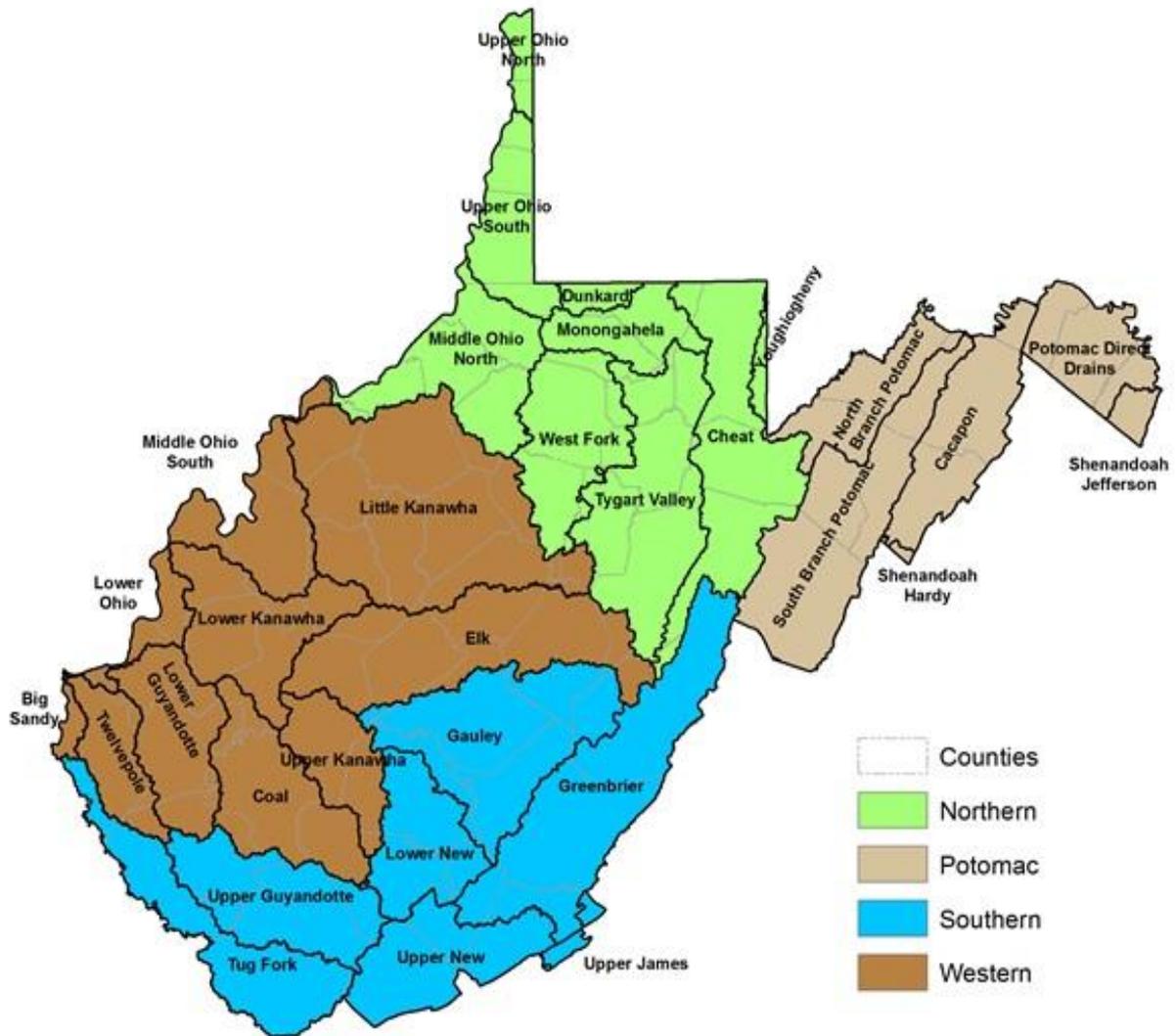
Jennifer Pauer, Watershed Basin Coordinator  
WVDEP's Nonpoint Source Program  
Office: (304) 926-0499 x 1038  
Email: [jennifer.pauer@wv.gov](mailto:jennifer.pauer@wv.gov)

Stephanie Ferrell, Administrative Assistant  
WVDEP's Nonpoint Source Program  
Office: (304) 926-0499 x 1171  
Email: [stephanie.r.ferrell@wv.gov](mailto:stephanie.r.ferrell@wv.gov)

## Basin and Statewide Coordinators

<u>Contact</u>	<u>Phone</u>	<u>Email</u>	<u>Service area</u>
Alana Hartman	(304) 822-7266 x 3623	<a href="mailto:alana.c.hartman@wv.gov">alana.c.hartman@wv.gov</a>	Potomac/Chesapeake Bay Program
Seth Burdette	(304) 926-0499 x 3151	<a href="mailto:seth.a.burdette@wv.gov">seth.a.burdette@wv.gov</a>	Southern
Martin Christ	(304) 368-2000 x 3736	<a href="mailto:martin.j.christ@wv.gov">martin.j.christ@wv.gov</a>	Northern
Tomi Bergstrom	(304) 926-0499 x 1098	<a href="mailto:tomi.m.bergstrom@wv.gov">tomi.m.bergstrom@wv.gov</a>	Western
Sebastian Donner	(304) 822-7266 x 3608	<a href="mailto:sebastian.donner@wv.gov">sebastian.donner@wv.gov</a>	Potomac/Stormwater Assistance
Glenn Nelson	(304) 926-0499 x 1710	<a href="mailto:glenn.r.nelson@wv.gov">glenn.r.nelson@wv.gov</a>	WV Save Our Streams (statewide)
Brian Bridgewater	(304) 926-0499 x 1829	<a href="mailto:brian.l.bridgewater@wv.gov">brian.l.bridgewater@wv.gov</a>	In Lieu Fee Program (statewide)

Appendix 1 - Basin coordinator map



Basin coordinator	Region	<u>Watersheds</u>
Tomi Bergstrom	Western	Big Sandy, Coal, Elk, Little Kanawha, Lower Guyandotte, Lower Kanawha, Lower Ohio, Middle Ohio South, Twelvepole and Upper Kanawha
Seth Burdette	Southern	Gauley, Greenbrier, James, Lower New, Tug Fork, Upper Guyandotte and Upper New
Alana Hartman	Potomac	Cacapon, North Branch Potomac, Potomac Direct Drains, Shenandoah and South Branch Potomac
Martin Christ	Northern	Cheat, Dunkard Creek, Middle Ohio, Monongahela, Tygart Valley, Upper Ohio North, Upper Ohio South, West Fork and Youghiogheny

## Appendix 2 - Typical workplans

A workplan is an outline of all tasks that need to be complete in order to finish an entire project. If you are submitting a work plan for a nonpoint source project your tasks may include the following:

- **Introduction:** Description of the geologic extent of watershed, problems and/or threats and the goals and objectives of the proposal.
- **Management measures:** A description of the nonpoint measures that will need to be implemented in order to achieve the goals and objectives of the plan. Include an identification (using a map or detailed description) of the critical areas in which those measures will be needed.
- **Technical assistance:** An estimate of the amounts of technical assistance needed, associated costs and the sources and authorities that will be relied on to implement this plan.
- **Budget and match:** The budget must be provided that shows a breakdown of anticipated expenses by category and by §319 funds and matching funds. The maximum §319 reimbursement for a project is 60% of the total project cost. There must be at least 40% non-federal matching funds for each project.
- **Education and outreach:** An information and education component that will be used to enhance public understanding of the project and encourage their early and continued participation in selecting, designing, and implementing the nonpoint management measures that will be implemented.
- **Milestones and schedule:** A schedule and description of measurable milestones for determining whether management measures or other controls are being implemented. And a timetable associating important events.
- **Measures of success:** This could include a summary of your monitoring results, number of participants served by your outreach efforts, number of brochures distributed, number of BMPs installed, feet of stream bank restored etc.

Depending on the type of work plan all of the above components may not be necessary. For example if you are writing a plan that describes monitoring, it should be based upon your study design. The monitoring plan would also include a budget with match, and milestones. If you were planning an education and outreach campaign, a brochure or a document, your work plan would provide an overview of the deliverable with justification, budget with match, and milestones.

If you are developing a workplan for a staff position it will be very different from the above. It should have a clear set of guidelines for hiring, firing, and time-off; there should be no surprises. Your job descriptions should be very clear and there should be good orientation and training guidelines so that the person chosen can do the job, and enjoy it as well.

<http://ctb.ku.edu/en/table-of-contents/structure/hiring-and-training/develop-a-plan/main>

**Appendix 3 – Financial History Checklist**

Mailing address

Organization \_\_\_\_\_

<u>Completed</u>	<u>Date Required</u>	<u>Description</u>
_____	_____	Financial statements-2 years
_____	_____	Bank statements-12 months
_____	_____	Financial management procedures and chart of accounts
_____	_____	Internal control procedures
_____	_____	Procurement process
_____	_____	Annual budget documents
_____	_____	Board of Directors Charter
_____	_____	Minutes of last six board _____ meetings
_____	_____	FEIN number _____
_____	_____	DUNS number _____
_____	_____	W-9 form _____
_____	_____	_____
Date	Signature/Title _____	

The completion of form is required for each grant recipient. The items must be **verified in person** by the Regional Basin Coordinator, NPS Coordinator or other designee. Note: Grant funds cannot be used for lobbying, other political activities and litigation against the State.



WV Dep. of Environmental Protection  
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 Watershed Improvement Branch  
 601 57<sup>th</sup> Street, SE  
 Charleston, WV 25304

## Appendix 4 – Watershed Improvement Branch



The mission of WVDEP’s Watershed Improvement Branch (WIB) is to inspire and empower people to value and work for clean water. WIB administers programs that educate, provide assistance, plan and implement water quality protection, improvement and restoration projects. The programs within the WIB include:

1. [Nonpoint Source Program](#) (NPS): NPS provides education, technical assistance, watershed planning and best management practice implementation funding.
2. [Save Our Streams](#) (SOS): SOS program provides education, project and technical assistance, and volunteer stream monitoring hands-on training and certification.
3. [Stream Partners Program](#) (SSP): SSP provides grants to support efforts of local watershed volunteers.
4. [Water Education for Teachers](#) (WET): Project WET is an interdisciplinary water education program.
5. [In Lieu Fee Stream and Wetland Mitigation](#) (ILF): ILF program provides stream and wetland restoration and protection as part of compensatory mitigation.
6. [Chesapeake Bay Program](#) (CB): A wide variety of initiatives take place through the CB program; including implementation of WV’s watershed implementation plan (WIP), technical assistance for urban stormwater and a variety of other initiatives.

These programs are delivered through our Basin Coordinators and individual Program Coordinators. For more information go to: <http://go.wv.gov/wib>

## Appendix 5 – Grant conditions example

1. The recipient agrees to ensure that all conference, meeting, convention or training space funded in whole or in part with Federal funds, complies with the [Hotel and Motel Fire Safety Act](#) (PL 101 – 391 as amended).
2. The recipient shall fully comply with [Subpart C of 2 CFR Part 180](#) and [2 CFR Part 1532](#) regarding Suspension and Debarment. Recipients may access suspension and debarment information at: <http://www.sam.gov>.
3. Recipients who receive awards exceeding \$100,000 agree to comply with [Title 40 CFR Part 34](#), New Restrictions on Lobbying. In accordance with the Byrd Anti-Lobbying Amendment, any recipient who makes a prohibited expenditure under [Title 40 CFR Part 34](#) or fails to file the required certification or lobbying forms shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure.
4. Recipient agrees that no grant funds under this award will be used to engage in lobbying the Federal Government, other political activities, or in litigation against the United States, unless authorized under existing laws. See [Uniform Administrative Requirements, Cost Principles, and Audit Requirements](#) for Federal Awards.
5. In accordance with EPA Order 1000.25 and [Executive Order 13423](#), recipient agrees to use recycled paper and double-side printing for all reports that are prepared as a part of this grant award and delivered to EPA.
6. In accordance with [OMB Circular A-133](#), which implements the Single Audit Act, the recipient agrees to obtain a single audit from an independent auditor if it expends \$500,000 or more in total in Federal funds in any fiscal year. For more information visit the Federal Audit Clearinghouse Web site at: <http://harvester.census.gov/fac/>.
7. The recipient agrees that management fees or similar charges in excess of direct and indirect costs are not allowable. The term “management fees or similar charges” refers to expenses added to the direct costs in order accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs which are not allowable under this award.
8. [Trafficking Victim Protection Act](#). Provisions applicable to a recipient that is a private entity. You, as the recipient, your employees, sub-recipients under this award, and sub-recipients’ employees may not engage in severe forms of trafficking in persons during the period of time that the award is in effect; procure a commercial sex act during the period of time that the award is in effect; or use forced labor in the performance of the award or sub-awards under the award.
9. Recipients are encouraged to consider, and report to DEP, the use of companies under the [Disadvantaged Business Enterprise](#) (DBE) program for purchases of products or services. The purpose of the DBE program is to encourage, cultivate and support equal opportunities for firms owned and controlled by socially and economically disadvantaged individuals. The DBE contractor and consultant lists can be found at: [http://dsbs.sba.gov/dsbs/search/dsp\\_dsbs.cfm](http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm).  
  
For more information on WV’s DBEs visit: <http://www.transportation.wv.gov/eo/DBE/Pages/default.aspx>
10. Recipient understands that the funds for this project (including funds contributed by the recipient as their cost share) may not be used to pay for the travel of Federal employees, or for other costs associated with Federal participation in this project unless the Federal agency is performing special technical assistance to the recipient.

11. Payment to consultants. EPA participation in the salary rate (excluding overhead) paid to individual consultants retained by recipients or by a recipient's contractors or subcontractors shall be limited to the maximum daily rate for a Level IV of the Executive Schedule, to be adjusted annually. This limit applies to consultation services of designated individuals with specialized skills who are paid at a daily or hourly rate. As of January 1, 2013, the limit is \$596 per day and \$74.50 per hour.
12. Recipient will submit the DEP Request for Reimbursement form along with supporting documentation to obtain reimbursement for allowable expenses. Supporting documentation includes a spreadsheet or other budget breakdown of expenses incurred during the specified period and based on budget categories as outlined in the original project proposal.
13. The recipient agrees to submit progress reports when any request for payment is made. The recipient also agrees to submit semi-annual and annual reports of progress for all projects identified in this grant award document. . The reports must contain the elements described on the NPS Program's website at: <http://www.dep.wv.gov/nonpoint>.

Reporting periods are as follows:

- October 1 – March 30 report is due on/before **May 1**
  - April 1 – September 30 report is due on/before **November 1**
  - A final report is due following the **completion of the grant**
14. The recipient agrees to perform the activities identified and specified in the project proposal that is made a part of the agreement.
  15. The recipient agrees to work with WV DEP to enter or provide water quality monitoring data, for data collected in a waterbody pursuant to the implementation of a Section 319 project, into EPA's "storage and retrieval" (STORET) data system using either the [Water Quality Exchange \(WQX\)](#) or WQXweb.
  16. Funds awarded by this grant and identified as watershed project funds shall be used to implement best management practices (BMPs) and/or programs that will result in direct measurable environmental results such as load reductions and/or water quality improvements and which implement a specific goal, action or project clearly identified in the Watershed Based Plans (WBPs).
  17. Engineering costs for design work shall be capped at the following:
    - a. Projects less than \$100,000 for construction, 15-20% cap on design costs
    - b. Projects between \$100,001 and \$500,000 for construction, 10-15% cap on design costs
    - c. Projects over \$500,000 for construction, 6-10% cap on design costs.
  18. Recipient shall ensure the continued proper operation and maintenance (O&M) of all management practices that have been implemented for projects funded under this grant. Such practices shall be operated and maintained for the expected lifespan of the specific project in accordance with commonly accepted standards. The recipient shall include a provision in every applicable sub-grant or contract awarded under this grant requiring that the management practices of the project be properly operated and maintained.
  19. In accordance with section 319(h) of the Clean Water Act, administrative costs in the form of salaries, overhead, or indirect costs shall not exceed in any fiscal year 10% of the amount of the grant. Note: There are exceptions but (i.e. an alternate [federally approved indirect rate](#)).

20. Food and Refreshments. Unless the event(s) and all of its components are specified in the approved workplan, the recipient agrees to obtain prior approval from DEP for the use of grant funds for light refreshments and/or meals served at meetings, conferences, training workshops, and outreach activities (events). The recipient must send requests for approval to the DEP Nonpoint Source Coordinator and include: an estimated budget and description of the light refreshments, meals, and/or beverages to be served at the event(s); a description of the purpose, agenda, location, length and timing of the event; an estimated number of participants in the event and a description of their roles. Note: U.S. General Services Administration regulations define light refreshments for morning, afternoon or evening breaks to include, but not limited to, coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips or muffins ([41 CFR 301-74.11](#)).
21. In accordance with [40 CFR 30.54](#) and [31.45](#), the recipient must develop and implement quality assurance and quality control procedures, specifications and documentation that are sufficient to produce data of adequate quality to meet project objectives. The Quality Assurance Project Plan (QAPP) should be prepared in accordance with [EPA QA/R-5: EPA Requirements for Quality Assurance Project Plans](#). The QAPP must be submitted to the DEP Nonpoint Source Coordinator at least 60 days prior to the initiation of data collection or data compilation. Prior to the data collection or compilation, the QAPP must be approved by DEP.
22. The recipient agrees to ensure that all permits are obtained prior to implementation of any grant funded activity that may fall under applicable federal, state or local laws. The project implementation plan must identify permits that may be needed to complete work plan activities. The recipient must keep documentation regarding necessary permits in the project file.
23. The recipient is responsible for understanding and complying with the requirements of the [Uniform Administrative Requirements, Cost Principles, and Audit Requirements](#) for Federal Awards.
24. If you are not a state agency and would like to receive reimbursement through electronic deposit into your bank account, complete the paperwork for an eVendor agreement at: <http://www.wvsao.gov/electronic-payments/DirectDepositForms.aspx>.

**Note:** Many of the hyper-links (especially those related to federal code) are from Cornell University Law School. Some are from the federal register and/or other sources. The veracity of the information is not guaranteed. This document is for information only; it is not the award document.