**Stream Mitigation Fund for Tennessee**

**Request for Proposal Narrative Application**

**Instructions:** Save this document on your computer and complete the narrative in the format provided. Where indicated, please complete the requested information.

1. **PROJECT AND APPLICANT INFORMATION**
2. **Basic Project Information**

Project Name: Click here to enter text.

Mitigation Type(s): Click here to enter text.

Mitigation Credit Amounts: Click to enter text.

SMFT Service Area Name: Click here to enter text.

Project Implementation Start-Date (i.e., how soon after award notification could site acquisition and/or initial physical and biological improvements occur?): Click here to enter text.

1. **Applicant Information**

Organization Name: Click here to enter text.

Organization Type: Choose an item.

Contact Person Name: Click here to enter text.

Mailing Address: Click here to enter text.

Phone Number: Click here to enter text.

Contact Email Address: Click here to enter text.

1. **Project Partners**

Provide the names and contact information for: engineer/geomorphologist(s), biological consultant(s), contractor(s), etc.

Click here to enter text.

1. **Property Owner Information**

*Complete only if property owner is different from applicant.*

Landowner Name: Click here to enter text.

Contact Person Name: Click here to enter text.

Mailing Address: Click here to enter text.

Phone Number: Click here to enter text.

Email Address: Click here to enter text.

1. **Access to the Property**

Provide a completed *Right of Entry Form* (Attachment A) documenting permission from the property owner to access the proposed mitigation site. This must be signed by the legal landowner.

1. **Project Site Description**

Approximate Address (include city and county): Click here to enter text.

USGS Quadrangle Map Name: Click here to enter text.

Name of Waterbody/ies: Click here to enter text.

Tributary to what named, downstream waterbody: Click here to enter text.

8-digit HUC: Click here to enter text.

Latitude & Longitude (decimal degrees): Click here to enter text.

Assessor Parcel Number(s): Click here to enter text.

Approximate Site Area (acres): Click here to enter text.

1. **TECHNICAL FACTORS**
2. **Technical Approach Subfactor**
3. **Project Purpose**

Describe the purpose of the project, including a description of any physical, chemical, and/or biological degradation occurring within the proposed project area (i.e., what need(s) is/are there for the proposed project).

Click here to enter text.

1. **Project Goals and Objectives**

Describe the goals and objectives of the proposed project. Goals represent the overall desired project outcomes and objectives are specific actions to be taken to achieve the identified goals. Goals are more general and may address, for example, correction of degradation. Objectives are more specific and should be quantitative.

 Click here to enter text.

1. **Site Constraints**
	1. Describe constraints that would limit the restoration and/or preservation potential of the project. This should include a description of any watershed, physical, chemical, or biological constraints that would limit riparian buffer width, construction methodology, site protection, stream function, etc. Examples of constraints include, but are not limited to, adjacent land uses; roadways; utility lines; stormwater outfalls; severed mineral rights; liens, easements, or encumbrances on the property; inability to acquire property and/or long-term protection; presence of threatened or endangered species (state and/or federal); and/or presence of historic properties.

Click here to enter text.

* 1. Identify any portion of the project that would occur on public lands and the public entity that owns the land.

Click here to enter text.

1. **Catchment Assessment Form**

Provide a completed *Catchment Assessment Form* (Attachment B).

1. **Existing and Proposed Reach-Level Stream Function-Based Rapid Assessment Field Data Form**

Provide at least one complete *Rapid Assessment Field Data Form* for each unique stream reach within the project area (Attachment C) as well as a complete *Hydraulic and Geomorphic Assessment Data Form* (Attachment D) with each *Rapid Assessment Field Data Form*.

To delineate each unique stream reach, consider changes in gradient, Rosgen classification stream type, floodplain connectivity, lateral stability, riparian vegetation, and bedform diversity. More than one data form will often be necessary to adequately characterize the variable conditions among stream reaches. Complete additional forms as necessary. Refer to “A Function-Based Framework for Stream Assessments and Restoration Projects”[[1]](#footnote-2) document for supporting information to complete the form.

1. **Biological Data**

Provide a summary of Biological Sampling Report or TDEC Available Biological Data. If biological sampling was conducted, please attach the biological report.

Please contact TDEC[[2]](#footnote-3) to obtain any pre-existing biological scores for the waterbody at or near the proposed project reach. If this information does not exist or is determined to no longer be valid, the State may elect to evaluate the site to establish existing biological conditions. In consultation with TDEC, the applicant may provide biological scores following the standardized protocols found in TDEC's Quality System Standard Operating Procedure for Macroinvertebrate Stream Surveys[[3]](#footnote-4). Depending on site conditions and proposed treatments, biological scores may be requested for each unique stream reach within the project area.

Click here to enter text.

1. **Map**

Upload each requested map file with the associated title included in the file name.

* 1. Provide a plat or land ownership map and digital shapefile or KMZ file.
	2. Provide a map showing the estimated boundaries of all existing aquatic resources on the project site (planning level of detail).
	3. Provide a Natural Resources Conservation Service (NRCS) Soil Map[[4]](#footnote-5) with the boundary of the proposed stream mitigation site. Include a table identifying the soil taxonomy for each soil type where proposed stream mitigation activities will occur.
	4. Provide a National Wetlands Inventory (NWI) Map[[5]](#footnote-6) with the site boundary clearly identified.
	5. Provide a USGS topographic map and a map with recent aerial imagery with the following information/layers included on each:
		+ Boundaries of the proposed compensatory mitigation site and site protection area;
		+ Clearly identified stream reaches labeled by proposed mitigation approach (e.g. enhancement, preservation, re-establishment, rehabilitation, etc.);
		+ Clearly identified riparian buffer areas;
		+ Transportation Layer;
		+ Maintained easement locations (e.g. powerline ROW, sewer line easements, pipeline easements).
		+ Proposed easement breaks (e.g. proposed driveway crossings, etc.)
	6. Provide historical aerial imagery overlain with proposed project boundaries, including at least one image per decade throughout the available period of record.
	7. Provide a map of the proposed project area that also shows the location of the site within the geographic service area, county boundaries, and major municipalities.
1. **Site Photos**

Provide photographs of the stream reaches within the proposed project area and a photograph location map that clearly identifies the location and orientation of the photographs.

1. **Baseline Conditions**
2. Provide a summary of the *Catchment Assessment Form* and *Rapid Assessment Data Forms*.

Click here to enter text.

1. List and describe all site selection criteria that were used to identify the proposed project, including how the project aligns with a watershed approach (33 C.F.R. § 332.3(c)).

Click here to enter text.

1. Please select all characteristics/designations that apply to the proposed project.

[ ]  Streams or stream reaches with species listed as endangered or threatened or the stream reach is upstream/downstream of waters with State or Federal aquatic endangered, threatened, or rare species

[ ]  Streams identified as having high aquatic biodiversity, or the stream reach is upstream or downstream of waters with a diverse biological community (TDEC TMI 32 or greater that pass biocriteria)

[ ]  Waters adjacent to other Corps' approved mitigation sites/banks or other protected conservation lands

[ ]  Exceptional Tennessee Waters and Outstanding National Resource Waters and their direct tributaries

[ ]  Critical headwater systems that protect source water

[ ]  Priority areas identified in State Wildlife Action Plan or other watershed plan

[ ]  Waters with species listed as rare or uncommon

[ ]  Waters on the 303(d) list or have known impairments

[ ]  Areas of high habitat loss, historical aquatic impacts, or development trends

[ ]  NRCS priority watersheds that are included in the Nutrient Reduction Strategy

[ ]  Projects that propose riparian buffers wider than the 50-foot minimum

[ ]  Projects proposing the entire watershed

[ ]  Areas with higher outstanding credit liability with limited mitigation sites

1. For any of the characteristics/designations selected above that are applicable to the proposed project, describe below and provide supporting information.

 Click here to enter text.

1. Provide a description of adjacent land uses. Discuss any development reasonably expected to occur on the site (if stream project activities were not implemented) and in the surrounding area.

 Click here to enter text.

1. **Proposed Mitigation Approach**
	1. *Mitigation Approach.* Describe the proposed mitigation approach for each stream reach within the project site that will be considered in the mitigation plan (list separately: enhancement, preservation, re-establishment, and/or rehabilitation). This description should be accompanied by a list presented in a table and organized by stream reach, length, proposed mitigation approach, and proposed mitigation ratio. Pre-determined mitigation ratios may be found in the *Stream Mitigation Fund for Tennessee, 2025 Request for Proposals* document (see SMFT 2025 RFP Appendix B).

 Click here to enter text.

* 1. *Mitigation Approach Rationale.* For each stream reach, describe how the proposed mitigation activities are appropriate for existing site conditions and watershed characteristics (e.g., adjacent land use/land cover), are technically sound and feasible, and are optimized to yield maximum functional gains.

Click here to enter text.

* 1. *Preservation.* For each stream proposed to be preserved, explain how the following criteria are met (33 C.F.R. § 332.3(h)):
* The resource to be preserved provides important physical, chemical, or biological functions for the watershed;
* The resource to be preserved contributes significantly to the ecological sustainability of the watershed;
* The resource is under threat of destruction or adverse modification; and
* The preserved site will be permanently protected through an appropriate real estate or other legal instrument.

Click here to enter text.

* 1. *Functional Lift.* For each stream reach, describe how the proposed project will increase specific stream functions above the pre-project levels. Use the information collected in the *Rapid Assessment Data Form* to describe how the proposed project will improve stream functions within each reach. Identify stream reference reach(es) and provide a brief description of the reach(es).

Click here to enter text.

* 1. *Credit Ratio Justification.* In light of the functional lift described above, provide justification of the appropriateness of the proposed credit ratios for each stream reach.

Click here to enter text.

* 1. *Workplan and Timeline.* Provide an overview of the proposed work plan (work descriptions, construction methods, sequencing, etc.) including a timeline for the proposed mitigation activities.

 Click here to enter text.

1. **Historic Properties**

 Provide a statement regarding the presence of cultural, archaeological, and/or historic resources. The information should include the name of the resources consulted, a website printout, and/or a survey report.

Click here to enter text.

*Note: Information regarding cultural resources and the National Historic Preservation Act can be reviewed at the National Park Service’s website[[6]](#footnote-7) and the Tennessee Historic Commission’s website.[[7]](#footnote-8) It is not necessary to conduct a Phase I historic resources survey at this time.*

1. **Threatened and Endangered Species**

Provide a discussion of any existing threatened or endangered species (state or federal) or their critical habitat known to exist on or near the site and cite the source of this information as well as the last year the population was documented.

Click here to enter text.

*Note: It is not necessary to conduct a listed species survey at this time.*

1. **Technical Risk Subfactor**
2. **Technical Risk**
	1. *Sustainability.* Describe how the project will be environmentally sustainable with a high likelihood of success.

 Click here to enter text.

* 1. *Maintenance*. Describe how the project will be maintained to ensure benefits are achieved and sustained over time.

 Click here to enter text.

* 1. *Adverse Impacts*. Explain whether the proposed project presents risk of significant adverse impacts to existing streams or wetlands and how those risks will be avoided or minimized.

 Click here to enter text.

1. **Site Protection**
	1. Describe the proposed legal arrangements and instruments, including site ownership, that will be used to ensure the long-term protection of the compensatory mitigation project site.

Click here to enter text.

*Note: The site protection mechanism must provide long-term protection of the compensatory mitigation site and to the extent appropriate and practicable, prohibit incompatible uses that might otherwise jeopardize the objectives of the compensatory mitigation project. Site protection instruments should follow the templates provided at the USACE Tennessee Regulatory Program website.[[8]](#footnote-9)*

*Prohibited uses may include but are not limited to:*

* *Clearing, cutting, and mowing of native vegetation;*
* *Earthmoving, grading, filling, topography change;*
* *Construction of permanent or temporary structures;*
* *Mining, drilling;*
* *Draining, diking;*
* *Diverting or affecting the flow of surface or subsurface waters;*
* *Applying herbicides or pesticides for reasons other than controlling invasive species;*
* *Grazing or use by domesticated animals;*
* *Use of off-road vehicles and motor vehicles; and*
* *Utility lines.*
1. **Long-Term Management**

Describe the proposed ownership arrangements and the long-term management strategy for the mitigation project site, including potential easement holders (e.g. land trusts, watershed groups, land conservation organizations, etc.).

Click here to enter text.

*Note: To the extent practicable, projects should be designed to not require active management in the long-term. To that end, long-term management tasks are expected to consist of easement stewardship, including annual monitoring, legal defense, signage replacement, access upkeep (e.g., gates). If active management is required for a specific element, please provide an explanation above.*

1. **Financial Assurances**
	1. Describe the proposed construction financial assurance including the amount and mechanism.

Click here to enter text.

* 1. Describe the proposed monitoring and adaptive management financial assurance including the amount and mechanism.

Click here to enter text.

*Note: Financial assurances are not required for preservation-only proposals.*

1. **Personnel Qualifications Subfactor**

Provide information regarding the qualifications and experience of all professional personnel and entities to be assigned to this project (i.e., staff and technical experts that will be engaged throughout project planning, design, implementation, and perpetual site protection), including resumes and the responsibilities to be assigned to each person. For each resume, please title as follows: “LastName\_FirstName Resume". List personnel and their duties below and attach resumes.

Click here to enter text.

1. **PAST PERFORMANCE FACTOR**
	* + - 1. **Past Performance**

Provide a summary of all stream mitigation projects constructed and/or monitored, and/or stream preservation projects implemented, by your organization in the last five years, regardless of the level of success. For entities that work across a large geographic region, the summary may be limited to projects located in the Nashville or adjacent District. Past projects should demonstrate success in stream mitigation with specific, measurable results and/or executing site protection for preservation sites. Describe the success of each project cited, identifying specific measurable results. The applicant is required to disclose and describe whether they, including any professional personnel or entities to be assigned to this project, have had any stream mitigation determined to be in default or non-compliance.

Click here to enter text.

*Note: If the applicant does not self-perform all work, the applicant must clearly demonstrate that its major subcontractors have similarly recent and relevant technical experience of a similar scope and complexity for the portion of work they will perform. Any subcontractor experience submitted for evaluation must be accompanied by a letter of commitment indicating the contractor will be performing the identified work as a part of this project.* *Evaluators may check with references to discuss the details and success of projects listed and to determine whether the applicant has listed all contracts for similar work constructed within the designated period.*

* + - * 1. **References**

Include a list of references (including a contact person, email address, and telephone number) for projects identified in *Past Performance* above.

Click here to enter text.

1. **COST EVALUATION FACTOR**
	* + 1. **Project Costs**
2. **Overall Project Cost:** Click here to enter text.
3. **Overall Cost per credit:** Click here to enter text.
4. **Itemized project construction budget**

Provide an itemized project construction budget as an attachment. Line items should include, but not be limited to land acquisition costs, legal fees, site protection costs, financial assurance costs, project planning and design costs, itemized costs for all specific construction components (also including materials, labor, etc.), plant materials and planting costs, contingency costs, etc. Lump sum costs will not be accepted.

*Note: An itemized construction budget is not required for preservation-only proposals.*

1. **Itemized project monitoring and adaptive management budget** Provide an itemized project monitoring and adaptive management budget as an attachment. Line items should include, but not be limited to annual monitoring costs, itemized costs for remediation or adaptive management activities, and contingency costs.

*Note: An itemized monitoring and adaptive management budget is not required for preservation-only proposals.*

1. **Itemized long-term management fund budget**

Provide an itemized long-term management fund budget as an attachment. Line items should include, but not necessarily limited to easement stewardship, regular monitoring, biennial reporting, legal defense, signage replacement, access upkeep (e.g., gates) if required. If active management is required, please include itemized costs. In most cases, long-term management (LTM) may not include active management (i.e., correction of structural defects, erosion, replanting, or invasive species management) after the final credit release unless there is a specific element that will require LTM. The LTM fund should be self-sustaining in perpetuity and include contingency.

1. **ADDITIONAL INFORMATION**
2. **Organizational Financial Documents**

Provide the following financial documents. All documents must represent the same fiscal year period, must be the most recent financial information available, and must be less than two years old. Further information regarding the required financial documents and FAQ’s can be found on NFWF’s website.[[9]](#footnote-10)

* IRS Form 990 for any organization that is not for-profit
* Certificate of Existence (See the Tennessee Secretary of State website[[10]](#footnote-11))
* Statement of Litigation (Template Provided)
* GAAP Audited Financial Statements
* Certificate of Insurance
1. **Additional Qualifying Questions**
2. Does the proposal support ongoing efforts to comply with any legal requirements, including permit conditions, compensatory mitigation, and/or settlement agreements? If yes, please explain.

Yes:[ ]

Click here to enter text.

No: [ ]

1. Does the proposal support political advocacy, fundraising, lobbying, litigation, terrorist activities, or Foreign Corrupt Practices Act violations? If yes, please explain.

Yes:[ ]

Click here to enter text.

No: [ ]

1. If the project site will occur on public lands, is the proposed credit generation over and above those provided by public programs already planned or in place? If yes, please explain. If the project site will occur on private lands, answer "N/A".

Yes:[ ]

Click here to enter text.

No: [ ]

N/A:[ ]

1. Does the proposal support a federally funded aquatic resource restoration or conservation project undertaken for purposes other than compensatory mitigation, such as the Wetlands Reserve Program, Conservation Reserve Program, or Partners for Wildlife Program activities? If yes, please explain whether the proposed credit generation will be over and above those provided by public programs already planned or in place.

Yes:[ ]

Click here to enter text.

No: [ ]

**SMFT Application Submittal Checklist List**

*Please clearly title and define each document that is submitted as an attachment to the SMFT Narrative Application.*

[ ]  SMFT Narrative Application

[ ]  Right of Entry Form (Attachment A)

[ ]  Catchment Assessment Form (Attachment B)

[ ]  Rapid Assessment Field Data Form (Attachment C)

[ ]  Hydraulic and Geomorphic Assessment Data Form (Attachment D)

[ ]  Biological Sampling Report or TDEC Available Biological Data (Narrative Application, Section II(1)(F))

[ ]  Requested map files (Narrative Application, Section II(1)(G)(i-vii))

[ ]  Site photos (Narrative Application, Section II(1)(H))

[ ]  Supporting information for select project characteristics/stream designations (Narrative Application, Section II(1)(I)(iii and iv))

[ ]  Historic Properties Statement and supporting documentation (Narrative Application, Section II(1)(K))

[ ]  Requested resumes (Narrative Application, Section II(3))

[ ]  Letter(s) of commitment for any subcontractors, if applicable (Narrative Application, Section III(1))

[ ]  Itemized project budgets (Narrative Application, Section IV(1)(C, D, and E))

[ ]  Organizational Financial Documents (Narrative Application, Section V(1))

1. Harman, W., R. Starr, M. Carter, K. Tweedy, M. Clemmons, K. Suggs, C. Miller. 2012. A Function-Based Framework for Stream Assessment and Restoration Projects. US Environmental Protection Agency, Office of Wetlands, Oceans, and Watersheds, Washington, DC EPA 843-K-12-006. <https://www.epa.gov/cwa-404/function-based-framework-stream-assessment-and-restoration-projects-under-cwa-section-404> [↑](#footnote-ref-2)
2. <https://www.tn.gov/environment/contacts/about-field-offices.html> [↑](#footnote-ref-3)
3. 3  TDEC's Quality System Standard Operating Procedure for Macroinvertebrate Stream Surveys - <https://www.tn.gov/content/dam/tn/environment/water/policy-and-guidance/DWR-PAS-P-01-Quality_System_SOP_for_Macroinvertebrate_Stream_Surveys-122821.pdf> [↑](#footnote-ref-4)
4. <https://websoilsurvey.sc.egov.usda.gov/App/HomePage.htm> [↑](#footnote-ref-5)
5. <https://www.fws.gov/program/national-wetlands-inventory/wetlands-mapper> [↑](#footnote-ref-6)
6. <https://www.nps.gov/maps/full.html?mapId=7ad17cc9-b808-4ff8-a2f9-a99909164466> [↑](#footnote-ref-7)
7. <https://tnmap.tn.gov/historicalcommission/> [↑](#footnote-ref-8)
8. <https://www.lrd.usace.army.mil/Missions/Regulatory/Tennessee/> [↑](#footnote-ref-9)
9. <https://www.nfwf.org/apply-grant/application-information/required-financial-documents> [↑](#footnote-ref-10)
10. <https://sos.tn.gov/businesses/guides/order-copies-certificates> [↑](#footnote-ref-11)