DELAWARE COUNTY
STREAM CORRIDOR MANAGEMENT PROGRAM

A Cooperative Program
Delaware County Soil and Water Conservation District
New York City Department of Environmental Protection
Delaware County Planning Department

NYC Environmental Protection

Delaware Watershed Stream Management Grant Program

Request for Pre-Application Conference
Program Track

Submit this completed request form and all attached materials to:
Delaware County Soil & Water Conservation District SCMPr Grants Program, 44 West Street, Suite 1, Walton, NY 13856

Applicant Information:

Name: _____ Phone: (____)_____

Address: _____

E-mail: _____ Fax: (____)_____

Cell: (____)_____ _____ Best Time to Call: _____

Designated Representative (if other than applicant):

Name:_____ Phone: (____)_____

Address: _____

E-mail: _____ Fax: (____)_____

Cell: (____)_____ _____ Best Time to Call: _____

Site Information:

Watershed Basin: East Branch Delaware River   West Branch Delaware River

Stream Name (if applicable):_____

Tax Parcel ID (if applicable):_____

Street Address (if applicable): _____

Town/Village: _____ County:_____

Program Information:

Check this box if you would like to consult with Del. Co. Planning Department while developing this proposal.

- Applicant **MUST** attach a brief description of the Program Grant proposal containing any necessary maps, photographs, and/or supporting documents.

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Checklist of Items to Include in your Application Packet
Program Track

<u>Submit one copy of all materials listed below:</u>

☐ Cover Letter requesting Stream Corridor Management Program funding on letterhead of the applicant. This should include a brief summary of the program.

☐ Completed Program Application form signed by the authorized representative of the applicant
　　☐ Completed Maps
　　☐ Copies of Completed Supporting Documents

☐ *Minimum* of three letters of support for the program

☐ Scope of Work containing Tasks, Schedule, Staffing, and Deliverables

☐ Budget spreadsheet referenced to the above Scope of Work

☐ Budget narrative referenced to the above Scope of Work

☐ Letters of commitment from any individual or organization listed as providing additional funding and/or in-kind services

☐ Photocopies of *relevant portions* of supporting documents other than those produced by SCMPr (Including but not limited to, Comprehensive Plans, All-Hazard Mitigation Plan, Delaware County Action Plan etc.). **Please only include the portions you reference directly**.

　If submittal is from a 501C-3 not-for-profit check one of the following:

☐ Resolution from the Host Municipality or Municipalities
☐ Resolution pending review of Application (To be included prior to execution of the contract)

Thank you for your interest in the Delaware Watershed Stream Management Grant Program. Grant funding is available through this program for stream management initiatives that benefit water quality within the New York City portions of the Delaware Watershed in Delaware County. There are two different types of funding for stream management initiatives: non-construction Programs that include but are not limited to: planning, assessment, education and outreach related to streams, etc.; and construction Projects that include but are not limited to: stream/floodplain restoration, streambank stabilization, etc. This set of guidelines applies to Construction Projects. Please use these guidelines to help develop your proposal and complete your application. Help in developing your proposal and your application is also available from Stream Corridor Management Program (SCMPr).

I. Background Information:

Comprehensive Stream Corridor Management Plans (SCMPs) for the West Branch Delaware River (2006) and East Branch Delaware River (2007) were completed by the Delaware County Soil & Water Conservation District (DCSWCD), NYC Department of Environmental Protection (NYCDEP), and Delaware County Planning Department (DCPD). The Stream Corridor Management Plans document the characteristics of the stream corridors and provide a set of recommendations that address water quality, stream stability, the protection of life and property, and wildlife habitat. The materials created through this detailed assessment and planning process can now be used as a tool for municipal officials, residents and other interested stakeholders for science based stream management.

Throughout the development of each SCMP, Project Advisory Committees were formed to represent the interests of local officials, residents, businesses, and agencies living and working in the watershed. Upon completion of the East Branch Delaware River plan in 2007, the focus began to move towards implementation of plan recommendations. A Delaware Basin Project Advisory Committee (PAC) was formed in 2008 and is designed to represent the collective interests of local government, property owners, watershed agencies, and not-for-profit organizations for the implementation of the stream management plan recommendations.

Working collaboratively with the PAC capitalizes on the knowledge and diversity of committee members and fosters a cooperative approach to watershed management. As an applicant to the program you are encouraged to contact DCSWCD, DCPD, NYCDEP or your local PAC representative to discuss your proposal and learn more about how it may fit within the SCMP recommendations. PAC membership and sub-committee lists are available at the DCSWCD office or on the Catskill Streams website link: http://www.catskillstreams.org/Delawaregrant.html.

Funding for stream related construction projects and programs within the NYC water supply watersheds has been allocated by the DCSWCD through contracts with the NYCDEP Stream Management Program.

II. Application Process

Applicants may seek funding for non-construction programs through the Stream Management Grant Program once per year. Applicants must submit the pre-application by the **third Friday** in **June**. The following is an overview of the process for applying for Delaware Watershed Stream Management Grant funding.

   A. Applicant submits the completed Request for Pre-Application Conference form that includes the following:
   i. **Applicant Information:** Applicant name, applicant contact information, designated representative name (if other than applicant), and designated representative contact information.
   ii. **Site Information:** Watershed Basin (East or West Branch Delaware River), Stream Name (if applicable), Tax Parcel ID (if applicable), Street Address (if applicable), Town / Village, and County.
   iii. **Program Information:** Applicant must attach a brief description of the Program Grant Proposal. Applicant may check the box if they would like to consult with the Delaware County Planning Department staff during the development of their proposal.

   B. Applicant meets with SCMPr representatives to review the proposal.

   C. If program qualifies for funding, applicant submits a completed Formal Application. The Formal Application must be submitted by the **second Friday** in **August**. Application MUST be accompanied by at least three

letters of support to become eligible for review. Letters of support signed by the applicant do not count towards the three letters required for eligibility (i.e. a municipality or not-for-profit cannot submit their own letter of support for a construction project they are proposing).

D. The application will be reviewed and scored by SCMPr Staff.

E. All Scored applications will be ranked by the PAC sub-committee chairs, NYCDEP Delaware Basin Program Manager, DCSWCD Stream Program Coordinator, and the DCPD Director.

F. The PAC considers the ranked applications and makes funding recommendations to SCMPr, DCSWCD Board of Directors, and NYCDEP.

G. The DCSWCD Board of Directors and NYCDEP approve or disapprove the application for funding.

H. SCMPr notifies the applicant of the final decision.

I. If approved, applicant accepts funding award with an implementation deadline or declines the funding award.

J. If the applicant accepts the funding award, the applicant must execute the appropriate License Agreement, 5-year or 10-year, for access to the property (if applicable), enters into contract with DCSWCD, and provides proof of required insurance.

III. Application Specific Information

Note: the numbers in these guidelines correspond with the numbered blanks on the Formal Application form.

1. **Grant Title:** Please provide a title that begins to describe the program – for example – Town of Andes Hydroseeding or Watershed Knotweed Brochure.

2. **Applicant Name:** Applicant may be a county, town, village, school district, or a 501c-3 not-for-profit organization.

3. **Contact Person/Title and Contact Information:** All correspondence related to the proposal will be directed to the contact information provided here. If contact is not the chief executive officer of the applicant organization or municipality, please provide name and title of chief executive officer. If applicant is a not-for-profit, provide a description of the organization in the spaces provided.

4. **Host Municipality (Town/Village):** List the town(s) and/or village(s) the proposal is located in or will affect. If proposal is being submitted by a not-for-profit, school, or other non-municipal entity, a Resolution in support of the proposal from hosting municipality MUST be received prior to executing funding contract.

5. **Watershed/Stream Name:** Indicate whether the program is within the East Branch or West Branch of the Delaware River watershed and the name of the stream where work is proposed, if applicable.

6. **Tax Parcel ID:** Identify the tax parcel number for the property or properties where the proposal will take place, if applicable.

7. **Has the municipality(ies) where the program is proposed adopted its respective Stream Management Plan?:** In order for the proposal to be eligible for funding, the host municipality/municipalities must have adopted their SCMP. For a list of the municipalities that have adopted their respective SCMP, please refer to the Catskill Streams website link: http://www.catskillstreams.org/Delawaregrant.html or contact the DCSWCD office.

Applications can be submitted for programs in all municipalities. Decisions on potential programs in municipalities that have not yet adopted their respective SCMP may be delayed until the adoption process is complete.

8. **Check the category(ies) that the proposed program addresses:** The following are *examples* of activities within each category. Your proposal may encompass activities not listed here; the examples are meant only as guide. Please check all that apply:

A. *Flood Damage Prevention/Floodplain Management:* Development of flood emergency management and response plans; flood recovery assistance; floodplain management training, including National Flood Insurance Program training. Managing existing floodplains and reclaiming potential floodplains.

B. *Highway Infrastructure Improvement:* Planning and/or assessment for the upgrading of undersized culverts; properly sizing bridges to avoid channel constriction; re-aligning streams upstream/downstream of bridges and culverts; incorporating vegetation into road embankments; managing utility crossings; managing floodplains adjacent to highway infrastructure.

C. *Stormwater Quality Improvement:* Planning and/or assessment for soil stabilization programs that improve the water quality of storm water runoff;(this could include equipment and material purchases); stormwater treatment systems and Best Management Practices; storm water retention and/or infiltration practices; wetland conservation/restoration; filter strips; creation of rain gardens and/or bioswales.

D. *Stream-based Recreation or Habitat Enhancements:* Planning and/or assessment for: stream access improvements; increasing navigability; enhancing stream-related amenities open to the public; public fishing related projects; fisheries improvements and/or habitat enhancements (instream and on floodplains).

E. *Restoration Projects:* Planning and/or assessment for any construction project not covered in the above categories. Such projects may include a gamut of projects from passive restoration to full-scale restoration projects that would provide multi-faceted benefits to a local community.

F. *Education/Outreach/Training:* Workshops; newsletters; public meetings; school programs; stream clean-ups; volunteer plantings; educational kiosks; outreach materials; training programs/opportunities; stream celebration.

G. *Planning and Assessment:* floodplain management; coordinated flood response; technical assistance; land use/open space planning and/or incorporating stream management into economic development initiatives; creating/enhancing local control through environmental policies; collaborating at the county, regional and local levels supporting watershed communities.

Note: The following types of Programs or Construction Projects are **NOT** fundable: construction of berms, extensive use of riprap, flood control walls, non-native plant materials or dredging.

9. **Program Budget Total Cost:** Please provide a realistic estimate of the Total Program Cost, Total Stream Corridor Management Program (SCMPr) Funds Requested, Total Local Share Amount, and Total Matching Funds Amount. These are to reflect the totals shown in #14 - Program Budget. Note that providing cost share either through your own funds, another program or grant, or in-kind labor or services will be accounted for in program scoring, but is not required for submitting an application.

10. **Estimated Dates for Starting and Completing the Proposed Program:** Provide estimated dates for starting and completing your proposed program.

11. **Program Description:** Applicant must answer the following questions (attach additional sheets if necessary):

- *Describe the goals of this program:* Provide as much detail/documentation about the program's goals and long-term objectives.

- *Describe the benefits of this program:* Provide as much detail/documentation about the program's benefits as is available, including the geographic area served and population served.

- *How do the goals and benefits affect Water Quality?:* Explain how the executed program will benefit water quality.

- *Program relation to SCMPr goals:* How does this program implement the recommendations in the SCMP and the SCMPr Action Plan? How is this program in keeping with the Stream Stewardship Principles provided to the host municipality/municipalities during the adoption of the SCMP? Does this program fulfill the responsibilities of DCSWCD or the host municipality/municipalities as set forth in the Memorandum of Understanding (MOU) that they signed to implement the SCMP? Please refer to the Catskill Streams website link: http://www.catskillstreams.org/Delawaregrant.html or contact DCSWCD for any of the documents mentioned above.

- *Describe other activities of the host municipality and /or the applicant that further the goals of SCMPr:* Describe any activities of the host municipality and/or the applying entity that support SCMPr goals as described above. Examples include serving on SCMPr advisory committees or implementing SCMP recommendations through other projects.

- *How does the program relate to other locally adopted plans?:* Describe how this program helps accomplish community goals as articulated by locally adopted plans (Comprehensive Plans, other land-use plans, the Delaware County Action Plan, Delaware County Hazard Mitigation Plan, Highway Management Plan, etc.). Please contact DCPD if you would like to learn more about other planning efforts in your program's host municipality.

- *Provide a list of supporting parties and describe their roles in the program:* Provide a list of partners that support the program.

- *Other relevant information:* Provide other relevant information that applies to the program, such as maps, photographic information and supporting documents.

- In addition to answering the questions above, the applicant **must provide a detailed Scope of Work**. The Scope of Work must identify at a minimum:

    o   Tasks necessary to complete the program proposal;
    o   Identification of staff that will be involved with each task
    o   Schedule for the anticipated completion of tasks;
    o   Deliverables expected with the completion of each task (if applicable).

12. **Program Evaluation:** Describe how you will track the progress of the program during and after implementation. At minimum, a written progress report must be provided to SCMPr by **November 1st** of each year during the length of the contract. A final program report must be completed to state whether goals were achieved, final program cost, and any recommendations for enhancement. Programs that involve Education/Outreach/Training will be required to show results by events held, number of attendees, brochures and/or materials produced, etc. Recreation projects will be required to submit recreational use surveys and/or impact questionnaires.

13. **Program Long-term Success**:

- *Describe what efforts your organization will provide to ensure long-term program success:* Detail the efforts that your organization is currently conducting or new efforts will be implemented in the future to ensure the program's long-term success.

- *Describe how the grant will support further development of local stewardship capacity:* Here you should explain how this program will facilitate future stream management efforts in the host municipality. capacity.

- *Describe how the applicant has successfully executed other grant-funded projects:* Provide details on other grants that were successfully obtained and how the funding was utilized.

14. **Program Budget:** Provide a breakdown of program costs. List costs for program elements identified in Scope of Work. Use the form provided with the application. In addition to the form, the applicant MUST attach a narrative that links the tasks in the Scope of Work to projected expenditures. If applicant is using matching funds to supplement the program, a Letter of Commitment (LOC) from the funding source MUST be attached to this application.

Break out:
    A. Personnel Costs
- In-kind contribution as local share
- Requested personnel funding

    B. Material Costs
    C. Equipment Cost
    D. Consultant Fees
    E. Administrative Costs
- Maximum allowable administration cost of reimbursement is 10% of the total program cost
- Legal
- Overhead
- Contingency

    F. Other Costs

Separate documentation for in-kind contributions from the applicant is not required. For matches from other sources, a Letter of Commitment (LOC) or Certified Resolution must be submitted from the funder. The LOC or Resolution must clearly document the commitment of the funding party/entity, including the amount of the contribution.

Time spent in submitting a proposal is not reimbursable. No funds may be claimed by applicant for work performed prior to the execution date of the contract.

IV. Additional Information

For additional information contact Graydon Dutcher, DCSWCD Stream Program Coordinator at (607) 865-5223, graydon-dutcher@dcswcd.org or for assistance with the application contact Shelly Johnson-Bennett, Chief Planner, Delaware County Planning Department at (607) 746-2944, shelly.johnson@co.delaware.ny.us.

V. Required provisions for successful applicants

1. Enter into appropriate Landowner Agreement (if applicable) with DCSWCD to provide access to site for monitoring
2. Enter into program contract with DCSWCD
3. Provide proof of required insurance
4. Complete VENDEX requirements for programs over $100,000

The DCSWCD and NYCDEP do not guarantee funding to any or all programs that meet the minimum ranking criteria. DCSWCD and NYCDEP reserve the right of final approval in accordance with municipal laws and contractual requirements.

Delaware Watershed Stream Management Grant Program
Program Track Application

Submit this completed application to: Delaware County Soil & Water Conservation District SCMPr Grants Program, 44 West Street, Suite 1, Walton, NY 13856

1. Grant Title	
2. Applicant Name	
3. Contact Person/Title and Contact Information	

Telephone number / Fax number	**E-mail**
Applicant / Municipality / Organization Legal Name	**Federal Tax ID Number**

Address	

City	**State / Zip Code / County**
Telephone number / Fax number	**E-mail**

Chief Executive Officer of Program Applicant / Title	
Description of organization	

4. Host Municipality (Town/Village)	**5. Watershed (Delaware River Basin)** ❐ East Branch ❐ West Branch
Stream Name (If applicable)	**6. Tax Parcel ID(s) (If applicable)**

7. Has the municipality(ies) where the program is proposed adopted its respective Stream Management Plan? ❐ Yes ❐ No

8. Check the category(ies) that the proposed program addresses (check all that apply):

❐ A) Flood Damage Prevention/Floodplain Management ❐ E) Restoration Projects

❐ B) Highway Infrastructure Improvement ❐ F) Education/Outreach/Training

❐ C) Stormwater Quality Improvement ❐ G) Planning and Assessment

❐ D) Stream-Based Recreation or Habitat Enhancements

9. Program Budget Total Cost (See application guidelines) Total Program Cost $_____

Total SCMPr Funds Requested $_____ Total Local Share Amount $_____ Total Matching Funds Amount $_____

10. Estimated Dates for Starting and Completing the Proposed Program

Authorized Signature of Applicant: _____ **Date:** _____

Signature of Property Owner (if applicable): _____ **Date:** _____

Grant Title: _____   Applicant Name: _____

List Attachments: _____

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11. Program Description - Applicant must answer the following questions and include a Scope of Work with tasks, deliverables, schedule, and staffing.

   (see application guidelines for instructions)

   * Describe the goals of this program.

   * Describe the benefits of this program.

   * How do the goals and benefits affect Water Quality?

   * Program relation to SCMPr goals.

   * Describe other activities of the host municipality and/or the applicant that further the goals of SCMPr.

   * How does the program relate to other locally adopted plans?

   * Provide a list of supporting parties and describe their roles in the program.

   * Other relevant information (maps, photographic information and supporting documents)

   Attach additional sheets if necessary.

Grant Title: _____   Applicant Name: _____

List Attachments: _____

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12. Program Evaluation - Describe how you will track the progress of the program during and after implementation.

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13. Program Long-term Success

* Describe what efforts your organization will provide to ensure long-term program success.

* Describe how the grant will support further development of local stewardship capacity.

* Describe how the applicant has successfully executed other grant-funded projects.

Delaware Watershed Stream Management Grant Program
Program Track Application

Grant Title: _____   Applicant Name: _____

List Attachments: _____

14. Program Budget* (see application guidelines for instructions)

Item Description	Local Share^		Matching Funds^			SCMPr Share		Total
	Local Cash	Local In-kind	Federal Funds	State Funds	Other funds	Stream Grant funds	Planning, design, consulting services	
A. Personnel Costs								
B. Material Costs								
C. Equipment Costs								
D. Consultant Fees								
E. Administrative Costs								
Legal								
Overhead								
Contingency								
F. Other Costs								
Total Costs								
Funding Source Percentage of Program cost								

* Budget shall contain a narrative linking task from Scope of Work with budget line items.
^ Documentation of Local Share and Matching Funds shall include Letters of Commitment.