



FY 2020 COMMUNITY
ENVIRONMENTAL PROJECT
FUND APPLICATION



About the Community Environmental Project Fund

The Community Environmental Project Fund (CEPF) was established in 2004 by law which required that CEPF funds are spent exclusively on projects that restore and enhance the environment.

Community Environmental Projects are defined as efforts undertaken to:

- Effect pollution elimination, minimization, abatement, or improve conditions within the environment to eliminate, or minimize risks to human health.
- Enhance natural resources for the purposes of improving indigenous habitats.
- Enhance natural resources for the purposes of creating recreational opportunities of the citizens of Delaware.

The CEPF directly assists communities that were impacted by environmental pollution by providing grants to the communities where environmental violations occurred. The Community Involvement Advisory Council (CIAC) assists the Secretary of the Department of Natural Resources (“DNREC”) on matters of community engagement. The CIAC has developed an online Community Environmental Project Fund Penalty Deposit Spreadsheet to create a public record of penalty locations and revenues. The Penalty Deposit Spreadsheet (see Attachment) lists the address of the violation and identifies the drainage basins where the violation occurred. The Spreadsheet also lists the amount that will be available for this grant cycle. It is available for all applicants to review, online at:

<https://dnrec.alpha.delaware.gov/community-services/environmental-project-fund/>

DNREC encourages the submission of applications for grant funds by eligible organizations. We look forward to working with these organizations to assist in community restoration through these important environmental projects.

Information for Applicants

Organizational Eligibility

IRS tax-exempt organizations are eligible for up to \$20,000. 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 that 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 should affect elimination, minimize or abate pollution or improve health conditions within the environment in order to eliminate or minimize risks to human health.

- **Environmental Enhancement** - Projects must be designed to enhance natural resources for the purpose of improving indigenous habitats.
- **Recreational Opportunities** – Projects aimed at the creation of recreational opportunities for the citizens 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. The Independent Sector, an online network of not-for-profit organizations has determined the volunteer rate of pay in the State of Delaware to be \$25.38/hr. CEPF grantees utilizing volunteer labor for the match should submit volunteer labor timesheets to document their contribution.
- **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 - \$1,000,000.00 per occurrence/\$3,000,000.00 general aggregate
 - Medical/Professional Liability - \$1,000,000.00 per occurrence/\$3,000,000.00 general aggregate; or
 - Miscellaneous Errors and Omissions - \$1,000,000 per occurrence/\$3,000,000.00 general aggregate; or
 - Project Liability - \$1,000,000.00 per occurrence/\$3,000,000 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 Secretary of DNREC has determined the CEPF grant recipients. Project Sponsors are DNREC staff who are subject matter experts on the environmental issue(s) addressed by the CEPF project. The 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
 - Helping applicants to develop a realistic project plan, budget, and timeline for implementation
 - 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: These are expenses 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 for salaried, hourly or contractual staff time
- Fringe benefits
- Costs that are paid for 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 - 3 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

Please provide a listing of the projects, including a copy of final project narratives and financial reports from past projects, if you have received CEPF funds in the past.

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 Sixty (60) days of completing the Community Environmental Project. Any awarded Grant Funds remaining after Grantor has made its final reimbursement to Grantor shall be returned to the CEPF Program.

Application Instructions

Please submit the following pages (6-13) as your CEPF application

Please answer all of the questions in the order listed

Please use the headings as provided

Please submit only one copy

Please do not include any materials other than those specifically requested at this time

Please do not send videotapes

Organization and 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. Project Title_____

4. Project Category (Please Check):

Pollution Mitigation___ Environmental Enhancement___ Environmental Enhancement/Recreation___

5. Project Schedule: Start Date _____ End Date _____

6. Project Costs:

Amount of CEPF Funds Requested: \$ _____

Total Project Costs: \$ _____

7. Funding From Other Sources:

Source _____ \$ _____

Source _____ \$ _____

Source _____ \$ _____

Total \$ _____

8. Matching Funds

How will you obtain the required 25% Match?

9. Project Description: (Attach a separate sheet if necessary)

Project Narrative

Please add additional pages as needed to complete your responses
Try to limit the narrative to 3-5 pages maximum
The application will be available as a fillable MS Word document upon request

1. Project title.

2. Please give a brief history of your organization.

3. Describe the structure of your project team, including staff, board, committees, membership, etc.? Explain what groups or individuals are responsible for planning, making decisions and for carrying out the proposed work.

4. What is the environmental impact that your organization will have by implementing this project? How does it affect your community? What has your organization identified as the cause of the problem?

5. What is the community and the population that is most affected by the problem? Please identify the drainage basin and geographic boundaries of the community. Please provide a demographic description of the population (s) most affected.

6. What are the project goals and objectives?
 - Describe the project activities to achieve these goals.
 - What are your intended outcomes for the project?

7. Describe how the work will be evaluated.

8. Please enclose the required attachments:
 - IRS Determination Letter
 - Itemized organizational budget for the current fiscal year
 - Audited financial statements or IRS Form 990
 - Fiscal sponsor agreement, if applicable
 - Grant In Aid Financial statements, if applicable
 - List of 3 largest funders during the last fiscal year
 - Annual report or summary of the last year's activities
 - Current board list and affiliations
 - Description of key staff and leadership

Community Environmental Project Fund Penalty Amounts

The Online Penalty Deposit Spreadsheet

The Online Penalty Deposit Spreadsheet is your tool for identifying the Drainage Basin location of your project. Please proceed to the DNREC/Division of Community Services/ Community Environmental Project Fund web page below, and follow the instructions to identify the Drainage Basin location of your project. A copy of the Penalty Deposit Spreadsheet is included in this application (see Attachment). The web address is:

<https://dnrec.alpha.delaware.gov/community-services/environmental-project-fund/>

Online Penalty Deposit Spreadsheet Instructions

- Enter the address of your project location, in any format, in the box provided.
- Click on “Locate Address.”
- Click on “Legend” to open the color-coded map to identify the Drainage Basin in which your project is located.
- A house icon will appear on the map. You can move the icon by clicking the new location on the map. If the address you entered cannot be found you can click anywhere on the map to place the house icon. When done click the "X" at the top of the map to close it.
- When you close the map, the Penalty Deposit Spreadsheet opens to reveal all of the information that you will need to determine the Penalty Amounts for which your project is eligible. The Drainage Basin for your address will also display on the page. Select the violations that you will claim as revenue for your project, see below:
 - **Responsible Party** - provides the identity of the organization that committed the violation.
 - **Violation Type** - Identifies the type of regulatory infraction committed by the Responsible Party
 - **Location** - Provides the physical address of the violation.
 - **Drainage Basin** - The geographic area to which surface water drains. Selected by the Department of Natural Resources and Environmental Control to identify the geographic area where the violation occurred, and the area where the Community Environmental Project funds must be expended as required by law.
 - **Penalty Amount** - Identifies the funding available for your CEPF Project

Penalty Deposit Amount

Please identify the Drainage Basin and Revenues for your project in the chart below

Responsible Party	Violation Type	Location	Drainage Basin	Penalty Amount
	TOTAL REVENUE			

Project and Organizational 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

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

- Supplies – Please attach a list of the project related supplies that appear in your budget that will be used during the course of the project.

Item Description	Cost	Quantity Purchased	Subtotal
Total Supplies:			

- Equipment Lease/Rental – Please attach a list of the rental equipment that appears in your budget. Explain how the equipment is necessary for the success of the project. See the example below:

Item Description	Cost	Purpose	Subtotal
Total Rental			

Application Submission Instructions

Deadline: Thursday, October 31, 2019 by close of business, 4:30 PM. Applications received after the deadline will not be considered for funding. Please submit the application and the following by mail, or electronically to:

Attention: Lisa Myura
CIAC Administrative Support
Office of Community Services
23530 Campbell Court
Georgetown, Delaware 19947
Lisa.Myura@state.de.us
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 17, 2019, at 9:30 AM.** 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.

Community Environmental Project Fund

Application Checklist

- **Cover Sheet**
- **Project Narrative**
- **Project Budget**
- **Please attach the following organizational documents:**
 - IRS Determination Letter
 - Itemized organizational budget for the current fiscal year
 - Audited financial statements or IRS form 990
 - List of the 3 largest funders during the last fiscal year
 - Annual report or summary of the last year's activities
 - Current board list and affiliations
 - Description of key staff and leadership
- **Letters of Agreement** - From all collaborating organizations
- **Report on previous CEPF Funding**

Attachment
Department of Natural Resources and Environmental Control
2020 Community Environmental Project Fund (CEPF)
Penalty Deposit Spreadsheet

Responsible Party	Violation Type	Location	Drainage Basin	Penalty Amount
Croda	Air Violation	315 Cherry lane, New Castle DE 19720	Delaware Bay	\$57,562.50
Old Dominion Freight Line	Settlement Agreement/HaWaste	606 W. Basin Road, New Castle DE 19720	Piedmont	\$500.00
Heritage Crystal Clean	Regulations Governing Hazardous Waste/Aboveground Storage Tanks	505 S. Market St. Wilmington, DE 19801	Piedmont	\$65,625.00
Heritage Crystal Clean	Regulations Governing Hazardous Waste/Aboveground Storage Tanks	505 S. Market St. Wilmington, DE 19801	Piedmont	\$21,875.00
Medal Air Liquide	Air Violation	305 Water St., Newport DE 19804	Piedmont	\$20,000.00
Axalta Coatings	Regulations Governing Hazardous Waste	200 Powder Mill Road, Wilmington, DE 19803	Piedmont	\$9,915.00
EI DuPont	Regulations Governing Hazardous Waste	200 Powder Mill Road, Wilmington, DE 19803	Piedmont	\$13,400.00
Johnson Controls	Regulations Governing Hazardous Waste	200 N. Broad St, Middletown, DE 19708	Delaware Bay	\$3,150.00
Allen Harim	NPDES Water Violation	18752 Harbeson Road, Harbeson, DE 19951	Delaware Bay	\$37,500.00
Fishers Environmental, LLC	Regulations Governing Hazardous Waste/Solid Waste	809 Maryland Ave., Delmar, MD 21875	Chesapeake	\$348.97

All the information on this page can be found at:

<https://dnrec.alpha.delaware.gov/community-services/environmental-project-fund/>

For More Information

Contact:

Division of Community Affairs

302-855-1915