



**Lexington-Fayette Urban County Government
DEPARTMENT OF ENVIRONMENTAL QUALITY & PUBLIC WORKS**

**The Stormwater Quality Projects Incentive Grant Program
APPLICATION PACKET FOR CLASS B EDUCATION PROJECTS
Division of Water Quality – Document #INC.2017E.1**

GRANT FISCAL YEAR: 2017 (July 1, 2016 – June 30, 2017)

APPLICATION DEADLINE: FRIDAY, MAY 13, 2016

The Stormwater Quality Projects Incentive Grant Program has been established to assist property owners, businesses, and organizations in the implementation of projects that serve to improve water quality through innovation and education throughout Fayette County. The Incentive Grant Program is funded by the Lexington-Fayette Urban County Government (LFUCG) Water Quality Management Fee (WQMF) and administered by the Division of Water Quality (DWQ). LFUCG Code of Ordinances Chapter 16, Article XIV (Ord. 73-2009) contains the enabling legislation that supports the guidance contained in this application packet.

The main goal of the Incentive Grant Program is the improvement of surface water quality in Fayette County. To accomplish this goal, the program will provide financial assistance for projects that meet the following objectives:

- Improve water quality in our impaired streams through pollutant reduction or other means;
- Address stormwater concerns on existing, developing, or re-developing parcels;
- Reduce stormwater runoff and flooding; or
- Provide public or private education related to stormwater quality.

Grants are awarded through a competitive grant application process. Each grant application will be reviewed by the LFUCG Division of Water Quality (DWQ) for eligibility and merit according to the procedures set forth in the guidelines outlined in this packet. The Water Quality Fees Board shall review recommendations by the Director of DWQ and make a final determination on all grant applications. All approved projects will receive funding by means of an executed Grant Award Agreement between LFUCG and the Applicant laying out the approved project elements, eligible expenses, and terms of grant implementation.

The **Incentive Grant for Class B Projects** is open to Applicants who are WQMF rate payers on parcels designated as "Class B". A "Class B" parcel is defined as:

*"all non-farm commercial, industrial, institutional and multi-family
(excluding duplexes) parcels within Fayette County."*

This packet covers the information needed to complete the application, and includes the following sections:

- a) Eligibility Requirements
- b) Project Guidelines
- c) Project Funding
- d) Project Reporting
- e) Project Selection and Grant Award Process
- f) Application Process
- g) Application Form

Please direct all questions to the Incentive Grant Program Administrator – Christopher Dent, P.E., LFUCG Division of Water Quality by phone at 859-425-2521, by email at cdent@lexingtonky.gov, or in writing to 125 Lisle Industrial Avenue, Suite 180, Lexington, KY 40511.

ELIGIBILITY REQUIREMENTS

What types of projects are eligible for funding under the Incentive Grant Program for Class B Projects?

There are two general types of projects eligible for this program:

- Education Projects – Projects designed to provide and promote public or private education and involvement related to the importance of stormwater quality in Fayette County.
- Infrastructure Projects – Projects that install equipment or construct infrastructure that serves to reduce pollutant discharges to LFUCG's stormwater conveyance system and the Waters of the Commonwealth, and/or reduce peak offsite stormwater discharge rates in excess of minimum requirements specified in LFUCG's Engineering Manuals.

This application packet is for Class B Education Projects only.

Please see the *Application Packet for Class B Infrastructure Projects, Document #INC.2017I.1* for more information on the infrastructure grants. Information is available on the website: www.lexingtonky.gov/incentives.

Detail on specific project types is provided in the following Project Guidelines section. Proposals for other innovative projects not listed in this packet that meet the goals and objectives of the program are encouraged and will be considered for eligibility on a case-by-case basis. Contact the Incentive Grant Program Administrator for more information.

Who can apply for funding?

- Owners of a "Class B" parcel;
- Tenants of a "Class B" parcel who pay the WQMF;
- Groups legally incorporated organized as a corporation, governmental entity (excluding LFUCG, but not excluding outside agencies which receive LFUCG funding), association, non-profit, etc. and which are designated "Class B" fee payers of the Water Quality Management Fee.

Other eligibility requirements to be aware of:

- The Applicant must be in full compliance with all applicable provisions of the LFUCG Code of Ordinances (Chapter 5 – Buildings and Building Regulations; Chapter 7 – Finance and Taxation; Chapter 12 – Housing; and Chapter 16 – Sewage, Garbage, Refuse, and Weeds) or in compliance with Kentucky Department of Housing Buildings and Construction rules and requirements as is appropriate for those state institutions, parcels or buildings which are subject to state regulations and oversight as opposed to local ordinances and regulations prior to qualifying for grant award. Significant non-compliance prior to or after grant award may negatively impact the applicant's present or future eligibility.

- All projects must be located within Fayette County.
- The maximum allowable grant request for this year's education program is **\$35,000**. Past applications have ranged from \$1,800 to the maximum.
- The Applicant must provide a cost share of 50% of project costs beyond the first \$2,500.
- Incentive Grants are not-to-exceed amounts. Amendment requests to an ongoing Incentive Grant will not be considered by the Water Quality Fees Board absent extraordinary circumstances.
- Project elements that conflict or overlap with any known ongoing or scheduled project are not eligible.
- If a Rain Garden is proposed as a project element, the design, construction, and plant materials shall follow the LFUCG Rain Garden Manual. Any deviations from the manual for a selected project must be approved by Grant Administrator prior to construction. The manual can be found at LFUCG's website (www.lexingtonky.gov).
- If an applicant has previously received a grant within the same grant class as they are applying and the active grant is beyond two years from the agreement date, the applicant shall appear before of the WQFB at the board's selection meeting and address any questions from the board about the current grant as well as the application.

PROJECT GUIDELINES

If selected for funding, projects must meet the following general guidelines:

- A detailed project plan and budget for all approved expenses shall be prepared and included in the Grant Award Agreement.
- Grant monies will be distributed via a reimbursement format in accordance with terms set forth in the Grant Award Agreement.
- Any expenses not fully documented may be denied for reimbursement. LFUCG will conduct periodic audits of grant expenses to help ensure grant funds are being utilized appropriately and as reported.
- All projects must be completed in accordance with applicable local, state, and federal law, and all required permits, agreements, permissions, approvals, etc. must be obtained by the Applicant or their representatives.
- All projects must be completed per the plan outlined in the Grant Award Agreement. The LFUCG Grant Manager must approve, in writing, proposed changes to the plan once a grant is awarded. Unapproved changes that alter the project's purpose or effect may disqualify it from receiving the grant reimbursement.
- All projects must be completed within the time frame specified in the Grant Award Agreement. The LFUCG Grant Manager or Program Administrator must approve, in writing, any extensions. Typical project timelines for education projects are **12 to 18 months**.
- *Project Development:* A variety of educational and public involvement types of projects can be utilized, including but not limited to:
 - Employee training on stormwater pollution prevention (above and beyond that required, such as in a facility's Storm Water Pollution Prevention Plan, etc.);
 - Student curriculum development for water quality education;

- Public education and involvement in pollution mitigation, such as stream cleaning, storm drain marking, etc.

Creative program elements are encouraged. Applicants may wish to refer to the following for assistance (all available on the web):

- Environmental Protection Agency's (EPA) *National Menu of Stormwater Best Management Practices*;
- *Water Outreach Education - Facilitating Access to Resources and Best Education Practices (BEP) Project*.

PROJECT FUNDING

The maximum Class B Education Grant for FY2017 is \$35,000. Past applications have ranged from \$1,800 to the maximum. Cost share is not required for the first \$2,500. Above that, a 50% cost share (i.e. 100% match) is required. (For example, on a \$2,500 grant, no cost share is required. On a \$35,000 grant, the grantee must provide a minimum cost share of \$32,500 for a total project cost of \$67,500.)

If the applicant proposes a cost share which is greater than the minimum required by a grant class and that grant is selected for funding, the proposed cost share percentage of the overall project cost shall be represented as the minimum cost share percentage in the grant award agreement.

What types of expenses are eligible for grant reimbursement?

- Eligible expenses must be project-specific and necessary for correct and complete implementation of the water quality and/or stormwater related components of a project, in the categories of (a) Equipment and Supplies, (b) Consulting Fees, (c) Personnel, and (d) Other Project Specific Costs.
- Project specific personnel costs and stipends (e.g. teacher training, etc.) will typically be eligible. Adequate documentation of all billed hours, including copies of employee timesheets, hourly payroll rate, and description of work done, will be required prior to acceptance of these types of costs.
- Indirect costs are typically not eligible. Expenses are to be broken down into specific cost items. However, for institutions of higher education and private non-profit organizations which rely on indirect costs for budgeting purposes, indirect costs can be utilized but may not exceed 20%.
- All approved expenses will be mutually agreed upon and detailed in the project budget in the Grant Award Agreement prior to start of the project.

What types of items are eligible to be counted as cost sharing funds?

Eligible cost sharing funds must be project-specific, and may be direct cash expenditures or in-kind costs. Possible cost sharing funds include:

- Payments for any eligible grant reimbursement expense listed above.
- Other grant sources (non-LFUCG).
- Mileage based upon the current Internal Revenue Service rate per mile.
- Donated volunteer hours, valued at the current Federal Minimum Wage Rate.
- Donated personnel hours of employees within the grant recipient's organization at their current payroll rate.
- Donated consulting fees.
- Donated supplies.
- Donated professional service hours, valued at the Median Hourly Wage for the expertise provided – from the U.S. Department of Labor, Bureau of Labor Statistics, State Occupational Employment and Wage Estimates for Kentucky (current website: http://www.bls.gov/oes/current/oes_ky.htm .)

What types of expenses are not eligible (for either grant reimbursement and/or cost share)?

- Costs associated with work paid for prior to grant award.
- Costs associated with work already required of the Applicant to meet federal, state, or local requirements (e.g. new development, addressing compliance actions, etc.).

Other restrictions may apply. If you have a question about eligibility of expenses, please contact the Incentive Grant Program Administrator. All expenses will be mutually agreed upon and detailed in the project budget in the Grant Award Agreement prior to start of the project.

PROJECT REPORTING

Grant award disbursements will be distributed after receipt of supporting documentation. LFUCG will provide the forms and report formats.

1. Quarterly Reporting: At a minimum, quarterly reporting will be required and includes:

- a. An invoice requesting grant reimbursement for costs incurred during the prior period or to be incurred within 30 days of the invoice.
- b. A project status report documenting:
 - Work completed during the prior reimbursement period, including hardcopy or electronic copies of all materials developed and/or used (e.g. presentations, curriculum, photos, event descriptions, etc.)
 - Class rosters or sign-in sheets documenting the number of attendees at events held and survey forms completed by the attendees evaluating the content of the event;
 - Full accounting of grant-related costs incurred during the prior period, including:
 - For cash expenditures, this shall include receipts, showing vendor paid, date, amount, and items purchased;

- For personnel costs and stipends, this shall include documentation of all billed hours from employee timesheets with hourly payroll rate and description of work performed for hours billed.
- For mileage, this shall include a mileage log with driver name, type of vehicle, location to and from, date, and # of miles driven per trip.
- Documentation of all cost share-related items:
 - For cash expenditures, this shall include receipts, showing vendor paid, date, amount, and items purchased;
 - For volunteer hours, this shall include sign-in sheets describing the event with signatures, name, address, time in, time out, for each participant. Hours worked by participants under the age of 12 would generally not be counted toward the cost share;
 - For donated professional hours, this shall include a Donated Professional Hours Form signed by the participant. Rates for Donated Professional Hours shall be valued per rate approved in the Budget in the Grant Award Agreement or current U.S. Department of Labor, Bureau of Labor Statistics rates as described within this document.;
 - For mileage, this shall include a mileage log with driver name, type of vehicle, location to and from, date, and # of miles driven per trip.

2. Project Final Report: Within 30 days of the completion of all project elements and invoicing, a Project Final Report will be required to be submitted summarizing all project elements completed, accounting, etc. A retainer of 5% of the grant monies will be held for reimbursement until receipt and acceptance of the Project Final Report by DWQ.

Other stipulations do apply. Please refer to the Sample Class B Education Grant Award Agreement included in this packet for more details.

PROJECT SELECTION AND GRANT AWARD PROCESS

This grant program is competitive. Applicants or applications not meeting the eligibility requirements will not be considered. Projects will be ranked and selected for funding through a review process administered by the LFUCG Division of Water Quality and the Water Quality Fees Board. As one part of this review, proposed projects will be evaluated using a scoring system based upon the following criteria:

45%	Project Impact
25%	Target Audience
10%	Project Success Measures
20%	Project Sustainability

More information is available on scoring at www.lexingtonky.gov/incentives.

The Director of the Division of Water Quality will make recommendations for funding to the Water Quality Fees Board. The Board will review the grant applications, supporting information including project scores, and the Director's recommendations, and authorize applications for funding consistent with the program's eligibility criteria. Successful applicants must sign a Grant Award Agreement which is then submitted to LFUCG Urban County Council for ultimate award.

For Fiscal Year 2017 (July 1, 2016 – June 30, 2017) the expected available budget for Class B Education Grants is **\$85,000**. The Water Quality Fees Board has set a funds target to encourage small projects this year as follows:

Small projects with total costs ≤ \$2,500 each	→	\$12,500 (15% Target)
Projects > \$2,500	→	\$72,500 (85% Target)

The maximum grant award is **\$35,000**, not including the Applicant's cost share. As grant funds are limited, a project may be recommended for partial funding. An application requesting grant funding for \$2,500 or less will be scored and reviewed in comparison with other applications in that project budget category.

If selected for a grant, the Applicant will be notified. A Grant Award Agreement laying out the terms of grant implementation will be drafted with mutual input from LFUCG and the Applicant and approved by both parties prior to official award of the grant by the Urban County Council.

APPLICATION FORM

The Application Form, which is a separate document (#INC.2017E.2), and other documents are available for download on the LFUCG website at www.lexingtonky.gov/incentives in Adobe or Word fill-in format. The documents associated with Class B Education Grants are:

- Application Packet (this document) (INC.2017E.1)
- Application Form (INC.2017E.2)
- Scoring Sheet (INC.2017E.3)
- Sample Grant Award Agreement
- Sample Budget

APPLICATION PROCESS

To apply for a Fiscal Year 2017 grant, complete the ***Application Form for Class B Education Projects (#INC.2017E.2)*** and answer all listed questions.

For Fiscal Year 2017, the deadline for receipt of grant applications is Friday, May 13, 2016. Applications postmarked or delivered after the deadline will not be considered. Applications may also be hand-delivered to the address given below by **5:00 p.m.**

Use of the Word fill-in format Application Form is highly recommended, though not required. If the Adobe version is used, the applicant should answer each question in the same order as the Application Form. Please be sure to read the Application Form carefully and fill it out with as much detail about your proposed project as possible. The Applicant must provide a proposed schedule. An example schedule table is provided in Figure 1. The Applicant must also provide a budget proposal. An example budget table is provided in Figure 2 and is available in Excel format for download at www.lexingtonky.gov/incentives. Supplemental information can be attached to the application.

Names for a Primary Project Contact and Secondary Project Contact are required. Email will be the predominant means of communication, so working email addresses for both contacts are strongly encouraged.

The application must be hand signed by a duly appointed official with signatory authority with the applying organization. (Note: For Fayette County Public Schools, the Superintendent of Schools is the signer on all grant applications.)

Submit seven (7) **hard copies** of the application form with attachments by **5:00 p.m., Friday, May 13, 2016** to:

**Christopher Dent, P.E.
LFUCG Division of Water Quality
Incentive Grant Program Administrator
125 Lisle Industrial Avenue, Suite 180
Lexington, KY 40511**

At least one (1) application must be an original hand signature and designated as such. A digital copy of the application form with attachments is requested, and it can be sent to cdent@lexingtonky.gov in addition to the hard copies, but is not required.

Verification of receipt of the application will be provided via email within two (2) weeks. If you do not receive verification, please call the Incentive Grant Program Administrator at 859-425-2521. The Applicant may be requested to provide additional information if a portion of the application is incomplete or unclear. If the additional information is not provided within the time frame requested, the application may be removed from consideration.

EXAMPLE FIGURES

FIGURE 1 - EXAMPLE SCHEDULE TABLE

Activity	Schedule
Approval Grant Award Agreement and Notice to Proceed (NTP)	NTP (anticipated January 2017)
Event planning	Within 2 months of NTP
Advertise for stream cleaning event and coordinate volunteers	2 months prior to event
Purchase trees, shrubs, mulch	1 week prior to event
Hold Stream Cleaning/Planting Event	Between March - April 2017
Advertise for Educational workshop	April 2017
Hold Educational workshop	May 2017
Provide Project Final Report to LFUCG	30 days after project completion

FIGURE 2 - EXAMPLE BUDGET TABLE

	Type of Expense	Participants	Item	Unit Price	Quantity	Funded by Organization	Funded by Grant	Total Expense
1	Project Element: Organization Adopt a Stream Cleaning and Tree Planting							
2	Personnel Hours	Project Manager Name	Organizing Event: Project Manager hours at current payroll rate	\$ 45.00 per hour	15	\$ 225.00	\$ 450.00	\$ 675.00
3	Supplies	Organization	Advertising: 150 single page flyers - black &	\$ 0.10 per flyer	150	\$ -	\$ 15.00	\$ 15.00
4	Supplies	Organization	Work Gloves	\$ 6.00 per pair	20	\$ -	\$ 120.00	\$ 120.00
5	Supplies	Organization	Trash Bags	\$ 5.00 per each box	5	\$ -	\$ 25.00	\$ 25.00
6	Rental Equipment	ABC Rentals	Chainsaw rental	\$ 50.00 per day	1	\$ -	\$ 50.00	\$ 50.00
7	Materials	Plant Nursery	10 (species) trees w/ rootball	\$ 70.00 per tree	10	\$ -	\$ 700.00	\$ 700.00
8	Materials	Plant Nursery	10 (species) shrub 10 (species) shrub 10 (species) shrub	\$ 35.00 per shrub	30	\$ -	\$ 1,050.00	\$ 1,050.00
9	Materials	Plant Nursery	100 bags (type) mulch	\$ 4.00 per bag	100	\$ -	\$ 400.00	\$ 400.00
10	Volunteer Hours	Organization Volunteers	Volunteer Hours for stream cleaning event (assume 20 people for 5 hours each)	\$ 7.25 per hour	100	\$ 725.00	\$ -	\$ 725.00
11	Mileage	Organization Volunteers	Mileage to haul trash to waste facility	\$ 0.54 per mile	50	\$ -	\$ 27.00	\$ 27.00
12	Project Element: Workshop for Target Audience on reducing Storm Water pollution for businesses through Site Management							
13	Personnel Hours	Project Manager Name	Organizing Event: Project Manager hours at current payroll rate	\$50.00 per hour	10	\$ -	\$ 500.00	\$ 500.00
14	Supplies	Organization	Advertising: 150 single page flyers - color	\$ 1.00 per flyer	150	\$ -	\$ 150.00	\$ 150.00
15	Consulting Fees	XYZ Specialist	Honorarium Fee for 3 hour workshop	\$300.00 per each	1	\$ -	\$ 300.00	\$ 300.00
16	Volunteer Hours	Seminar Participants	Volunteer Hours for participation in seminar (assume 20 people for 3 hours)	\$ 7.25 per hour	60	\$ 435.00	\$ -	\$ 435.00
17	TOTAL PROJECT BUDGET:					\$ 1,385.00	\$ 3,787.00	\$ 5,172.00
18						ORGANIZATION SHARE	GRANT SHARE	
19	COST SHARE % AFTER FIRST \$2,500 = 51.83% OK							
20	MUST BE > 50%							
21	* Note: Organization share must be 50% after the first \$2,500.00. No cost share required for grants ≤ \$2,500.							

Note: This table is available in Excel format for download at www.lexingtonky.gov/incentives

--- END OF APPLICATION PACKET FOR CLASS B EDUCATION PROJECTS ---