

FY 2021 COMMUNITY
ENVIRONMENTAL PROJECT FUND
APPLICATION

About the Community Environmental Project Fund

The Community Environmental Project Fund (CEPF) was established in 2004 through the passage of House Bill 192, a bill authorizing a new grant program within the Department Natural Resources and Environmental Control (DNREC). By setting aside 25% of all the revenues collected from industry for civil and administrative violations, the program creates a fund to provide grants to communities where the violations occurred. Qualified projects are defined in the legislation as a project that is undertaken for the purpose of effecting pollution mitigation, minimization, or abatement, or improving the conditions within the environment so as to eliminate or minimize risks to human health, or enhancement of natural resources for the purposes of improving indigenous habitats, or the recreational opportunities for the citizens of Delaware.

In 2011, through the language of HB 197, the General Assembly defined the state's four major Drainage Basins as the "communities" to which CEPF funds must be returned. The Department has developed an online application to enable nonprofit organizations to identify the Drainage Basin location of each project. Detailed instructions for the use of the Drainage Basin locator tool are on page 6 of the application.

IRS tax-exempt organizations are eligible for CEPF grants up to \$25,000 in FY 2021. The projects approved for funding during this cycle will commence on August 1, 2021.

Information for Grant Seekers

Community Environmental Project Fund Virtual Workshops

The DNREC Community Ombudsman will conduct two virtual public workshops on September 17 and September 24 at 7:00 p.m. Connection information is available on the Community Environmental Project Fund web page at de.gov/cepf. Pre-registration is requested, but not required. If you intend to register, please contact Lisa Myura at:

Lisa Myura
Division of Community Services
89 Kings Highway
Dover Delaware 19901
Lisa.Myura@delaware.gov
302-855-1915

CEPF Application Deadline

The preferred method to receive CEPF applications is by email. Please submit applications to Lisa Myura at the email address above.

The CEPF grant application deadline is Friday October 30, 2020 at the close of business, 4:30 p.m.

Applications can also be submitted by postal services to Lisa Myura at the DNREC main office. The applications received by traditional mail services are also due by the Friday October 30, 2020 at the 4:30 p.m. deadline. Please mail the application to Lisa Myura at the address above.

Mandatory Community Involvement Advisory Council Presentation

All applicants are required to conduct a brief presentation to explain the goals, objectives and planned outcomes of their CEPF project. PowerPoint is the preferred Microsoft or MAC application. Google Slides is another widely available online application that is compatible with DNREC equipment and software. Connection information for the Community Involvement Advisory Council virtual meeting will be posted on the [Delaware Public Meeting Calendar](#).

Please contact the DNREC Community Ombudsman with any questions about the CEPF grant program at:

James Brunswick
Community Ombudsman
175 Grantham Lane (N150)
New Castle, DE 19720
James.Brunswick@delaware.gov
302-739-9040

CEPF Eligibility and Funding Criteria

Organizational Eligibility

IRS tax-exempt organizations are eligible for up to \$25,000. These include civic and community organizations, educational institutions, counties, municipal governments, state agencies and quasi-state agencies that represent the community where the infraction(s) or violation(s) occurred and resulted in a civil or administrative penalty.

Funding Priorities

The CEPF provides funding to environmental projects that are undertaken for the purposes of:

- **Pollution Mitigation** — Projects designed to eliminate, minimize or abate pollution, or improve health conditions within the environment in order to eliminate or minimize risks to human health.
- **Environmental Enhancement** — Projects designed to enhance natural resources for the purpose of improving indigenous habitats.
- **Recreational Opportunities** — Projects aimed at the creation of recreational opportunities for the residents of Delaware and must also include an environmental enhancement component.

Applicant Requirements

- **Matching Funds** — The applicant must provide a 25% match of the CEPF project budget in funding, volunteer support, services or donated supplies.
- **Insurance** — CEPF grantees are required to maintain the following insurance during the term of the Grant Agreement:
 - Worker's Compensation and Employer's Liability Insurance in accordance with applicable law, and
 - Comprehensive General Liability - \$1 million per occurrence/\$3 million general aggregate
 - Medical/Professional Liability - \$1 million per occurrence/\$3 million general aggregate; or
 - Miscellaneous Errors and Omissions - \$1 million per occurrence/\$3 million general aggregate; or
 - Project Liability - \$1 million per occurrence/\$3 million general aggregate.
- **DNREC Project Sponsor** — A DNREC Project Sponsor is required for all CEPF-funded projects. The DNREC Community Ombudsman will assist CEPF applicants with the identification and recruitment of a project sponsor after the DNREC Secretary has made the grant award determinations. Project sponsors are DNREC staff who are subject matter experts on the environmental issue(s) addressed by the CEPF project. DNREC sponsors assist CEPF grantees in the planning and implementation of their CEPF project. DNREC Project Sponsor assistance includes:

- Advising the applicant of Best Management Practices (BMP), assuring that CEPF projects make use of environmentally and technically sound approaches
- Referring applicants to qualified environmental expertise
- Sharing their knowledge about market prices for vendors, supplies and equipment
- Identifying appropriate project partners and opportunities for DNREC involvement

Description of Eligible Project Costs

CEPF Funds May Be Used to Cover:

- Costs for equipment (purchase or rental), supplies, materials and related services required to implement the project
- Communication costs directly related to the project
- Travel costs related to the project; and
- Insurance costs

All State of Delaware contracts operate on a reimbursement cost basis, meaning that funds are provided upon the receipt of invoices and proof of payment.

CEPF Funds May Not Be Used to Cover:

Administrative costs and overhead are costs that are incurred for general operation of the organization. They include:

- Liability insurance for directors, officers and staff
- Rent
- Utilities
- Office supplies — unless those costs are incurred solely for the CEPF project
- Personnel costs regular full, or part-time staff
- Fringe benefits
- Costs that are covered by other funding sources
- Debts incurred prior to the start date of the project.
- Legal costs related to participation in an action before a municipal, state or federal court or agency
- Lobbying
- Fundraising
- Alcoholic beverages

Bidding Thresholds for the Purchase of Goods and Services:

Applicants must observe State of Delaware purchasing procedures and bidding thresholds for the purchase of goods and services:

- Material and Non-Professional Services
 - Less than \$10,000 — Open Market Purchase
 - \$10,000–\$24,999 — Three Written Quotes
 - \$25,000 and over — Formal Bid

- Public Works
 - Less than \$25,000 — Open Market Purchase
 - \$25,000–\$49,999 — 3 Letter Bids
 - \$50,000 and over — Formal Bid

- Professional Services
 - Less than \$50,000 — Open Market Purchase
 - \$50,000 and over — Formal RFP Process

Report on Previous CEPF Funding

If your organization has received CEPF funding in past years, please provide a listing of the projects. Enclose a copy of the final project narrative and financial reports from the previously funded project(s).

Letters of Agreement

Please provide documentation from all collaborating organizations.

Final Project Report

Grantees are required to submit their final Reimbursement Request Form for all remaining eligible project costs, along with their final Project Financial and Narrative Reports within 60 days of completing the community environmental project. Any awarded grant funds remaining after DNREC has made its final reimbursement shall be returned to the CEPF program.

Application Instructions

Please submit pages 7 -11 as your CEPF application. A complete application should include:

- Project Overview
- Project Narrative
- Budget
- Budget Justification
- Required Attachments

Identification of the Drainage Basin Location of your Project

CEPF applicants should start on the Community Environmental Project Fund web page (de.gov/cepf) and use the Drainage Basin Location tool.

Drainage Basin Location Tool Instructions

The tool will identify your Drainage Basin location by matching the color of the location map with the corresponding color in the color legend, and by textual identification of the Drainage Basin by name

1. Enter the address of your project location, in any format, in the box below.
2. Click on “Locate Address.”

The icon at the center of the page marks the geographic location of your project. The color of the map corresponds with the color of your Drainage Basin in the map legend.

3. Click “X” to close the map.

The written name of your project’s Drainage Basin project will appear on the next page along with the names and district numbers of the state elected officials in the Drainage Basin:

- Senate District and State Senator
- House District and State Representative
- You are in _____ Drainage Basin

PROJECT OVERVIEW

NAME / TITLE of the person responsible for project implementation and project reports:					
Address:					
City:		State:		Zip:	
Phone:		Fax:		Email:	

1. Type of Organization: (Please attach your IRS Determination Letter.)

Non-Profit_____ Government_____ Educational_____ State Agency_____ Other_____

2. Year Founded_____ Total Organizational Budget_____

3. Organizational Information:

- What is your mission?
- Summarize your organization’s history
- Outline current programs and activities
- Has your organization undertaken similar efforts to your proposed CEPF project?
- Highlight accomplishments

4. What is the Drainage Basin location of your project?

Piedmont_____ Chesapeake _____ Delaware Bay _____ Inland Bays/Atlantic Ocean_____

5. Project Category (Please Check):

Pollution Mitigation_____ Environmental Enhancement_____ Environmental Enhancement/Recreation_____

6. Project Schedule

- FY 2021 CEPF projects are funded July 1, 2021 through June 30, 2022

Start Date:

End Date

7. Project Costs:

Amount of CEPF Funds Requested: \$ _____

8. Funding from Other Sources:

Source _____ \$ _____

Source _____ \$ _____

Source _____ \$ _____

Total \$ _____

9. Matching Funds

How will you obtain the required 25% match?

10. Project Title

PROJECT NARRATIVE

**Please add additional pages as needed to complete your responses.
Try to limit the narrative to 3 – 5 pages maximum.**

1. Project description

2. What is the community and the population that will be most impacted by the project?

3. Project design (please be detailed)
 - Describe the project
 - Describe your project goal(s)
 - Explain the project activities used to achieve these goals
 - What is the timeline for project implementation?

4. Describe the structure of your project team, including staff, board, committees, membership, etc.
 - Identify the group(s) or individuals responsible for planning, decision making and for carrying out the proposed work.

5. Describe how the work will be evaluated

BUDGET

Organization Annual Revenue	Committed Funds	Pending Funds
1. Grants/Contracts/Contributions		
Local Government		
State Government		
Foundations (itemize on separate lines)		
Corporations (itemize on separate lines)		
Individuals		
Other (specify)		
2. Earned Income		
Events		
Publications and Products		
3. Membership Income		
In-Kind Support		
Other (specify)		
TOTAL REVENUE		
	CEPF	Total Project
EXPENSE	Request	Expenses
1. Personnel		
Salaries and Wages		
Payroll Taxes		
Benefits		
Consultants and Professional Fees		
Travel/Professional Development		
2. Operations		
Rent		
Utilities		
Telecommunications		
Postage		
Printing and Copying		
Equipment		
Supplies		
Other (specify)		
TOTAL EXPENSE		
Surplus (Deficit)		
Total Revenue		

Total Expense		
Total Surplus (deficit)		

BUDGET JUSTIFICATION

1. Will your project budget include professional services?
 - What is the rate of pay for professional fees or contract?
 - Please attach a copy of your professional contract

2. Supplies — Please itemize the supplies that will be purchased for the project in the chart below
 - Attach a list of the project related supplies that appear in your budget that will be used during the project.

Item Description	Cost	Quantity Purchased	Subtotal
Total Supplies:			

3. Equipment Lease/Rental — Please itemize the supplies that will be rented for the project in the chart below.
 - Attach a list of the rental equipment that appears in your budget. Explain how the equipment is necessary for the success of the project.

Item Description	Cost	Purpose	Subtotal
Total Rental			

REQUIRED ATTACHMENTS

- IRS Determination Letter
- Itemized organizational budget for the current fiscal year
- Audited financial statements
- IRS Form 990
- Fiscal sponsor agreement, if applicable
- List of three largest funders during the last fiscal year

- Annual report or summary of the organizations most recent activities
- Current board list and affiliations
- Description of key staff and leadership

Application Submission Instructions

Deadline: Friday October 30, 2020 by close of business, 4:30 p.m. Applications received after the deadline will not be considered for funding. Please submit the application by mail or electronically to:

**Lisa Myura
Division of Community Services
89 Kings Highway
Dover Delaware 19901
Lisa.Myura@delaware.gov
302-855-1915**

Mandatory Community Involvement Advisory Council CEPF Presentation

CEPF applicants are required to attend the meeting of the Community Involvement Advisory Council on **December 15, 2020 at 9:30 a.m.** Applicants will be asked to make a brief presentation of their CEPF project and respond to questions from CIAC members and DNREC staff. The meeting location will be announced.

Application Checklist

Please review your application before submission to be certain the following documentation is attached:

- **PROJECT OVERVIEW**
- **PROJECT NARRATIVE**
- **BUDGET**
- **REQUIRED ATTACHMENTS:**
 - IRS Determination Letter
 - Itemized organizational budget for the current fiscal year
 - Audited financial statements
 - IRS form 990
 - List of the three largest funders during the last fiscal year
 - Annual report or summary of the organizations most recent activities
 - Current board list and affiliations
 - Description of key staff and leadership
- **Report on previous CEPF Funding**



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