



DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL
Delaware Water Infrastructure Advisory Council
Fiscal Year 2018
Community Water Quality Improvement Grant
Request for Proposals (RFP)

Synopsis

There is \$250,000 available in grants for *Community Water Quality Implementation Projects* within Delaware's developed landscape to improve water quality in impaired watersheds with established total maximum daily loads (TMDLs). Stormwater retrofits, stream and wetland restoration, implementation and evaluation of new Best Management Practices (BMPs), and other nonpoint source water pollution control projects not currently feasible for funding through the Clean Water State Revolving Fund program will be selected by the Delaware Water Infrastructure Advisory Council (DWIAC) through a competitive grant process for funding. The Department of Natural Resources and Environmental Control (DNREC) Nonpoint Source (NPS) Pollution Program will administer the grant application process and provide technical and financial guidance. This grant program is not in any way associated with or dependent on federal stimulus funds.

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Important Dates

August 10, 2017

Issuance of RFP

September 20, 2017

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

October 2017

Grant Awards announced and recipients notified.

DNREC, State Street Commons
100 W. Water Street
Division of Watershed Stewardship
Nonpoint Source Program, Suite 6B
Dover, DE 19904
(302) 739-9922

DELAWARE WATER INFRASTRUCTURE ADVISORY COUNCIL
REQUEST FOR PROPOSALS: Community Water Quality Improvement Projects

1. INTRODUCTION AND PROGRAM GOALS

Purpose

The Delaware Water Infrastructure Advisory Council is announcing a Request for Proposals (RFP) to support implementation projects and activities that focus on the developed landscape to improve water quality in impaired watersheds in Delaware.

Program Goals and Priorities

Competitive grants will be available from the Delaware Water Infrastructure Advisory Council. The Department of Natural Resources and Environmental Control's Nonpoint Source Pollution Program will provide financial and technical assistance during the grant application and project period.

Goal Statement:

The Community Water Quality Improvement Grant (CWQIG) is an annually determined set aside in the Delaware Clean Water State Revolving Fund (CWSRF) Non-Federal Administrative Account. The program is designed to assist Delaware non-profit organizations, conservation districts, community organizations, and/or homeowner's associations with implementing projects or programs within Delaware's developed landscape to improve water quality in designated impaired watersheds consistent with specific plans developed for watershed improvements. Programs and projects selected will demonstrate innovative and/or environmentally beneficial and sustainable methods, techniques, and/or practices for water quality improvements with cost effective and measurable results.

In undertaking these projects, it is the intent that surface and ground water quality throughout the State of Delaware is measurably improved and that citizen education and actions regarding the waters of the State are benefited. The available funding should be used to assist with project/program implementation with a priority for projects that promote community involvement, leverage additional resources, further education and outreach, demonstrate innovative science, policy, and technology, and provide a project/program approach that is both measurable and transferable in water quality improvements obtained.

While not limited to the following list, all proposals should address one or more of the following goals:

- Provide benefits to water quality within an impaired watershed;
- How does this proposal demonstrate innovative or environmentally beneficial science?
- Implementation of non-regulatory projects listed in a watershed management plan. Examples of plans include voluntary elements of Pollution Control Strategies, watershed based restoration plans, a Whole Basin Management Preliminary Assessment, or community-based stormwater permits;
- Installation of community stormwater management improvements in existing developments and municipalities;

- Restoration for water quality benefits;

The proposal should be designed to demonstrate water quality improvements to local impaired waters on developed landscapes with traditional and/or innovative, yet sustainable and cost-effective approaches. In addition, these projects should lead to ways of approaching nonpoint source load reductions while also contributing knowledge of cost effective, sustainable new ways of doing business.

Important Dates and Grant Schedule

August 10, 2017	RFP Issued
September 20, 2017	Proposals due to the DNREC Nonpoint Source Pollution Program office no later than 4:30 p.m. Applications received after that time will not be reviewed.
October 2017	Grant Awards announced and recipients notified.

2. ELIGIBILITY

Applicant Requirements

Applicants may be any Delaware non-profit organization, conservation district, community organization, and/or homeowner’s association within the State of Delaware. Applicants may submit up to two project proposals per grant cycle. Preference is given to projects involving cooperative partnerships and sponsors without a dedicated source of funds for repayment of Clean Water State Revolving Fund loans.

Agricultural operations and private for profit firms are not eligible for these funds. Interested parties may enter into working arrangement with eligible applicant.

DNREC and the Water Infrastructure Advisory Council, as an advisory group to DNREC, require an appropriate licensed professional seal construction plans. This applies to implementation projects along with innovative research projects that include construction. Grant reimbursement will not occur if sealed plans are not submitted prior to construction. DNREC reserves the right to waive the requirement on a case by case basis after review of the grant proposal.

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

Projects with over 5,000 square feet of disturbance must comply with the Sediment and Stormwater Regulations.

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. **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.

Award Information

Funding for projects receiving a grant award in this grant cycle will be subject to a minimum \$25,000 grant with a maximum of \$75,000. The award made under this RFP will support lasting water quality improvements on developed lands necessary in impaired watersheds to meet water quality limits as identified by Total Maximum Daily Loads.

At least 75 percent of the award must be utilized for implementation of the project. Construction costs, project materials, and labor cost related directly to the construction/ implementation would be included. Up to 25 percent of the funds provided by this award may be used for administrative costs (personnel salaries, indirect costs, travel, and indirect costs), planning and/or design costs.

DNREC and the Water Infrastructure Advisory Council, as an advisory group to DNREC, reserve the right to reject all proposals and make no awards under this announcement.

DNREC and the Water Infrastructure Advisory Council as an advisory group to DNREC 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.

Matching Requirements

This grant requires a 25% cash match which may be federal, state, or local cash. Proposals will be evaluated on leveraging and preference is given to projects that include additional match (in addition to the required 25% cash match), cost share, or leveraging by federal, local, or other

state funds. If using volunteer hours for additional match, the dollar value for volunteer hours that should be used is \$23.20/hour¹.

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.

Expenses incurred prior to the issuance of a Purchase Order are not reimbursable.

Project Duration

The **project implementation** should not extend beyond **2 years** of the date of grant award.

Research projects that will demonstrate innovative science will be a **3 year** grant with no less than a year dedicated to monitoring the project once implementation is complete.

Award recipients will be required to submit regular status reports and a final report. Applicants receiving a grant award will be notified of specific reporting requirements in the grant award agreement.

3. HOW TO APPLY

Submission of Proposals

An electronic copy of the proposal and supporting materials (e.g. project support letters from partners) in pdf format AND a copy in Microsoft Word must be submitted to the Nonpoint Source Pollution Program **no later than 4:30 pm, on September 20, 2017**. The emailed proposal must be less than 10 megabytes in size. Proposals will not be accepted by facsimile machine submission. Project proposals selected for awards will need to sign grant applications prior to receiving grant award.

Sharon Webb

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Subject: Community Water Quality Improvement Grant

Grant Application Format

Applicants should describe, within your application, how the project meets the program goals and priorities, the geographic scope of the project, cost effectiveness of the project, technical merit and feasibility, and organizational capacity to complete the project. The recommended length (not including cover page, signature page, and exhibits) of the proposal is 5-6 pages. Applicants may be contacted if the selection committee has any questions regarding your proposal.

¹ Based on 2016 State of Delaware Value of Volunteer Time.
http://www.independentsector.org/volunteer_time

Cover Page: The cover page should include the proposal title, partners/sponsor(s), point of contact information, period of time the proposal will cover (e.g. 6 months, 1 year, etc.), project cost, requested amount of funding, and information contained in the below summary table.

Total drainage area being treated (acres) and associated runoff curve number
% Impervious Area

Best Management Practice(s) Proposed or Type of Innovative Research Proposed

Total runoff reduction proposed and/or nutrient reduction (from DURMM v.2)

Signature Page: **This page should contain the signatures of the grant applicant, landowner(s) on which the project will occur, and the responsible party for any matching funds.** Letters of support from the landowners may be included in this section.

Background and Justification: Briefly describe the issue or problem to be addressed by the grant proposal, why the work is necessary, and how it fits with the grant program criteria. For implementation projects, describe where the project is located including its watershed, municipality, and site location, and its geographic characteristics such as recharge feasibility, TMDL reduction requirements, etc. For research projects, describe the specifics of the research site as well as the control site (if a remote location).

Scope of Work: This section should describe an objective and what is to be accomplished, location where the work will take place, who will complete the work, organizational capacity to complete the project, a work plan to accomplish your task, and description of environmental and multiple benefits resulting from your project.

Time Schedule and Benchmarks: This section should 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 addresses project objectives. **Research projects need to allow for no less than 1 year of monitoring after implementation is complete.**

Project Budget: This section should provide a detailed budget description and a brief narrative justification of the budget. It should include the amount requested and itemize all expenditures such as personnel/salaries; travel, equipment, supplies, contractual costs, indirect costs, and match sources and amounts. **A research project budget should reflect the 1 year of monitoring after the project is implemented.** A sample project budget form is provided as an Appendix.

Qualifications: This section should include a list of applicant's qualifications to complete the project.

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 described herein. 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. **Certificate of Insurance and/or copies of the insurance policies will be required before a grant agreement is executed.**

4. SELECTION PROCESS

Proposals will be reviewed for threshold eligibility purposes as described in 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.

Proposal Review and Ranking Criteria

The following evaluation criteria will be employed when reviewing and screening applications. Information on how each one of these will be fulfilled should be included in the proposal.

1. Geographic Scope (10 points)

- The proposal shall thoroughly identify the geographic setting of the project.
 - The watershed and sub-watershed shall be identified (i.e., Deep Creek subwatershed within the Chesapeake Bay watershed).
 - The municipality contained within (i.e., county or town/city).
 - The site specific information (i.e., street location, parcel identification, waterbody draining to, etc.)
 - Any site reconnaissance information, including but not limited to: recharge feasibility mapping, soils mapping and/or soils testing, contours via Lidar data or survey, drainage area/acres treated, % impervious cover.
 - An aerial of the project area must be included within the limits and important features clearly noted. Additional exhibits are encouraged.
- The impairments of the watershed and/or site area should be noted, including management plans that have been developed:
 - The TMDL reduction requirements established
 - Local factors and concerns (i.e., in a CSO area, in an highly impervious area with no stormwater controls, in an highly eroding stream channel, etc.).
- Points will be awarded based on the thoroughness of the answers (while being concise), as well as the connection to the watershed/sub-watershed's degradation.

2. Meets Program Goals and Priorities (40 Points)

The project proposal should:

- Implement non-regulatory recommendations, strategies, projects identified in a Pollution Control Strategy, published watershed restoration/implementation plan, Whole Basin Management Preliminary Assessment, and/or community based stormwater permits (i.e., MS4 requirement). The proposal should specify the activity and how it will be implemented in order to qualify for points under this criterion (10 points)
- Demonstrate innovative science (**research projects only**) (30 points);
 - How is this proposal innovative?

- Where has this technique been tried in the past?
- Have there been prior roadblocks to implementation in Delaware?
- What do we already know about this technique?
- Based on similar research, what are the expected results (i.e., % nutrient/sediment reduction, % runoff volume reduction, etc.).
- What is the expected lifespan of the demonstration project, and what is its applicability to be repeated?
- BMP performance testing will need to adhere to monitoring guidance and evaluation protocols defined in the International Stormwater BMP Database, www.bmpdatabase.org.
- Who will design the project?
- Describe how monitoring will be conducted.
- List who will be conducting the monitoring (environmental scientist, volunteers)

OR

- Install community stormwater management improvements or retrofits in existing developments and municipalities or provide restoration for water quality benefits (**implementation projects only**) (30 points);
 - What type of practices are being proposed and what are the square footage of practice area and/or cubic footage of storage being proposed?
 - What are the nutrient/sediment reduction and runoff reduction efficiencies for the practice(s)?
 - Using Delaware Urban Runoff Management Model version 2 (DURMM v.2), estimate the total pounds of nutrient/sediment reduction and/or volume of runoff reduction based on the site parameters. The spreadsheet Excel file must be transmitted.
 - What is the expected lifespan of the improvement as proposed?
 - Will nutrient/sediment reduction and/or runoff reduction remain a constant over the lifespan of the improvement or will there be a diminishing return?
 - Who will design the project?

3. **Leveraging/Co-funding (10 points)**

- The proposal should identify cooperative partnerships with stakeholders, creation of sustainable and effective commitments, and should demonstrate strong support from partners and other relevant agencies and organizations. The applicant may attach letters of support from cooperating agencies identifying how they intend to support the project. Applicants will be evaluated based on the extent they demonstrate how the applicant will coordinate/leverage the funding with other sources of funds (i.e., funding entities, project partners, surrounding communities, and businesses). (10 points).

Note: Applicants may choose to demonstrate leveraging by pledging their own funds above the minimum match requirement or other resources for a voluntary match or cost share. Applicants who choose to cost share voluntarily must meet their cost share obligations if their proposals are selected for award. Please note that only eligible and allowable costs may be used for matches or costs shares. Federal grants may be used as matches or cost shares.

4. Technical Merit and Project Feasibility (30 Points)

- The proposal will be evaluated on the technical feasibility given the proposed budget and timeline. The proposal should identify the applicant's (and partners) ability to undertake and successfully complete this project. The Review Team will evaluate the applicant's technical ability to successfully complete and manage the proposed project taking into account the applicant's organizational capacity, experience, facilities and technical expertise to accomplish the proposed plan of work and its likely success (10 points).
 - Give a timetable for the implementation of project. Include any monitoring time as applicable.
 - Give a detailed budget for project implementation and monitoring.
- Cost effectiveness (10 points)
 - Give the amount of dollars spent for the pounds of nutrients/sediment removed and/or volume of runoff reduced.
 - Describe how the longevity of the practice relates to the initial cost.
- Maintenance (10 points)
 - Describe who will be accountable for the maintenance of the practice after the grant has ended and what funding is available for maintenance.
 - A letter of agreement for future maintenance must be included.

5. Programmatic Capability (10 Points)

- Organizational experience of applicant, partners and consultants/contractors (if known). If any necessary consultants or contractors are not known at the time of grant preparation, than the means of selecting a qualified candidate should be described. **An appropriate licensed professional is required to seal construction plans for implementation and innovative research projects.**
- Plan for timely and successful achievement of the project objectives.
- Other similar grant awards

5. GRANTEE RESPONSIBILITIES

Grantees are responsible for submitting detailed invoices at a period of no more than once per month for disbursement of funds. Disbursement procedures will be provided at the time of grant award notification.

Grant award recipients will be required to submit regular reports during the project period and a final report and presentation for the Water Infrastructure Advisory Council at the end of the project period. Specific reporting requirements will be provided in the grant award agreement. Grant award recipients will be required to sign a memorandum of agreement with the

Department. All award recipients are required to comply with all state and federal laws and guidelines pertaining to the use of grant funds.

6. CONTACT INFORMATION

For further details regarding the Community Water Quality Improvement Grant sponsored through the Delaware Water Infrastructure Advisory Council, applicants are encouraged to contact

- Sharon Webb, Nonpoint Source Pollution Program Sharon.Webb@state.de.us
- Jim Sullivan, Nonpoint Source Pollution Program James.Sullivan@state.de.us

Additional information is available online at:

<http://www.dnrec.delaware.gov/fab/Pages/Community-Water-Quality-Grants.aspx>

The Department of Natural Resources and Environmental Control solicits and encourages Minority Business Enterprises (MBE), Women’s Business Enterprises (WBE), and Small Business Enterprises (SBE) in all service contracts and is committed to affirmative action, equal opportunity, and diversity of its workforce.