



Fiscal Year 2020 - 2021
Indian River Lagoon Water Quality Improvement Projects
Grant Program
Funding Program Guidance



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FISCAL YEAR 2020 - 2021 INDIAN RIVER LAGOON WATER QUALITY IMPROVEMENT PROJECTS GRANT PROGRAM INFORMATION

INTRODUCTION

This guidance is provided for applicants to the Indian River Lagoon Water Quality Improvement Projects Grant Program (IRLWQ) for Fiscal Year 2020 – 2021 (FY 2021). The State of Florida General Appropriations Act FY 2021 provides funding under line item 1641A to the St. Johns River Water Management District (SJRWMD) for water quality projects that reduce nutrients ([TP] [TN]) and restore flow to the Indian River Lagoon (IRL). Eligible applicants include counties and municipalities (i.e. local governments) within the IRL watershed in the St. Johns River Water Management District (SJRWMD) and South Florida Water Management District (SFWMD), as well as non-state entities. Non-state entities include public universities/colleges, regional planning councils, non-profit groups, and Indian River Lagoon National Estuary Program.

The Districts will consider projects that are within the boundary of the IRLWQ Grant Funding project area. The project area location map is included in this document and is found on page 10.

The SJRWMD, SFWMD, and Florida Department of Environmental Protection (FDEP) will rank projects that they determine, in their sole judgment and discretion, best serve water quality improvement goals for the IRL. Final ranking and level of funding will be approved by their respective governing boards. Funding is intended to assist with construction costs of projects that support water quality improvements to the IRL.

If the applicant is a non-state entity then those applications will be evaluated independently of local government application, since non-state entities typically do not have the ability to compete against local governments. The reviewers will qualitatively evaluate non-state entity applications. The non-state entity applications will be evaluated using the same criteria as other applicants which includes quality of application, water quality benefit (if applicable), project readiness, and cost effectiveness. Local governments may partner with non-state entities on projects; however, the non-state entity must be the applicant.

Funding Limits

For the FY 2021 IRLWQ Grant Program, there is approximately \$22 million available for local government projects, and up to \$3 million for non-state entities. Projects are eligible for a maximum funding of \$2.5 million per project or per applicant. A local funding match is not required however it is highly encouraged and will be a consideration during the evaluation and project scoring.

Project Duration

Projects are intended to be completed within two years of contract execution. Projects anticipated to take longer than two years should be divided into phases, and the applicant may reapply for consideration of additional funding for subsequent phases in future competitive grant funding cycles. However, future potential funding is not guaranteed and is dependent on the grant appropriation being part of the adopted state budget in future years.

Projects/Work Funded

Indian River Lagoon water quality improvement construction projects with a quantifiable water quality benefit to the Indian River Lagoon will be considered, such as stormwater treatment facilities, water storage features, improved infrastructure, and in-lagoon projects. Contact SJRWMD or SFWMD staff for questions on the consideration of water quality improvement projects.

Non-state entities are not limited to construction projects. This program will consider non-construction related activities for non-state entities. Activities may include but are not limited to living shorelines or research projects that will ultimately benefit the water quality of the Indian River Lagoon.

The following activities are examples of those that will **not** be considered eligible for funding: design and planning services, permitting, preparation of bids, geotechnical investigations, contamination assessments or remediation, monitoring costs once construction is complete, debt service, legal and lobbying fees, **impact fees**, and operation and maintenance activities.

Note: Impact fees are defined as a one-time cost imposed on all new residential and commercial construction [or existing residents in the case where septic goes to sewer] by local governments to defray the cost of growth's "impact" on vital services such as water and sewer, or other infrastructure needs and are not reimbursable. They are the responsibility of the applicant.

While these are general examples there are exceptions. Please contact SJRWMD or SFWMD staff for clarification as it pertains to a specific project. The Applicant is encouraged to contact staff for guidance if unsure whether costs are reimbursable. Costs that are excluded from funding will not be credited toward Recipient's portion of the funding.

Applications

Applications must be submitted prior to 5 p.m. on August 21, 2020. Submit your application to 2021IRLWQ@sjrwmd.com

If your project is selected for funding, the SJRWMD or SFWMD staff will contact you to create a statement of work using information from your application. The approved statement of work will be made part of the contract. Therefore, a complete and detailed application will facilitate timely completion of a contract.

GENERAL GUIDANCE FOR COMPLETING THE FY 2021 IRLWQ APPLICATION

The FY 2021 IRLWQ application and the cost effectiveness calculator that will be used to score applications are available at: <https://www.sjrwmd.com/localgovernments/funding/indian-river-lagoon/>. SJRWMD and SFWMD staff will review the application based on the information provided. SJRWMD staff will evaluate applications within their boundary. SFWMD staff will evaluate applications within their boundary. The following application guidance is intended to assist the applicant with submitting a complete application.

If you are a non-state entity, including public universities / colleges, regional planning councils, non-profit groups, or Indian River Lagoon National Estuary Program, sections A, B-1, B-3, and C-1(b)(4) are required to be completed. Other sections may be completed to improve the quality of the application if desired.

A. Basic Information:

A-1: Enter the applicant's name and project name.

A-2: Enter the project manager or contact person's information for this project. Staff will send correspondence concerning this application only to the person listed in A-2.

A-3: Enter the contact information of the person who has authority to enter into a contractual agreement. If it is the same as A-2 above, A-3 can be left blank.

A-4: Identify the water management district and county where the project is located.

B. Project Information:

B-1: Project Description – The Project Description should be described in a clear, concise, and sufficiently detailed manner so that the districts and FDEP can adequately understand the project elements. The quality, clarity, and thoroughness of information requested in Section B-1 is highly important.

Additional information may be provided to supplement the understanding of the project, such as maps, plans, and drawings. Any additional information must be clear and concise and plainly support the information provided in Section B-1.

- a. Description - Write a succinct, clear, description of your project.
- b. Measures of Success - Describe how you will measure the effectiveness of your project in providing the benefits claimed in Sections B-2 and C-2.
- c. Is this project multi-phased or part of a larger overall effort? If yes, describe the phases(s) proposed for funding in this application and how the phase relates to larger projects you have underway or planned in the future. Include the overall master plan and identify the phase(s) in this funding request. Each phase must have a clearly defined start and finish. Each phase must be a stand-alone project with demonstrable benefits. Specify the water quality benefit(s) expected from that phase only. However, as stated in the INTRODUCTION under "Project Duration," future potential funding is not guaranteed and is dependent on the grant appropriation being part of the adopted state budget in future years.

- d. Project Location – Describe the project location and attach a map. Verify the proposed project is located within the designated IRLWQ Grant Funding boundary. See page 10 of this Guidance Document for the map.
 - e. Project Coordinates – Provide the latitude and longitude coordinates (in decimal degrees) for the location of your project. Use a centroid if your project covers a large area.
- B-2: Benefits to Water Quality – Describe the benefit to the IRL water quality. Benefits are expected to be realized within five years of completion of construction (two years for septic-to-sewer projects). Include information to support the timing that the benefits will be realized.

The following information is required for all water quality nutrient-load reduction projects.

- Description of the water quality improvement and jurisdictional extent (i.e. regional project that includes multiple jurisdictions or an intermediate or local project for a single jurisdiction);
- Project and watershed acreages, where applicable;
- Methodology and estimates for the pre-project and the post-project nutrient loadings for each targeted pollutant (i.e. total nitrogen [TN], total phosphorous [TP])
- Identify past projects that utilized the BMPTRAINS or STEPL models to develop pollutant load estimates. Refer to the following websites for more information about these two models:
 - BMPTRAINS for TN and TP nutrient loads:
<http://www.stormwater.ucf.edu/>
 - STEPL for nutrient and sediment loads:
<http://it.tetrattech-ffx.com/steplweb/default.htm>

Septic-to-sewer projects - Septic-to-sewer project descriptions must include how the entity will ensure that all proposed upgrades or connection(s) to central sewer contained within the application will occur within two years. If a local government has an enforceable sewer connection ordinance in place, please indicate this in the application. The implementation schedule should include all public meetings and required governmental approvals. Documentation that shows confirmed participation within the project area must be attached to the application. Include the anticipated number and type (commercial or residential) of septic tanks that will be abandoned prior to property connection to sewer.

To maximize the water quality improvement benefit score, the entity must demonstrate 20% or greater proof of participation along with an outreach plan to ensure participation in the project area, and the project must be located within the project area indicated on the project location map. Outreach plans may begin prior to, or at the time of, contract execution but must continue until at least 90% of the septic tank removal goal is met. Outreach plans should include specific actions which will be taken to obtain property owner commitment to abandon their septic tank and connect to sewer. This may include, but is not limited to public information meetings specific to the project area, a petition campaign to obtain commitments, applicant staff going door to door with project information and/or obtaining commitment, online information regarding the project, and/or a mailing campaign (hard copy letter or email) to explain project and solicit commitment.

Proof of participation is required for all applications and must be in the form of signed commitments from each property owner stating the property owner will participate in the project, abandon their septic tank and connect to sewer within the proposed project timeframes. The format of the signed commitment spreadsheet / document is entirely up to the applicant – there is no standardized template. Please note reimbursements are based on actual septic tank abandonments and hook-ups to the sanitary sewer system.

SJRWMD and SFWMD staff will calculate the nutrient load reduction for each septic-to-sewer project based on the information submitted in the application. This information will be used in calculating project cost effectiveness but will not be used in calculation of the project benefit score.

B-3: Project Readiness - The likelihood of successfully completing the project is addressed here.

- a. Complete Schedule; Provide documentation to support the schedule identified.

Projects anticipated to take longer than two years should be divided into future phases. The applicant may apply for funding of future phases if funding is available.

- b. Local Government / Public Support: Provide written documentation showing support for the project.

B-4: Check "Yes" to indicate that you have identified all required permits necessary for this project and that any property needed for the project is under your ownership or control.

C. Project Cost Information:

C-1: Project Cost Breakdown

- a. Attach a table or spreadsheet with detailed project costs for each project component or task. Grant funding is towards the construction costs of the project; however, the table should detail all project costs.
- b. The funding request table includes details of the funding request.
 1. Total Construction Cost: Enter the total construction cost in the two boxes broken down by fiscal year. Year 1 (FY 2021) is 10/1/2020 – 9/30/2021. Year 2 (FY 2022) is 10/1/2021 – 9/30/2022. The total of these should equal the total estimated construction cost of the project. The project should be completed within two years of contract execution; however, no-cost time extensions may be considered on a case by case basis for demonstrated good cause.
 2. Other Costs (non-construction): Enter the total amount of all other project costs including land acquisition, planning, design, permitting, and bidding.
 3. Total Project Cost: Enter the total estimated project cost. The total project cost should equal the sum of the construction cost (1.) and other project costs (2.) Do not include annual operation and maintenance costs.
 4. Grant Funding Amount Requested: Enter the funding amount requested.
 5. Enter the estimated annual operation and maintenance cost.
 6. Enter the estimated service life of the components of the project in years.
- c. Identify the applicant's funding contribution and all other outside sources of funding, including any state or federal appropriations, grant monies, loans, or municipal bonds. Include the status of the identified funding sources. Funding for the applicant's match should be in place or committed at the time of application submittal, if the applicant is providing a match. A cash match is not a requirement.

- d. Identify if this is a single entity project or multi-jurisdictional project with two or more partners.
- C-2: Quantification of Project Benefits – The quantified benefits should reflect the net increased benefit over the existing condition. In addition, the benefit shown must be realized within five years of completion (two years for septic-to-sewer) of construction of the funded project. Where the funding is for a phase of a larger project, the benefits must reflect those expected from the specific phase associated with this funding cycle.
- Provide the estimated nutrient-load reduction in lbs./year for TN, TP and/or both. For dredging projects, provide the one-time nutrient-load reduction. Estimate the benefits using accepted engineering methods. For septic-to-sewer projects, SJRWMD and SFWMD staff will calculate the annual nutrient load reduction in order to determine the cost effectiveness.
- C-3: Cost Effectiveness – The net increase benefit must be used to evaluate cost effectiveness. Attach the cost effectiveness calculator to the application. The calculator can be found at www.sjrwmd.com/funding SJRWMD and SFWMD staff will calculate the cost effectiveness based on their calculation of the annual nutrient load reduction. Submittal of the cost effectiveness calculator is not required for septic-to-sewer projects.

OUTREACH

The applicant is encouraged to visit <https://www.sjrwmd.com/localgovernments/funding/indian-river-lagoon/> to learn more about the program. For specific questions regarding the process or if a project may qualify, please contact SJRWMD or SFWMD staff below.

If you have any questions, contact:

1. Lou Donnangelo (SJRWMD) (904) 448-7930, ldonnangelo@sjrwmd.com
2. Jodie Hutchins (SFWMD) (561) 682-2147, jhutchin@sfwmd.gov
3. Melisa Diolosa (SJRWMD) (321) 689-7016, mdiolosa@sjrwmd.com
4. Derek Busby (SJRWMD) (386) 336-3895, dbusby@sjrwmd.com

APPLICATION CHECKLIST

- ☐ All sections of the application are filled in completely
- ☐ Construction must begin by 7/31/2021 and be completed within two years
- ☐ Detailed project construction schedule with backup
- ☐ Construction phasing information (if applicable)
- ☐ Detailed project cost breakdown
- ☐ Calculations for quantification of project benefits
- ☐ Cost effectiveness calculator
- ☐ Applicant has identified all required permits necessary for project construction
- ☐ Application is signed and dated

I certify that all information on this form and the attached document(s), if applicable, is true and correct.

Name (print): _____

Title: _____

Signature: _____

Signature of the person with authority to enter into a contractual agreement.

Date: _____

FY 2020-2021 GRANT FUNDING EVALUATION FORM



FY 2021 Indian River Lagoon Water Quality Projects Improvements Grant Program Evaluation Score Sheet



Use Evaluation Guidance Manual for Scoring

Project Name:			
Reviewer:			
Date:			
1. Benefit to IRL Water Quality (Application Section B-2) (40 points possible)			
Significant quality benefit expected (31 - 40 points)			
Moderate water quality benefit expected (21 - 30 points)			
Minimal quality benefit expected (11 - 20 points)			
		Total:	40
Justification for score:			
2. Cost Effectiveness (Application Section C-3) (30 points possible)			
Cost Effectiveness Scoring will be calculated for each project type separately as identified in section C of the application. A maximum of 30 points for cost effectiveness can be obtained for a project. See Evaluation Guidance Manual for scoring criteria.			
High (30 points)			
Medium (20 points)			
Low (10 points)			
		Total:	30
Justification for score:			
3. Project Readiness (Application Section B-6) (20 points possible)			
Project will start by 4/30/2021 or finish by 9/30/2021 (20 points)			
Project will start by 7/31/2021 or finish by 12/31/2021 (13 points)			
Project will finish by 9/30/2022 (6 points)			
Project will finish after 9/30/2022 (0 points)			
		Total:	20
Justification for score:			
4. Project Description (Application Section B-2) (10 points possible)			
Project description, application, and measures of success are well written and succinct - Excellent (10 points)			
Project description, application, and measures of success are good (7 points)			
Project description, application and measures of success are adequate (4 points)			
Project description, application, and measures of success are not clear or succinct; poorly defined project (0 points)			
		Total:	10
Justification for score:			
5a. BONUS Local Cash Match (20 x percent construction cost match = amount of bonus)			
The Applicant has provided a local cash match		Total:	
Justification for score (add amount of local match):			
5b. BONUS Water Quality Plan or Impaired Waters (5 points possible)			
Project is listed in a BMAP, RAP, or listed on the State's Verified list for Impaired Waters		Total:	
Justification for score (specify BMAP, RAP, or Impaired Water):			
Total Score:			100

NOTES:

IRL WATER QUALITY IMPROVEMENT PROJECTS LOCATION MAP

