

# **Wastewater Matching Planning Grant**

Guidelines and Application



DNREC, State of  
Delaware Office of the  
Secretary  
Environmental Finance

**Delaware Water Infrastructure Advisory Council**

*Updated January 2024*

## **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 money, may not be eligible. Match cannot come from a CWSRF loan.

After a grant has been approved, an award letter is sent to the recipient that contains the final date for reimbursement.

## **GRANT PURPOSE AND ELIGIBLE STUDY TYPES**

The purpose of the Wastewater Matching Planning Grant (WWMPG) is to finance 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. Design of a CWSRF project is not eligible for a WWMPG.

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 \$50,000 annual cap per municipality.

At the first Water Infrastructure Advisory Council (WIAC) meeting each state fiscal year, a certain amount is set aside from the CWSRF's Non-Federal Administrative Account to fund the Wastewater Matching Planning grants in the fiscal year. Grants will be allotted each year until that allocation is exhausted. Applications will be funded on a first come, first served basis.

Applications are reviewed and preliminarily approved by DNREC staff, however, the Secretary of DNREC has sole authority for approval of funds from the CWSRF Non-Federal Administrative Account.

## **SUBMISSION DATES**

Grants applications are accepted any time funding permitting. Environmental Finance presents Wastewater Matching Planning Grants as information to the WIAC after approval by staff.

### **ROLE OF THE ENVIRONMENTAL FINANCE PLANNER**

The Environmental Finance Planner will act as project manager (PM) for all grants. The role of the PM is to review the pay 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.

## **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 State Date:

Project Completion

Date: **Cost Summary:**

- Estimated Total Project Cost:
- Grant Amount Requested:

Name of Authorizing Representative:

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Signature of Authorizing Representative

Date