

## Living Shoreline Cost Share Program Guidelines

Participants of the cost share program should be aware of the following guidelines:

1. Cost share is only available for projects located throughout the state of Delaware.
2. Assistance is available for landowners/HOAs whose shorelines are experiencing or at risk for erosion.
3. Participants should be interested in making habitat and water quality improvements to their local waterway.
4. Eligible shorelines are located within the targeted watersheds (see map at bottom of this document).<sup>1</sup>
5. Cost share will provide up to 60% of the actual cost of the project, not to exceed program limitations, with landowners covering the remaining costs. See funding tiers below.
6. The cost share funding shall not apply to any portion of the project that is not approvable under this program. Cost share funding will not apply to expenses that are not included in permissible design, such as personal equipment, non-native plants, and other unrelated components (lighting, sod, decorative landscaping features, etc.).
7. Installation shall be maintained in functioning condition for five years post-creation by the landowner in consultation with cost share program staff. Reasonable maintenance expenses will be supported by the cost share program if funds are available. If property changes ownership within maintenance period LSCSP staff must be notified.
8. The following components of **tidal water** projects will be considered for cost share:
  - i. Projects that use less than 1 cubic foot of rock per linear foot of shoreline, in combination with native wetland<sup>2</sup> vegetative components.
  - ii. Marsh toe sill revetment designs that use less than 0.5 cubic yards of rock per linear foot of shoreline.
  - iii. Native wetland<sup>2</sup> vegetative components must be at least twice the area of rock footprint waterward of Mean Higher High Water (MHHW).
  - iv. Utilizing recycled shell bags and/or oyster castle components in combination with components listed above.
  - v. Utilizing appropriate and sustainable living shoreline techniques as laid out in the DE Living Shorelines Committee [guidance](#) document are favorable.
9. Written approval in the form of a letter and applicable permit from the [DNREC Division of Water's Wetlands and Waterways Section \(WWS\)](#), is required before installation can begin.
10. Access to the installation by DNREC staff for consultation, as-built inspection, and annual maintenance checks for five years is required and will be scheduled with landowners.

Your information will be submitted to and reviewed by the LSCSP. Project approval will depend on the applications received, and proposal will be reviewed for appropriateness and sustainability. Please contact Kayla Clauson at [Kayla.Clauson@delaware.gov](mailto:Kayla.Clauson@delaware.gov) – Phone: (302) 608-5531 or 302-739-9939, with any questions you may have.

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<sup>1</sup> If property falls within more than one eligible watershed, you may only use funding from one source.

<sup>2</sup> Vegetation must be obligate or facultative wetland plants (i.e., hydrophytic plants).



**A step-by-step summary of the process to obtain cost share funding is as follows:**

1. Complete online [inquiry form](#) to Living Shoreline Cost Share Program (LSCSP).<sup>3</sup>
2. Submit an approvable design, [basic application form](#) and necessary [appendices](#) to the DNREC, Division of Water, [Wetlands and Waterways Section \(WWS\)](#), 89 Kings Highway, Dover, Delaware 19901 - Phone: (302) 739-9943.<sup>4</sup>
3. Once approved, submit project design as well as state and federal permit(s) along via email to [kayla.clauson@delaware.gov](mailto:kayla.clauson@delaware.gov).<sup>5</sup>
4. Design will be reviewed for criteria by LSCSP staff. Once approved, a cost share approval letter will be issued.
5. A finalized landowner agreement letter will be issued and signed.
6. Once agreement with DNREC is signed, [register with the state of Delaware Division of Accounting for reimbursement](#).<sup>6</sup>
  - a. Please see the “What Do I Need to Know to Receive Funds?” section at the bottom of these guidelines.
7. Construct the project according to approved plans. Save all applicable receipts.
8. Notify cost share program staff once project is completed to schedule as-built inspection.
9. Submit receipts to cost share program staff showing the items and quantities purchased, costs of materials, labor, equipment rental, etc. for the cost share eligible portion of the project. Reimbursement will take about 8-10 weeks following review.

Projects will be funded on a first come, first serve basis after designs and permits are submitted to the LSCSP and approval letter is issued.

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<sup>3</sup> If HOA or adjacent properties are inquiring, fill out one inquiry form.

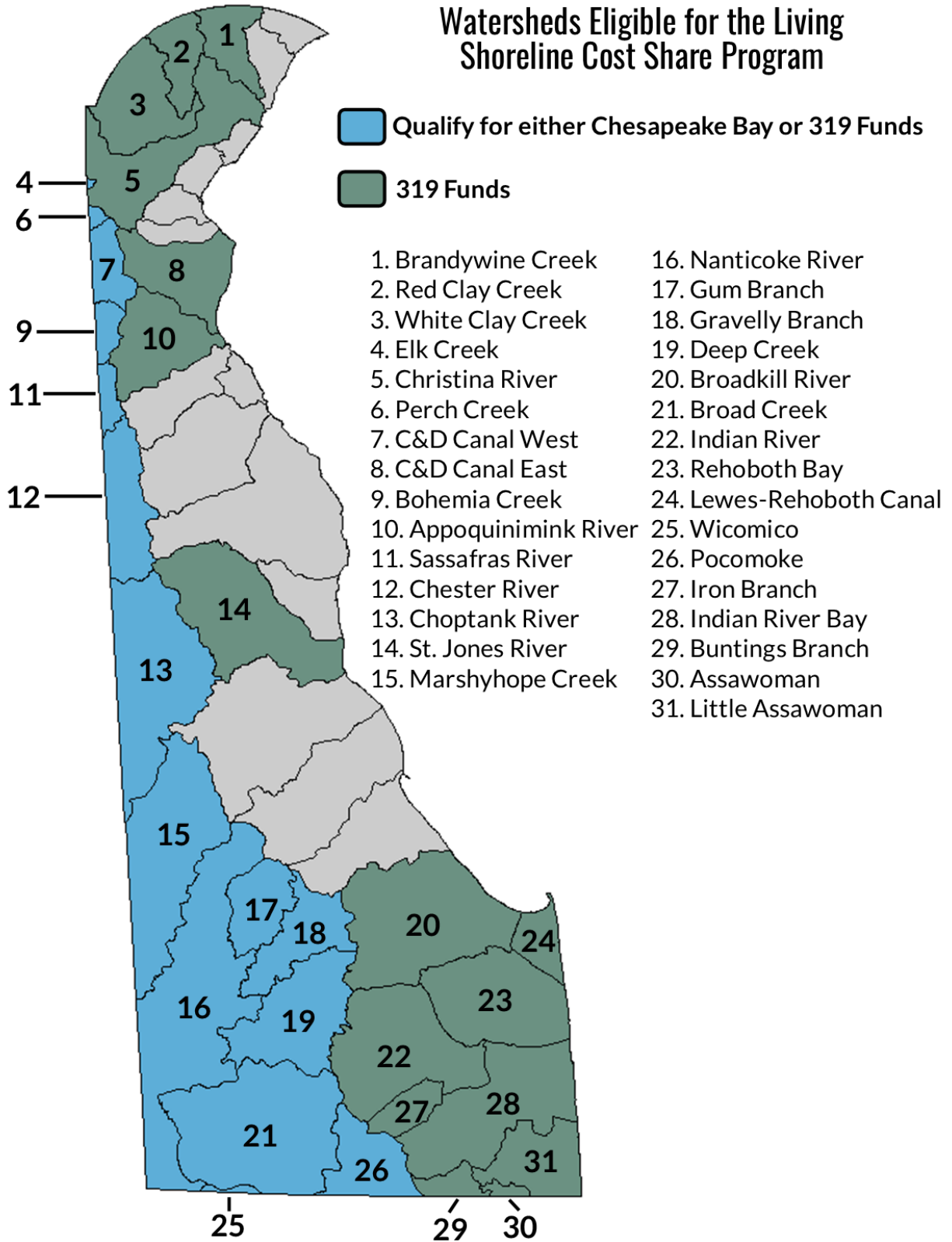
<sup>4</sup> For multiple landowners: each individual landowner/consultant will need separate permits.

<sup>5</sup> If HOA or adjacent properties are applying together, send all projects in one email.

<sup>6</sup> For multiple landowners: each individual landowner/consultant will need to register.



## Watersheds Eligible for the Living Shoreline Cost Share Program



## Funding Tiers by Program and Project Types

	Chesapeake Bay Watersheds		319 Watersheds	
Tiers	Tier 1: Single landowner	Tier 2: Multiple landowners or HOA/community	Tier 1: Single landowner	Tier 2: Multiple landowners or HOA/community
Landowner spends at least (on eligible expenses):	\$21,000	\$21,000	\$19,000	\$38,000
Cost share program reimburses up to:	\$13,000	\$13,000	\$11,000	\$22,000
<i>*Note: Some watersheds may qualify for either Chesapeake Bay or 319 funds, indicated BLUE on the map*</i>				
<b>Examples:</b>				
Actual project cost:	\$10,000	\$10,000	\$11,000	\$29,000
DNREC reimburses:	\$6,200	\$6,200	\$6,380	\$16,820

### What Do I Need to Know to Receive Funds?

The state of Delaware requires registration to receive reimbursement through the [eSupplier portal](#). The state of Delaware does not accept the federal W-9 form.

1. To register for the first time with the state of Delaware, the [New Supplier Registration Guide](#) will help walk you through the process.
  - a. If you signed up in the past as a supplier to receive payment, you may still need to update your information to reactivate your account.
2. As the recipient of reimbursement from the state of Delaware, you still must complete the User Registration [HERE](#).
  - a. *Note:* If you select ACH for payment, it will be deposited directly into the account you provide. This does expedite the payment process.
3. If you still have questions or need assistance with the process, feel free to call the state of Delaware's Division of Accounting at (302)-526-5600.

