

# FY 2022 COMMUNITY ENVIRONMENTAL PROJECT FUND APPLICATION



**Department of Natural Resources  
and Environmental Control  
89 Kings Hwy  
Dover, DE 19901  
[dnrec.delaware.gov](http://dnrec.delaware.gov)**

## About the Community Environmental Project Fund

Department of Natural Resources and Environmental Control Secretary Shawn M. Garvin has announced the availability of \$133,528 for [Community Environmental Project Fund](#) (CEPF) grants administered by the Department. The CEPF grant program was created in 2004 by House Bill 192, legislation that enables DNREC to withhold 25 percent of all civil or administrative penalties collected by the Department as CEPF funds.

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. Instructions for the use of the Drainage Basin Finder are below on page 5 of the application.

IRS tax-exempt organizations are eligible for CEPF grants up to \$25,000 in FY 2022. The projects approved for funding during this cycle will commence on August 1, 2022.

## Information for Grant Seekers

### [Community Environmental Project Fund Virtual Workshop](#)

The DNREC Community Ombudsman will conduct a virtual public workshop on Tuesday, Nov. 16, 2021 at 7 p.m. Connection information is available on the [Community Environmental Project Fund](#) web page at [de.gov/cepf](http://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](mailto: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, Dec. 17, 2021 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 by the Friday, Dec. 17, 2021 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

## Identify the Drainage Basin Location of your project

Use the Drainage Basin Finder to identify the location of your project within one of the four Drainage Basins in the state of Delaware. Enter the physical address of your project in the Watershed Finder search bar or click on the map to choose a location. A pop-up message will appear on the map, and beneath the search bar to tell you the Drainage Basin location of your project; “You are in the \_\_\_\_\_ Drainage Basin”

## PROJECT OVERVIEW

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

- Type of Organization: (Please attach your IRS Determination Letter.)  
 Non-Profit \_\_\_\_\_ Government \_\_\_\_\_ Educational \_\_\_\_\_ State Agency \_\_\_\_\_ Other \_\_\_\_\_
- Year Founded \_\_\_\_\_ Total Organizational Budget \_\_\_\_\_
- 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
- What is the Drainage Basin location of your project?  
 Piedmont \_\_\_\_\_ Chesapeake \_\_\_\_\_ Delaware Bay \_\_\_\_\_ Inland Bays/Atlantic Ocean \_\_\_\_\_
- Project Category (Please Check):  
 Pollution Mitigation \_\_\_ Environmental Enhancement \_\_\_ Environmental Enhancement/Recreation \_\_\_
- Project Schedule
  - FY 2022 CEPF projects are funded July 1, 2022 through June 30, 2023

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



## 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
		<b>Total Supplies:</b>	

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
		<b>Total Rental</b>	

## 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, Dec. 17, 2021 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 Jan. 18, 2022 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.

## 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