

Form #4

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OFFICE OF WEST VIRGINIA
SECRETARY OF STATE



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West Virginia Bureau of Environment

Cecil H. Underwood
Governor

Michael C. Castle
Commissioner

July 20, 2000

Ms. Judy Cooper
Director, Administrative Law
Division
Secretary of State's Office
Capitol Complex
Charleston, WV 25305

RE: 60CSR4 - "Awarding of West Virginia Stream Partners' Program Grants
Rule"

Dear Ms. Cooper:

This letter will serve as my approval to file the above-referenced Legislative rule as "Notice of Rule Modification of a Proposed Rule" with your Office and the Legislative Rule-Making Review Committee.

Your cooperation in the above request is very much appreciated. If you should have any questions or require additional information, please call Carrie Chambers in my Office at 759-0515.

Sincerely,

Michael C. Castle
Commissioner

MCC:cc

cc: Jennifer Pauer
Carrie Chambers

TITLE 60
LEGISLATIVE RULE
DIVISION OF ENVIRONMENTAL PROTECTION
DIRECTOR'S OFFICE

SERIES 4
AWARDING OF WEST VIRGINIA STREAM PARTNERS
PROGRAM GRANTS RULE

§60-4-1. General.

1.1. Scope. -- The purpose of this rule is to provide Stream Partners Program grant requirements and guidance concerning the awarding of grants to broad-based community organizations for watershed improvement projects.

1.2. Authority. -- W. Va. Code §20-13-4.

1.3. Filing Date. -- ~~May 4, 1999.~~

1.4. Effective Date. -- ~~May 4, 1999.~~

§60-4-2. Definitions.

2.1. "Broad-based community organization" means an organization comprised of local individuals from a cross section of the community that live on or near the stream. Example organizations include those with a representation of a cross section from: industry, environmental organizations, agriculture, local government, tourism, recreation, and landowners.

2.2. "Grant" means the money awarded to the broad-based community organization by the state of West Virginia. The amount of the grant ~~to be decided by the review team~~, shall not exceed \$5,000.

2.3. "Grantee" means the broad-based community organization that has been awarded the grant to complete a watershed improvement project.

2.4. "In-kind services" means goods and services donated to the organization to help complete the watershed improvement project and to match 20% of the awarded grant.

2.5. "Executive Committee ~~Review Team~~" means a committee consisting of the directors, or his or her designee, from team consisting of two members of each of the four agencies that jointly administer the program. These agencies include: West Virginia Divisions of Environmental Protection, Forestry, Natural Resources, and the West Virginia State Soil Conservation Agency.

2.6. "West Virginia Stream Partners Program Coordinator" means a staff member of one of the administering agencies who coordinates the program on behalf of the Executive Committee.

2.67. "Watershed" means a topographically (lay-of-the-land) defined drainage system which directs rainfall, spring outflows, and other surface water sources to a common collection area such as a hollow watercourse, a stream, or a river. Watersheds can and do vary in size from several acres to thousands of square miles.

2.78. "Watershed improvement project" means a project that enhances the identified stream or streams and educates the citizens in the area of that stream or streams about the benefits of restoring, protecting and enhancing the quality of life within the watershed.

§60-4-3. Applicability.

3.1. In accordance with W. Va. Code §20-13-5, grants may be used by broad-based community organizations as defined in subsection 2.1 of this rule. ~~The organization's members are to be from the geographic area immediately surrounding the identified stream,~~

~~and have an interest in improving the quality of life in the stream within the watershed.~~

3.2. Grants will be made for a period of not greater than one (1) calendar year. Within that year the grantee must demonstrate the ability to achieve the specific watershed improvement project that enhances the identified stream within the watershed.

3.3. In accordance with W. Va. Code §20-13-4, grants will be awarded on a 20% matching basis. The amount of the grant will be determined by a required watershed improvement project budget, not to exceed \$5000.

3.4. In accordance with W. Va. Code §20-13-5, applicant must evidence a commitment to educate the citizens in the area of the identified stream about the benefits of restoring, protecting, and enhancing the stream within the watershed in a responsible manner.

§60-4-4. In-kind Services.

4.1. Credit will be given for any in-kind services, cash contributions, and other grants contributed to the watershed improvement project when determining the 20% match of the grant.

4.2. Volunteer services will be valued at the minimum hourly wage unless the applicant can demonstrate that such services would normally be valued above that wage in the area served by the applicant's program.

4.3. Donated equipment will be valued at its fair market value pro-rated over the life of the grant year.

§60-4-5. Authorized Uses of Grant Funds.

5.1. Grants may be used for the following types of watershed improvement projects:

5.1.a. Fish and wildlife habitat enhancement;

5.1.b. Stream bank stabilization, erosion and sediment control;

5.1.c. Education on the importance of protecting streams within the watersheds;

5.1.d. Water monitoring and watershed assessments include but are not limited to, stream classification, its natural meanders, and land uses;

5.1.e. Improved land use practices; and

5.1.f. Clean up projects when done in conjunction with above-mentioned projects.

5.2. The Executive Committee shall authorize use of grant funds during the grant selection process by approving submitted budgets. All changes to these budgets must be in writing and approved by the Stream Partners Program Coordinator. Authorized uses of grant within the watershed improvement project may include the following:

5.2.a. Production, copying and mailing of public information and educational materials to promote the protection of streams within the watershed, ~~not to exceed 20% of the grant in total within the grant year;~~

5.2.b. Implementation and materials for the completion of the watershed improvement project;

5.2.c. General operating expenses of the organization, which can include acquiring and maintaining non-profit status in accordance with Federal 501 (c) (3), of the IRS Tax Code guidelines ~~not to exceed 20% of the grant in total within the grant year;~~

5.2.d. Equipment for the watershed improvement project that will belong to the organization, ~~not exceed 20% of the grant in total within the grant year;~~

5.2.e. As match for state, federal and local watershed projects funds;

5.2.f. Travel expenses for watershed association members ~~to be approved by Stream Partners Program Coordinator and Administrator;~~ for educational training programs; ~~not to exceed 20% of the grant in total within the grant year; and~~

5.2.g. Office equipment and office supplies to support the watershed association's, outreach efforts; and the watershed improvement project; ~~not to exceed 20% in total within the grant year; and~~

5.2.h. Salaries not to exceed 20% of the grant total within the grant year.

§60-4-6. Review, Evaluation, and Award.

6.1. Each application will be scored and ranked utilizing the following criteria:

6.1.a. Application Style: Legibility of the application, completed and signed cover sheet, and all questions answered and easy to find;

6.1.a-b. Membership and History: A description showing of how the organization is a broad-based community organization; and the members represent diverse areas and organizations within the community. Also provide an overview of the organization's history {20 points};

6.2.b1.c. Issues: A review of the issues that affect the stream or streams within the watershed {15 points};

6.2.c1.d. Long and Short-Term Goals. A plan showing the organization's vision, mission, long-term goals, short-term goals, and the effect the project and organization will have on the community {20 points};

6.2-d1.e. Watershed Improvement Project: A description of the watershed improvement project that will enhance the quality of the stream and the watershed {25 points};

6.2-e1.f. Budget: A budget for the watershed improvement project which includes: how the applicant you plans to spend the grant, in-kind services, cash contributions, and other grants which constitute including the 20% match {10 points}; and

6.2-f1.g. Outreach: A plan Explain plans to provide education and outreach to the community about the importance of watershed protection and restoration {10 points}; and

6.1.h. Past History/New Organization: Existing groups': record-keeping ability, completion of documentation of grant expenditures, watershed improvement project, ability to foster partnerships and obtain in-kind/cash contributions. New organizations: ability to get organized, planning procedures, and partnership building.

6.3.2 Grants, up to \$5,000, will be awarded to the highest ranking applicants by the discretion of the review team Executive Committee.

§60-4-7.1- Grant Conditions.

7.1. The review team Executive Committee reserves the right to withdraw a grant upon determination of unsatisfactory program compliance with these rules.

7.2. ~~Upon dissolution of the grantee organization, all equipment or other assets of the grantee are to be returned the Division of Environmental Protection. The Division of Environmental Protection may award the equipment to other grantees as a portion of an awarded grant.~~

§60-4-8. Unexpended Funds.

8.1. ~~All unexpended funds remaining at the end of the grant year will be handled as follows:~~

8.1.a. ~~If the grantee applies for a grant for the following grant period, and the Stream Partners Program review team approves said application, unexpended funds will be netted~~

against the amount from which the applicant is eligible to receive; and

8.1.b. ~~If the grantee does not apply for a grant for the following grant period;~~ Unexpended funds may be used for future watershed improvement projects under the following conditions:

8.1.b.1a. The grantee files statement of the intended use of the unexpended portion of the grant;

8.1.b.2. The grantee sets a target date for the completion of the watershed improvement project ~~by the end of the next grant period and~~;

8.1.b.3c. The grantee submits a final report ~~when the project is completed; or~~ and a budget including grant expenditures, in-kind services, cash contributions, and other grants.

8.1.b.4.d. ~~The grantee submits a final budget of how the grant was spent.~~

§60-4-9. Reporting.

9.1. The grantee must provide a mid-term grant year report, and a final report including a budget that will include the financial statement indicating how the grant money was spent and all in-kind services, cash contributions, and other grants that constitute contributed including the 20% match.

9.2. The grantee must submit copies of all grant expenditures and should retain all receipts from expenditures of grant for a minimum of three years.

9.3. Grantees that do not comply with the reporting requirements ~~will~~ shall not be eligible for future funding. The board may deny future funding to grantees who do not comply with reporting requirements.

§60-4-10. West Virginia Stream Partners Program Coordinator Duties.

10.1. The West Virginia Stream Partners Program Coordinator will track the activities, progress, and milestones of the grantees and their watershed improvement projects and disseminate this information to the Executive Committee to be incorporated into the grant selection process.