

# **Drinking Water Matching Planning Grant**

## **Guidelines and Application**



Delaware Health & Social Services  
Division of Public Health  
Drinking Water State Revolving Fund Program

## **Delaware Water Infrastructure Advisory Council**

*January 2015*

*Revised March 2021, July 2022, July 2023*

## **GENERAL INFORMATION**

Drinking Water Matching Planning Grant recipients are reimbursed one dollar for every two spent on the approved project up to the grant amount. Reimbursement occurs only on expenses that are incurred and paid by the grant recipient. Matching funds can come directly from the recipient or from other sources such as another grant. If matching funds are to come from other sources, please check with the Division of Public Health as some sources, due to stipulations attached with the money, may not be eligible.

After a grant has been approved, a Memorandum of Understanding is sent to the recipient that contains the final date for reimbursement. Work should not begin until the utility has a copy of their State of Delaware Purchase Order.

## **GRANT PURPOSE AND ELIGIBLE STUDY TYPES**

The purpose of the Drinking Water Matching Planning Grant is to subsidize studies that promote Drinking Water planning and identify projects that may be funded by the Drinking Water State Revolving Fund (DWSRF). Here are the eligible study types, see definitions for a description of each study type:

- General Drinking Water Facility Plan
- Long Range Drinking Water Facility Plan
- Regional Drinking Water Facility Plan
- Environmental Information Document
- Environmental Impact Statement
- Asset or Sustainability Management Plan
- Project Plans and Specifications
- Security or Cyber Security Plans
- Lead Service Line Inventory
- Water System Modeling using WaterCAD/WaterGEM or similar software products, i.e.: modeling to solve chronic water system problems such as low water pressure dead end elimination, determining the best place to add supply, transmission, or storage, and investigating water production capacity of location for intended well locations

If you have any questions regarding the eligibility of a particular study, please contact the Division of Public Health for an eligibility determination.

## **FUNDING LIMITATIONS, PRIORITY, AND APPROVAL**

Only municipal and county Drinking Water utilities are eligible to obtain a Drinking Water Matching Planning Grant. Drinking Water Matching Planning Grants are budgeted to \$400,000 per fiscal year, July 1 to June 30. The annual limit can be from one or multiple planning grants.

At the first Water Infrastructure Advisory Council (WIAC) meeting each fiscal year, a certain amount is set aside from the DWSRF's Non-Federal Administrative Account to fund the Drinking

Water Matching Planning grants in the fiscal year. Grants will be allotted each year until that allocation is exhausted. When more than 75% of the grant allocation has been awarded, the WIAC Drinking Water Subcommittee will meet to determine the funding priority of the grant applications. Priority will be given to Drinking Water planning and studies that identify projects which can be funded by the DWSRF.

A brief overview of each grant application that meets the requirements herein is presented to the WIAC for informational purposes. Although, the DWSRF program administrator reviews and approves these grants, the Secretary of DHSS has sole authority for approval of funds from the DWSRF Non-Federal Administrative Account.

### **SUBMISSION DATES**

The DWSRF Program presents Drinking Water Matching Planning Grants to the WIAC as needed throughout the year, based on applications received. Grants applications will be accepted on a continual basis, with possible adjustments made to that schedule in subsequent years, based on demand. If you have any questions regarding the submission date, please contact the DWSRF Program.

### **ROLE OF THE DWSRF PROGRAM ADMINISTRATOR**

The DWSRF Administrator will be assigned to each grant. The role of the Administrator is to review the pay requests and project deliverables. The Administrator will also request periodic status reports from those doing the work and shall attend planning meetings. Payment will not be made until the Administrator has signed off on the work completed.

### **DEFINITIONS**

**General Drinking Water Facility Plan** – means a document setting forth in text and maps the physical, demographic, and economic conditions of the Drinking 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 a portion of a community or service area or for technical plans for upgrading or expanding collection, transmission, treatment, disposal, and/or residuals management facilities. The planning area may include all or a portion of the Drinking Water utility’s planning area.

**Long Range Drinking Water Facility Plan** – means a document setting forth in text and maps the physical, demographic, and economic conditions of the Drinking 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 Drinking Water Facility Plan** – means a document setting forth in text and maps the physical, demographic, and economic conditions of the Drinking 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.

**Environmental Information Document** – means the document that discusses the proposed project and its possible environmental impacts. The Environmental Information Document may be a separate section in the project technical report, or it may be a stand-alone document for public involvement requirements. See the Environmental Information Document Guidelines included in the DWSRF Governmental Funding Application.

**Environmental Impact Statement** – means a thoroughly scoped document prepared to describe the effects of a project on the environment. Public participation is integral to the Environmental Impact Statement. Please contact the DWSRF Program for more information.

**Asset or Sustainability Management Plan** – means a plan that provides the methods of managing Drinking Water utilities, so they function to an acceptable level of service at the lowest life-cycle cost. Acceptable Drinking Water Matching Planning Grant studies for asset or sustainability management plans include creating or updating asset management or sustainability management plans, hydraulic Drinking Water models, and compiling utility information. Due to the variety of qualifying asset management studies, please contact the DWSRF Program for an eligibility determination of the study type.

**Project Plans and Specifications** – means plans and specifications for a Drinking Water project.

## **INSTRUCTIONS**

- 1. Application Cover Sheet and Check List.**
- 2. The Drinking Water utility must submit a resolution adopted by the utility's governing body approving the planning project.**
- 3. The Drinking Water Utility must submit a copy of a letter sent to the nearest municipal and/or private drinking water utility advising them of the planning activity.** In addition, the Drinking Water Utility must submit a copy of a letter sent to the Office of State Planning if a possible territorial expansion is included in the planning activity.
- 4. Information Sheet: Self Explanatory**
- 5. Scope of Work Document:** This document should be no longer than two or three pages and address all of the following items:
  1. A description of the work to be completed
  2. Planning period
  3. Date of the most recent Drinking Water facilities plan (if applicable)
  4. Deliverables associated with the study such as: Drinking Water Facility Plan, Asset Management Plan, Plans and Specs, etc.

Please attach the Scope of Work document to the application.

## Application Cover Sheet and Check List

Drinking Water Utility Name: \_\_\_\_\_

Date of Application: \_\_\_\_\_

### Check List for Application Materials

- This Sheet
- Approval Resolution
- Letter(s) to the nearest municipal and/or private drinking water utility advising them of the planning activity
- Copy of a letter sent to the Office of State Planning if a possible territorial expansion is included in the planning activity.
- Information Sheet
- Scope of Work Document

Submit all Matching Planning  
Grant Applications electronically to  
**DHSS\_DPH\_DWSRF@Delaware.gov**

**Information Sheet**

**Drinking Water Utility Contact Information:**

- Contact Name: \_\_\_\_\_
- Contact Phone: \_\_\_\_\_
- Contact Email: \_\_\_\_\_

**Consultant Contact Information:**

- Consulting Firm: \_\_\_\_\_
- Contact Name: \_\_\_\_\_
- Contact Phone: \_\_\_\_\_
- Contact Email: \_\_\_\_\_

**Project Name, Description, and Dates:**

**Project Name:** \_\_\_\_\_

**Project Description:**

Project Start Date: \_\_\_\_\_

Project Completion Date: \_\_\_\_\_

**Cost Summary:**

- Estimated Total Project Cost: \_\_\_\_\_
- Grant Amount Requested: \_\_\_\_\_

**Printed Name of Authorizing Representative:** \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorizing Representative

\_\_\_\_\_  
Date