



FY 2009  
Application

# Lake Erie Protection Fund Targeted Grants

The Ohio Lake Erie Commission administers the Lake Erie Protection Fund grant program. This packet contains the forms and instructions necessary to complete a LEPF application. If you have questions or need assistance with your application, please contact our grants manager. The Lake Erie Protection Fund receives \$15 from each sale of the Lake Erie License Plate, featuring the Marblehead Lighthouse, designed by Ohio artist Ben Richmond. Protect the Lake, Buy the Plate!



## Targeted Grant Cycle

### *Analysis of Soil Testing Laboratories*

Proposal Due Date

February 5, 2009

Meeting Date\*

March 18, 2009

### Ohio Lake Erie Commission

One Maritime Plaza, 4th Floor  
Toledo, Ohio 43604

Phone: 419-245-2514  
Fax: 419-245-2519

[lakeeriecommission@ameritech.net](mailto:lakeeriecommission@ameritech.net) ~ [lakeerie.ohio.gov](http://lakeerie.ohio.gov)

\* Dates subject to change.

## **The Lake Erie Protection Fund**

This special targeted grant cycle is available to fund two projects that address this year's priorities for the Lake Erie Protection Fund as established by the Ohio Lake Erie Commission. One project will be funded for each of the two priorities that were established for state fiscal year 2009. A separate application package has been developed for each priority. The LEPF focuses on projects which lead to better management decisions, both for environmental protection and economic development, while implementing Strategic Objectives laid out in the Lake Erie Protection & Restoration Plan 2008 (LEPR 2008). If you have questions or want to discuss any part of this funding opportunity or your proposal, please feel free to contact the Lake Erie Commission office at any time.

## **Targeted Grant—Analysis of Soil Testing Laboratories**

This special funding opportunity is available for a project of up to \$75,000.00 and requires a match of at least 25% of the award amount (\$18,750 for a \$75,000 award). The funded project must assist with the implementation of the LEPR 2008 (available at [lakeerie.ohio.gov](http://lakeerie.ohio.gov)), specifically focusing on the Strategic Objective; *reverse increasing nutrient loading to Lake Erie, especially dissolved reactive phosphorus* (pg 2). Please review the one page *Priority Overview* included in this packet for a detailed description of the issues to be addressed.

The project funding is for one year, approximately May 1, 2009 - April 30, 2010.

## **Eligibility**

Government and non-profit entities are eligible to apply for funding through the LEPF. Applicants must have a federal tax identification number to apply. Funding may not be used to fund staff salaries for state employees. Questions about your eligibility should be submitted to the grants manager prior to completing an application.

## **Basic Criteria**

Applicants are permitted to format their proposal in any format they see fit, provided they meet the following guidelines. Responses should answer the questions provided within this document in a clear and concise manner. Proposals should be limited to no more than 6 typed pages, using a font size of 12 or greater. A budget page and cover page should also be provided as detailed below, for a total of no more than 8 pages. Diagrams, maps, and other items should be clear and easy to read, but do not necessarily need to be in color. Letters of support will not be accepted. Applications will not be accepted by fax or email. One unbound original and twelve (12) double-sided, stapled copies must be received at the Commission's office by 5:00pm on February 5, 2009

## **Use of Funds**

Purchase of equipment must be essential to the project for funding to be approved. Any request for permanent equipment must include an explanation of custody usage for the life of the equipment beyond the scope of the project. Permanent equipment purchased through a grant will normally revert back to the Ohio Lake Erie Commission upon completion of the grant project unless grantee can demonstrate the need for the permanent equipment and ensure its continued safe custody and maintenance over its useful life. A

maximum of 10% of the total grant award may be used for administrative overhead (\$7,500 for a \$75,000 award). Grant recipients who are serving solely in an administrative capacity and are transferring project funds to third parties, will not be allowed any overhead cost. The purchase of food with grant funds is prohibited.

### **Recognition**

Grantee shall credit the Ohio Lake Erie Commission and the Lake Erie Protection Fund for its support of the project in all products produced under the agreement including: reports, public documents, publications, press releases, and any signage.

### **Match**

A minimum match of 25% of the award amount is required for this targeted grant project (\$18,750 for a \$75,000 award). The match may include both cash and project materials costs and in-kind contributions. In-kind rates for volunteers must be customary and reasonable for the work performed or services provided.

### **Review Process**

All applications are reviewed by the Grants Committee, which consists of designated employees from the Commission Agencies and Ohio Sea Grant. The recommendations are reviewed by the Executive Committee of the Commission before a final funding decision is made by the Commission. Applications are reviewed based on; degree to which the proposed project addresses the issues discussed in the *Priority Overview* included in this packet, technical merits of the proposal, qualifications of the applicants and organizations to accomplish their stated objectives, degree to which the project can leverage funding support (match) from other sources, total project cost, cost effectiveness of proposed budget, and degree to which the proposed activity reflects an innovative or creative approach to addressing the actions.

### **Agency Advisor**

The selected grant applicant will be assigned an "agency advisor" that will assist with the completion of the project. The advisor will: participate in the project site visits, review the interim and final reports and submit comments to the OLEC Grants Manager, and provide assistance to the grant project to help ensure the project successfully addresses the project priority and the 2008 LEPR strategic actions.

### **Project Evaluation**

This project must include a brief quantitative or qualitative evaluation component. This activity is meant to demonstrate the impact the project has on the targeted priority issue and the implementation of the 2008 LEPR.

### **To Request a Copy of the Application**

The official application form can be found online at [lakeerie.ohio.gov](http://lakeerie.ohio.gov). If you do not have internet access, the Commission can send a paper copy of the current form to you via postal mail. To request a paper copy, contact the Commission Office at 419-245-2514. The Commission Office can also be reached at [lakeeriecommission@ameritech.net](mailto:lakeeriecommission@ameritech.net).

## **Application Content Requirement**

The following information should be provided for all proposals. The organization of proposals, the space dedicated to each section, and the addition of other sections and information is left to the discretion of the applicant. Responses are limited to a maximum of 6 typed pages, 12 point font. Please include a completed cover sheet and budget page (forms provided below) in addition for a total of 8 pages.

**Cover Page:** Please use the form provided below for the cover page. This page does not count towards the 6 page limit for the main body of the application.

**Budget Page:** Please use the form provided below for the budget page. This page does not count towards the 6 page limit for the main body of the application.

**Project Summary:** Describe what you are proposing to do. It is critical that you discuss the problem statement as you see it, and your proposed method of addressing the key questions raised in the Priority Overview below.

**Activities and Timeline:** Outline the specific activities involved in the completion of your project. Your timeline should be organized on a quarterly basis for a 1-year grant project. This will serve as your project's scope of services, so please be specific.

**Deliverables:** Please list and describe the specific outcomes that will result from your project. These will be used to help evaluate the successful completion of your project.

**Other Agency or Institution Involvement:** Please list any state or federal agency staff and other organizations, institutions, and individuals that will be involved in your project.

**Evaluation:** Outline methods that you will use for evaluating the success of your project. Either qualitative or quantitative measures of your success should be used. This information should be discussed in your final report.

**Budget Justification:** The budget page should provide a simple overview of the proposed use of grant dollars. Please use this section to explain any budget details that do not fit on the budget page. An explanation of the sources and types of match provided should also be included here.

**Background of your Organization(s):** What are the goals, objectives, qualifications, and accomplishments of your organization(s)?

## **Analysis of Soil Testing Laboratories – Priority Overview**

Soil tests have been identified as a critical tool for managing phosphorus inputs into agricultural fields in the Lake Erie basin. Currently, little is known about the reliability and comparative usefulness of soil test laboratory results. There appears to be significant variability of recommendations made by soil labs to clients based upon individual soil test results.

**This project will evaluate soil labs used by Ohio farmers and make recommendations based on identified needs resulting from the project.**

A successful project will:

- Conduct an assessment of soil labs to evaluate:
  - The quality of data available.
  - The process by which samples are received and analyzed at various labs.
  - The recommendations given to producers based on test results.
- Identify options for access to soil test data in Ohio for:
  - Analysis of soil test phosphorus data by state agencies, universities, and other partners.
  - Analysis of the number and location of tests taken.
  - Identification and examination of high Phosphorus export areas.

A successful project will evaluate all aspects of soil testing practices and resulting recommendations as they currently stand in Ohio. It is expected that each lab may have different amounts and types of information available, and may have differing policies on outside access to soil test data. An expected outcome of this project is to provide recommendations regarding the gaps in our knowledge, additional research needed, and educational programs that may be necessary to improve the testing procedures and the distribution and use of recommendations. These comments are likely to focus on the labs, state agencies, and other entities involved in soil testing procedures (such as Certified Crop Advisors).

The development of a voluntary laboratory certification program in Ohio has been discussed. Any such program, if developed, should be aimed at ensuring the reliability of test results, providing uniformity of results between laboratories, and helping improve the recommendations given as a result of the tests. A certification program would foster recommendations that both protect agronomic production as well as reduce the risk of Phosphorus transport to waterways. This project should serve to gather information that will inform those agencies considering the development of such a program.

Funding for this project would be \$75,000.00 from the Lake Erie Protection Fund. A minimum match of 25% of the award amount is required (\$18,750 for a \$75,000 award). Applicants may request funding for any amount up to the full \$75,000.00, and must address all of the topics listed. Funding will be provided for only one project, which should be completed by April 30, 2010.

RFP Release Date: November 24, 2008

Application Due Date: February 5, 2009

Commission Meeting Date: March 19, 2009—Funding Decision Announced\*

Project Reporting Due Dates: November 20, 2009, April 30, 2010.\*

Payment Schedule: 40% up front, 30% at each reporting deadline.

Site Visit: November 2009.\*

\*Dates are subject to change.

**Lake  
Erie  
Protection  
Fund**

FY 2009  
Targeted Grant  
Proposal Form

**For Office Use Only**

SG \_\_\_\_\_ - 09

This form must be used to apply for a Lake Erie Protection Fund Targeted Grant. No recreations of this form or any alternative forms will be accepted. Submit one signed original and twelve (12) double-sided, stapled copies to:  
Ohio Lake Erie Commission, One Maritime Plaza, 4th Floor, Toledo, OH 43604.

**PLEASE NOTE: PRINT CLEARLY OR TYPE**

**Project Title:** \_\_\_\_\_

Amount Requested: \$\_\_\_\_\_ Match Provided: \$\_\_\_\_\_

**Project Director:** \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

**Fiscal Agent:** \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Payment Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Federal Tax ID (required): \_\_\_\_\_

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**Project Director:** \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Authorizing Officer:** \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Fiscal Agent:** \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Agency Advisor\*:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

\*Agency Advisor will be assigned by Lake Erie Commission

Lake Erie Protection Fund

Targeted Grant Application - Original Budget Form

	Matching Funds		
	Budget	Match	Description
A. Salaries & Wages			
B. Fringe Benefits			
C. Total Salaries & Benefits (A+B)			
D. Non-expendable Equipment			
E. Expendable Materials & Supplies			
F. Travel			
G. Services or Consultants			
H. Computer Costs			
I. Publications/Presentations			
J. All other direct costs			
K. Non Salary Direct Costs (D thru J)			
L. Indirect Costs			
<b>M. Total Salaries &amp; Benefits (from C)</b>			
<b>N. Non-Salary Direct Costs (from K)</b>			
<b>O. Indirect Costs (from L)</b>			
<b>Total Cost</b>			

Ohio Lake Erie Commission  
 One Maritime Plaza, 4th Floor  
 Toledo, OH 43604  
 419-245-2514  
[lakeerie.ohio.gov](http://lakeerie.ohio.gov)

# Budget Form Instructions

All items should be rounded to the nearest \$10.

A. SALARIES AND WAGES – List the project director as such. List professional non-faculty or non-staff associated with the project as professionals. List professional persons participating in the project who are part-time employees or persons retained solely for the project, or staff members of participating organizations as project associates. Consultants should be listed under “Services or Consultants” .

B. FRINGE BENEFITS – Propose amounts in conformance with normal accounting procedures. Indicate whether the rates are used for application purposes or whether they are fixed or provisional rates for billing purposes. Fringe benefits may not exceed 45 percent of salaries.

C. TOTAL SALARIES AND BENEFITS (A + B)

D. NON-EXPENDABLE EQUIPMENT – This is defined as an item of property which has an acquisition cost of \$500 or more per unit, an expected life of two years or more and does not lose its identity when joined or made a part of another piece of equipment. Organizations performing research with the support of a LEPF grant are expected to have appropriate facilities, suitably furnished and equipped.

E. EXPENDABLE MATERIALS AND SUPPLIES – Those required should be indicated in general terms such as office, laboratory, computing, and field supplies with estimated costs. Provide detail on any specific item that represents a significant portion of the proposed amount. If fabrication of equipment is proposed, list parts and materials required for each, and show costs separately from the other items.

F. TRAVEL – All travel is to be in accordance with the established travel policy of the applicant and its relationship to the project should be briefly described if not apparent. All estimated costs should be itemized showing the number of trips required, type of trip (field, meeting, etc), the destinations, per diem and local reimbursement rates allowed by the applicant, and any miscellaneous expenses for each trip.

G. SERVICES OR CONSULTANTS – Proposed sub-awards or subcontracts must be disclosed in the proposal, including a detailed budget and work statement, so that the grant instrument may contain LEPF authorization, if appropriate. If the need for consultant services is anticipated, the proposal narrative should provide appropriate rationale and the proposal budget should estimate the amount of funds that may be required for this purpose. List the names of consultant(s) and provide a breakdown of consultant estimates in the Budget Justification section.

H. COMPUTER COSTS – The costs of computer services, including computer-based retrieval of scientific and technical information should be described, if not apparent. A justification based on the established computer service rates at the proposing organization should be provided. Reasonable costs of leasing automatic data processing equipment may be requested, if justified.

I. PUBLICATION AND PRESENTATION – This includes the cost to publish in scientific journals, prepare independent publications and any requests to attend scientific meetings or conferences to make presentations. These costs should be justified within the text of the proposal.

J. ALL OTHER DIRECT COSTS – Other anticipated direct costs, examples: shipping; equipment-use charges; and other services not included above should be itemized here. Provide a justification of the service and a breakdown showing the cost and how it was estimated.

K. TOTAL NON SALARY DIRECT COSTS (C thru J)

L. INDIRECT COSTS – The maximum indirect cost rate allowable on all LEPF grants is ten percent (10%) of the total direct costs.

M., N., O. TOTAL COSTS - Total costs for project, calculated from above lines.