

Wastewater Matching Planning Grant

Guidelines and Application



DNREC, State of Delaware
Office of the Secretary
Environmental Finance

Delaware Water Infrastructure Advisory Council

September 2018

GENERAL INFORMATION

Wastewater Matching Planning Grant recipients are reimbursed one dollar for every two spent on the approved project up to the grant amount. Reimbursement occurs only on expenses that are incurred and paid by the grant recipient. Matching funds can come directly from the recipient or from other sources such as another grant. If matching funds are to come from other sources, please check with Environmental Finance as some sources, due to stipulations attached with the fund, may not be eligible.

After a grant has been approved, a grant agreement is sent to the recipient that needs to be signed and returned so that a Purchase Order (PO) can be created.

The project duration 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 are eligible for reimbursement.

GRANT PURPOSE AND ELIGIBLE STUDY TYPES

The purpose of the Wastewater Matching Planning Grant is to assist in funding studies that promote wastewater planning and identify projects that can be funded by the Clean Water State Revolving Fund (CWSRF). Eligible studies include General and Regional Facility Planning Studies, Feasibility Studies, Inflow and Infiltration Studies, and studies necessary for permit applications (i.e. Hydro-Geo Studies). All studies must deliver a final report summarizing the findings before final disbursement can be made.

If you have any questions regarding the eligibility of a particular study, please contact Environmental Finance for an eligibility determination.

FUNDING LIMITATIONS, PRIORITY, AND APPROVAL

Only municipal and county wastewater utilities are eligible to obtain a Wastewater Matching Planning Grant. Wastewater Matching Planning Grants are limited to \$ 50,000 per application and \$100,000 annual cap per municipality.

At the beginning of each state fiscal year the Water Infrastructure Advisory Council (WIAC) allocates a certain amount from the CWSRF's Non-Federal Administrative Account to fund the WMPGs in the state fiscal year. Grants will be awarded each year until that allocation is exhausted. Applications will be funded on a first come, first served basis.

A brief overview of each grant application that meets the requirements herein is presented to the WIAC for approval. Although WIAC approval is required for each grant, the Secretary of DNREC has sole authority for approval of funds from the CWSRF Non-Federal Administrative Account.

SUBMISSION DATES

Environmental Finance presents Wastewater Matching Planning Grants to the WIAC up to four times per year. Grants applications are typically solicited in February, May, August, and November. A submission date is set prior to each WIAC council meeting where grants are to be presented. DNREC advertises each submission deadline about a month in advance. If you have any questions regarding the submission date, please contact Environmental Finance.

ROLE OF THE ENVIRONMENTAL FINANCE PROJECT MANAGER

An Environmental Finance Project Manager (PM) will be assigned to each grant. The role of the PM is to review the reimbursement requests and project deliverables. The PM will also request periodic status reports from those doing the work and shall attend planning meetings. Payment will not be made until the assigned PM has signed off on the work completed.

SUBMISSION OF APPLICATIONS ADDRESS & CONTACT INFORMATION

Applications should be sent to:

Greg Pope, PE

DNREC/ Environmental Finance

97 Commerce Way, Suite 106

Dover, DE 19904-7794

Additional information can be obtained by contacting Greg Pope at 302-739-9941 or by email: at greg.pope@state.de.us.

INSTRUCTIONS

Application Cover Sheet and Check List: Self Explanatory

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

- 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. This letter(s) is only required when a municipality is sending wastewater to a treatment plant under the control of another entity.

Information Sheet: Self Explanatory

Scope of Work Document: This document should be no longer than two or three pages and address **all** of the following items:

1. A description of the work to be completed.
2. Planning period.
3. Date of the most recent wastewater facilities plan (if applicable).
4. Deliverables associated with the study.

Please attach the Scope of Work document to the application.

Application Cover Sheet and Check List

Wastewater Utility Name:

Date of Application:

Check List for Application Materials

- This Sheet
- Information Sheet
- Approval Resolution
- Letter(s) to the Regional Wastewater Facility
- Scope of Work Document

Information Sheet

Wastewater Utility Contact Information:

- Contact Name:
- Contact Phone:
- Contact Email:

Consultant Contact Information:

- Consulting Firm:
- Contact Name:
- Contact Phone:
- Contact Email:

Project Name, Description, and Dates:

Project Name

Project Description (1 or 2 Sentences)

Project Start Date:

Project Completion Date:

Cost Summary:

- Estimated Total Project Cost:
- Grant Amount Requested:

Name of Authorizing Representative:

Signature of Authorizing Representative

Date