



# Surface Water Matching Planning Grants

## Guidelines and Application

### *Important Dates*

**August 21, 2024**

Proposals due to the DNREC NPS Program office no later than 4:30 p.m. Applications received after that time will not be reviewed.

**September 2024**

Grant Awards announced, and recipients notified.

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**Delaware Water Infrastructure Advisory Council**

*Updated June 2024*

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

### **Section I General Guidelines**

The Surface Water Matching Planning Grant is a set aside in the Clean Water State Revolving Fund (CWSRF) Non-Federal Administrative Account. The Delaware Water Infrastructure Advisory Council (WIAC) developed the Surface Water Matching Planning Grant program to assist Delaware counties and municipalities improve water quality on the developed landscape in Delaware's impaired watersheds.

The grant is intended to be used by counties and municipalities to continue the process of updating stormwater/drainage plans, conduct planning studies and feasibility analysis for surface water planning in general, and to prepare preliminary engineering reports for specific project planning and designs necessary to submit a loan application for funding consideration through the Delaware Water Pollution Control Revolving Loan Fund (WPCRLF). Grant funding may be used for the planning, preliminary engineering, and 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 nonpoint source water pollution control projects.

This packet contains guidelines for completing an application for a Surface Water Matching Planning Grant. The projects will be selected for funding by the Delaware Water Infrastructure Advisory Council through a competitive grant process. 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.

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

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

### **Section II Specific Requirements**

#### **Applicant Requirements**

Applicants may be any Delaware county or municipal government, conservation district, 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.

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.

#### **Engineering Requirements**

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.

#### **Frequency of Applications**

Applicants may submit one project proposal per grant cycle.

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

#### **Geographic Requirements**

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

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

#### **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.

#### **Eligible Costs**

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

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.

### **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 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**

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. A request for the reduction in liability insurance will be handled on a case by case basis. 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.

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

### **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.

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.

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.

<h2><b>Section III</b></h2> <h3><b>Grant Proposal Format and Evaluation Criteria</b></h3>
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### **Grant Proposal Format**

Applicants are required to follow the Proposal Evaluation Criteria listed below to 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 of the project, project feasibility, and organizational capacity to complete the project. The recommended length (not including cover page, information sheet, and exhibits) of the proposal is 5-6 pages. Applicants may be contacted if the selection committee has any questions regarding your proposal.

### **Proposal Evaluation Criteria**

The following evaluation criteria will be employed when reviewing and screening applications.

**Cover Page:** Include the applicant name, date of application, and check list for application materials.

**Information Sheet:** Include the proposal title, partners/sponsor(s), point of contact information,

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

period of time the proposal will cover (e.g. 6 months, 1 year, etc), project cost and requested amount of funding. State if your current insurance coverage meets the grant requirement. A signature of the Authorized Representative is required to verify the availability of the cash match required.

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

Identify your project using one or more of the categories below, and describe the scope of work, how the proposal will present an effective plan for a project which will result in lasting water quality improvements on the developed lands in Delaware and the potential for the project to go forward to implementation.

- Development of master stormwater and drainage plan within a county or and municipality.
- A Green infrastructure project.
- A small watershed study.
- A point and nonpoint source water pollution control project.
- A continuation of a process of updating stormwater/drainage plans, preparing preliminary engineering reports, or conducting planning studies and feasibility analysis.
- Planning/preliminary engineering/feasibility analysis of non-penalty related projects listed in a watershed management plan. Examples of plans include elements of Pollution Control Strategies, watershed based restoration plans, a Whole Basin Management Preliminary Assessment, or community-based stormwater permits;
- 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.

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

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

The applicant must provide the following information.

- Name the watershed and/or sub- watersheds where the project is located.
- List the established or proposed TMDL's for the watershed.
- Provide the name of the targeted watershed/approved restoration plan/pollution control strategy identified in the proposal.
- Demonstrate familiarity with water quality impairments in the watershed, understanding of local environmental, economic, and social issues, and ability to effectively work throughout the project area.
- Describe how the proposed project corresponds with the county/municipal comprehensive plan and give the date of the most recent certified comprehensive plan.
- Describe how your proposal is consistent with the State Strategies for Policies and Spending and what level the project is in.
- Describe how the proposal integrates into local surface water strategies.

### **Project Feasibility and Cost effectiveness (15 points)**

Describe the cost effectiveness of the proposal through implementation. Consider the cost of the planning phase as well as the design, construction, monitoring, and long term maintenance and sustainability of the project. Include a description of other alternatives considered and why the selected proposal was chosen.

- What other alternatives were considered before the current proposal was selected.
- Provide the cost and other non-monetary considerations that went into evaluation of all the alternatives before the current proposal was selected.
- 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 address project objectives. Identify the timeline necessary to complete the scope of work not to exceed 2 years.
- Describe the cost effectiveness of the proposal over other options.
- Give a detailed budget for completing the project.

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

### **Technical Merit (25 Points)**

The proposal will be evaluated on the technical feasibility given the proposed scope of work, budget, and timeline.

- Include the names and relevant experiences of people and organizations that will participate in the planning and design of the proposed project.
- If any necessary consultants or contractors are not known at the time of grant preparation, then the means of selecting a qualified candidate should be described.

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

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

- Describe the plan for timely and successful achievement of the project objectives.
- List other similar grant awards including other grants awarded through DNREC.

### **Insurance**

If the Applicant's current insurance does not meet the requirements, please explain in your submittal how any deficiencies in the required insurance coverages will be handled. A request for the reduction in liability insurance will be handled on a case by case basis.

- Provide a Certificate of Liability Insurance form.

<h2><b>Section IV How To Apply</b></h2>
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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 21, 2024**. 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**

**[NPS.Grants@delaware.gov](mailto:NPS.Grants@delaware.gov)**

**Subject: Surface Water Matching Planning Grant**

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

<b>Section V</b> <b>Proposal Review and Selection</b> <b>Process</b>
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### **Proposal Review and Selection Process**

Proposals will be reviewed for threshold eligibility purposes as described in the Proposal Evaluation Criteria section of this announcement. A team of resource experts will conduct a merit evaluation of each eligible proposal, rank them, and submit recommendations for funding to the Delaware Water Infrastructure Advisory Council.

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.

Preference will be given to MS4 municipalities to address federal regulatory guidelines and proposals consistent with EPA's "2010 Clean Water and Drinking Water State Revolving Fund 20% Green Project Reserve Guidance" dated April 21, 2010.

Special consideration will be given to joint applications among either governmental subdivisions, agencies and municipalities or a governmental subdivision, municipality, and a county.

<b>Section VI</b> <b>Definitions</b>
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**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.

**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

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

**Master Stormwater and Drainage Plan** - means a study to identify locations of existing stormwater infrastructure (ditch, catch basin, culvert, manhole, storm drain inlet and outlet), evaluate the capacities and conditions of the existing ditch and storm drain systems, identify hydraulic deficiencies, and recommend a prioritized list of drainage improvement projects and associated capital costs.

**Nonpoint Source** - means any source of water pollution that does not meet the legal definition of "point source" in section 502(14) of the Clean Water Act.

**Point Source** - means any discernible, confined and discrete conveyance, including but not limited to any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, or vessel or other floating craft, from which pollutants are or may be discharged. This term does not include agricultural storm water discharges and return flows from irrigated agriculture.

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

# **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