

Clean Water Design & Implementation Block Grant Round 7 Grant Application Form

Introduction

The Mount Ascutney Regional Commission (MARC) is pleased to announce a seventh round of funding under the Design/Implementation Block Grant (DIBG) Program. Funding is provided by the Vermont Department of Environmental Conservation (DEC), and must be used to support state-wide improvement of surface water quality.

MARC seeks proposals from eligible applicants throughout the State of Vermont to support preliminary (30%) engineering design, final (100%) engineering design, and implementation of **Natural Resources** projects with a primary purpose of mitigating sediment and nutrient pollution to surface waters. Please see the [SFY21 Clean Water Initiative Program Funding Policy](#) and review the following pages for additional eligibility requirements.

Please note that planning, monitoring, assessment, scoping, outreach/education, etc. projects are ineligible for funding under this program. Only engineering and construction phases are eligible for DIBG funding. However, there are a number of other current grant opportunities available through the [DEC Clean Water Initiative Program](#) and its partner organizations to support these efforts.

IMPORTANT PROGRAMMATIC CHANGES FROM PRIOR GRANT ROUNDS:

- MARC has encumbered the allotted portion of its budget to support stormwater-sector projects. Therefore, only applications for Natural Resources projects (i.e., river/floodplain restoration, wetland restoration, lake shoreland, and forestry) will be accepted this funding round.
- **Projects awarded under this funding round will be subject to Vermont Division for Historic Preservation (VDHP) project review as outlined in the FY23 Clean Water Initiative Program (CWIP) Funding Policy. The applicable excerpt of the FY23 CWIP Funding Policy related to VDHP review requirements is available [here](#). For preliminary and final engineering design projects, milestones and deliverables related to the VDHP review requirements will be added to the standardized milestones and deliverables outlined in the [FY21 CWIP Funding Policy](#). Implementation-phase projects that have not previously undergone VDHP project review will be required to submit the [CWIP VDHP Review Form](#) with grant applications. Note that the VDHP Review Form does not need to be signed by VDHP as part of your grant application. Upon submission of your grant application, MARC will forward the form to the VDHP for review and approval prior to execution of a subgrant agreement. Questions? Please contact [Chris](#).**

Grant Timeline

| | |
|---|--------------------------------------|
| <i>Grant Round Announced</i> | <i>April 4, 2023</i> |
| <i>Application Deadline</i> | <i>May 8, 2023 by 4:30 pm</i> |
| <i>Anticipated Notification of Award</i> | <i>June 1, 2023</i> |
| <i>Anticipated Subgrant Agreement Execution</i> | <i>June 15, 2023</i> |
| <i>Project Completion/Grant Close-out</i> | <i>October 1, 2024</i> |

Project Eligibility

Projects eligible for funding under the Design/Implementation Block Grant Program must meet each of the following eligibility criterion:

1. Must have a primary purpose of sediment and/or nutrient pollution reduction to surface waters;

2. Must have a project entry and unique identification number listed in the DEC [Watershed Projects Database](#) (WPD). If your project is not listed in the WPD, please work with the applicable [DEC Basin Planner](#) to create a project entry;
3. Must include at least one (1) of the following project phases (note that preliminary design and final design may be combined for simple projects):
 - Preliminary (30%) Engineering Design
 - Final (100%) Engineering Design
 - Implementation (Construction)
4. Eligible projects are limited to the following sectors (*note that stormwater projects will not be considered this round*):
 - Floodplain/Stream Restoration
 - Lake Shoreland
 - Wetland Restoration
 - Forestry
5. Must meet all applicable eligibility requirements listed in the [SFY21 Clean Water Initiative Program Funding Policy](#);
6. If a project is eligible through alternative funding sources, such as those administered by the [Vermont Agency of Transportation \(VTrans\)](#) or the [Agency of Agriculture, Food and Markets \(AAFM\)](#), funding should be sought from those alternative sources prior to applying for DIBG funding. Alternative funding options should be exhausted prior to applying for DIBG funding;
7. Projects that contribute to a [MS4 community](#) achieving flow and/or phosphorus reduction targets as identified through a Flow Restoration Plan (FRP) or Phosphorus Control Plan (PCP) must provide a minimum of 50% match. Projects intending to comply with MS4 Permit Minimum Control Measures are ineligible for DIBG funding;
8. Eligible subgrantees under the DIBG Program include the following:
 - Vermont Municipalities
 - Vermont Regional Planning Commissions
 - Vermont Natural Resources Conservation Districts
 - Non-profit Organizations (such as Watershed Groups)
 - State Agencies
 - State Colleges and Universities
 - Public Hospitals and Medical Centers
 - Public Schools
9. Projects must be located on land owned by an eligible landowner. Please refer to Figure 5 on page 19 of the [SFY21 Clean Water Initiative Program Funding Policy](#) for additional landowner eligibility requirements. Note that regulatory considerations do influence landowner eligibility. Please note that a Letter of Support from the landowner must be provided with your application;
10. Non-MS4 projects **do not** require match/leverage funds under this grant program. However, match funds are incentivized through the competitive proposal scoring process.

If you have reviewed the [SFY21 Clean Water Initiative Program Funding Policy](#) document and the items listed above in detail, and still have questions regarding project eligibility, please email cwbg@marcvt.org under the subject heading "DIBG Eligibility Question."

Funding Availability

The MARC has a budget of approximately **\$425,000** this funding round to support grants for engineering and construction of water quality improvement projects, including subgrantee project management and grant administration expenses. The available budget per project category is as follows:

| Project Category | Total Budget |
|-------------------|------------------|
| Natural Resources | \$425,000 |
| Stormwater | \$0 |
| TOTAL | \$425,000 |

Project Selection & Award

Submitted applications will be reviewed by MARC staff to ensure all required application elements have been submitted, all eligibility requirements are met, and that the project has been properly screened for natural resource impacts per the requirements of the *SFY21 Clean Water Initiative Program Funding Policy*. Upon confirmation of project eligibility, projects will be reviewed and scored by committee. Scoring considerations will include, but may not be limited to, the following:

1. Anticipated sediment/nutrient pollutant load reductions;
2. Helps address stressed or impaired waters designation;
3. Aids in implementing a Total Maximum Daily Load (TMDL) Plan;
4. Listed as a high priority in a relevant assessment or plan (such as a River Corridor Plan or a Stormwater Master Plan);
5. Cost effectiveness;
6. Match/leveraged funds;
7. Project co-benefits (e.g., flood resiliency, chloride or *E. coli* pollution reduction, recreational benefit, public education potential, etc.);
8. Clarity and completeness of application

MARC staff hopes to notify applicants of funding award on or before June 1, 2023, with a goal of executing all awarded subgrant agreements by June 15, 2023. Projects must be completed, with all reporting and deliverables submitted by October 1, 2024.

Design/Implementation Block Grant Application Form

Applicant Organization Information

- a. Applicant Organization Name:
- b. Organization Type:
- c. Physical Address:
- d. Point of Contact Name, Title:
- e. Point of Contact Phone #:
- f. Point of Contact Email Address:

Project Information

- a. Project Title:
- b. [Watershed Projects Database \(WPD\)](#) Identification #:
- c. Project Location Town:
- d. Project Location Watershed:
- e. Project Latitude/Longitude Coordinates (Decimal-Degrees):
- f. Landowner Type:
- g. Project Type/Sector:
- h. Project Phase:

| | |
|--|----------------------|
| <p>i. Is your proposal the next phase of a previously awarded Clean Water Design/Implementation Block Grant (DIBG) or DEC Ecosystem Restoration Program (ERP) grant?</p> <p><i>If yes to "i." above, please list the previous subgrant agreement number:</i></p> | <p>Yes</p> <p>No</p> |
|--|----------------------|

| | |
|---|----------------------|
| <p>j. To the best of your knowledge, is your project eligible through any alternative funding source(s)?</p> <p><i>If yes to "j." above, please list the other funding source(s) through which your project has been denied funding, and a brief rationale for such denial:</i></p> | <p>Yes</p> <p>No</p> |
|---|----------------------|

k. **Project Description.** Please provide a brief description of the project (*Describe the sediment/nutrient pollution issue, how the pollutant issue will be addressed, anticipated project outcomes, and any other information that may demonstrate why this project is important in terms of sediment/nutrient pollutant reduction*):

l. **Water Quality Benefits.** (*Describe why this project is important in terms of magnitude of sediment and/or nutrient pollution. Is there an urgent need for this project?*)

m. **Nutrient Reduction Quantification.** Please quantify the sediment/nutrient pollutant reduction potential to the best of your ability:

n. **Project Type, Milestones & Deliverables.** Please select your Project Type from the drop-down menu located at the top of the table below. Project Types are defined in Appendix B of the [SFY21 Clean Water Initiative Program Funding Policy](#). Please select the Project Type that best describes your project.

Upon identification of your Project Type, please enter the standardized Milestones and Deliverables associated with that Project Type in the table below, based on Appendix C of the [SFY21 Clean Water Initiative Program Funding Policy](#). Please do not deviate from the standardized Milestones and Deliverables provided in the Funding Policy.

Please be advised that applicable new milestones and deliverables related to VDHP review requirements (as outlined in the FY23 CWIP Funding Policy) will be added to the list of required milestones and deliverables in your subgrant agreement.

Note that the table below may include more rows than is necessary for your project. Please leave extra rows blank.

| Project Type: | | |
|----------------------|------------------|-----------------------|
| | Milestone | Deliverable(s) |
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |
| 11 | | |

o. **Performance Measures.** Please enter the standardized performance measure(s) associated with your Project Type as defined in Appendix B of the [SFY21 Clean Water Initiative Program Funding Policy](#). Please enter the

anticipated quantitative value resulting from your project for each performance measure. *Note that your Project Type may only have one standardized Performance Measure associated with it, in which case please leave the second-row blank.*

| | Performance Measure | Anticipated Quantitative Value |
|---|---------------------------|--------------------------------|
| Performance Measure 1: | | |
| Performance Measure 2 (if applicable): | | |
| Example: | Acres of Wetland Restored | 3.5 |

- p. **Project Eligibility and Readiness Screening.** The following information will help streamline the environmental review and project readiness process for your proposed water quality improvement project.

Step 1: Conduct Eligibility Screen: Project Types and Standards for proposed project as outlined in the FY21 [CWIP Funding Policy](#).

| Table 1: Project Type Eligibility Screening | |
|---|-----------|
| Please select your project type from the drop-down list to the right (from Appendix B of the CWIP Funding Policy, only the listed project types are eligible for funding under the Design/Implementation Block Grant) | |
| Does your project type meet the applicable definitions and minimum standards as provided in Appendix B of the CWIP Funding Policy (pp 34-41)? (Answer must be YES to proceed) | Yes No |
| Will the project result in the standard milestones and deliverables defined by project type in Appendix C of this CWIP Funding Policy (pp 42-55)? (Answer must be YES to proceed) | Yes No |
| Is the project’s primary purpose to improve water quality by reducing nutrient and sediment pollution? (Answer must be YES to proceed) | Yes No |
| Is the project listed as an ineligible project type in the funding policy (pp 12-13)? (Answer must be NO to proceed) | Yes No |

Step 2: Verify project presence in [Watershed Project Database](#). Each project must have a Watershed Project Database number. If the project is not yet in the Watershed Project Database, the recipient must collaborate with their local basin planner to propose the project, have the basin planner review, enter information into the database and assign a Watershed Project Database number to that project. Use the [Water Quality Project Screening Tool](#) to identify the appropriate Basin Planner for your project. Please allow your basin planner at least two weeks to review and add a new project to the Watershed Project Database.

Watershed Project Database ID number assigned: _____

Brief Summary of Basin Planner input on the project (please attach proof of correspondence):

Step 3: DEC Programmatic Review. The purpose of programmatic review is 1) to confirm the proposed project is supported and would be beneficial for water quality from the perspective of the relevant DEC program (based on project types) and 2) to confirm if any other design standards apply. Refer to Table 3 below for guidance on which programmatic staff to consult with. If your project crosses types or is a blend of project types, please consult with all potentially applicable program representatives. Only those programs listed in Table 3 require consultation for this step. Applicants should confirm programmatic support prior to advancing to Step 4. Please allow program staff at least one week to review your proposed project and provide a response.

1. Send DEC program contacts the watersheds project database number (if available), location and description of the project, and any other relevant information they request that will be utilized in their review.
2. Obtain written documentation of the results of their findings (using the form included in Appendix A). Responses must include “approval to proceed with the project application”, OR “approval with conditions¹ to proceed with the project application”, OR “Denied approval to proceed”
3. Provide summary of communications in Table 2 below and submit record of correspondence (i.e., completed form in Appendix A) as part of your application.
4. Note, while this may include the same or similar staff, this is different from a preliminary review of permitting needs and natural resource impacts (Step 4).

| Table 2: Summary of Programmatic Staff Communications | | |
|--|--|--|
| Program Staff contacted (name and relevant program): | Does the staff member support the project and believe it to be beneficial for water quality? | <p>Yes</p> <p>No</p> <p>Required Conditionalities:</p> <p>Other Comments:</p> |
| | Did the staff member mention specific design standards that should apply to the project? | <p>Yes</p> <p>No</p> <p>Other Comments:</p> |

¹ Example conditions might include requests to view final designs prior to project close out, or request to participate in stakeholder meetings, etc.

| | | |
|--|--|---|
| Program Staff contacted (name and relevant program): | Does the staff member support the project and believe it to be beneficial for water quality? | <p>Yes</p> <p>No</p> <p>Required Conditionalities:</p> <p>Other Comments:</p> |
| | Did the staff member mention specific design standards that should apply to the project? | <p>Yes</p> <p>No</p> <p>Other Comments:</p> |
| Program Staff contacted (name and relevant program): | Does the staff member support the project and believe it to be beneficial for water quality? | <p>Yes</p> <p>No</p> <p>Required Conditionalities:</p> <p>Other Comments:</p> |
| | Did the staff member mention specific design standards that should apply to the project? | <p>Yes</p> <p>No</p> <p>Other Comments:</p> |

| Table 3: ANR Programmatic Staff by project type | | |
|---|----------------------------|---|
| Project Type | Contact Name | Contact ² |
| Lake Shoreland | Oliver Pierson | 802-490-6198, Oliver.pierson@vermont.gov |
| Floodplain/Stream | Regional River Scientist | https://anrweb.vt.gov/DEC/cleanWaterDashboard/ScreeningTool.aspx |
| Wetland | Wetland District Ecologist | Wetland Inquiry Form |

Step 4: Permit Screening. Review your project for potential Natural Resource Conflicts and ANR permit needs (to be conducted in advance of each project phase- 30% preliminary design, 100% final design, implementation). Please walk through and answer all of the questions in the [Table 4 Natural Resource Conflicts and ANR Permits Checklist](#) and provide summaries of consultations, where requested.

- 1) The [ANR Atlas Clean Water Initiative Program Grant Screening tool](#) can help answer the yes/no questions in the following sections: Act 250, Lakeshore, and Rivers. Follow the instructions on this link to identify whether your project is located on an Act 250 parcel or is located in the jurisdictional zones to trigger a Lakeshore or Rivers Program permit. Note that the layer to activate in ANR Atlas is now named “Clean Water Initiative Program Grant Screening.”
- 2) This checklist is a high-level review of the most likely ANR permits to apply to your project. Sub-grantees selected for funding are expected to perform due diligence to ensure all applicable permits (including non-ANR state, local, and federal permits) are discovered and secured prior to implementation. The [ANR Permit Navigator](#) and an Environmental Compliance Division Community Assistance Specialist can help confirm ANR permitting needs for any projects once selected for funding.
- 3) If instructed by the Table 4 check-list to connect with a specific program’s regulatory staff, please do the following:
 - o Send them the watersheds project database number (if available), location and description of the project, and any other relevant information they request that will be utilized in their review.
 - o Secure written documentation of the results of their findings (an email meets this requirement).
 - o Provide summary of communications in the checklist form below.
- 4) The “conditioned” category is reserved for when the State technical staff indicate they may need a field visit or may need to see more completed designs prior to making a permit need determination.
- 5) If instructed by the Table 4 check-list, applicants must attempt to communicate with the relevant technical staff and provide them with at least two weeks to review the project and provide a response. If no response is received by the application due date, the applicant may indicate “unknown/pending” and submit proof of attempted correspondence made in a timely manner.
- 6) Note that it is ok to fund design projects where a permit need is “unknown/pending” or “conditioned,” but that sub-grant recipient will be expected to continue to engage with any applicable regulatory programs identified through this review to ensure a final determination of permit needs is confirmed prior to implementation. Implementation project proposals must have no “unknown/pending” or “conditioned” responses in the checklist below in order to be funded.

² Please contact block grant holder if these contacts have changed or left their posts.

Table 4: Natural Resource Conflicts and ANR Permits Checklist

| I. Act 250 Permits | |
|---|--|
| <p>1. Have any Act 250 (Vermont’s Land Use and Development Control Law) Permits been issued in the project site’s parcel location? An Act 250 Permit is required for certain categories of development, such as subdivisions of 10 lots or more, commercial projects on more than one acre or ten acres (depending on whether the town has permanent zoning and subdivision regulations), and any development above the elevation of 2,500 feet.</p> | <p>Yes</p> <p>No</p> |
| <p>If yes, please provide the permit number and list any water resource issues or natural resource issues found: Permit Number: Resource Issues: If yes, use the Water Quality Project Screening Tool to identify the appropriate <u>regulatory contact for Act 250 consultation</u>. Please provide summary of communications with appropriate Act 250 permitting staff and whether a permit amendment is needed:</p> | <p>Yes - permit amendment needed</p> <p>No - permit amendment not needed</p> <p>Conditioned – permit amendment might be needed</p> <p>Unknown/Pending – No response from ANR staff</p> |
| II. Lakeshore | |
| <p>1. Is the project site located within 250 feet of a lakeshore water’s edge?</p> | <p>Yes</p> <p>No</p> |
| <p>If yes, you might need either a Shoreland Protection Act Permit or an Encroachment Permit. Use the Water Quality Project Screening Tool to find the <u>Lake Shoreland Scientist</u> for your project’s region. Please provide summary of communications with Lake Shoreland Scientist, whether project complies with the Shoreland Protection Act and/or the proposed encroachment will not adversely affect the public good and whether a permit is needed:</p> | <p>Yes - permit needed</p> <p>No - permit not needed</p> <p>Conditioned – permit might be needed</p> <p>Unknown/Pending – No response from ANR staff</p> |
| III. Rivers, River Corridors, and Flood Hazard Areas | |
| <p>1. Is there any portion of the project site located within 100’ of a river corridor and/or mapped Federal Emergency Management Agency (FEMA) flood hazard area³? (e.g., a stormwater pond’s pipe draining into a river corridor area)? Any permanent excavation/filling or construction</p> | <p>Yes</p> <p>No</p> |

³ FEMA mapped Flood Hazard Areas are not available statewide on the ANR Natural Resources Atlas. For projects located in Grand Isle, Franklin, Lamoille, Addison, Essex, Orleans, Caledonia, and Orange Counties, maps are available via the FEMA Flood Map Service Center: <https://msc.fema.gov/portal/home>. ANR Floodplain Managers are available to provide technical assistance if needed.

| | |
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| <p>within a flood hazard area or river corridor may trigger regulatory requirements through municipal bylaws or through state authorities.</p> | |
| <p>If yes, you will need to speak with a Floodplain Manager. Use the Water Quality Project Screening Tool to find the Floodplain Manager for your project’s region. Please provide summary of communications with these staff, whether the project complies with the Performance Standards of the Flood Hazard Area and River Corridor Rule and whether a permit is needed:</p> | <p>Yes - permit needed</p> <p>No - permit not needed</p> <p>Conditioned – permit might be needed</p> <p>Unknown/Pending – No response from ANR staff</p> |
| <p>2. Is any portion of the project within a perennial river or stream channel? Stream Alteration Permits regulate all activities that take place within perennial river and stream channels. Examples of regulated activities include streambank stabilization, dam removal, road improvements that encroach on streams, and bridge/culvert construction or repair.</p> | <p>Yes</p> <p>No</p> |
| <p>If yes, you will need to speak with a Stream Alteration Engineer. Use the Water Quality Project Screening Tool to find the Stream Alteration Engineer for your project’s region. Please provide summary of communications with these staff, whether the project complies with the Performance Standards of the Stream Alteration Rule and whether a permit is needed:</p> | <p>Yes - permit needed</p> <p>No - permit not needed</p> <p>Conditioned – permit might be needed</p> <p>Unknown/Pending – No response from ANR staff</p> |
| <p>IV. Wetland</p> | |
| <p>1. Does the Wetland Screening Tool⁴ provide a result of wetlands likely, very likely, or present?</p> | <p>Yes</p> <p>No</p> |
| <p>If yes, you will need to contact your District Wetlands Ecologist using the Wetland Inquiry Form. The District Wetlands Ecologist can help determine the approximate locations of wetlands and whether you need to hire a Wetland Consultant to conduct a wetland delineation. Any activity within a Class I or II wetland or wetland buffer zone (minimum of 100 feet and 50 feet respectively) which is not exempt or considered an “allowed use” under the Vermont Wetland Rules requires a permit. All permits must go through review and public notice process, which takes at minimum a month. Please provide summary of communications with these staff and whether a permit is needed:</p> | <p>Yes - permit needed</p> <p>No - permit not needed</p> <p>Conditioned – permit might be needed</p> <p>Unknown/Pending – No response from ANR staff</p> |

⁴ To view the Wetland Screening Tool introduction video, see <https://youtu.be/6lv5en0AB1o>

| V. Fish and Wildlife | |
|---|--|
| <p>State law protects endangered and threatened species. No person may take or possess such species without a Threatened & Endangered Species Takings permit.</p> <p>1. Does your project involve cutting down trees larger than 8 inches in diameter in any of the following towns? Addison, Arlington, Benson, Brandon, Bridport, Bristol, Charlotte, Cornwall, Danby, Dorset, Fair Haven, Ferrisburgh, Hinesburg, Manchester, Middlebury, Monkton, New Haven, Orwell, Panton, Pawlet, Pittsford, Rupert, Salisbury, Sandgate, Shoreham, Starksboro, St. George, Sudbury, Sunderland, Vergennes, Waltham, West Haven, Weybridge, Whiting</p> | <p>Yes</p> <p>No</p> |
| <p>2. Is the project within 1 mile of a mapped⁵ Significant Natural Community or Rare, Threatened, or Endangered Species?</p> | <p>Yes</p> <p>No</p> |
| <p>If yes to either of the above questions, connect with the VT Fish and Wildlife department (everett.marshall@vermont.gov 802-371-7333) to discuss your project and any necessary permitting. Please provide summary of communications with these staff and whether a permit is needed:</p> | <p>Yes - permit needed</p> <p>No - permit not needed</p> <p>Conditioned – permit might be needed</p> <p>Unknown/Pending – No response from ANR staff</p> |
| VI. Stormwater | |
| <p>1. Will the project disturb more than an acre of land during construction, add impervious surface, create new development or otherwise require a Stormwater permit?</p> | <p>Yes</p> <p>No</p> |
| <p>If yes, forward to the appropriate <u>Stormwater specialist</u> to ensure necessary permitting. Use the Water Quality Project Screening Tool to find the Stormwater specialist for your project’s region. Please provide summary of communications with these staff and whether a permit is needed:</p> | <p>Yes - permit needed</p> <p>No permit not needed</p> <p>Conditioned – permit might be needed</p> <p>Unknown/Pending – No response from ANR staff</p> |
| VII. Solid Waste | |
| <p>Will the project result in the transfer and/or disposal of waste (including construction and demolition waste, stumps, brush, untreated wood, concrete, masonry and mortar)?</p> | <p>Yes</p> <p>No</p> |
| <p>If yes, connect with the Waste Management & Prevention Division (dennis.fekert@vermont.gov 802-522-0195) to discuss your project and any necessary permitting. Please provide summary of communications with these staff and whether a permit is needed:</p> | <p>Yes - permit needed</p> <p>No permit not needed</p> <p>Conditioned – permit might be needed</p> |

⁵ Find both of these layers on the ANR Atlas under Atlas Layers/Fish and Wildlife.

| | |
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| | Unknown/Pending – No response from ANR staff |
|--|---|

Step 5: Confirm proposed project meets all other Eligibility Screens in the Funding Policy (budget, recipient entity, landowner, leveraging, O&M).

Yes

No

Other (please explain):

- q. **Project Budget.** Please provide your requested grant budget, match funds, and total project cost below. You will be required to include more detailed budget information in the DIBG Budget Form.
 - 1. Total Grant Funds Requested:
 - 2. Eligible Match/Leverage Funds Provided:
 - 3. Total Project Cost (*Grant Funds Requested + Match Provided = Project Cost*):

- r. **Additional Information.** If there is any additional information that the Review Committee should be aware of when reviewing your application (innovative water quality solutions, exciting or innovative partnerships, noteworthy site history, obscure sources of match/leverage funding, or any other information), please provide:

Required Application Content & Submittal Instructions

Please ensure that your application includes each of the following elements, submitted in the following manner. Failure to properly submit your application as described in this Section may jeopardize your funding request.

The following elements must be submitted as one (1) PDF document, arranged in the following order:

Completed Application Form (this document);

[Completed Budget Form](#);

Bid(s), Quote(s) or Estimate(s) from engineering and/or construction firms;

Natural Resources Screening Map;

Completed and signed [DIBG DEC Programmatic Staff Project Review Form](#)(s) from applicable DEC staff;

Landowner Letter of Support;

[Documentation of Operations & Maintenance \(O&M\) responsible party](#);

Other Letter(s) of Support, if applicable (e.g., DEC Basin Planner, Watershed Groups, etc.);

Site photograph(s) clearly demonstrating the water quality concern;

[Match Funding Commitment Letter](#) (if applicable)

The following must be submitted as a second, single PDF document:

Preliminary or final engineering design plans, if applicable;

Engineering design report, if applicable;

Local, state and/or federal permit authorization(s) (if an implementation phase project⁶);

For implementation-phase projects, a VDHP Project Review Form must be submitted with the grant application (note that the form does not need to be submitted to VHDP prior to submission of your application)

Please submit your completed application via email (as two PDF attachments as described above) to cwbg@marcvt.org under the subject heading “*DIBG Application Submission – Organization Name*” by no later than **May 8, 2023 by 4:30 pm** Eastern Standard Time (EST). MARC staff will respond to your application submission email to provide confirmation of receipt. **Late or incorrectly submitted applications will not be considered.**

If your organization intends to submit two or more applications, please submit each application by separate email.

⁶ Applicants are strongly encouraged to secure all required permit authorizations during the final design phase, or otherwise prior to applying for DIBG implementation funds. However, you may be eligible to receive implementation funds prior to securing permits. You must clearly demonstrate in your application all permitting requirements, and a plan to secure all necessary permit authorizations prior to commencement of any construction activities.

**APPENDIX A –
Design/Implementation Block Grant
DEC Programmatic Staff Project Review Form**

NOTE: THIS FORM IS NOT A PERMIT

*This form should be used to assist in receiving the proper approvals from DEC programmatic staff under **Step 3 of the Project Eligibility and Readiness Screening process**. If your project is a wetland restoration, stream/floodplain, or lake shoreland sector project, please complete questions 1-6 below and send to the applicable DEC staff contact(s) for them to complete and sign. Please give DEC staff no less than 1 week to review the project and return the signed form. **If your project does not fall within 1 of the 3 project sectors noted above, please disregard this form.***

1. **Project Title:**
2. **Applicant Organization**
3. **Watershed Projects Database ID #:**
4. **Project Type/Sector:**
5. **Project Phase:**
6. **Brief Project Description:**

DEC Staff Reviewer Name, DEC Program:

Approval to proceed with the project grant application

Approval with conditions to proceed with the project grant application

If conditionally approved, please list conditions here (*e.g., 30% design check-in required*):

Denied approval to proceed with the project grant application

DEC Reviewer Signature: _____

Date: _____