



*DELAWARE HEALTH
AND SOCIAL SERVICES*
Division of Public Health
Office of Drinking Water

WATER FACILITY PLANNING GRANTS GUIDELINES AND APPLICATION

from the
Comprehensive Funding Pool
of the
Infrastructure Planning Account

Office of Drinking Water
and the
Cabinet Committee on State Planning Issues

December 2003

SECTION I: GENERAL GUIDELINES

The Water Facility Planning Grant program of the Infrastructure Planning Account has been set aside to assist municipal and county water utilities to conduct water facility planning, to begin the process of updating plans older than five years, or to write an overall strategy for the development of the utility within a regional context. This program is intended to aid water utilities to participate in statewide planning activities.

Only municipal and county water utilities are eligible to obtain Water Facility Planning Grants from the Infrastructure Planning Account.

Grants from the water facility-planning program of the Infrastructure Planning Account match actual cash funds provided by the municipal or county water utility. Utilities are eligible to receive up to 50% of planning project costs up to a limit of \$20,000 for long-range water facility plans, up to a limit of \$12,000 for general water facility plans, and up to a limit of \$100,000 for regional water facility plans. Grants are awarded on a continuing basis. Grant awards are based upon the evaluation of the application and supporting documentation and the availability of funds. The Cabinet Committee on State Planning Issues (CCSPI) reserves the right to attach special conditions to any awards.

This packet contains guidelines for completing the application for grant funding. The application provides the information necessary to complete a review for project eligibility.

Applications for the distribution of these funds are to be made according to policies and procedures set forth herein by the CCSPI. The Delaware Health and Social Services (DHSS), Office of Drinking Water (ODW) shall have the responsibility for review of applications for Water Facility Planning Grants from the Infrastructure Planning Account and shall make recommendations to the CCSPI who has sole authority for approval.

Applications for Water Facility Planning Grants must be addressed to the ODW who will review the applications and make recommendations to the CCSPI regarding their approval. Applications should be addressed as follows:

Office of Drinking Water Division of Public Health 655 Bay Road, Suite 203 Dover, DE 19901 Attn: Water Facility Planning Grant
--

The Department of Natural Resources and Environmental Control, Division of Water Resources, administers the funds provided by the Infrastructure Planning Account according to procedures for management and audit of the matching grants.

SECTION II: SPECIFIC REQUIREMENTS

The scope of work for the proposed grant will outline how the applicant plans to utilize the comprehensive land use plan and/or development strategy of the jurisdiction that it currently or plans to serve.

General water facility plans must be developed to be consistent with existing long-range or regional water facility plans.

Long-range water facility plans must recognize and be developed to be consistent with comprehensive plans and/or municipal development strategies formed consistent with the State's *Livable Delaware* goals.

Regional water facility plans must recognize and be developed to be consistent with comprehensive plans and/or municipal development strategies formed consistent with the State's *Livable Delaware* goals.

Evaluation Criteria

Priority will be given to applications that demonstrate intent to coordinate water utility planning efforts with State, county, or adjacent municipal water utilities. Special consideration will be given to joint applications between either municipal utilities, a municipal and a county utility, or a municipal and an investor-owned utility.

Review of the Plans

Water plans developed under grants from the Infrastructure Planning Account will be subject to review by the Office of Drinking Water, Capacity Development program, to ensure coordination with adjoining water utilities.

Projects in Progress

Planning projects that are in progress, but less than 50% complete, and that meet the criteria set forth herein will be considered eligible for funding under this program.

Definitions

Municipal Development Strategy – means a statement setting forth the jurisdiction's position on growth, expansion of its boundaries, development of adjacent areas, redevelopment potential, community character, and critical community development and infrastructure issues.

Comprehensive Plan – means a document setting forth in text and maps the physical, demographic, and economic conditions of the jurisdiction; and containing policies, statements, goals, and planning components for private and public uses of lands, transportation, affordable housing, community facilities, open spaces, and protection of sensitive areas, which in accordance to present and future needs best promotes the health, safety, prosperity, and general public welfare of the area's residents.

General Water Facility Plan – a document setting forth in text and maps the physical, demographic, and economic conditions of the water utility’s service area; and containing policies, statements, goals, and planning components for extension of service, maintenance, and of existing and future facilities for *a portion of* a community or service area or for technical plans for upgrading or expanding source, distribution, storage, and treatment facilities.

Long-Range Water Facility Plan – a document setting forth in text and maps the physical, demographic, and economic conditions of the water utility’s service area; and containing policies, statements, goals, and planning components for extension of service, maintenance, and upgrades of existing and future facilities for an *individual* community or service area.

Regional Water Facility Plan – a document setting forth in text and maps the physical, demographic, and economic conditions of the water utility’s service area; and containing policies, statements, goals, and planning components for extension of service, maintenance, and upgrades of existing and future facilities for *multiple* communities or service areas.

Minimum Elements Required

1. A statement setting forth the water utility’s position on growth, expansion of its boundaries, potential for redevelopment and revitalization, and the overall character of the water utility’s service area.
2. A statement describing how the water utility supports the municipal development strategy.
3. An introduction describing the purpose of the plan and relationship of the plan to other water planning and management programs and how it will be consistent with the county and/or municipal comprehensive plan.
4. A description of the facility service area.
5. A description of the plan or study.
6. The plan shall address source limitations (quality and/or quantity), an assessment of current and future situations, development and evaluation of alternatives, selection of a plan, conceptual or preliminary design of facilities, and a plan for implementation.
7. A discussion regarding the extent of and plans for coordination with other public or private water utilities regarding expansion, service, and infrastructure issues.
8. An evaluation of the costs of implementing the plan and cost comparisons of alternatives considered.
9. An environmental evaluation of implementing the plan.
10. Where appropriate, a demonstration of coordination activities to ensure the involvement of all segments of the public. This demonstration can be satisfied through, but is not limited to, the inclusion of all segments of public and public

service entities in the initial meetings of the planning process, invitations to review and comment on the draft plan and letters to public service entities that request involvement and coordination in the development of the plan.

SECTION III: APPLICATION INSTRUCTIONS

Cover Sheet – Please complete.

Information Sheet – The water utility must supply the utility’s name, mailing address, and phone numbers. The utility must include the date of the last update of the utility’s long-range plan.

Indicate the type of grant application.

A brief project description and identification of who will complete the majority of the planning work will need to be included along with the expected start date and completion date of the project. A summary of the project cost must be completed by the utility.

Scope of Work – The water utility must include a scope of work statement for the planning project. The Scope of Work statement must include details concerning how the utility plans to meet the requirements of coordination and recognition of the state development goals and the other minimum elements required.

Approval Resolution – The water utility must submit a resolution adopted by the utility’s governing body approving the planning project and grant request.

Please contact the Office of Drinking Water at (302) 739-5410 if you have any questions regarding the application process.

Infrastructure Planning Account
Application Form for Water Facility Planning Grants

Application Cover Sheet

Water Utility Name:

Date of Application:

____ / ____ / ____

Date Received:

____ / ____ / ____

Checklist for Application Materials

- Application Cover Sheet
- Water Utility Information Sheet
- Scope of Work Document
- Approval Resolution

Infrastructure Planning Account
Application Form for Water Facility Planning Grants
Information Sheet

Water Utility Name: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Date of current or previous water plan (if any)? _____

- Type of grant application: General Water Plan (maximum \$12,000)
 Long-Range Water Facility Plan (maximum \$20,000)
 Regional Water Facility Plan (maximum \$100,000)

Project Description: _____

Who will complete the project (staff or consultant)? _____

Project Start Date: _____ Project Completion Date: _____

Cost Summary:

Estimated Total Project Cost	Infrastructure Fund Request	Amount of Local Available
\$ _____	\$ _____	\$ _____

Name of Ranking Municipal
Official of the Utility: _____

Signature of Municipal Official

Date