

**Application Form for Construction or
Infrastructure Planning & Assessment Programs
Checklist**

The following information is intended to help you prepare a concise and complete proposal for the Stormwater Retrofit Program.

1. Completed Proposal Cover Page

2. Completed Project Summary Page

Summary of your proposed program or project, include such information as:

- What is the specific problem to be addressed? Why is this project necessary?
- How does the project address water quality?

3. Background material

Up to four pages of supplementary material can be included to elaborate and support this section. Include such information as:

- Describe the long-term objectives and specific outcomes of the project.
- What geographic area will be served by this project?
- Evaluation criteria and procedures that will be used to measure progress and outcomes (i.e., How will outcomes be measured?)

4. Schedule

- How long will it take (timeline, project schedule) and when will major milestones occur?

5. Budget

- Provide a breakdown of costs that will be covered by the requested funding, as well as by other grants and in-kind services. Applicant is responsible for a minimum of 15% of project costs.
- Break out cost by personnel costs (funded and in-kind contributions), non-personnel costs (material and equipment), indirect costs (overhead, administrative).
- Make sure those program elements mentioned in the summary and supplementary materials are represented in the budget.

6. Copies

- Provide one(1) complete original application and three (3) copies
- CWC will distribute copies to DEP.

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1. Cover Page

Please print or type all information.

Project Title _____

Project Contact Person _____ Telephone number / fax _____

Applicant/Organization Legal Name _____ Tax ID number _____

Please check the appropriate box to describe applicant.
Non-profit organization Municipal entity Other -describe _____

Address _____

City _____ State _____ Zip Code _____ County/Town _____

Telephone # _____ Fax # _____ E-mail _____

Chief executive officer of applicant organization / Title _____

Description of organization: _____

Amount requested _____ Pollutants addressed (i.e., erosion, nutrients, petroleum, etc.) _____ Stormwater affected (sheet flow, road flooding, etc.) _____

Estimated Dates for Starting and Completing the Project _____

Are you proposing a multi-year project? yes, no

Authorized Signature _____ Date _____

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2. Project Summary Page

Name of project _____ Applicant _____

Please summarize your program or project within this space. State the problem being address; why the project is needed; how the project will address water quality; other relevant information.

Describe how you will evaluate the short and long-term effectiveness of the proposed project:

Describe how you will document the completion of the proposed program or project? _____

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3. Background Pages (Describe long term objectives, specific goals, the geographic area served. Present project schedule with start date, end date, major milestones such as design completion, bid dates, etc. Up to 4 pages total)

Name of project _____ Applicant _____

Page __ of __ pages List attachments _____

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4. Schedule

Provide an estimate of when the following major milestones will occur. Enter start and completion target dates or not applicable as relevant for each activity. The schedule will be attached to the contract for selected projects, with provisions for updated it in writing to CWC as needed.

1. Request for proposals from consultants (engineer, planner, geologists)
List consultants and expected contract dates:

2. Scope of Work/Planning: Attached

3. Design: Attached

4. Permits (list all required permits with target receipt dates): Attached

5. Project bidding: Attached

6. Construction / implementation: Attached

7. Prepare Operation & Maintenance manual (submit to CWC and DEP): Attached

8. Other major milestones (list):

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5. Budget

Name of project _____ Applicant _____

Page __ of __ pages List attachments _____

Provide a breakdown of project costs. Identify program elements mentioned in the summary and background. Use form shown or attach your own form, with back-up sheets as needed. Show other grants and in-kind contribution as local share. Break out:

- Personnel costs, showing in-kind contribution as local share, and requested personnel funding
- Material and equipment costs
- Indirect costs (overhead and administration)

Item description	Local share	Funding requested	Total cost
Personnel costs			
Material costs			
Equipment			
Indirect			
Administrative			
Planning and design consultants			
Legal			
Contingency			
Other			
Total Costs			