



SUFFOLK COUNTY WATER QUALITY PROTECTION AND RESTORATION PROGRAM AND LAND STEWARDSHIP INITIATIVES INFORMATION FOR APPLICANTS



Photo: Coastal marsh, Mastic Beach, NY. Credit: Tom Iwanejko, Superintendent - Division of Vector Control, SC DPW.

Committee Membership:

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Kevin McDonald, Citizens Advisory Committee for the Peconic Estuary Program

INFORMATION FOR APPLICANTS

I. ELIGIBLE APPLICANTS

Eligible applicants are any local municipality or any non-profit organization performing an eligible project as defined in [Article 12 Section 2\(B\) of the SUFFOLK COUNTY CHARTER](#) located within the borders of Suffolk County. All projects not being provided directly by Suffolk County require the sponsorship of either a Suffolk County Department or Office.

II. ELIGIBLE PROJECTS

Projects eligible for funding under this program are specified in [Article 12 Section 2\(B\) of the SUFFOLK COUNTY CHARTER](#) and include the following project types:

◆ Nonpoint Source Pollution Abatement and Control & Pollution Prevention Initiatives

Projects or programs that prevent, mitigate, and/or remediate the direct discharge of nonpoint source pollution to the surface or ground waters of Suffolk County, including but not limited to:

- Conventional or innovative structural or non-structural storm water abatement or prevention;
- Best management practice demonstration and implementation to control, reduce, and or/prevent pollutants at commercial, industrial, and/or residential sites;
- Best management practice demonstration and implementation such as nutrients, pesticides, and herbicides from agricultural sites and their impact on surface and ground water quality and habitat; and
- Establishment and/or testing of innovative and alternative on-site wastewater treatment systems (I/A OWTS).

◆ Habitat Restoration, Reclamation, or Connectivity

- Restoration – activities conducted which are intended to return the historical ecological conditions and ecosystem services of a site, to the maximum extent practicable, to that which existed prior to the degradation of the native habitat.
- Reclamation – reclaiming or repurposing previously degraded habitat to function as an alternative and beneficial land use, providing ecosystem services which are transformed from that of its historical state.
- Connectivity – connecting or reconnecting habitat with adjacent undeveloped or protected areas to facilitate contiguity of ecological processes and provide wildlife migration corridors.

◆ Land Stewardship Initiatives

Projects or programs that seek to preserve open space in its natural state in perpetuity; protect and manage scenic and wildlife habitat resources and ecosystem services; and promote well-distributed populations of Suffolk County's native species of plant, animals and natural communities while providing for compatible uses by the residents of Suffolk County and promoting public access to open spaces where appropriate.

◆ **Projects to Implement No-Discharge Zones**

The planning, design, construction, and/or administration of programs or projects that include procedures necessary for implementing No-Discharge Zones. A No-Discharge Zone designation means that the discharge of both treated and untreated vessel sewage is prohibited and sanitation devices on board vessels must be secured to prevent discharges.

◆ **Programs for Educational Outreach**

Projects or programs that provide educational benefits to the residential, commercial and/or industrial sectors of the community pertaining to the protection of Suffolk County's surface and ground waters.

Calls for applications may specify particular, high priority, project types that will be the focus of current funding rounds.

III. APPLICATION REQUIREMENTS

In order for a proposal to be considered for funding, the applicant must submit the following:

- A cover letter stating that the applicant is requesting funding.
- A complete application form with accompanying certification statement signed by a designated representative. The application form must include a detailed work plan by task and a detailed, categorized budget by task specifying both County and match breakdowns.
- Curriculum vitae for all project personnel.
- For non-County applicants, a County Department/Agency or Legislator as its Sponsor.
- A preliminary plan showing the proposed work (if applicable).

Applications should be submitted as hard copies by mail to the Department of Economic Development and Planning, Division of Water Quality Improvement to:

Lisa Broughton
Director Water Quality
100 Veterans Memorial Hwy, 2nd Floor
Hauppauge, NY 11788

IV. INSTRUCTIONS FOR COMPLETING APPLICATION FORM

If there are any questions encountered while completing the *Application Form*, please attend the Proposer's Conference as listed in the *Call for Applications*.

Part 1 – Applicant Information

Applicant Name - Fill in the name of the governmental entity or non-profit organization. Include the department and/or division name, if applicable.

Contact Name and Information - Provide all contact information as requested. If the contact person is located at an address other than the applicant, provide that person's contact information.

Suffolk County Department/Agency or Legislator sponsor – Applications from non-County municipalities or from non-profit organizations require sponsorship from a County Department/Agency or Legislator. A letter from the County sponsor expressing their support and

willingness to sponsor the project shall be submitted with the application for funding. Please provide all contact information requested for the County sponsor. **No application will be accepted without County sponsorship.**

Part 2 – Project Information

Project Title – This will be the official project name, and will be the name referred to in all future correspondence.

Project Location/Address – Where applicable, provide a location map (preferably a USGS Topographical 7.5' Quadrangle Map) clearly identifying the project location.

Suffolk County Tax Map Number(s) – Where applicable, provide the Suffolk County Tax Map Number for all parcels affected by the project.

Project Type – Check the box that best describes the project type. **Select only one box.** See Section II of this document, *Information for Applicants*.

Part 3 – Total Project Budget

Part 3.1 – Planning/Engineering/Design Funding Breakdown

Please provide a detailed breakdown of anticipated project costs by task. For each task please specify whether the work is to be done in-house or by a contractor. Only direct project costs (such as employee salaries and benefits, material costs, equipment costs, and project related travel expenses) will be eligible for funding. Only the direct project costs related to the specific 477 funded project is considered an eligible expense. Indirect costs (such as overhead or operating expenses) will not be eligible for funding.

Part 3.2 – Construction and Site Improvements Funding Breakdown

Please provide a detailed breakdown of anticipated project costs based on expense type by task. For each task please specify whether the work is to be done in-house or by a contractor. Only direct project costs (such as employee salaries and benefits, material costs, equipment costs, and project related travel expenses) will be eligible for funding. Only the direct project costs related to the specific 477 funded project is considered an eligible expense. Indirect costs (such as overhead or operating expenses) will not be eligible for funding. Construction inspection may be included in construction costs. Construction contingency is an eligible expense as long as it is expressly stated in the WQPRP application.

Part 3.3 – Total Project Cost

Please specify the total project cost, the total WQPRP funds requested, and the total match. **For all non-County projects the total match must be at least 50% of the total project cost.** If awarded WQPRP funds, the applicant may not use such funds as a match for this project or any other federal, state, or other grant program unless specifically authorized by written consent from the County.

Part 3.4 – Equipment/Materials/Supplies Breakdown

Please provide a detailed breakdown of any equipment/materials/supplies to be purchased under this grant. This cost should have already been included in Planning/Engineering/Design costs and/or Construction and Site Improvement costs above. Please note, no more than 20% of funding requested may be used for the purchase of equipment/machinery with the exception of equipment/machinery to implement No Discharge Zones. There is no maximum cap on the percentage of the grant that can be used to purchase materials and supplies. Materials include

items such as parts, components, fuel, and any type of raw material that becomes a component of the product being manufactured. Supplies include basic office supplies and expenses utilized in typical office tasks. Equipment/machinery is a tangible and durable asset that is used in the production of other goods and services. Any equipment/machinery utilized in an entity's basic, routine operation and maintenance functions is not eligible for WQPRP funding.

Part 3.5 – County Personnel

Specify if there are any County Personnel being utilized for or funded through this project. Please identify the title, division or office, and department of the County personnel; if the personnel are currently part of the County's existing staff; the intended duration of participation in the project; and the expenditure of funds related to the project with regard to said personnel. Projects cannot establish a permanent full-time position within a County Department without demonstrating how that position will be funded after the project's completion.

Part 4 – Breakdown of Matching Funds

Part 4.1 – In-House Labor Breakdown

Please detail any and all in-house labor being used as match for this grant.

Part 4.2 – Summary of Matching Funds

Identify all sources of funding that will be used as match for WQPRP funds. If state or federal funds are being used, identify the amount and the name of the funding source. If local municipal funds are being used, include a copy of the municipal resolution. **Please note that all non-County projects being conducted by, and with, other municipalities or non-profit organizations require a 50% match.**

Part 5 – Project Detail

Part 5.1 – Project Summary

Provide a summary of the work being proposed that includes the following information:

- Identification and value of the affected waterbody(ies) or resources;
- Describe the water quality and/or habitat impairment (i.e., fish consumption advisories, beach closures, habitat impairment from land use and hardening of shorelines, etc.);
- Identify the priority pollutant(s) or disturbance(s) causing the impairment;
- Identify the source(s) of priority pollutants or disturbances causing the impairment;
- Detail what will be implemented or constructed;
- Explain the project goals and expected environmental benefit; and
- Describe how the project will advance the goals listed in Suffolk County's Comprehensive Water Resources Management Plan.

Part 5.2 – Project Workplan

Provide a detailed description of the proposed project **by task** suitable for insertion into an agreement. Include deliverables and anticipated completion date for each task. Please include a separate file with any design/engineering work (if applicable).

Part 5.3 – Project Benefit

Please identify the pollutant of concern and quantify the pollutant load reductions that would result from the implementation of the project.

Part 6 – Project Criteria

Select which criteria apply to the project based on your project type based on your response to Part 2, Question 5 of the *Application Form*. See the table below for appropriate sections to complete and provide documentation if necessary. Additionally, please see Section VI,

Waterbodies and Water Quality Information, and VII, Glossary of Key Terms, for help in completing questions from Part 6 of the *Application Form*.

Project Type	Complete Sections
1. Nonpoint Source Abatement & Pollution Prevention Initiatives	Parts 6.1A and 6.2
2. Habitat Restoration, Reclamation, and Connectivity	Parts 6.1B and 6.2
3. Land Stewardship Initiatives	Parts 6.1C and 6.2
4. Projects to Implement No-Discharge Zones	Parts 6.1D and 6.2
5. Programs for Education and Outreach	Parts 6.1E and 6.2

Part 7 – Community Support

Identify community groups that have expressed either support or opposition to the proposal. Include correspondence from the groups listed, if available.

Part 8 – Project Readiness

Answer the questions pertaining to the State Environmental Quality Review Act (SEQR) process. List all necessary permits that will be required for the project, and whether they have been obtained. Include the most recently completed stage of the project, i.e. conceptual design, preliminary design, utility coordination, planning, etc.

Part 9 – Project Personnel

Identify the name, title, and qualifications of the individuals who will participate in project implementation. Please include curriculum vitae for all individuals listed, and be sure to identify a Project Manager who will provide project supervision.

If there are any County personnel being utilized for or funded through this project, applicants are required to provide detailed information regarding these participants in Part 3.5 of the application.

Part 10 – Enforcement Status

Identify if the project is being initiated in response to a consent order or other means of enforcement action. If it is, then provide a copy of the enforcement instrument.

Part 11 – Certification

An officially designated representative of the applicant must sign and date the application. The representative acknowledges with their signature the policies of the WQPRP.

V. SCORING

Projects are reviewed and selected using a scoring system. The Committee will review the scoring results and these scores, in conjunction with Committee review and technical staff input, will serve as guidance for the basis of the Committee’s final recommendations to the Legislature. The Committee will recommend proposals until the targeted level of funding for the current funding round is exhausted or until the Committee determines that all projects worthy of consideration have been funded.

VI. WATERBODIES AND WATER QUALITY INFORMATION

New York State Waterbodies Classifications

◆ Surface Waters

- **Class N fresh surface waters.**
The best usages of Class N waters are the enjoyment of water in its natural condition and, where compatible, as a source of water for drinking or culinary purposes, bathing, fishing, fish propagation, and recreation.
- **Class AA-Special (AA-S) fresh surface waters.**
The best usages of Class AA-S waters are: a source of water supply for drinking, culinary or food processing purposes; primary and secondary contact recreation; and fishing. The waters shall be suitable for fish propagation and survival.
- **Class A-Special (A-S) fresh surface waters.**
The best usages of Class A-S waters are: a source of water supply for drinking, culinary or food processing purposes; primary and secondary contact recreation; and fishing. The waters shall be suitable for fish propagation and survival.
- **Class AA fresh surface waters.**
The best usages of Class AA waters are a source of water supply for drinking, culinary or food processing purposes; primary and secondary contact recreation; and fishing. The waters shall be suitable for fish propagation and survival.
- **Class A fresh surface waters.**
The best usages of Class A waters are a source of water supply for drinking, culinary or food processing purposes; primary and secondary contact recreation; and fishing. The waters shall be suitable for fish propagation and survival.
- **Class B fresh surface waters.**
The best usages of Class B waters are primary and secondary contact recreation and fishing. These waters shall be suitable for fish propagation and survival.
- **Class C fresh surface waters.**
The best usage of Class C waters is fishing. These waters shall be suitable for fish propagation and survival. The water quality shall be suitable for primary and secondary contact recreation, although other factors may limit the use for these purposes.
- **Class D fresh surface waters.**
The best usage of Class D waters is fishing. Due to such natural conditions as intermittence of flow, these water conditions are not conducive to propagation of game fishery, or streambed conditions and the waters will not support fish propagation. These waters shall be suitable for fish survival. The water quality shall be suitable for primary and secondary contact recreation, although other factors may limit the use for these purposes.

- **Class SA saline surface waters.**
The best usages of Class SA waters are shellfishing for market purposes, primary and secondary contact recreation and fishing. These waters shall be suitable for fish propagation and survival.
 - **Class SB saline surface waters.**
The best usages of Class SB waters are primary and secondary contact recreation and fishing. These waters shall be suitable for fish propagation and survival.
 - **Class SC saline surface waters.**
The best usage of Class SC waters is fishing. These waters shall be suitable for fish propagation and survival. The water quality shall be suitable for primary and secondary contact recreation, although other factors may limit the use for these purposes.
 - **Class I saline surface waters.**
The best usages of Class I waters are secondary contact recreation and fishing. These waters shall be suitable for fish propagation and survival.
 - **Class SD saline surface waters.**
The best usage of Class SD waters is fishing. These waters shall be suitable for fish survival. This classification may be given to those waters that, because of natural or man-made conditions, cannot meet the requirements for primary and secondary contact recreation and fish propagation.
- ◆ **Groundwaters**
- **Class GA fresh groundwaters.**
The best usage of Class GA waters is as a source of potable water supply. Class GA waters are fresh groundwaters.
 - **Class GSA saline groundwaters.**
The best usages of Class GSA waters are as a source of potable mineral waters, or conversion to fresh potable waters, or as raw material for the manufacture of sodium chloride or its derivatives or similar products. Class GSA waters are saline groundwaters.
 - **Class GSB saline groundwaters.**
The best usage of Class GSB waters is as “receiving waters” for disposal of wastes. Class GSB waters are saline groundwaters that have a chloride concentration in excess of 1,000 milligrams per liter or a total dissolved solids concentration in excess of 2,000 milligrams per liter.

Severity of Use Impact

- ◆ **Precluded**
Frequent/persistent water quality, or quantity, conditions and/or associated habitat degradation *prevents all aspects* of a specific water body use.
- ◆ **Impaired**
 - *Occasional* water quality, or quantity, conditions and/or habitat characteristics *periodically prevent* specific uses of the water body, or;

- Water body uses are not precluded, but some aspects of the use are *limited or restricted*, or;
 - Water body uses are not precluded, but *frequent/persistent* water quality, or quantity, conditions and/or associated habitat degradation *discourage* the use of the water body, or;
 - Support of the water body use *requires additional/advanced* measures or treatment.
- ◆ **Stressed**
- Water body uses are not significantly limited or restricted (i.e. uses are *Fully Supported*), but *occasional* water quality, or quantity, conditions and/or associated habitat degradation *periodically discourage* specific uses of the water body.
- ◆ **Threatened**
- Water quality supports water body uses and ecosystem exhibits no obvious signs of stress, however *existing or changing land use patterns* may result in restricted use or ecosystem disruption, or;
 - *Data reveals decreases in water quality* or presence of toxics below the level of concern, or;
 - Water body uses are not restricted and no water quality problems exist, but the support of a specific and distinctive use makes the water body more susceptible to water quality threats.

Water body Inventory/Priority Water body List Level of Documentation

- ◆ **Known** - Water quality monitoring data and/or *studies have been completed and conclude* that the use of the water body is restricted to the degree indicated by the listed severity.
- ◆ **Suspected** - Reasonably strong evidence, supported by best professional judgment of DEC staff, *suggests* the use of the water body is impacted. However, water quality data/studies that establish an impact *have not been completed* or there is *conflicting information*.
- ◆ **Possible** - Anecdotal evidence, public perception and/or specific citizen complaints indicate that the use of the water body *may be restricted*. However, there is *currently very little, if any, documentation* of an *actual* water quality problem.

Hydrogeologic Zone

Please see the County's [hydrogeologic zone delineation map](#) to determine which zone your project is located.

VII. GLOSSARY OF KEY TERMS

Agricultural Land

Any landholding, consisting of ten or more acres, which is used for the raising of any agricultural or forestry products. Concentrated agricultural operations occupying less than ten acres of land which have average annual gross sales equal to \$50,000 or more shall also be included.

Best Management Practice (BMP)

Methods, measures, or practices determined to be the most practical and effective in preventing or reducing the impact of pollutants generated by nonpoint sources to a level compatible with water quality standards established pursuant to [section 17-0301 of Article 17 of the Environmental Conservation Law](#). Best management practices include, but are not limited to, structural and nonstructural controls and operations and maintenance procedures which can be applied before, during, or after pollution producing activities to reduce or eliminate the introduction of pollutants.

Cost

The cost of an approved project, which shall include appraisal, surveying, engineering and architectural services, plans and specifications, consultant and legal services, construction and other direct expenses incident to such project less any federal or state funds, other than those provided pursuant to this article, for such project received or to be received.

Direct Costs

Direct project costs such as employee salaries and benefits, material costs, equipment costs, and project related travel expenses will be eligible for funding. Only the direct project costs related to the specific 477 funded project is considered an eligible expense.

Equipment/Machinery

Equipment/machinery is a tangible and durable asset that is used in the production of other goods and services. Any equipment/machinery utilized in an entity's basic, routine operation and maintenance functions is not eligible for WQPRP funding. No more than 20% of funding requested may be used for the purchase of equipment/machinery with the exception of equipment/machinery to implement No Discharge Zones.

Feasibility Study

A feasibility study is an evaluation and analysis of a project or system. The study tries to determine whether the project is technically and financially feasible. The goal is to determine whether the project should go ahead, be redesigned, or else abandoned altogether.

Indirect Costs

Indirect costs are defined as overhead or other operating expenses and will not be eligible for funding.

Materials/Supplies

Materials include items such as parts, components, fuel, and any type of raw material that becomes a component of the product being manufactured. Supplies include basic office supplies and expenses utilized in typical office tasks. There is no maximum cap on the percentage of the grant that can be used to purchase materials and supplies.

Municipality

A local public authority or public benefit corporation, a county, city, town, village, public library, school district, supervisory district, district corporation, improvement district within a county, city, town or village, or Indian nation or tribe recognized by the state or the United States with a reservation wholly or partly within the boundaries of Suffolk County, or any combination thereof.

Nonpoint Source

Any source of water pollution or pollutants which is not a discrete conveyance or point source.