

Wastewater Planning Matching Grant

Guidelines and Application



Delaware Clean Water Advisory Council

Updated December 2010

CWSRF Non-Federal Administrative Account

Application Guidelines for Wastewater Planning Matching Grants

Section I General Guidelines

The Wastewater Planning Matching Grant Program is a set aside in the Clean Water State Revolving Fund (CWSRF) Non-Federal Administrative Account. The program is designed to assist municipal and county wastewater utilities to prepare wastewater projects for funding through Delaware Water Pollution Control Revolving Fund (WPCRF). The available funding can be used to assist with wastewater planning in general, and for specific project planning and designs necessary to submit a loan application to the WPCRF for funding consideration.

Wastewater Planning Matching Grants are limited to \$50,000 annually. However, the grant can be used to assist municipal and county wastewater utilities to continue the process of updating wastewater facility plans, prepare preliminary engineering reports, or conduct planning studies.

Only municipal and county wastewater utilities are eligible to obtain a Wastewater Planning Matching Grant.

This packet contains guidelines for completing an application for a Wastewater Planning Matching Grant. The distribution of these funds will be made according to policies and procedures set forth herein by the Clean Water Advisory Council. The Council 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. **Assistance applications are due on or before August 31, 2011** and should be addressed to the Financial Assistance Branch who will review the applications and make recommendations to the Clean Water Advisory Council regarding their approval. Grant awards will be announced at the Council's February 16th meeting.

DNREC
Office of the Secretary
Financial Assistance Branch
5 E. Reed Street, Suite 200
Dover, DE 19901

The Department of Natural Resources and Environmental Control, Office of the Secretary, Financial Assistance Branch administers the CWSRF Non-Federal Administrative Account according to the U.S. EPA's "Guidance on Fees Charged by States to Recipients of CWSRF Program Assistance, 40 CFR Part 35".

Section II Specific Requirements

Wastewater Planning Matching Grants

The scope of work for a proposed Wastewater Planning Matching Grant will outline how the utility will recognize and comment on the comprehensive land use plan and/or development strategy of the jurisdiction that it currently or plans to serve.

General wastewater facility plans must be developed to be consistent with existing long-range or regional wastewater facility plans.

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Long-range wastewater facility plans must recognize and be developed to be consistent with comprehensive plans and municipal development strategies formed consistent with the State Strategies for Policies and Spending.

Regional Wastewater Facility Plans must recognize and be developed to be consistent with comprehensive plans and/or municipal development strategies formed consistent with the State Strategies for Policies and Spending.

Preliminary Engineering Reports or other planning studies must be consistent with State Strategies for Policies and Spending and demonstrate how the study integrates into the municipalities' wastewater strategies.

Evaluation Criteria

Priority will be given to applications which demonstrate intent to coordinate wastewater utility planning efforts with State, county, or adjacent municipal wastewater utilities. Special consideration will be given to joint applications between either municipal utilities or a municipal and a county utility.

Review of the Plans

Wastewater plans will be reviewed by the Clean Water Advisory Council to ensure coordination with adjoining wastewater utilities.

Projects in Progress

Planning projects that are in progress, but less than 50 percent complete, and that meet the criteria set forth herein will be considered eligible for funding under this program.

Definitions

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.

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.

General wastewater facility plan - means a document setting forth in text and maps the physical, demographic, and economic conditions of the wastewater utility's service area; and containing policies, statements, goals and planning components for extension of service, maintenance and upgrades of existing and future facilities for *a portion of* a community or service area or for technical plans for upgrading or expanding collection, transmission, treatment, disposal, and/or residuals management facilities.

Long range wastewater facility plan - means a document setting forth in text and maps the physical, demographic, and economic conditions of the wastewater

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utility's service area; and containing policies, statements, goals and planning components for extension of service, maintenance and upgrades of existing and future facilities for an *individual* community or service area.

Regional wastewater facility plan - means a document setting forth in text and maps the physical, demographic, and economic conditions of the wastewater utility's service area; and containing policies, statements, goals and planning components for extension of service, maintenance and upgrades of existing and future facilities for *multiple* communities or service areas.

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

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.

<h3>Section III</h3> <h2>Application Instructions</h2>
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Check List - self explanatory.

Information Sheet - The wastewater utility must supply the utility's name, mailing address, and phone numbers. The utility must include the date of the last update of the utility's long range plan. Indicate the type of assistance requested.

A brief project description and identification of who will complete the majority of the planning work will need to be included along with the expected start date and completion date of the project. A summary of the project cost must be completed by the utility.

Scope of Work - The wastewater utility must include a scope of work statement for the planning and or design project. The Scope of Work statement must include details concerning how the utility plans to meet the requirements of Section II Specific Requirements above. The Scope of Work statement is expected to be no more than two or three pages.

Approval Resolution - The wastewater utility must submit a resolution adopted by the utility's governing body approving the planning project.

Letter to Regional Wastewater Utility - The wastewater utility must submit a copy of a letter sent to the regional (or county) wastewater utility advising the regional (or county) utility of the local utility's planning activities. The letter must address coordination of the local utility planning process with that of the regional (or county) utility.

Should the applicant feel that this letter is not necessary; a statement of justification must be submitted with the application in lieu thereof.

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Application Cover Sheet and Check List

Wastewater Utility Name

Date of Application ____/____/____

Date Received ____/____/____

Check List for Application Materials

- Application Cover Sheet and Check List**
- Wastewater Utility Information Sheet**
- Scope of Work Document**
- Approval Resolution**
- Letter to the Regional Wastewater Utility**

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Information Sheet

Wastewater Utility Name: _____

Mailing Address: _____

Telephone: _____ FAX: _____

Date of current or previous wastewater plan (if any)? _____

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 (Cash Match Required)
\$ _____	\$ _____	\$ _____

Name of Chief Executive Officer of the Utility

Signature of the Chief Executive Officer

Date

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Use this page to provide additional information if necessary