

Stream Mitigation Fund for Tennessee

Request for Proposal Submittal Guidance and 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. **Basic Project Information**

Project Name: [Click here to enter text.](#)

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

Mitigation Amounts: [Click to enter text.](#)

SMFT Service Area Name: [Click here to enter text.](#)

Overall Cost/Credit: [Click here to enter text.](#)

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

2. **Applicant Information**

Organization 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.](#)

3. **Project Partners**

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

[Click here to enter text.](#)

4. **Technical Qualifications**

Please provide information as to the qualifications and experience of all professional personnel to be assigned to this project, including resumes citing experience with similar projects, and the responsibilities to be assigned to each person.

- a. Please title the submitted resumes as LastName_FirstName Resume for each resume that is submitted.

Please include a list of references (including a contact person, email address, and telephone number) for whom similar work has been performed. The reference list should include all similar contracts performed by the applicant in the past three years. The evaluators may check references sources to determine whether applicant has listed all contracts for similar work within the designated period.

[Click here to enter text.](#)

The listed qualifications and experiences will be considered a past performance factor of a professionals' previous relevant experience with similar projects. For a project to be considered relevant, it must be similar in scope and magnitude to the project being proposed. If the applicant does not self-perform all work, the applicant must clearly demonstrate that its major subcontractors have the 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.

5. **Property Owner Information**

Please 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.](#)

6. **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.

7. **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.](#)

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.](#)

8. **Project Goals**

Describe the purpose and goals of the project. Provide a description of any physical, chemical, and/or biological degradation occurring within the proposed project area. The purpose and goals should address improving specific physical, chemical, and/or biological functions at the site.

[Click here to enter text.](#)

9. **Project Objectives**

Describe how the goals or correction of the problem(s) will be achieved. The objectives will be more specific and should be quantitative.

[Click here to enter text.](#)

10. **Site Constraints**

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 use, roadways, utility lines, stormwater outfalls, liens, easements, or encumbrances on the property, inability to acquire property and/or long-term protection, presence of threatened or endangered species (state and federal), and historic properties.

[Click here to enter text.](#)

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.](#)

11. **Catchment Assessment Form**

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

12. **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 document for supporting information to complete the form.

13. **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 TDEC² 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

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>

² <https://www.tn.gov/environment/contacts/about-field-offices.html>

protocols found in TDEC's *Quality System Standard Operating Procedure for Macroinvertebrate Stream Surveys*³. Depending on site conditions and proposed treatments, biological scores may be requested for each unique stream reach within the project area.

14. **Map**

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

- a. Provide a plat or land ownership map and digital shapefile or KMZ file.
- b. Provide a map showing the estimated boundaries of all existing aquatic resources on the project site (planning level of detail).
- c. Provide a Natural Resources Conservation Service (NRCS) Soil Map⁴ 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.
- d. Provide a National Wetlands Inventory (NWI) Map⁵ with the site boundary clearly identified.
- e. 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;
 - Clearly identified stream reaches labeled by proposed mitigation approach (e.g. enhancement, preservation, re-establishment, rehabilitation, etc.);
 - Transportation Layer; and
 - Maintained easement locations (e.g. powerline ROW, sewer line easements, pipeline easements).
- f. Provide historical aerial imagery overlain with proposed project boundaries, including at least one image per decade throughout the available period of record.
- g. 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.

15. **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.

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

⁴ <https://websoilsurvey.sc.egov.usda.gov/App/HomePage.htm>

⁵ <https://www.fws.gov/program/national-wetlands-inventory/wetlands-mapper>

16. **Baseline Conditions**

a. Provide a summary of the *Catchment Assessment Form* and *Rapid Assessment Data Forms*. List and describe all site selection criteria that were used to identify the proposed project. Site selection should target the following criteria: Streams or stream reaches with species listed as endangered, threatened or the stream reach is upstream/downstream of waters with State or Federal aquatic T/E or rare species, Streams identified by 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 known impairments, Areas of high habitat loss, historical aquatic impacts or development trends, Areas with higher outstanding credit liability with limited mitigation sites.

[Click here to enter text.](#)

b. Provide a summary that describes adjacent land uses. Discuss reasonable expected development for the site (if stream project activities were not implemented) and the surrounding area.

[Click here to enter text.](#)

17. **Proposed Mitigation Approach**

a. *Mitigation Approach*. Describe the proposed mitigation approach for each stream reach within the project site that will be considered in the mitigation plan (enhancement, preservation, re-establishment, rehabilitation, – list separately). 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.

[Click here to enter text.](#)

b. *Functional Lift*. Describe the conceptual mitigation approach 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.](#)

18. **Site Protection**

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

19. **Long-Term Management**

Provide proposed ownership arrangements and 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.](#)

20. **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.

Information regarding cultural resources and the National Historic Preservation Act can be reviewed at the National Park Service's [website](#) and the Tennessee Historic Commission's [website](#). It is not necessary to conduct a Phase I historic resources survey at this time.

21. **Threatened and Endangered Species**

Provide a discussion of any existing (state or federal) threatened or endangered species 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. It is not necessary to conduct a listed species survey at this time.

[Click here to enter text.](#)

22. **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 [here](#).

- IRS Form 990 for any Organization that is not For-Profit
- Certificate of Existence
- Statement of Litigation (Template Provided)
- GAAP Audited Financial Statements
- Certificate of Insurance
- Proof of Ability to Acquire Financial Assurance

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

SMFT Application Submittal List

- SMFT Narrative Application
- Technical Qualifications (including resumes)
- 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
- Requested map files (Please see Narrative Application, Section 14)
- Site Photos (Please see Narrative Application, Section 15)
- Historic Properties Statement (Please see Narrative Application, Section 20)
- Organizational Financial Documents (Please see Narrative Application, Section 22)