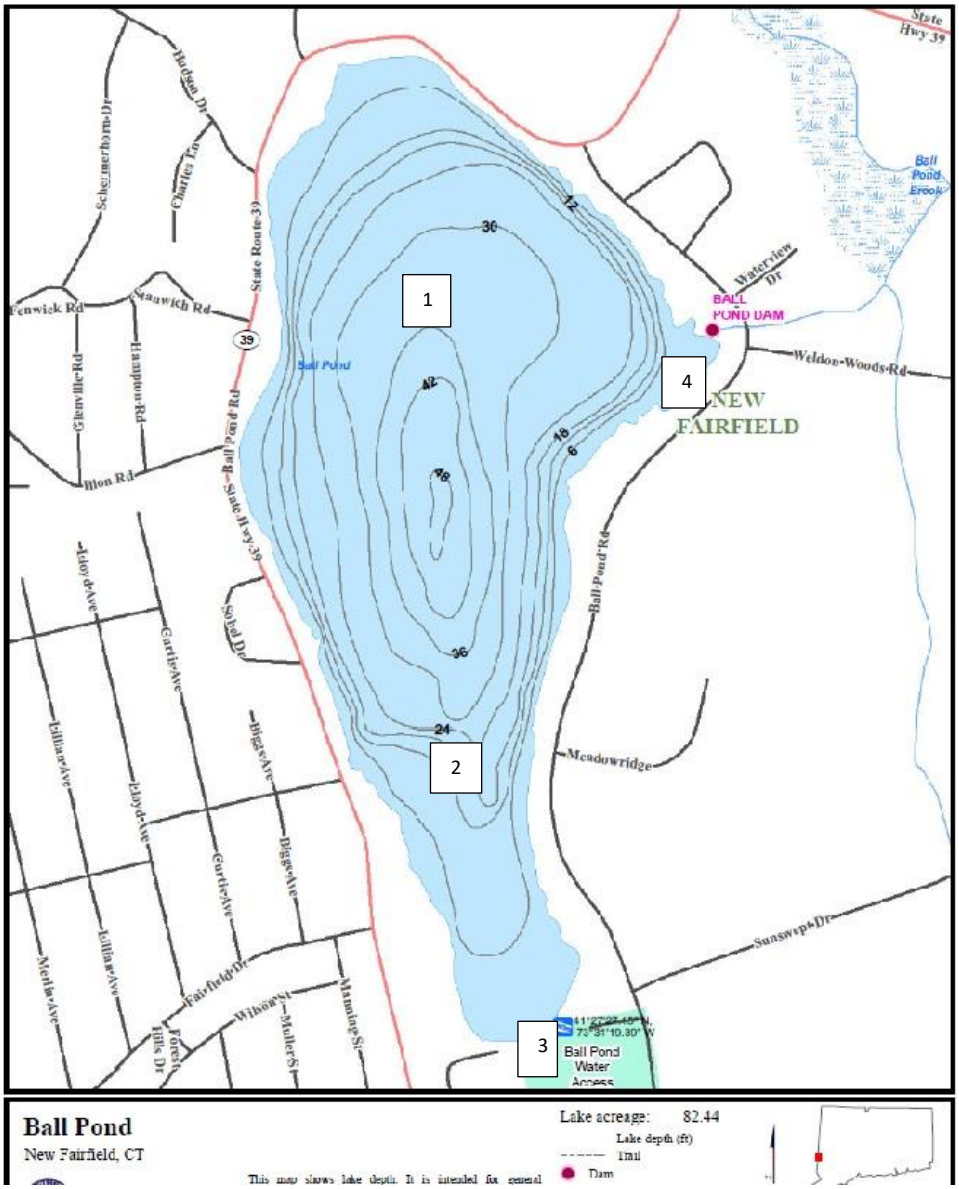
Identification and Monitoring of Cyanobacteria in Ball Pond, New Fairfield, CT

Budget Narrative

Description	**Grant Funds**	**Matching (In-Kind)**
Personnel – Salaries	-	-
Personnel – Fringe	-	-
Materials / Supplies		
Waterproof lab notebook	$7.95	-
FluroQuik Field Kit from Amiscience (see attachment)	$1850.00	-
Microscope and accessories from Amscope (see attachment)		
Lim-Tex Cyanocasting Kit	$615.50	-
Amscope Student microscope with camera, mechanical stage, and calibration slide for USB camera.	$212.97	-
Travel		
Elissa Johnson (study lead) travel by car to UNH Center for Freshwater Biology in Durham, NH for training by Nancy Leland. 438.4 miles round trip from New Fairfield, CT at $.50 per mile = $219.20. One night in hotel = $150.	$269.2	-
Contractual / Consulting Fees		
Consulting: Nancy Leland, M.S. (UNH) 6 hours of training provided to Elissa Johnson in Durham, NH for cyanobacteria monitoring and 8 hours of technical assistance with data interpretation. 14 hours at hourly rate of $32.77*	-	$458.78
Consulting: New Fairfield Dept. of Health Director and Limnologist*, Tim Simpkins for a minimum of 2 hours of reviewing data at an hourly rate of $32.77*	-	$65.54
Consulting: 32 hours of sampling and analysis by 2 volunteers (8 sessions x 4 hours each, assuming 4 sites). Volunteer 1 will be Elissa Johnson, M.S. Biology at the hourly rate of $32.77*, Volunteer 2 (possibly WCSU graduate student) at the hourly rate of $22.38** for a total of 32 hours at the	-	$1764.80

combined hourly rate of $55.15.		
Printing and Copying	-	-
Office Expenses		
Printer paper	$4.49	-
Other	-	-
Grant Funds Total Requested	**$2960.11**	
Matching In-kind		**$2289.12**
*bls.gov median hourly wage estimate for Life Scientists is $32.77 **bls.gov hourly wage for Environmental Science technician is $22.38		

Proposed Cyanobacteria Testing Sites



Proposed Testing Sites

1. Deep, northern end
2. Deep, southern end
3. Shoreline, State Boat Launch
4. Shoreline, CVLT property (Hahlawah)

Connecticut Department of
Energy & Environmental Protection
Bureau of Natural Resources
Fisheries Division

Grants for the Control of Aquatic Invasive Species Application Form

Part I: Applicant Information

1. Type of Applicant: ☐ State Agency ☒ Municipality ☐ Not-for-profit organization

Applicant Name: **Ball Pond Advisory Committee, Town of New Fairfield**

Mailing Address: **4 Brush Hill Road**

City/Town: **New Fairfield** State: **CT** Zip Code: **06812**

Phone: **203-312-5600** *E-mail:

pdelmonaco@newfairfield.org (First Selectman Patricia DelMonaco)

2. Contact Name: **Elissa Johnson**

Mailing Address: **62 Ball Pond Road East**

City/Town: **New Fairfield** State: **CT** Zip Code: **06812**

Phone: **203-947-6844** *E-mail:

johnsonelissa10@gmail.com

*By providing this e-mail address you are agreeing to receive official correspondence from DEEP, at this electronic address, concerning the subject application. Please remember to check your security settings to be sure you can receive e-mails from "ct.gov" addresses. Also, please notify DEEP if your e-mail address changes.

Part II: Project Information

3. Title of Project: **Identification and Monitoring of Cyanobacteria in Ball Pond, New Fairfield, CT Using Plankton Tows and Fluorimetry**

4. Brief description of Project: **The goal of this research project is to sample and identify potentially toxic genera of Cyanobacteria in Ball Pond in New Fairfield, CT and to monitor phycocyanin to chlorophyll a concentration ratios biweekly from June through September of 2021 in order to establish trends and forecast harmful algae blooms (HABS). These data will be shared with the local Director of Public Health as collected in order to identify actional levels that might warrant advisories. It is also expected that the resulting report to the CT DEEP will contribute to a knowledge base of Cyanobacteria in state recreational waters. The Ball Pond Advisory Committee (BPAC) intends to continue monitoring Cyanobacteria levels beyond the timeline of this study and into the foreseeable future as the equipment purchased with grant funding will not be consumed in the process, and collection and analysis will be done by volunteers.**

5. Total project cost: **$5249.23**

6. Total grant funding requested: **$2960.11**

7. Total matching funds (must equal or exceed 25% of the total project cost: **$2289.12**

Part II: Project Information (cont.)

8. Name and location of study/project waterbody (as applicable): **Ball Pond, New Fairfield, CT (see attachment)**

Please include map of study/project waterbody ☒ Attached ☐ N/A

9. Public Access and Use

Degree of access: **The public has year-round, 24 hour/7 days a week access to Ball Pond via the State Boat Launch which accomodates boats on trailers at the southern end of the lake. Ball Pond is a very popular fishing location. A Town of New Fairfield beach provides swimming access to local residents, a private beach owned by Ball Pond Estates provides swimming access to that community, and a Candlewood Valley Land Trust property provides a shoreline recreational area to the larger public where canoes and kayaks are often launched. In addition, there are approximately 40 homes on the shoreline with direct access. (see attachment.)**

Facilities: **State Boat Launch with a large parking area; public and private beaches with picnic areas; and Candlewood Valley Land Trust property with trails, benches, and a small access area for kayaks and canoes. (see attachment.)**

Please include map of facilities ☒ Attached ☐ N/A

Use patterns: **Ball Pond is used recreationally year-round by both local residents and the larger public. The State Boat Launch at the southern end has ample parking and sees heavy use by members of the public launching fishing boats, kayaks, and canoes (any craft without a motor) The CT DEEP stocks the lake with Brown Trout. According to the "Connecticut Fishing Guide" - Trout, Large Mouthed Bass, Brown Bullhead, Sunfish, and Yellow Perch may be caught from the second Saturday of April through the end of February each year. Most years, the lakes freezes over and ice fishing is also popular on Ball Pond. (see attachment). People swim in the lake all summer, entering from the town beach, community beach, or private waterfront. From spring through the fall kayaks, canoes, fishing boats, paddleboats, sailboats nd paddleboards are in use. In the winter, use shifts to ice fishermen and skaters. (see attachment)**

10. Waterbody Ownership: **Town of New Fairfield, Connecticut (see attachments)**

Supporting ownership documents attached (check all that apply):

☐ Tax Maps ☒ Other maps ☐ Easement Information ☒ Letters of Permission

11. Target Aquatic Invasive Species: **NA. The target of this research study would be Cyanobacteria genera.**

Supporting documents attached (check all that apply):

☐ Photos ☐ Maps ☐ Survey Reports ☐ Studies

12. State-Listed Species

Consult with DEEP Natural Diversity Database (NDDB) Program at https://portal.ct.gov/DEEP/Endangered-Species/Endangered-Species-ReviewData-Requests

NDDB map showing project waterbody ☒ Attached ☐ N/A (education/outreach projects)

NDDB Determination (if state-listed species present)

☐ Attached ☐ Pending (include documentation that indicates a review was requested)

☐ Not Requested (but may require a review) ☒ N/A

13. Describe the purpose and need for, and benefits of proposed project:

Some cyanobacteria have the potential to release hepatotoxins, neurotoxins, and dermatoxins that are harmful to humans, wildlife, and fish. Ball Pond has a history of these harmful algae blooms (HABs).* The Ball Pond Advisory Committee (BPAC) for the town of New Fairfield has been monitoring water quality and macrophyte populations. Recent high nutrient levels raise the concern level about the potential for HABs in Ball Pond. In addition, macrophyte levels are very low, possibly due to an active Grass Carp population, increasing nutrient availability to cyanobacteria and other algae. (See attachments.) As explained in #9 above, Ball Pond sees heavy recreational use including fishing, so human exposure to any harmful cyanobacterial toxins would be likely. The EPA and CT Department of Public Health both recommend the monitoring of cyanobacteria allowing intervention when warranted. Researching and addressing HABs is a focus of Public Laws 108-456 and 113-124. The proposed project will be applying the methods outlined in the EPA's "Quality Assurance Program Plan (QAPP) for the Cyanobacteria Monitoring Collaborative Program". All data acquired will be shared with the New Fairfield Department of Health and the CT DEEP, contributing to our statewide knowledge base regarding cyanobacteria in Connecticut.

14. Describe the scope of work (attach supporting documents if applicable):

Permissions:

The town of New Fairfield owns Ball Pond and has given approval to its Ball Pond Advisory Committee (BPAC) to pursue this research study by accessing the lake from its properties. In addition, the Candlewood Valley Land Trust has given its permission to sample from its shoreline. (see attachments.)

Methodology:

Dr. James Haney and Nancy Leland from the University of New Hampshire Center for Freshwater Biology have been consulting on this study. Their protocol, detailed in the 2017 QAPP for the Cyanobacteria Monitoring Collaborative Program* will be implemented. Two volunteers will sample on a biweekly basis from June through September of 2021. Two different types of samples will be collected: a plankton tow for identification of cyanobacteria genera, and a water sample for analysis of pigments with a fluorometer.

Plankton tows will be done using a 53 micron plankton net and 250 ml collection cup will be done at 4 sites: 2 shoreline and 2 deep sites which will be recorded using GPS. The shoreline sites will be downwind where surface blooms are likely to collect and where human contact is likely. The State Boat Launch at the southern end, and the eastern Hahlawah Land Trust shoreline meet these criteria. One deep site sample will be taken in the much deeper northern end of the lake. The other deep site will be in the shallower southern end and in proximity to the public and private community beaches. Samples are all taken from the photic zone. The resulting 250 ml samples are concentrated in a special tool call ZAPPR. This is done onshore, so samples from the deep sites will be transfererd to brown storage bottles and kept in a cooler until the team goes ashore. After 30 undisturbed minutes in the ZAPPR, any cyanobacteria will have migrated to the surface and may be collected by a pipette from the meniscus, transferred to a slide and viewed through a portable microscope for identification and imaging.

Water samples are also at each location, using an integrated tube sampler (IT) to a depth of 3 m, or when on the shoreline to a depth of 1 meter. These samples will analyzed onsite using a handheld fluorometer for ambient phycocyanin and chlorophyll fluorescence measurements. Phycocyanin is unique to cyanobacteria, and each of these pigments emit light at different, specific wavelengths. The fluorometer will measure the intensity of the emitted light at these different wavelengths which are proportional to their concentrations. Tracking the changes in ratios of these concentrations through the season, one can forecast potentially harmful HABS.

Details for the procedures in this sampling protocol may be found in QAPP at https://cyanos.org/wp-content/uploads/2017/04/cmc_qapp_final.pdf This study will be applying tiers 1 and 2 in the QAPP.

Products:

The study will produce biweekly data on the types and concentrations of cyanobacteria in Ball Pond, which will be shared with the Director of Public Health as acquired. Should actional levels be detected, the DPH may issue advisories. The findings will also be presented in a culminating report to the CT DEEP and serve as a baseline for Ball Pond, and contribute to our knowledge base regarding the status of cyanobacteria in CT inland waters.

Summary of Applicant Ability:

Sampling will be completed by BPAC member Elissa Johnson (M.S. Biology) who has water testing experience in both freshwater and saltwater bodies. She will spend a day training with Nancy Leland, M.S., Affiliate Faculty at the UNH Center for Freshwater Biology in applying the described protocol and data analysis, and will then train other volunteers to assist with carrying out the research this season, and beyond. She is in conversation with WCSU to explore involving graduate students from the Integrative Biological Diversity program as volunteers. In addition, Ms. Leland and Dr. James Haney, UNH Professor and QAPP developer have graciously offered ongoing assistance during the study as needed. Both feel that Ball Pond is a good candidate for this research.

Part II: Project Information (cont.)

15. Define the schedule for completion of the scope of work for the proposed project:

Cyanobacteria monitoring will be conducted biweekly from the beginning of June through the month of September, 2021. This will be followed by the preparation of a final report to be submitted to the CT DEEP within the contract period (one year). However, BPAC intends to continue monitoring in subsequent years, with data from 2021 providing a baseline.

16. Define the budget for implementation of the proposed project:

Budget Summary

EXPENSES:	Grant Funds	Matching Funds
Personnel		
Salaries:	$ 0	$ 0
Fringe Benefits:	$ 0	$ 0
Materials/Supplies:	$ **2686.42**	$ **0**
Travel:	$ **269.2**	$
Contractual/Consulting Fees (specify):	$0	$**2289.12**

Printing and Copying:	$ 0	$
Office Expenses:	$ **4.49**	$ 0
Other (please specify):**	$ 0	$
Total Grant Funds Requested:	$	
Total Matching Funds Provided:		$
Total Project Costs:		$

17. Describe the availability of alternative funding or matching funds or in-kind services:

No alternative funding is available, but matching funds in the form of in-kind services are significant portion of the project. (See Budget Narrative attachment).

Part III: Applicant Certification

The applicant must sign this part. An application will be considered incomplete unless the required signature is provided.

"I have personally examined and am familiar with the information submitted in this document and all attachments thereto, and I certify that based on reasonable investigation, including my inquiry of the individuals responsible for obtaining the information, the submitted information is true, accurate and complete to the best of my knowledge and belief.

I understand that a false statement in the submitted information may be punishable as a criminal offense, in accordance with section 22a-6 of the General Statutes, pursuant to section 53a-157b of the General Statutes, and in accordance with any other applicable statute.

I certify that this application is on complete and accurate forms as prescribed by the commissioner without alteration of the text."

Signature of Applicant or Authorized Representative	Date
Name of Applicant or Authorized Representative (print or type)	Title (if applicable)

Note: Please submit this completed application form and supporting documents to deep.aisgrants@ct.gov

GRANT FUND APPLICATION INSTRUCTIONS

These application instructions have been designed to apply to all activities eligible for funding. Please read these instructions in their entirety and provide answers to each question in order by number. These instructions have been designed to minimize the potential for incomplete applications. ***Information required in items must be provided by filling out the attached application form using the space provided and additional sheets as needed.***

The level of detail required to fully answer each question is related to the scale and scope of the proposed project. Applicants are requested to provide a thorough description of the proposed project and answer each question as it applies to the activity. Submission of complete and accurate information will enhance the chance of the proposal being selected for funding.

An electronic version (PDF file format) of the application and other documentation must be submitted to via email to deep.aisgrant@ct.gov. Applicants should refer to the full RFP document for complete application instructions, scoring/review criteria, and a sample project scoring sheet.

DEADLINES: All applications and supporting documentation must be received via email by February 12, 2020. Applications or supporting documents received after that date and time will not be considered.

Note: All of the questions must be answered. If a question is not applicable to your particular proposal, please provide a brief explanation. **Do not leave the questions blank**.

1. NAME, ADDRESS, PHONE NUMBER AND EMAIL ADDRESS OF APPLICANT:

Select the category that best describes the applicant. State agencies (including State Colleges and Universities), municipalities, and not-for-profit organizations are eligible to receive grants through this program. Local interest organizations such as unincorporated lake associations can develop project proposals in collaboration with municipalities or not-for-profit organizations but only the municipality in which the project water body is located or the not-for-profit organizations can apply for funding. Fill in the *legal name(s)*, mailing address(es), email address(es) and phone number(s) of the applicant agency, municipality, or organization. Phone number(s) must be a number(s) that is answered during business hours.

If the water body is located in more than one municipality, two or more municipalities may apply jointly, and a lake authority as established under sec. 7-151a of the Connecticut general Statutes may act as the agent of the member towns for the purposes of this grant program. If multiple municipalities are involved with a single project, a lead municipality must be identified.

2. NAME, ADDRESS, PHONE NUMBER AND EMAIL ADDRESS OF CONTACT:

Fill in the name(s), mailing address(es), phone number(s), and e-mail address of the contact. Phone number(s) must be a number where the contact is reachable during business hours.

The contact person is the individual who is familiar with the project details and who should be contacted for additional information or questions. Should the project be funded, this is also the person who will be the primary contact during the course of the project through final completion.

3. TITLE:

State the title of the proposed project.

The title should be concise and include project purpose/goal, target species, location and municipality all in one line (e.g. "Control of hydrilla from Happy Acres Park Pond, Wallingford, CT" or "Diagnostic Feasibility study of the yellow floating heart infestation in Shady Acres Lake, Enfield, CT").

4. BRIEF DESCRIPTION:

Provide a brief (200 words or less) description of the proposed study, control/management project, or educational/outreach program. Include target species, study or control methods, timeline & duration of study and expected receivables (for research studies), size of water body, degree of public access, any project partners, and size/extent of infestation/area to be treated (for control/management projects).

e.g. *The goal of this project is to control or eradicate water chestnut (Trapa natans) from a 20 acre pond. This plant was first found in this pond two years ago, and currently covers an estimated 5 acres. We propose to use herbicides (2, 4-d formulation) to initially treat the water chestnut. Additionally, a volunteer group will be established and trained to monitor the pond in subsequent years. Some Town staff will also attend training. The pond is an impoundment on a tributary to the "Big River". Public access to the pond is through a town park located on the west shore of the pond. The park includes a boat launch suitable for canoes, kayaks and small boats, plus 500 feet of accessible shoreline for fishing.*

5. TOTAL PROJECT COST:

State the total cost of the project including both total grant funding requested and total matching funds

6. TOTAL GRANT FUNDING REQUESTED:

State the total amount of grant funding requested. For determination of such an amount, refer to question 17 for an explanation of how to provide the budget for the proposed project.

7. TOTAL MATCHING FUNDS:

State the total amount of matching funds committed for the proposed project. Please refer to questions 16 and 17 for a further explanation regarding matching funds. **The maximum grant award is $50,000 and the lower limit is $2,500**. Requests for larger grants (up to $75,000) may be considered, but only for exceptional and well-justified proposals. **Matching funds are required and must equal or exceed 25% of the total amount of funding received from DEEP under this grant program.**

8. NAME AND LOCATION OF STUDY/PROJECT WATERBODY (as applicable).

Provide the name (names) of the target water body and the names of all municipalities within which the water body is located. Provide a map clearly showing the location of the water body and a description of its location.

9. PUBLIC ACCESS AND USE

Provide the following information concerning public access to and use of the water body:

- Describe the degree of access (is the water body fully accessible, open to access only in some seasons or at certain times of day, restricted to local residents, closed to all use, etc.). If access is restricted, please explain.
- Describe the facilities (parking, roads, trails, boat launches, marinas, shoreline access, picnic areas, wildlife viewing structures, fishing piers, etc.). Please provide map of water body showing locations of these facilities.
- Describe the use patterns (what are primary/most popular uses of property/water body?).

10. WATER BODY OWNERSHIP

Provide information demonstrating any ownership or other legal interest in the water body, including:

- Copies of any Tax Map or Maps that show ownership (partial or full) of the affected water body.
- Copies of applicable conservation and other access easements.
- Letters of permission should be provided for any non-applicant properties which must be crossed to gain access to the water body.

11. TARGET AQUATIC INVASIVE SPECIES

Provide information concerning target aquatic invasive species, including:

- The name(s) of target species. List both common names and scientific names.
- Names, contact information of individuals, consultants, businesses, organizations and agencies who identified or verified identification of these species.
- Documentation of the actual presence of the target species in the water body (*attach photos, data from professional plant surveys, copies of relevant sections of reports and/or studies, etc.*).

12. STATE-LISTED SPECIES

Applicants should determine whether state listed species (endangered, threatened and special concern species and significant natural communities) in Connecticut are present within or near the study/project water body, and if the proposed project will affect state listed species.

- Please provide the DEEP Natural Diversity Data Base (NDDB) map for applicant town (or a GIS map that includes the current NDDB layer) showing location of study/project water body (if necessary, the location can be drawn & names of water bodies can be written on the map with an arrow to the correct location on the map). Maps can be accessed from the following website: https://portal.ct.gov/DEEP/Endangered-Species/Endangered-Species-ReviewData-Requests
- If NDDB map data indicates that state-listed species and/or significant natural communities are known to be present, please see the following guidelines:
  - If the project has already been through the NDDB review process, please attach any current, non-expired NDDB determinations to your grant application.
  - If the project has not yet been through the NDDB review process, Applicants should NOT, at this time, request NDDB determinations solely in conjunction with this grant application. However, if you expect your project to move forward regardless of whether or not funding from this grant is awarded (i.e. other funding sources have been secured), you should proceed with your request for NDDB review. For

those projects dependent upon this grant for funding, the AIS Grants Oversight Committee may request NDDB determinations on behalf of applicants for projects that rate highly during the review process.
    - Education and outreach projects and some types of research projects (e.g. plant surveys) may not require an NDDB determination.
- Applicants are advised that the NDDB review process may transition to a new electronic review system during the grants application submission period. The AIS Grants Oversight Committee will adjust expectations accordingly to accept any maps and/or determinations provided by the new review system.

Note that during sampling, research studies may actually provide information relevant to the NDDB such as determining the presence of additional state-listed species,; and most control/management projects can be designed to avoid negative impacts to state-listed species and significant natural communities, and preference will be given to projects that can show a definite benefit to these species and communities.

13. DESCRIBE THE PURPOSE AND NEED FOR, AND BENEFITS OF PROPOSED PROJECT:

- Describe the purpose of, and need for the study or project, including a description of the extent of the infestation (as known at the time of submission) and its current or potential impact on native species, fish and wildlife habitat, recreational uses and aesthetic values.
- Describe the expected ecological and public benefits of the proposed project.
- Describe any past studies or efforts to control/eradicate the target species on the project water body.
- For education/outreach projects, describe how the project is designed to effectively reach the target audience.

14. DESCRIBE THE SCOPE OF WORK:

Describe the scope of work identifying each task, product and service. Where applicable, include site maps and/or other diagrams indicating location and features of specific study or project tasks. Please at a minimum include the following information:

For all proposals-

- Whether federal, state, municipal and/or other legal entities (for which coordination may be necessary, such as power utilities, dam owners, etc.) approvals, authorizations (i.e. permits) are needed (and the status of any requests for permits). **Preferred studies and projects have either obtained, or can obtain in a timely fashion all necessary approvals, authorizations and/or permits.** Attach copies of any permits already obtained. *Note that awardees will be required to submit copies of permits obtained following the awarding of funds.*

For research studies:

- Study timeline.
- Study methodology and field resources expected to be committed to the study.
- Data analysis and mapping resources available to be committed to the study.
- Expected study products.
- Summary of ability of applicant to implement study findings and recommended actions.

For control/management projects:

- Plans for pre-control monitoring.
- Narrative of the distribution/concentration or areal extent of target species coverage and a description of the site(s).

- Map(s) and photographs (when available) of the water body clearly showing the distribution of target species and areas targeted for control. Also clearly show on the same map locations of known populations of state-listed species.
- Description of all control methods to be used, including where each method will be used and how frequently during the course of the project. Also indicate who will be performing the various controls (i.e., licensed applicator/consultant services, volunteers, municipal staff, NGO). Please list separately and be as specific as possible:
- All pesticides and other chemicals to be used (if known at time of submittal).
- All mechanical methods to be used (hand-pulling, suction harvester, hydroraking, etc.)
- All bio-control measures (grass carp, "milfoil" weevil, etc.).
- Discuss how state-listed species or significant natural communities will be protected during the project.
- Expected outcome of control measures. Include an estimate of the reduction in population size/concentration and/or area (i.e., acres, square meters or feet) of, or length (i.e. feet, yards, meters, miles of river bank or lakeshore) of target species controlled or eradicated.
- Discuss whether any changes in public access will occur due to this project.
- Plans for notifying/educating users and general public.
- A discussion of plans for rehabilitation/revegetation/restoration of targeted sites when such actions may be warranted.
- Plans for post-treatment monitoring.
- Long-term management plan including procedures for continued control and spread prevention the target aquatic invasive species, or if the goal is eradication, a long-term management plan to prevent the reestablishment of the target species (if goal was eradication).

15. DEFINE THE SCHEDULE FOR COMPLETION OF THE SCOPE OF WORK FOR THE PROPOSED PROJECT:

Provide a proposed schedule for completion of each phase of the project as it corresponds to the scope of work described and the total number of months needed to complete the project. Identify any seasonal constraints or specific requirements for work scheduling. For example, work times may need to be coordinated with target species growing season, observation of environmentally sensitive periods, or the receipt of required authorizations.

Please note that projects should generally be completed within **one year** from the contract execution date. It is anticipated that the contracts will be mailed to award recipients for review and signature within two months of the grant award announcement. Within approximately six weeks from the date DEEP receives the signed contract and all necessary resolutions or other attachments, the contract will be able to be fully executed, and funding can be made available for use by the recipient. Only expenses incurred following a properly executed contract will be deemed eligible expenses. Such a timeline should be taken into account in determining a proposed schedule for the project.

16. DEFINE THE BUDGET FOR IMPLEMENTATION OF THE PROPOSED PROJECT:

Using the budget summary, provide a list of the expenses for the proposed project. In addition, **on a separate sheet**, provide a brief narrative explaining each line item expense requested from the Grant Fund. **Indirect costs associated with projects may be used as matching funds. However, Grant Funds cannot be used for**

indirect costs.

The maximum grant award is $50,000. For projects which are more expensive or in order to guarantee the continuation of the proposed project beyond the initial year of its implementation without Grant Fund support, matching funds or alternative funding should be considered. Requests for larger grants (up to $75,000) will be considered, but only for exceptional and well-justified proposals. Any work subcontracted must be arranged through a competitive selection process unless there is a demonstration of the need for a sole source.

A 50% payment of the grant amount will be initiated following execution of the contract with the remaining balance due after the applicant demonstrates expenses (including match) beyond the value of the execution payment. Following completion of the project, a report including documentation that all the elements of the project have been completed, the outcome of the project and a financial summary indicating expenses incurred must be submitted to DEEP. **Projects that come in under budget or fail to meet contract obligations are required to return all unused funds to DEEP.**

17. DESCRIBE THE AVAILABILITY OF ALTERNATIVE FUNDING OR MATCHING FUNDS OR IN-KIND SERVICES:

Provide a description of matching funds, in-kind services and the availability of alternative funding. Matching funds may consist of actual funds as well as other contributions such as in-kind services, materials and volunteer labor.

Applicants are encouraged to demonstrate a commitment to continue the proposed project beyond the initial year of its implementation without additional DEEP funds. Funding for well- matched projects will be viewed favorably, and a demonstration of a commitment of future funding for that purpose is strongly encouraged.

18. CERTIFICATION OF AUTHORIZED REPRESENTATIVE:

State the name and title of the representative who, if the contract is awarded, is legally authorized to sign the contract on behalf of the municipality. Have this individual sign and date the application form in the space provided. **Applications which are not signed by a legally authorized individual shall not be accepted and will be deemed ineligible for further consideration.** The applicant must also supply a signature resolution indicating that the signer is authorized to sign legal documents and enter into contracts on behalf of the municipality.