

Stormwater Mini-Grant Guidelines

Stormwater mini-grants are intended to provide up to \$50,000 to encourage local governments that are **not** covered by an NPDES Phase I Stormwater Permit to become active in improving stormwater quality.

NPDES Phase II Stormwater communities can receive funds for activities that go beyond requirements of NPDES Phase II Stormwater Rules. Communities not subject to these rules may use stormwater mini-grant funds for a wider variety of activities. The Stormwater Mini-grant Activities Section below distinguishes appropriate uses for Phase II communities versus communities not subject to Phase II rules.

The CWMTF Board of Trustees usually allocates \$500,000 annually for stormwater mini-grants.

Applicant Eligibility

Applicants must be an agency of the State of North Carolina, a North Carolina local government unit, or a nonprofit corporation whose primary purpose is conservation, preservation, and restoration of North Carolina’s environmental and natural resources.

Communities regulated under NPDES Phase I Stormwater Rules are not eligible for stormwater mini-grant funds, nor are other organizations eligible to receive funds for projects located in communities regulated by NPDES Phase I Stormwater Rules.

Funding

CWMTF may contribute up to \$50,000 for a stormwater mini-grant. Funds will reimburse grant recipients’ actual costs.

Funds should be used to prepare for water quality protection and improvement projects. Funds from the stormwater mini-grant program can not be used for construction projects.

Match Requirement

A minimum 10% cash match (10% of the total project cost) is required for all applicants.

Funding Caps

<u>Item</u>	<u>Phase II Communities</u>	<u>Communities not subject to Phase I or II Rules</u>
Total CWMTF funding	\$50,000	\$50,000
mapping	\$25,000	\$25,000
water quality monitoring	\$5,000	\$5,000
public education, outreach and involvement	\$0	\$5,000

Jurisdictions are limited to one stormwater mini-grant every two years. Award of a stormwater mini-grant is subject to availability of funds and approval of an application by the CWMTF Board of Trustees.

Stormwater Mini-grant Activities

The activities and tasks listed below are appropriate uses of stormwater mini-grant funds; however funds can not be used solely for compliance with NPDES Stormwater Rules.

A. Communities not subject to NPDES Phase I or II Stormwater Rules

It is best to focus on only ONE of the following activities per stormwater mini-grant.

1. Establish public education, outreach and involvement programs.
Tasks may include but are not limited to establishing a public education and outreach program; creating an informational website; and/or creating and disseminating education materials (for schools, homeowners, businesses).
2. Create and implement mechanisms for detecting and eliminating illicit discharges.
Tasks may include but are not limited to establishing appropriate legal authorities; cross-training employees for detecting, investigating, and reporting illicit discharges; developing and implementing a mechanism for citizens' reporting of illicit discharges; and/or developing and implementing a process whereby, once found, illicit discharges are aggressively eliminated through work with the responsible party.
3. Create and implement pollution prevention and good housekeeping practices.
Tasks may include but are not limited to developing an operation and maintenance program for municipal properties; inspecting/evaluating municipal facilities and operations; and/or conducting municipal facilities' staff training about pollution prevention and good housekeeping.
4. Develop a detailed stormwater system infrastructure map.
Features should include detailed hydrology, storm drains and ditches, locations of NPDES stormwater outfalls and illicit discharges and other features germane to the stormwater system. Survey data should be downloaded to a GIS database and electronic and paper-copy maps of the stormwater system should be produced. Mapping must comply with the standards of the NC GICC. In addition, features of the stormwater system should be documented, including measurement and recordation of materials, sizes, dimensions and condition.
5. Identify water quality pollutants and potential BMP locations within a watershed.
Tasks may include but are not limited to hydrologic and hydraulic analysis of the watershed; identification of pollutant sources; water quality monitoring; identification of potential BMPs, including appropriate locations and types, estimated costs of implementation and maintenance, and landowner willingness to sell real property or an

easement for the construction of a BMP; and/or prioritizing candidate BMPs by cost-effectiveness and ease of implementation;

6. Analyze and design specific BMP retrofits.

Tasks may include but are not limited to documenting property ownership and owner willingness to sell/donate property; option money to secure necessary property for BMP; meeting with permitting agencies and documenting permitting steps and obstacles; conducting wetlands delineation and Phase I Environmental Site Assessment to ensure viability of the site; developing preliminary engineering design, including cost estimates for land, design, permitting and construction; and/or project engineering design, permit documents and bid documents.

B. Communities not subject to NPDES Stormwater Rules and Phase II Communities

It is best to focus on only ONE of the following activities per stormwater mini-grant.

1. Develop a detailed stormwater system infrastructure map.

Features should include detailed hydrology, storm drains and ditches, locations of NPDES stormwater outfalls and illicit discharges and other features germane to the stormwater system. Survey data should be downloaded to a GIS database and electronic and paper-copy maps of the stormwater system should be produced. Mapping must comply with the standards of the NC GICC. In addition, features of the stormwater system should be documented, including measurement and recordation of materials, sizes, dimensions and condition.

2. Identify water quality pollutants and potential BMP locations within a watershed.

Tasks may include but are not limited to hydrologic and hydraulic analysis of the watershed; identification of pollutant sources; water quality monitoring; identification of potential BMPs, including appropriate locations and types, estimated costs of implementation and maintenance, and landowner willingness to sell real property or an easement for the construction of a BMP; and/or prioritizing candidate BMPs by cost-effectiveness and ease of implementation;

3. Analyze and design specific BMP retrofits.

Tasks may include but are not limited to documenting property ownership and owner willingness to sell/donate property; option money to secure necessary property for BMP; meeting with permitting agencies and documenting permitting steps and obstacles; conducting wetlands delineation and Phase I Environmental Site Assessment to ensure viability of the site; developing preliminary engineering design, including cost estimates for land, design, permitting and construction; and/or project engineering design, permit documents and bid documents.

Review Process

Applications will be reviewed by CWMTF staff for conformance with criteria. A CWMTF field representative may schedule a visit to the site. CWMTF staff will make a recommendation to the chairs of the stormwater/restoration committee; the chairs may approve or deny the request, may ask for additional information, or may ask for review by the entire stormwater/restoration committee.

Approval of a stormwater mini-grant is subject to approval by the CWMTF Board of Trustees and availability of funds.

Application and Submittal Process

Deadline for Application

There is no application deadline for stormwater mini-grants. Applications may be submitted at any time.

Application Checklist

- ___ Stormwater Mini-grant Application
- ___ Budget on CWMTF budget template

The application must be signed to attest the applicant has authority to submit an application to the CWMTF application and is prepared to carry out the conditions of the CWMTF grant agreement that may result from this application. The contract will require a resolution from the governing board to execute the contract.

___ Two maps, as appropriate for the tasks to be completed. One map should show the location of the watershed or specific project site in context of major streams, major roads, nearby water quality projects, municipalities, etc. The second map should show more details of the project location such as property boundaries, all streams in the study area, existing development and constraints to the proposed scope of work.

Mail the Application to CWMTF.

Print and mail the application, including maps, to 1651 Mail Service Center, Raleigh, NC 27699-1651. Attention: Kevin Boyer

Contract Process

If the request for funds is approved, a contract will be emailed to the contact person given in the application.

Applicants have 60 days to sign a stormwater mini-grant contract after receiving the first draft of the contract from CWMTF. CWMTF may withdraw award of the funds if the applicant does not sign the contract within the specified time.

Stormwater mini-grants will expire one year after the contract effective date and will not be extended.

To see [a standard Stormwater Mini-Grant Contract, click here.](#)

Questions?

Contact your Field Representative or Kevin Boyer, CWMTF Restoration/Stormwater Project Manager, if you have questions.