APPLICANT’S FUNDING MANUAL
INNOVATIVE STORMWATER
PROGRAM
2022 Program Guidance, Rating System,
& Application Sample

Steve Bevington, Program Manager

Rev. 12/8/21

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Application forms can be accessed through https://nclwf.nc.gov/apply. Applications must be submitted by midnight on February 1, 2022.
Grant Funding Overview

Eligible Applicants – To receive funds from NCLWF, the applicant must be a State Agency; a local government unit; or a nonprofit corporation whose primary purpose is the conservation, preservation, and/or restoration of our State’s cultural, environmental, and natural resources.

Fund Purposes as described in SL 143B-135.234 (c) – “Moneys from the Fund under this part shall be used to help finance projects that enhance or restore degraded surface water, including drinking water supplies, and contribute toward a network of riparian buffers and greenways for environmental, educational, and recreational benefits; provide buffers around military bases to protect the military mission; acquire land that represents the ecological diversity of North Carolina; and acquire land that contributes to the development of a balanced State program of historic properties.”

Specifically, the North Carolina Land and Water Fund (NCLWF) may fund projects employing innovative technologies, applications, strategies, or approaches for managing stormwater for protecting and improving the quality of water in North Carolina.

NCLWF staff will evaluate proposals based on criteria developed specifically for innovative stormwater projects. Grant award decisions will be made by and at the sole discretion of NCLWF’s Board of Trustees.

Recipients of NCLWF innovative stormwater grants must agree to maintain and manage, at maximum functional utility, the stormwater improvements installed or constructed under the innovative stormwater project only for the period during which the site is needed and used for the innovative stormwater project.

Grant Cycle Timeline

| Dec. 9, 2021 | February 1, 2022 | Spring – Summer 2022 | Fall 2022 |
| Forms available | Applications due | Application review | Funding decisions |

Applicants will schedule an early-season Virtual Project Review Meeting using a link provided in the confirmation of your application submission. This call will be followed up with a ‘standard’ field visit that, COVID/health considerations depending, may be Field Rep only. The Field Representative will be your primary point of contact throughout the application review.

Funding Decisions are normally in early-mid September of the application year.
General FAQs

Who makes funding decisions?
The nine-member NCLWF Board of Trustees.

How are the NCLWF Board of Trustees members appointed?
Members are appointed by the Executive and Legislative Branches of the State of North Carolina.

How are projects selected for funding?
Each application is scored and ranked per a rating system developed and adopted by the NCLWF Board of Trustees. The rating system considers value of the potential of the project to develop new and/or improved methods, the clarity of the proposed study plan, the public benefits, the value to the state, and the project’s readiness. The Trustees may also consider factors outside the scoring system, such as economic impact, in selecting projects for funding.

Are matching funds required?
No, but match is considered in the rating system and projects with little or no match are rarely funded.

How are funds awarded?
Funds are awarded through the state contracting process.

How are applications reviewed?
A regional field representative will contact you after the application deadline and schedule an on-site visit to the property with you. At that time, you may be asked additional questions to clarify the application; you will also have the opportunity to ask any questions. Field representatives work with the Restoration Program staff to apply the rating system and score each application.

How will I be notified if my application is approved and funded or not approved?
Following the Board of Trustees’ funding meeting, field representatives contact each applicant and let you know if your application was funded. You will also receive a letter from NCLWF verifying the funding decision.

Who should I contact?
Field representatives are the first line of contact for general questions and for developing projects. Getting the field representative involved early will yield better results for your application and later contract process.

Damon Hearne, Western Field Rep
Generally west of Winston-Salem
828-296-7230 x231 | 828-476-6758 c
damon.hearne@ncdcr.gov

Justin Mercer, Eastern Field Rep
Generally east of Winston-Salem
919-707-8105 o | 919-208-9955 c
justin.mercer@ncdcr.gov
Innovative Stormwater Program FAQs

What do you consider innovative?

NCLWF defines “innovative stormwater projects” as projects that: 1) bring something new or different to practices in stormwater-quality management, 2) build on experience and current practices, and 3) advance practices in stormwater-quality management regionally or statewide.

Innovative stormwater projects will focus on developing and applying new information. These projects will emphasize developing representative and defensible monitoring data and cost data, evaluating system effectiveness and performance in field applications, evaluating economic and social benefits, and disseminating findings and results. Approaches should provide for evaluating success in the context of the project’s objectives and explaining why objectives were achieved or not achieved. Be sure to clearly describe your study design as required in the application.

In addition, The North Carolina Department of Environmental Quality’s (NC DEQ) Stormwater Design Manual includes an “Areas of Research Needed” section that may serve to identify types of stormwater projects that be useful in designing an innovative project.

What are the long-term obligations?

Unlike other NCLWF funding areas, beyond a standard maintenance plan developed for any project infrastructure, the long-term obligations of an innovative stormwater grant are to carefully monitor project results and inform others in North Carolina of findings, i.e., to share the benefits of experience.

Can you fund well-established SCMs that are not common in my region?

The NCLWF Board of Trustees may consider funding of well-established stormwater control measures that are unknown or unavailable in portions of North Carolina. However, such applications will likely compete with other proposals for projects that more completely meet the definition of innovation (see above).

Which portions of my project can this program fund?

NCLWF may choose to fund all or parts of an Innovative Stormwater Project, given expected match. Common line items in an award budget are design, construction, monitoring, maintenance, administrative costs, and dissemination of results. It is important to note that NCLWF awards are primarily for project monitoring, study, analysis and sharing of results, rather than for construction.

What types of projects are appropriate?

A list of some broad types of projects that would be appropriate for funding under innovative stormwater are listed below. NCLWF does not intend for this list to be exhaustive or exclusive. Further, applicants are reminded that innovation and discovery is the heart of what the NCLWF hopes to fund in this funding category.

- Reducing runoff volumes and rates.
- Providing alternative water for consumptive uses, reducing demand on potable water-supply systems.
- Promoting infiltration and recharging of groundwater.
- Sustainably maintaining or improving qualitative and quantitative hydrologic characteristics after land development.
- Minimizing initial and ongoing costs, including recognizing avoided costs.
- Mimicking mechanisms of natural systems.
- Operation and maintenance protocols.
• Pollutant-removal mechanisms.
• Effectiveness or efficiency.
• Managing residual materials.
• Removing all pollutants of concern (not only specific pollutants customarily targeted by a type of BMP).
• Addressing aesthetics (appearance, insects, odors), including recognizing value of improving aesthetics.
• Supporting natural systems or restoring function of natural systems.
• Changing attitudes, values, or behaviors.
• Collaborating in new or different ways to protect water quality.
• In general, more competitive proposals will provide or show:
  • Project location and setting consistent with the project’s goals and objectives, taking into account the geographic region and its stormwater-management issues (soil types, rainfall, ecosystems, and characteristics of downstream waters).
  • Approaches that lead to improved understanding and documentation of how and why components, or combinations of components, of stormwater-management systems work (what factors affect pollutant removal, and why).
  • Approaches that lead to improved understanding and documentation of relative costs and benefits of stormwater-management systems and individual components of systems. Approaches could include consideration of savings realized by displacement or elimination of other practices (avoided costs), reducing, or eliminating ongoing (maintenance) costs, or recognizing value added by of improving aesthetics of stormwater-management systems.
  • Results and outputs that can be applied broadly, what activities can be conducted to encourage their broad application, and who should conduct those activities.

How should project locations be selected?

Locations for innovative stormwater projects should be selected considering NCLWF’s goal for broad application of the project’s findings. Secondarily, NCLWF also is interested in distributing innovative stormwater projects across the state, to the extent that it receives quality proposals for projects across the state.

Preferred project locations should have characteristics representative of a geographic area where the project’s findings can best be applied (e.g., a river basin, a watershed, or a physiographic region). Location characteristics could include soil types, topography, land uses, extent and nature of development, rainfall, ecology, watershed size and configuration, or uses and characteristics of downstream waters, as relevant to the project’s goals and objectives.

Projects may be located on land that is owned by State or local governments, or private organizations or individuals. Settings of project locations may be land that has been developed or built-out, land to be developed (greenfields, infill), developed land to be redeveloped, or developed land that has been neglected, abused, or avoided for redevelopment (brownfields, greyfields).
Stormwater BMP Operation & Maintenance Plan

If the proposed project involves construction and is approved for NCLWF funding, the grant contract will require a Stormwater BMP Operation & Maintenance Plan, which includes a signed commitment to maintain the BMP. The commitment to maintain states that, per the NCLWF grant contract for the project, “the grant recipient is obligated to provide, or ensure that another party provides, continuous and diligent maintenance of this stormwater BMP as specified in the BMP’s engineering design for its intended function for a period of at least 10 years after its construction.”

Project Final Report

Note that the grant contract will require a project final report, which must address the following, at a minimum and as applicable:

- Summary of project goals, objectives, and work accomplished.
- Findings, results, and outputs.
- Evaluation of findings and results (possibly including water-quality benefits, cost savings, social benefits, aesthetic benefits, and fates of pollutants).
- Applicability of findings and results (e.g., special location conditions or circumstances, geographic areas, water or stream characteristics).
- Dissemination of findings and results (how to disseminate and by whom).

Budget

How can the funds be used?

- The funding or match credit for any item not listed on this chart will be determined solely by NCLWF.
- All expenses reimbursed by NCLWF must occur after the award date and be substantiated by invoices.
- All expenses credited for match incurred prior to award date must be requested at time of application.
- Match funding must be for items otherwise eligible for NCLWF.
- See the Budget section Guidelines for details and restrictions on use of NCLWF and match funds.

<table>
<thead>
<tr>
<th>Item</th>
<th>NCLWF Funds - expenses incurred after award date only</th>
<th>Match Funds - expenses incurred after award date</th>
<th>Match Funds - expenses incurred prior to award date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design of innovative stormwater structures</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Construction of innovative stormwater structure</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Project monitoring</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Project maintenance</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

(Table continues below)
Dissemination of results; conference presentation, technical paper, website display etc. | Yes | Yes | No
---|---|---|---
Project administration | Yes* | Yes* | No
Overhead (office rent, telephone, etc.) | No | No | No
Educational signage | No | Yes | No
Education facilities | No | No | No
Property improvements and amenities | No | No | No
Cleaning up property (debris, structures) | No | No | No

* limitations apply to the use of funds for this purpose

The budget should reflect the overall value of innovative projects to NCLWF: to monitor and study new approaches to stormwater treatment, to document their effectiveness, and to let others know about findings.

**Expenses prior to award date**

NCLWF will not reimburse funds for expenses incurred prior to grant award date.

Reimbursable funds may be spent as of the award date; however, funds will not be available until after the execution and encumbrance of a NCLWF grant contract. Funds will be reimbursed only if they were necessary to comply with the proposed delivery schedule of the project or period of performance, are necessary and reasonable for proper and efficient accomplishment of the project and comply with all terms and conditions in the subsequent grant contract.

**Construction Contingency**

Construction contingency funds to be matched at no less than 50 percent. Construction contingency funds may be accessed by the grant recipient only after the grant recipient has reported expenditure of 100% of local matching funds and 90% of all other matching funds. Construction contingency funds allow the project to cover unanticipated construction costs, often resulting from unexpected conditions encountered during construction. Construction contingency funds are not intended to be used for work that is not construction (e.g., design or construction administration) nor for construction that is not part of the project scope of work (e.g., add-on work).

**Project Administration Cost**

The cost that is eligible for reimbursement as Project Administration is direct labor cost toward Progress Reporting, Reimbursement Requests, Project Scope Management, Budget Management, and Project Schedule Management. If you request Project Administration reimbursement or want to demonstrate Project Administration as match, you must submit itemized documentation of staff/contractor hours and hourly compensation rates (salary and fringe benefits) for time spent on project administration.

Overhead, mileage, postage, phone charges, and audits are not reimbursable.
If eligible Project Administration costs are greater than the maximum reimbursable amount, any amount over the cap may be applied as matching funds. Documentation of staff/contractor hours and hourly compensation rates are required for matching funds.

**Tuition Cost**

For Innovative Stormwater Projects where a graduate student at an accredited educational institution has been identified as the principal employee responsible for study design, monitoring and analyses, tuition fees included in the compensation packet to the student, may be reimbursed to the college or university as a portion of project labor costs. Tuition costs shall not exceed 38% for any individual’s total labor costs and shall not exceed $15,000 annually for any Innovative Stormwater Project. Reimbursement of any such tuition costs as part of labor costs shall be made at a proportional rate within NCLWF approved hours for work on the project.

**Matching Resources**

Match must be for activities necessary for the completion of the project and must be backed up with receipts or other verifiable documentation of expenses. Matching resources must be for items eligible for NCLWF funds. For example, overhead may not be counted as matching resources.

NCLWF grant awards may not be used as matching funds for other NCLWF awards. Funds used as match on prior NCLWF grant awards may not be used as match on other NCLWF grant awards.

NCLWF will expect that matching funds be expended at the approximately the same rate as NCLWF funds and in proportion to the original funding commitment by NCLWF. NCLWF will also expect that, upon completion of the grant project, that the original funding ratio of NCLWF funds to matching funds be maintained. For instance, if a grant award is approved with NCLWF providing 50% of the total budgeted project cost, NCLWF will expect at project closeout to have only contributed up to the 50% of the total project cost.

NCLWF recommends, when possible, a proportional split of NCLWF funds and matching funds on each project budget line item. That is, if you are requesting 50% of a project’s cost from NCLWF, strive to split each line item in the budget 50/50. NCLWF recognizes this is not always practical.

Construction contingency funds are to be matched at no less than 50%, i.e. grantee must provide at least 50% of any incurred contingency cost. Note that prior approval from NCLWF is required before expenditure of any contingency cost.

NCLWF trustees may consider, or may deny, approving credit for matching funds contributions for costs incurred prior to the grant award date if specifically requested by applicant at time of application. In your application, clearly identify any task for which costs will be incurred prior to the NCLWF grant award date.

**Maps**

At least two maps are required of all applications. Additional maps may be necessary to clearly show proposed work, location of conservation agreements, individual structures, or sections/reaches of a larger project. This map should follow the general guidelines of the project map with any additional information shown in an easily visible color.

1. **Location Map:** One map should show the location of the project in context of a watershed, county or region. Include boundary of area that contributes stormwater runoff to the project site (“tributary area”), major streams, major roads, municipalities, nearby water quality or conservation projects, etc. Label features that are not identified in the legend.
Background: no specific requirement, but should be a neutral color

Major Streams: Blue
Municipalities: Orange
Project: Red
Other Conservation: Green

Major Roads: Black

Labels: Major streams, major roads, municipalities, and county boundaries should be clearly labeled. Labels of secondary streams and roads are not necessary on this map. Any significant landmarks or other conservation lands should be labeled as well.

Project Map – standardization of this map is less important due to the diversity in project needs. Applicants should include any pertinent information, including major streams, major roads, impacted streams and other water bodies, existing utilities, existing conservation easements.

Background: a recent aerial image if possible; if an aerial photo is not a possibility, please follow the guidelines for the location map.

Property Boundary: Red outline
Other Conservation: Green outline (if applicable)
Roads: Black
Streams: Blue (use different colors if you need to differentiate distinct reaches)
Restoration Reach: No specific requirement, but should be easy to distinguish from other streams
Labels: Named streams, roads, and landmarks should be labeled.

The following examples are not intended to be templates, but suggestions on what staff finds easy to read and interpret.

Location Map example:
Project Map example:
Application Rating System

General Statute 143B-135(b) states that the fund may develop guidelines in addition to the minimum criteria for awarding grants. To assist with the allocation of grant funds, the following rating system was approved by the full NCLWF Board of Trustees at its meeting on February 10, 2014, and revised June 5, 2018.

Rating System Overview
The major components of the rating system and percentages are listed below.

Merit of the Project’s Objectives (35%)

A. Proposal Addresses Aspect(s) of Stormwater Management that Would Be Advanced by Successful Completion of the Project (25%)
B. Proposal Discusses How Current Practices Are Inadequate or Need Improvement (6%)
C. Proposal Provides Related Experiences or Research that Indicates the Proposed Project Type is a Worthwhile Undertaking (4%)

Completeness and Clarity of the Project Description and the Project’s Outputs (15%)

A. Purpose and Goals (5%)
B. Approach (Work Tasks) (4%)
C. Output of the Project, Measures of Success, and the Basis for Evaluating Success (4%)
D. Long-term Care and Operation (2%)

Potential for the Project’s Results to be Applied Broadly (20%)

A. The Project Proposal Indicates How the Results and Corresponding Advanced or Improved Stormwater Management Practices Could and Should Be Applied Broadly (13%)
B. Activities that Would Be Conducted, as a Part of the Project Scope, to Encourage Broad Application of the Project Results (7%)

Applicant’s Commitment to the Project (10%)

A. Project Timeline and Readiness to Begin Work (5%)
B. Project Budget/Cost Proposal and Status of Resources (5%)

Value (20%)

A. Matching Resources
Rating System Details

Merit of the Project’s Objectives (35 points)
This section evaluates the extent to which the proposal demonstrates how the project would improve or protect water quality at the project site and how it would contribute to achieving NCLWF’s goal of advancing stormwater management practices for water quality.

A. Proposal Addresses Aspect(s) of Stormwater Management that Would Be Advanced by Successful Completion of the Project (maximum 25 points).

0-10 points
- Project brings something new or different to practices in stormwater management

0-8 points
- Project builds on experience or current practices

0-7 points
- Project advances practices in stormwater management regionally and/or statewide

B. Proposal Discusses How Current Practices Are Inadequate or Need Improvement (maximum 6 points). The discussion should include but does not have to be limited to the following:

2 points
- Water-quality benefits and reduction of surface water pollution

1 point
- Preserving natural hydrologic connections and relationships

1 point
- Water-quantity/water-supply benefits

1 point
- Cost savings, including avoided costs and enhanced values

1 point
- Social and aesthetic benefits

C. Proposal Provides Related Experiences or Research that Indicates the Proposed Project Type is a Worthwhile Undertaking (maximum 4 points).

0-4 points
- The proposal should include references to technical papers, articles, etc. that describe the context of the proposed project.

Completeness and Clarity of the Project Description and the Project’s Outputs (15 points)
This section is an evaluation of the extent to which the proposal clearly provides a complete and thorough project design and demonstrates clear connections and logic among the project components.

A. Purpose and Goals (maximum 5 points).
The proposal provides a clear description of the project’s purpose and goals.

B. Approach (Work Tasks) (maximum 4 points).
The proposal includes a clear and detailed description of the work tasks that will be included in the project activities to achieve purposes and goals. The following work tasks should be included, or an explanation must be provided concerning why the task is not part of the project:

- Project planning
- Design and permitting
- Access/easement acquisition
- Construction
- Dissemination of findings to the appropriate potential users

C. Output of the Project, Measures of Success, and the Basis for Evaluating Success (maximum 4 points).
   The plan should ensure that the monitoring and data collection methods are effective and appropriate. The data to be collected must be representative, accurate, and appropriate for evaluating performance and evaluating the success of the practices using statistical or other scientifically defensible methods.

D. Long-term Care and Operation (maximum 2 points).
   NOTE: To avoid penalizing projects that are “NA,” award 2 points.
   For projects with BMPs and other features or devices that will operate indefinitely, the proposal should include a plan that addresses the following:

   - Ongoing functional operation and maintenance (O&M) addressed by the plan both during the term of a NCLWF grant contract and long term thereafter such that the BMP feature or device continues to function as intended in its design; ideally, design plans and specifications would address O&M
   - Managing residual materials, long term, that will or might be generated as a result of constructing, operating, and/or maintaining the feature or device
   - Physical and legal access to the project location
   - Roles and responsibilities of parties involved with O&M
   - Ongoing desirable aesthetic and safe conditions

Potential for the Project’s Results to be Applied Broadly (20 points)

This section evaluates the extent to which the proposal demonstrates how the project’s results can be applied broadly, the activities that can be conducted to encourage broad application, and the organizations that would conduct the activities.

A. The Project Proposal Indicates How the Results and Corresponding Advanced or Improved Stormwater Management Practices Could and Should Be Applied Broadly (maximum 13 points).

   13 points
   - Innovative methods could be applied very broadly across NC

   10 points
   - Innovative methods could be applied across a region of NC, such as the coast, piedmont, or mountains

   10 points
   - Innovative methods could be applied across NC but may be significantly limited in the number of opportunities for usage due to factors such as aesthetics and size

   7 points
   - Innovative methods would be limited to a narrow range of applications in one region of NC
B. Activities that Would Be Conducted, as a Part of the Project Scope, to Encourage Broad Application of the Project Results (maximum 7 points).
Points will only be awarded for activities that will be completed as part of the project scope. The activities will be required to be documented and included in the project final report as part of the project closeout to receive final payment.

2 points
- Presentation of findings at technical conferences, workshops, or similar appropriate professional/trade forums

2 points
- Submittal of an article of publishable quality to a professional/trade journal for publication

2 points
- Efforts to remove institutional impediments to broad application

1 point
- Posting information on educational signage, websites, databases, and listservs

Applicant’s Commitment to the Project (10 points)
This section evaluates the extent to which the Applicant is ready to begin work and is prepared to provide the resources (e.g., funds, services, equipment, and access to land) needed to implement the project.

A. Project Timeline and Readiness to Begin Work (maximum 5 points).
Proposed schedule for conducting the project that includes a chart or a graphic that shows the planned timing, duration of each task relative to a projected start date, the timing relationships among the tasks, and an accompanying narrative that summarizes the timeline and identifies circumstances or conditions that could delay project completion.

5 points
- Applicant has completed the preliminary work phase (e.g., design, outreach to landowners or regulatory approval agency, and obtained permits)

3 points
- Applicant has already done significant preliminary planning and/or design work

1 point
- Applicant has not done any work yet but will be ready to begin work on the project promptly upon execution of a grant contract

0 points
- There may be significant delays with getting started

B. Project Budget/Cost Proposal and Status of Resources (maximum 5 points).
Status of match resources (e.g., matching funds, personnel, services, equipment, and access to land) needed to implement the project.

1. Portion of the proposed matching resources that are already available and committed to the project: Points Score = % Committed x 0.05

Value (20 points)

A. Matching Resources (maximum 20 points). Matching resources will be given a value based on the percentage and source of match. Any fraction in the final total will be rounded up.

1. Cash, nonprofit and private funds, bargain sale and donated easements = % of total x 0.22
2. Federal and local government funds = % of total x 0.18
3. Other State funds = % of total x 0.14

**Matching Value Example:** In this example, the request is for $40K from NCLWF with matching resources coming in the form of cash from a land trust, bargain sale from the landowner ($30K), and a federal grant ($30K):

<table>
<thead>
<tr>
<th>Match source</th>
<th>Match (%)</th>
<th>Multiplier</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private funds, including bargain sales and property value</td>
<td>30%</td>
<td>0.22</td>
<td>6.6</td>
</tr>
<tr>
<td>Federal or local government funds</td>
<td>30%</td>
<td>0.18</td>
<td>5.4</td>
</tr>
<tr>
<td>Other State funds</td>
<td>0%</td>
<td>0.14</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>
Printable Application Sample

This is a copy of the acquisition application questions for the current grant cycle. It is provided to give the entire scope of the application and let you see all questions that will be asked as you complete the questions on the web form. This is not the actual application.

The application is a web-based form available at https://nclwf.nc.gov/apply

You will need to enter a username and password to access the form for the first time.

We suggest using your email as your username. Once signed in, you will be able to save your progress and re-access your application. You can also start subsequent applications under the same username.

The application contains file attachment/upload sections including:

- Project Budget (PDF Budget Form downloaded from the application web-form)
- Project Schedule
- Location Map
- Property Map
- Additional Maps (if needed)

See webform application for naming conventions.

(application form copy follows)
The entire NCLWF Innovative Stormwater Program application form is below. Please use the Save and Return function to save your work.

You must have a FormSite account to access this form, so you've completed the first step! Please save that username and password.

We strongly encourage you to write and save any narrative sections on your own device and copy and paste into this form.

It is critical that you use the Innovative Stormwater Program's Applicant's Funding Manual as a reference when filling out this application. Failure to refer to this manual, even for returning applicants, will result in missed score opportunities, problem issues with scope, contract and closings, and reduced likelihood of a successful outcome. Please use the funding manual!

Budgets must be filled out using this PDF Budget Form. The link will open the link in a new window. Click to download, save to your project files, complete the budget, and then upload it below.

SAVE YOUR WORK with the 'save' or 'continue' buttons at the bottom of each page.

You may edit/re-edit your form and click 'Submit' as many times as needed prior to the deadline of 11:59pm, Feb 1. You will receive an email with a MS Word of your application attached after each submit.

Staff will not review your submission until after the deadline.

After submitting your application, you will be asked to select a timeslot(s) in February for the virtual project review meeting.

Public information: Applications submitted to NCLWF are subject to the North Carolina Public Records Law and may be disclosed to third parties upon their request.

### SECTION 1 - APPLICANT INFORMATION

<table>
<thead>
<tr>
<th>1.1 - Organization Name *</th>
<th>1.2 - Organization Type *</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>1.3 - Person from the applicant's organization that will administer the grant contract, if awarded:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (Contract Administrator) *</td>
</tr>
<tr>
<td>----------------------------------</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing Address (Contract Administrator/Payments) *</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
Email (Contract Administrator) *

Phone Number (Contract Administrator) *
828-555-1212 x100

1.4 Person that will manage the actual project:

Name (Project Manager) *

Title (Project Manager) *

Email (Project Manager) *

Phone Number (Project Manager) *
336-555-1212 x100

1.5 Person who will actually sign the grant contract if awarded: (if different from Contract Administrator, above)

Name (Contract Signee) *

Title (Contract Signee)

Email (Contract Signee) *

1.6 - Fiscal Year of Applicant/Contract Administrator *

☐ January 1 - December 31 (Calendar/Annual)
☐ July 1 - June 30 (Fiscal)
☐ October 1 - September 30 (Federal)
2.1 - Project Name *

2.2 - Duration
Not more than 36 months. *

2.3 - Primary County *

2.4 - Other County - Regional projects should include list of counties in the narrative.

2.5 - Project Coordinates
Note: Please use Decimal Degrees from www.latlong.net or similar site. Please test the coordinates before submitting. You may also upload an optional shapefile at the end of this application.

Latitude *

Longitude: *

2.6 - If there are additional sites, list their locations and lat/long below.

2.7 - What is your total request from NCLWF?
This number should match your budget sheet total request column that will be submitted at the end. Please double-check before submitting. (numbers only please) *

2.8 - What is your total match to NCLWF?
This number should match your budget sheet total match column. Please double-check before submitting. (Numbers only please) *

2.9 - Total Budget (calculated from 2.7 & 2.8)
$

Narratives - Be concise and discerning with information, covering key components and background if needed. Narratives are limited in word length as noted below each text box.

2.10 - Project Description & Need (500 word max, about three paragraphs)

State the purpose of the project and objectives in terms of innovative stormwater research. *
2.11.A - Scope of Work List

Provide the measurable tasks that will be completed as part of this project, and any tasks that will continue afterwards (such as monitoring or dissemination of findings). Scope items include work completed with NCLWF and match funds.

☐ Project planning and study design
☐ Design and permitting
☐ Access/easement acquisition
☐ Construction
☐ Monitoring; data collection; evaluation of findings & results
☐ Develop maintenance plan
☐ Dissemination of findings & results

2.11.B - Scope of Work Other/Special Notes:

If needed, describe scope of work items not covered by the above. You may also add notes on related issues with the above list.

2.12 - Project Location

Provide context of the project in terms of river basin, watershed, stormwater features or problems, completed stormwater or restoration projects, and nearest town or landmark.
2.13 - Project Readiness

What is the status of project work at the time of the application submittal? *

- Applicant has completed the preliminary work phase (e.g. design, outreach to landowners or regulatory approval agency, obtained permits).
- Applicant has already done preliminary planning and/or design work.
- Applicant has not done any work yet but will be ready to begin work on the project promptly upon execution of a grant contract.
- There may be significant delays with getting started on the project.

2.14 - Ongoing Operation and Maintenance (O&M)

Outline the O&M plan for the project or discuss how it is to be completed.

Elements may include:

Ongoing functional operation and maintenance, management of any residual materials, physical and legal access to the project location, roles and responsibilities of parties involved with O&M, maintenance of desirable aesthetic, management of safety issues. *

SECTION 3 - STUDY DESIGN & PROJECT RESULTS

3.1 - Results and Outcomes.

Describe the outcomes, results and products you intend your project to achieve or produce. Discuss the aspect(s) of stormwater management that would be advanced by successful completion of the project. *
3.2 - Study Design

Outline how you will collect and analyze data so as to be able to determine the success of the innovative project and provide a solid assessment of your innovative concept. Refer to the Applicants Funding Manual for information on scientific study design.

3.3 - Related Research and/or Experience

List studies and experience that demonstrate that the proposed project is a worthwhile undertaking.

3.4 - Innovative Levels *

☐ Project brings something new or different to practices in stormwater management.
☐ Project builds on experience or current practices.
☐ Project advances practices in stormwater management

3.5 - Provide context/explanation for the innovation level marked above.*


3.6 - Applicability

How could results and corresponding advances or improved stormwater management practices be applied? *

☐ Results could be applied very broadly across NC.
☐ Results could be applied across a region of NC, such as the coast or piedmont or mountains.
☐ Results could be applied across NC but may be significantly limited in the number of opportunities for usage due to aesthetics, size, etc.
☐ Results would be limited to a narrow range of applications in one region of NC.

3.7 - Dissemination of Results

Select the activities below that would be conducted, as a part of the project scope, to encourage broad application of the project results. The activities will be required to be documented and included in the project final report as part of the project closeout to receive final payment. *

☐ Presentation of findings at technical conferences, workshops, or similar appropriate professional/trade forums.
☐ Submittal of an article of publishable quality to a professional/trade journal for publication.
☐ Efforts to remove institutional impediments to broad application.
☐ Posting information on educational signage, websites, databases, and listservs.

SECTION 4 - BUDGET

Detailed guidance for completing the project budget can be found in the current year Innovative Stormwater Applicant's Funding Manual.

Budgets must be filled out using this PDF Budget Form. The link will download a file. Save it to your system, complete the budget, and then upload it below.

NOTE: In Section 2, budget numbers were entered:

$ as the NCLWF request
$ as match

$ TOTAL

Please double check for accuracy before uploading your budget.

4.1 - Budget Upload

Budgets must be filled out using this PDF Budget Form. The link will open the link in a new window. Click to download, save to your project files, complete the budget, and then upload it below. Budget totals in your sheet MUST match the budget summary questions below.

You may edit and replace this uploaded budget at any time up until the submission deadline.

Do not scan and upload - the PDF Budget Form must be the 'live' form. *
4.2 - Costs Incurred Before Award (Match)

Identify any costs to be incurred before NCLWF grant award decisions for which you would request approval of matching funds, including fee simple property purchases. Staff time to complete and submit an application is not eligible. *

List funds expended before award here, or: "No match funds will be spent prior to award."

SECTION 5 - UPLOADS & AFFIRMATION

Attachments are uploaded below by individual category. Please name your file based on a short project name and the file contents.

Examples:

[pipe:37].Location Map.pdf
[pipe:37].data.pdf

Common file types should be used (PDF, JPG, PNG, DOC, DOCX, XLS, XLSX).

PLEASE use the map guidance in the Application Funding Manual to guide map making, colors, types, content etc. Maps using our standard suggested format are easier for our trustees to absorb and therefore to fund.

MAPS: PDF is preferred, but may also be jpg, jpeg, or png. Avenza-ready PDF files exported from ArcGIS are best, if possible. Maps will be displayed in a square format for board presentations.

Location Map

**File name should be: Smith_location_map.pdf or similar. Short file name please. *

Choose File No file chosen

Project Map 1

**File name should be: Smith_property_map.pdf or similar. Short file name please. *

Choose File No file chosen
**Project Map 2**

*Filename should be: Smith_property_map2.pdf or similar. Short file name please.

Choose File  No file chosen

**Shapefile (zipped) - Optional but requested.**

Choose File  No file chosen

**PROJECT SCHEDULE:**

The schedule should include a chart or graphic that shows the proposed schedule for implementing the project. Also include a narrative that summarizes the timeline and identifies circumstances or conditions that could delay project.

Choose File  No file chosen

**OTHER ATTACHMENTS**

If you feel that other attachments are necessary, you may combine them into one PDF and use the 'Other' file upload field. Note that not all 'Other' attachments will be included in the final application packet.

Choose Files  No file chosen

**Grant Withdrawal**

Pursuant to NCGS 113A-254(f), grant award may be withdrawn by the Board of Trustees if the project has not entered into construction contract within one year of grant award date *

☐ Yes, applicant commits to entering into a construction contract within one year of the award date.

☐ No, applicant cannot commit to entering into a construction contract within one year of the award date.

Do you affirm that the information in this application and the statements and attached exhibits are true, correct, and complete to the best of your knowledge and belief? Do you further confirm that you are authorized to file this application and the organization I am representing has the authority to enter into a grant contract that may result from this application? *

☐ I affirm the above statement.

**Name of Affirmed** *


**Signature:** *
SUBMITTING YOUR APPLICATION

You may edit/re-edit your form and click 'Submit' as many times as needed prior to the deadline of 11:59pm, Feb 1. You will receive an email with a MS Word of your application attached after each submit.

Staff will not review your submission until after the deadline.

Bookmark the Save and Return link available at https://ncwnc.gov/apply to re-access and edit your applications for this program area.

Applications must have been submitted at least once prior to the deadline as indicated on your log-in landing page. Sample below:

![Sample Table]

- Ready for deadline
- Not ready for deadline
### 2022 NCLWF Innovative Stormwater Application Budget Form

**Project ID Number (admin use)**

<table>
<thead>
<tr>
<th>Project Title</th>
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<tr>
<th>Applicant Organization Name</th>
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<tr>
<th>Name of Project Manager</th>
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**Whole dollar amounts only please.**

**NOTE:** Budget guidance from the Funding Manual is reproduced below - please review before completing this form.

**Requested Funds** | **Matching Funds** | **Total Cost**
--- | --- | ---
$0 | $0 | $0

**GMS #** | **Item** | **Requested NCLWF** | **Matching Funds** | **Cost**
--- | --- | --- | --- | ---
D020 | Design and Permitting | | | $0
D021 | Construction | | | $0
D022 | Construction Contingency | | | $0
D023 | Construction Admin/Observation | | | $0
D025 | Monitor; Collect/Eval Data; Report | | | $0
D026 | Information Dissemination | | | $0
D049 | Project Administration | | | $0
D04 | Addnl. Expense 1 | | | $0
D05 | Addnl. Expense 2 | | | $0
D06 | Addnl. Expense 3 | | | $0

**Total** | **$0** | **$0** | **$0**

**Matching Resources Table**

<table>
<thead>
<tr>
<th>Sources of Matching Funds (Name of Org/Entity)</th>
<th>Origin/Type of Matching Funds</th>
<th>Matching Funds Primarily Applied To</th>
<th>Amount</th>
<th>Secured/Committed?</th>
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<td>Total Matching Funds</td>
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</tbody>
</table>

**NOTE:** *Please group match by source and commitment status*. One source/match line may apply to multiple funding lines above, as summarized in the 'Match Funds Primarily Applied To' column.