

# **Surface Water Matching Planning Grants**

## **Guidelines and Application**

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**Delaware Water Infrastructure Advisory Council**

*Updated June 2019*

# *CWSRF Non-Federal Administrative Account*

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## **Application Guidelines for Surface Water Matching Planning Grants**

<h3><b>Section I General Guidelines</b></h3>
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There is \$250,000 available for grants in fiscal year 2020 for *Surface Water Planning Projects* within Delaware's developed landscape to improve water quality in impaired watersheds with established and proposed total maximum daily loads (TMDLs). The projects will be selected for funding by the Delaware Water Infrastructure Advisory Council through a competitive grant process.

The Delaware Water Infrastructure Advisory Council (WIAC) developed the Surface Water Matching Planning Grant program to support the planning/preliminary engineering/ feasibility analysis of surface water improvement projects and activities that focus on the developed landscape to improve water quality in impaired watersheds in Delaware. The grants are intended for the planning/preliminary engineering/feasibility analysis of stormwater retrofits, green technology practices, stream and wetland restoration projects, small watershed studies, development of master surface water and drainage plans, and other point and non-point source water pollution control projects. However, the grant can be used by counties and municipalities to continue the process of updating stormwater/drainage plans, prepare preliminary engineering reports, or conduct planning studies and feasibility analysis.

The Surface Water Matching Planning Grant is a set aside in the Clean Water State Revolving Fund (CWSRF) Non-Federal Administrative Account. The program is designed to assist counties and municipalities to prepare surface water projects for funding through Delaware Water Pollution Control Revolving Loan Fund (WPCRLF). The available funding can be used to assist with surface water planning in general, and for specific project planning and designs necessary to submit a loan application to the WPCRLF for funding consideration.

The grant proposal should be designed to demonstrate water quality improvements to local impaired waters on developed landscapes with traditional and/or innovative, yet sustainable and cost-effective approaches. In addition, these projects should lead to ways of approaching pollution load reductions while also contributing knowledge of cost effective, sustainable new ways of doing business.

Preliminary Engineering Reports and planning projects must be consistent with State Strategies for Policies and Spending and demonstrate how the study integrates into the municipalities' surface water strategies.

Preference will be given to planning and/or preliminary engineering projects that will go forward to implementation and will request funding through the Clean Water State Revolving Fund. In addition, preference will be given to MS4 municipalities to address

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federal regulatory guidelines.

Only Delaware state agencies and programs, governmental subdivisions, counties, municipalities, and estuary programs are eligible to obtain a Surface Water Matching Planning Grant.

For a proposal to be considered eligible for funding, all work included in the project must take place within the State of Delaware.

The Department of Natural Resources and Environmental Control (DNREC) and the Water Infrastructure Advisory Council, as an advisory group to DNREC, require an appropriate licensed professional for the design of the projects. DNREC reserves the right to waive the requirement on a case by case basis after review of the grant proposal.

Projects with over 5,000 square feet of disturbance must comply with the Sediment and Stormwater Regulations.

Surface Water Matching Planning Grants are limited to \$50,000 per grant cycle and a cumulative total \$100,000 per county/municipality per fiscal year (July 1-June 30).

This packet contains guidelines for completing an application for a Surface Water Matching Planning Grant. The distribution of these funds will be made according to policies and procedures set forth by the Water Infrastructure Advisory Council (WIAC). Applications shall be received and reviewed by the Division of Watershed Stewardship who will make recommendations to WIAC regarding their approval. The WIAC shall have the responsibility for reviewing applications and shall make recommendations to the Secretary of DNREC who shall have sole authority for approval of funds from the CWSRF Non-Federal Administrative Account.

DNREC, Division of Watershed Stewardship will administer the grant application process and the office of Environmental Finance (EF) will provide financial assistance during the project period.

For further details regarding the Surface Water Matching Planning Grant applicants are encouraged to contact:

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100 W. Water Street  
Division of Watershed Stewardship  
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## **Application Guidelines for Surface Water Matching Planning Grants**

### **Section II Specific Requirements**

#### **Applicant Requirements**

Applicants may be any Delaware state, county, or municipal government, government agency, governmental subdivision or program, or Delaware estuary program. Applicants must have the matching funds available at the time of application. Non-profit organizations, educational institutions, community organizations, and/or homeowner's associations within the State of Delaware that do not have taxing authority are ineligible to apply directly but may partner with an eligible applicant. Applicants may submit one project proposal per grant cycle. There is an award cap of \$50,000 per grant cycle and \$100,000 per entity per fiscal year (July 1 – June 30).

Eligible costs are limited to planning, preliminary engineering and design, and feasibility analysis of water quality projects. Up to 10 percent of the grant funds provided by this award may be used for administrative costs. Agricultural operations, non-profit organizations, and private for profit firms are not eligible for these funds. Interested parties may enter into working arrangement with eligible applicant.

#### **Matching Requirements**

A 1:1 cash match is required for this grant. Expenses that can be considered match are limited to federal, state, or locally appropriated funds. This grant may be used to match federal grants. Preference is given to projects that include other match, cost share, or leveraging by federal, local, or other state funds.

#### **Ineligible Costs and Projects**

Projects required by enforcement action taken by DNREC, punitive or penalty related requirements, required mitigation, and agricultural practices are ineligible for these funds. However, projects (with the exception of agricultural) that plan for improvements that may meet a permit condition are acceptable.

Please note that "in kind services" performed by State, County or Municipal employees are not reimbursable under the Surface Water Matching Planning Grant.

Expenses incurred prior to the issuance of a Purchase Order by the Delaware Department of Finance are not reimbursable.

#### **Insurance**

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There are insurance requirements for grant recipients. Applicants should review their existing insurance coverages and determine if their existing insurance coverage meets the requirements set out below. If the Applicant's current insurance does not meet the requirements set out below, please explain in your submittal how any deficiencies in the required insurance coverages will be handled. Certificate of Insurance and/or copies of the insurance policies will be required before a grant agreement is executed.

Grant recipients shall maintain the following insurance during the grant term:

- 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 general aggregate, and
- Medical/Professional Liability - \$1,000,000.00 per occurrence/\$3,000,000 general aggregate; or
- Miscellaneous Errors and Omissions - \$1,000,000.00 per occurrence/\$3,000,000 general aggregate, or
- Product Liability - \$1,000,000.00 per occurrence/\$3,000,000 general aggregate, and
- If required to transport state employees, Automotive Liability Insurance covering all automotive units used in the work with limits of not less than \$100,000 each person and \$300,000 each accident as to bodily injury and \$25,000 as to property damage to others.

### **Project Duration**

The project shall not exceed 2 years. The 2 years will commence with the issuance of a Purchase Order by the Delaware Department of Finance for the project. Only project costs incurred after a Purchase Order allocating the Grant Funds has been approved by the Delaware Department of Finance are eligible for reimbursement

### **Award Information**

Funding for projects receiving a grant award in any grant cycle will be capped at \$50,000 with a 1:1 cash match requirement. The award made under this grant program will support projects of lasting water quality improvements on developed lands necessary in impaired watersheds to meet water quality limits as identified by current and/or proposed Total Maximum Daily Loads.

DNREC and the Water Infrastructure Advisory Council reserve the right to reject all proposals and make no awards under this announcement.

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## **Application Guidelines for Surface Water Matching Planning Grants**

DNREC and the Water Infrastructure Advisory Council reserve the right to make additional awards under this announcement, consistent with Department policy and guidance, if additional funding becomes available after the original selections are made. Any additional selections for awards will be made no later than 6 months after the original selection decisions.

### **Evaluation Criteria**

The grants will be selected by the Delaware Water Infrastructure Advisory Council through a competitive grant process for funding. Preference is given to planning and/or preliminary engineering projects that will go forward to implementation and would be eligible to be funded by the Clean Water State Revolving Fund. Special consideration will be given to joint applications among either governmental subdivisions, agencies and municipalities or a governmental subdivision, municipality and a county. In addition, preference will be given to MS4 municipalities to address federal regulatory guidelines.

### **Program Goals and Priorities (40 Points)**

The proposal will present an effective plan for a project which will result in lasting water quality improvements on developed lands in Delaware (10 points).

The applicant will address how the proposal is one of the categories listed below and what the scope of work includes (15 points).

- The proposal is for a green infrastructure project. Describe the potential for the project to go forward to implementation. Describe if the project would be eligible to compete on the Project Priority List for Clean Water State Revolving Fund loans;
- The proposal is for the development of master stormwater and drainage plans within municipalities;
- The proposal is for a small watershed study.
- The proposal is for a point and non-point source water pollution control project not listed above.
- The proposal is a continuation of a process of updating stormwater/drainage plans, preparing preliminary engineering reports, or conducting planning studies and feasibility analysis.

The applicant should address and/or incorporate program goals into the proposal and clearly identify in the proposal how the program goals will be addressed by the project utilizing the items listed below (15 points total).

- Planning/preliminary engineering/feasibility analysis of non-penalty related projects listed in a watershed management plan. Examples of plans include

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elements of Pollution Control Strategies, watershed based restoration plans, a Whole Basin Management Preliminary Assessment, or community-based stormwater permits(2.5 points);

- The proposal is consistent with EPA’s “2010 Clean Water and Drinking Water State Revolving Fund 20% Green Project Reserve Guidance” dated April 21, 2010 (2.5 points);
- The applicant should address how the proposal is one of the categories listed below, and give specifics on the project’s design (10 points);
  - Planning/preliminary engineering/feasibility analysis of community stormwater management inventory, improvements and/or retrofits in existing developments and municipalities (inventory projects must include feasibility of future improvements);
  - Planning/preliminary engineering/feasibility analysis of stream or wetland restoration for water quality benefits;
  - Planning/preliminary engineering/feasibility analysis of green stormwater infrastructure practices including but not limited to bioretention, green roofs, impervious disconnection, permeable pavements, infiltration, vegetated swales, green parking, cisterns, and the planting of trees and other appropriate vegetation and aeration.

### **Geographic Scope (15 Points)**

The project should be located in a targeted watershed with an established or proposed TMDL or watershed with an approved watershed restoration or pollution control strategy. The proposal should clearly identify the watershed and/or sub-watershed affected by the project. The applicant should demonstrate familiarity with water quality impairments in the watershed, an understanding of local environmental, economic, and social issues, and the ability to work effectively throughout the project area.

Provide the name of the targeted watershed/approved restoration plan/pollution control strategy identified in the proposal (5 points).

Describe how the proposed project corresponds with the county/municipal comprehensive plan and give the date of the most recent certified comprehensive plan (5 points).

Describe how the preliminary engineering reports or other planning studies are consistent with State Strategies for Policies and Spending. The proposal should demonstrate how the study integrates into local surface water strategies (5 points).

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### **Cost effectiveness (10 points)**

Describe the cost effectiveness of the proposal. Consider the cost of the project, long term maintenance and sustainability (10 points).

### **Technical Merit and Project Feasibility (30 Points)**

The proposal will be evaluated on the technical feasibility given the proposed scope of work, budget and timeline. The proposal should identify the applicant's (and partners) ability to undertake and successfully complete this project. The applicant will be evaluated on technical ability to successfully complete and manage the proposed project taking into account the applicant's organizational capacity, experience, facilities and technical expertise to accomplish the proposed plan of work and its likely success (15 points).

The proposal should identify expected tangible, specific environmental and multiple benefits and results. Clearly list any known runoff volume or pollutant reductions associated with the proposed work, as well as other environmental benefits (15 points).

### **Programmatic Capability (5 Points)**

Identify prior grant awards the applicant and/or partners successfully participated in through DNREC and/or other local entities.

Identify the organizational experience and describe a plan for timely and successful achievement of the project objectives.

## **Definitions**

**Comprehensive plan** - means a document setting forth in text and maps the physical, demographic, and economic conditions of the jurisdiction; and containing policies, statements, goals and planning components for private and public uses of lands, transportation, affordable housing, community facilities, open spaces, and protection of sensitive areas, which in accordance to present and future needs best promotes the health, safety, prosperity and general public welfare of the area's residents.

**Environmental Information Document** – The environmental information document describes the proposed project and its possible impacts. The environmental report may be a separate section in the project technical report, or it may be a stand-alone document for public involvement requirements.

**Green Infrastructure** – means a wide array of practices at multiple scales that manage wet weather and that maintains and restores natural hydrology by infiltrating, evapotranspiring and harvesting and using storm water. On a regional scale, green infrastructure is the preservation and restoration of natural landscape features, such as forests, floodplains and wetlands, coupled with policies that encourage infill and redevelopment that reduce overall imperviousness in a watershed. On the local scale,

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green infrastructure consists of site- and neighborhood-specific practices, such as bioretention, tree planting, green roofs, permeable pavements, and cisterns.

**Municipal development strategy** - means a statement setting forth the jurisdiction's position on growth, expansion of its boundaries, development of adjacent areas, redevelopment potential, community character, and critical community development and infrastructure issues.

**Preliminary Engineering Report** – an engineering plan of study that includes following required elements:

- 1) Definition of Project Planning Area
- 2) Description of Existing Facilities
- 3) Identification of Need for Project
- 4) Presentation of Alternatives Considered
- 5) Selection of an Alternative
- 6) Proposed Project (Recommended Alternative)
- 7) Conclusions and Recommendations

<b>Section III</b> <b>Application Instructions</b>
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### **Submission of Proposals**

An electronic copy of the proposal and supporting materials (e.g. project support letters from partners, project plans) in pdf format AND a copy in Microsoft Word must be submitted to the Division of Watershed Stewardship no later than **4:30 pm, August 28, 2019**. Proposals will not be accepted by fax. Project proposals selected for awards will need to sign grant applications prior to receiving grant award. Proposals must be less than 10 MB to be received by email.

**James Sullivan**  
**James.Sullivan@delaware.gov**  
**Subject: Surface Water Matching Planning Grant**

### **Grant Proposal Format**

Applicants should describe, within your proposal, how the project meets the program goals and priorities, the geographic scope of the project, cost effectiveness of the project, technical merit and feasibility, and organizational capacity to complete the project. Applicants may be contacted if the selection committee has any questions regarding your proposal.

Cover Page: The cover page should include the proposal title, partners/sponsor(s), point of contact information, period of time the proposal will cover (e.g. 6 months, 1 year, etc), project cost and requested amount of funding.

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**Signature Page:** A signature of the Authorized Representative is required to verify the availability of the cash match required.

**Background and Justification:** Describe the area for the grant proposal (including map or sketch). Briefly describe the issue or problem to be addressed by the grant proposal, why the work is necessary, and how it fits with the grant program criteria.

**Scope of Work:** This section should clearly describe an objective and what is to be accomplished, location where the work will take place, how the proposed project corresponds with the county/municipal comprehensive plan, who will complete the work, organizational capacity to complete the project, a work plan to accomplish your task, and description of environmental and multiple benefits resulting from your project. Attach any project plans if relevant to the proposal.

**Time Schedule and Benchmarks:** This section should break down the Scope of Work into tasks with target dates for completion of each task. It should list target milestones, timelines, and describe how each milestone addresses project objectives.

**Project Budget:** This section should provide a detailed budget description and a brief narrative justification. It should include the amount requested and itemize all expenditures such as personnel, travel, equipment, supplies, contractual costs, indirect costs, and match sources and amounts. A sample project budget form will be provided as an Appendix.

**Qualifications:** This section should include a list of applicant's qualifications to complete the project. Include prior grant awards through DNREC.

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# **Application Cover Sheet and Check List**

Applicant Name

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Date of Application \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Received \_\_\_\_/\_\_\_\_/\_\_\_\_

## **Check List for Application Materials**

- Application Cover Sheet and Check List**
- County / Municipal Information Sheet**
- Scope of Work Document**

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## Application Guidelines for Surface Water Matching Planning Grants

### Information Sheet

Applicant Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Date of current or previous comprehensive plan (if any)? \_\_\_\_\_

Type of grant application:  Surface Water Matching Planning Grant (maximum \$50,000)

Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who will complete the project (staff or consultant)? \_\_\_\_\_  
\_\_\_\_\_

Project Start Date: \_\_\_\_\_ Project Completion Date: \_\_\_\_\_

#### Cost Summary:

Estimated Total Project Cost	Assistance Request	Amount of Local Funds Available (match)
\$ _____	\$ _____	\$ _____

Does your current insurance coverage meet the grant requirements? \_\_\_\_\_

Name of Authorized Representative  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

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