



THE TOWN OF EAST HAMPTON WILL BE ACCEPTING WQIP GRANT ROUND 2 - 2024 APPLICATIONS FROM MAY 31, 2024 through AUGUST 9, 2024

APPLICATIONS MUST BE RECEIVED BY 4PM ON AUGUST 9, 2024 FOR CONSIDERATION

GRANT APPLICATION INSTRUCTIONS

The Town, acting through the East Hampton Town Board and the CPF Water Quality Technical Advisory Committee (WQTAC), is requesting applications from interested persons to award grant funding for Water Quality Improvement Projects. This is a recurring request for application process issued on a bi-annual basis based on available funding.

To apply, an application must be COMPLETED and submitted along with detailed narratives and supporting information as described in the following pages by COB on August 9, 2024. The review and selection of valid and on-time applications will be undertaken by the Town. The Town reserves the right to reject any application received. Applications will be evaluated and scored in accordance with the Evaluation Criteria by the WQTAC. During or after the review of responses, the Town may submit written questions or requests for clarification. All projects recommended for funding by the WQTAC will be presented to the Town Board for approval by resolution and subject to public hearing.

<u>Eligibility:</u> Applications may be submitted by any East Hampton Town Department, Incorporated Village, or by any non-profit or commercial organization. Proposed project must show a water quality improvement in East Hampton.

The proposed project must meet all objectives required by the adopted Local Law Chapter 112 which authorizes the use of CPF for water quality improvement projects as well as the objectives in the Water Quality Improvement Plan (WQIP) (https://www.ehamptonny.gov/DocumentCenter/View/1568/East-Hampton-Town-Water-Quality-Improvement- Plan-PDF?bidId=).

Water Quality Improvement Projects must fall into one of the following categories for funding;

- O Wastewater Treatment Improvement Project
- O Nonpoint Source Abatement and Control Project
- O Aquatic Habitat Restoration Project
- O Pollution Prevention Project

Eligible project proposals must meet all of the following criteria; proposal complete with detailed information, project to provide a measurable water quality improvement, project benefits exceed 5 years, project not required by local, state, or federal consent order, stipulation or order of a court, project incorporates a demonstrated technology, property owner commitment, and the project feasibility is demonstrated.

If the application is for an on-site wastewater improvement project, the applicant must be the property owner to be eligible.

<u>Matching Funds:</u> No match is required for most awarded projects. Other sources of funding indicating the applicant's commitment to the project in the form of outside grant funding, local or in-kind contributions to off-set CPF awarded funds will be considered favorably. In the case of sewering projects, match funding from outside sources is required.

Submission Requirements:

Please send completed applications and all necessary attachments in ONE email to:

CPFGrant@ehamptonny.gov or deliver a digital copy saved on an external jump drive to the Department.

Hard copies of applications are NOT needed but may be sent or delivered to; Town of East Hampton

Town of East Hampton Natural Resources 300 Pantigo Place, Suite 107 East Hampton, NY 11937

Please direct all questions concerning this RFA to the Natural Resources Department at: CPFGrant@ehamptonny.gov or 631-324-0496

APPLICATIONS DUE BY: AUGUST 9, 2024 @ 4PM LATE OR INCOMPLETE APPLICATIONS WILL BE REJECTED





BACKGROUND INFORMATION

Since its inception in 1999, the Peconic Bay Community Preservation Fund (CPF), a two-percent real estate transfer tax for land acquisition for open space, farmland, and historic preservation, as well as recreational purposes, has raised over \$1 billion to protect over 10,000 acres of land on the East End of Long Island. In November 2016, a referendum was passed in the five east end towns of Long Island to extend the CPF through 2050 and to allow up to 20 percent of its proceeds to be used for water quality initiatives annually.

The primary purpose is to improve water quality and preserve community character by implementing best management practices, restoring degraded habitats, improving stormwater management techniques and upgrading conventional sanitary systems with innovative alternatives to reduce nitrogen loading within priority watersheds. The need for improvements stem from both the designated impairments in local watersheds and from local and regional initiatives to reduce pollutant inputs to our surface and groundwater. These initiatives emphasize the need for local management of target pollutants within the watersheds of East Hampton in order to improve water quality and restore beneficial uses.

Water Quality RFA Application Document Checklist

Please make sure that all of the below documents are included in your application to ensure that it is complete for review by the Town of East Hampton and Water Quality Technical Advisory Committee

- Water Quality Request for Application Form
- Narrative attachment (if answers to RFA questions do not fit in the space provided)
- Signed Letter of Intent
- Signed Property Owner Authorization
- Short Environmental Assessment Form 1
 - o https://www.dec.ny.gov/docs/permits_ej_operations_pdf/seafpartone.pdf
- Site Map or Site Location Map
- Copy of most recent Certificate of Occupancy or Certificate of Use for subject property (if applicable)
- Estimates from contractors or budget back-up documents
- Letters of Support (if applicable)
- Any other back-up documentation for proof of proven technology, water quality existing conditions etc.
- Conceptual, draft or final designs (if applicable)
- Documentation for previous awards or match funding
- W9 form for preparation of a purchase order if awarded funding



Proposal Summary:

TOWN OF EAST HAMPTON COMMUNITY PRESERVATION FUND (CPF) WATER QUALITY IMPROVEMENT PROGRAM REQUEST FOR APPLICATIONS



PART A: PROJECT INFORMATION

Instructions: All applicants please complete all fields

Submittal Date	
Project Proposa	Title
Project Applica	nt
Project Location	1
Project Locatio	n SCTM #(S)
Project Contact	Information:
Project Manager	Name (if different from applicant)
PM Title & Affil	iation
PM Phone	PM Email
Property Owner N	Name
Property Owner I	Mailing Address
Property Owner I	Phone
Property Owner I	Email
	(check applicable box)
-,, , ,,	Reduction of Source of Pollutant of Concern (POC)
П	Remediation of POC in Groundwater or Surface Waters
П	Restoration of Aquatic Habitat
Ш	restoration of require rational



TOWN OF EAST HAMPTON COMMUNITY PRESERVATION FUND (CPF) WATER QUALITY IMPROVEMENT PROGRAM



TER QUALITY IMPROVEMENT PROGRAI REQUEST FOR APPLICATIONS

PART B: PROJECT DEFINITION

Instructions: All applicants please complete all fields in 1 through 11 below.

1.	PROJECT TYPE (check all that apply)
Meets	at least one of the definitions of "Water Quality Improvement Project" per State Law Chapter 551 cited above;
	Wastewater Treatment Improvement Project
	Non-point source abatement and control
	Aquatic habitat restoration
	Pollution prevention
	Stormwater collecting system
	Vessel Pump-out station
2.	PRIORITY AREA(S) (check all that apply)
	Located within the Water Protection District
	Located in close proximity to priority waterbodies or within the Harbor Protection Overlay
	District Outside priority areas*
Please	e explain how project is relevant to Water Quality Improvement Plan goals below:
3. PR(OJECT DESCRIPTION
	escribe in detail existing conditions of applicable groundwater/sub-watershed/waterbody and includes most recent vant data available (provide sources)
	, and and a familie (pro 1300 sources)
	Photos of existing conditions are included (Attach Photos)
	Location map is included (Attach Map)

Please describe in detail the environmental significance of the issue and proposed solution below:



Confirm

TOWN OF EAST HAMPTON COMMUNITY PRESERVATION FUND (CPF) WATER QUALITY IMPROVEMENT PROGRAM REQUEST FOR APPLICATIONS



Describe the proposed technology in sufficient detail and includes information on its demonstrated efficacy in similar setting (may include published data) (Attach pages as needed)

<u> </u>	oject supports Town of East Hampton, Suffolk County, NYSDEC Long Island Nitrogen Action er adopted goals/policies (provide references with pages numbers, etc.)
(EAF) with	ate Environmental Quality Review Act (SEQRA) Long or Short Environmental Assessment Form application (https://www.dec.ny.gov/permits/6191.html)
4a. MANDATO Confirm	ORY REQUIREMENTS: ELIGIBILITY (Please Check Boxes to Confirm) Proposed project is required to be completed by a consent order, stipulation agreement, or order of a court
Confirm	Proposed project is feasible under existing conditions (please describe or indicate on a conceptual design or site plan that the project can be feasibly implemented)
Confirm	The useful life of the proposed technology will meet or exceed five (5) years

4b. MANDATORY REQUIREMENTS: PLANNING (Please Check Boxes to Confirm)

Is the proposed project under review by any of the following Town Appointed Boards?

provide a letter of commitment from the property owner (attach)

Architecture Review Board

Applicant is the property owner of subject property where work is to be conducted; if not, please

Zoning Board of Appeals

Planning Board



a. Identify Nitrogen, Pathogen or Pollutant of Concern Existing Condition & Target Reduction.



5. WATER QUALITY IMPROVEMENT

b. Describe plans for collecting and reporting water quality improvement over time.
c. Indicate the useful life of the proposed technology (must meet or exceed 5 years as required by the law)
6. COST FACTORS
a. Explain how you have confirmed that the proposed budget is reasonable, appropriate, and necessary. If available, please provide any and all estimates or documentation of how costs were determined.
b. Describe any additional sources of funding available for the project
c. Explain why the project cannot proceed and intended benefits cannot be achieved without external funding. Please describe how the project will proceed if funds awarded are lower than requested or if there are cost overruns.
7. DURATION OF THE PROJECT
a. Provide a projected timeline of the project (Committee will only make recommendations for shovel-ready projects; must commence within 6 months of award and complete within 2 years of award.)
b. If this is a multi-year or phased project, please provide a breakdown of the budget and milestones for each year.



TOWN OF EAST HAMPTON COMMUNITY PRESERVATION FUND (CPF) WATER QUALITY IMPROVEMENT PROGRAM



VATER QUALITY IMPROVEMENT PROGRAM REQUEST FOR APPLICATIONS

8. PROJECT READINESS & MANAGEMENT EXPERIENCE/ABILITY

- a. Please describe the phase of the project and include conceptual or sketch plans where applicable and any required permits needed as well as time frame/status of approvals
- b. Narrative describes community support for the project (attach letters of support, public hearing testimony, news coverage, community meeting minutes, other outreach, as applicable) or addresses potential community opposition/educational needs
- c. Describe applicants experience in completing similar projects including project staffing, oversight, administration or the qualifications of project staff or consultants/contractors. (If Homeowner's Association or other community group, describe formal structure and responsibilities of members involved)

9. MAINTENANCE, MONITORING & EVALUATION

a. Please describe the proposed plan for on-going maintenance and evaluation including who will be responsible for the maintenance and monitoring. Please include how it will be funded.

10. EDUCATIONAL COMPONENT

a. Please describe any proposed education or outreach program associated with the project (if applicable)

11. SUSTAINABILITY COMPONENT

- a. Identify the FEMA flood zone that the project site is located in.
- b. Indicate the potential future complications or considerations that need to made for continued success of the project due to flooding and sea level rise.



TOWN OF EAST HAMPTON COMMUNITY PRESERVATION FUND (CPF)





PART C: PROJECT TYPE SPECIFIC QUESTIONS

Instructions: Please complete only the section pertaining to your proposed project type and skip over the other sections that do not apply to your project.

Section 1: Wastewater Treatment Improvement Projects
Section 2: Non-Point Source Abatement and Control Projects

Section 3: Habitat Restoration Projects

Section 4: Point Source Pollution Abatement Projects

Section 1: Wastewater Treatment Improvement Projects

Please note that the fund allocation request is based on the cost for reduction of pre-existing conditions and not for purpose of accommodating new density. Existing flow information is required to determine a funding allowance.

IMPORTANT: The property owner must be the applicant for On-Site Wastewater Treatment Improvement Projects

- 1. If the project is for the design, construction, expansion, alteration or modification of a Sewage Treatment Plant, cluster treatment system, or low-nitrogen treatment system (including I/A septic systems) being proposed to replace existing conventional cesspool systems, please provide;
 - a. The existing conditions in terms of density and associated flow (gpd). Please include any plans or surveys indicating the components and location of the existing wastewater treatment.
 - b. A description of the scope of the proposed project. For a Sewage Treatment Plant or cluster system please include details on the number of homes the system would treat and the potential for the formation of a Sewer District as required by Suffolk County or Town Law. For an innovative/alternative system please include the proposed system size and required components.
 - c. The total projected nitrogen reduction to be achieved by implementing the proposed system.

Section 2: Non-Point Source Abatement and Control Projects

- 1. If a stormwater system or drainage improvement is proposed; indicate compliance with the New York State Stormwater Design Manual (2015 and as updated) or equivalent.
- 2. For a non-point source abatement project please include conceptual designs indicating the proposed project and location and indicate how the proposed project will address a known source of contaminated water from entering a priority waterbody.
- 3. Who will be responsible for maintaining the final non-point source abatement project to ensure that function is sustained? At what frequency will the maintenance and monitoring be conducted?





- 4. Have calculations been completed on the volume of water and expected contaminants, and concentrations of those contaminants, that will be addressed through the implementation of the proposed project? (If so, please include).
- 5. If project is related to farmland; address any Agricultural Stewardship Plan or other long term strategy for Nitrogen abatement.

Section 3: Habitat Restoration Projects

- 1. If the project is for habitat restoration; address how underlying causes are being ameliorated and the expected outcomes for local species populations or other ecological considerations.
- 2. If dredging is proposed; the narrative must demonstrate that the project meets environmental dredge requirements for water quality improvement. See Chapter A, Article VIII of Suffolk County Department of Public Works Code A8-5 Criteria for County dredging projects, Section B. Part 11. Project must have passed the Suffolk County DPW screening committee for an environmental dredge project (please document).

Section 4: Point Sources Pollution Abatement Projects

- 1. Clearly define the point source that is being addressed and the toxic, hazardous substances, or pollutants of concern that will be reduced, avoided, or eliminated through the implementation of the proposed project.
- 2. Please describe the public health or environmental benefits that will be achieved by the proposed.





BUDGET PROPOSAL

PLEASE INCLUDE ANY AND ALL ESTIMATES AND JUSTIFICATION OF ALL PROPOSED COSTS

(Unjustified costs will not be awarded)

Please be aware that any work on public property may be subject to prevailing wage requirements.

PLANNING, ENGINEERING OR DESIGN	CPF REQUEST	OTHER FUNDS	TOTAL PROJECT COST
(*For municipal applications provide in-house labor calculations on se	eparate sheet)		
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

MATERIALS/SUPPLIES	CPF REQUEST	OTHER FUNDS	TOTAL PROJECT COST
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

CONTRACTUAL SERVICES for Planning, Engineering or Design	CPF REQUEST	OTHER FUNDS	TOTAL PROJECT COST
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$





CONSTRUCTION AND SITE IMPROVEMENTS	CPF REQUEST	OTHER FUNDS	TOTAL PROJECT COST
*For municipal applications provide in-house labor calculations on se	eparate sheet)		
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

MATERIALS/SUPPLIES	CPF REQUEST	OTHER FUNDS	TOTAL PROJECT COST
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

CONTRACTUAL SERVICES for Construction & Site Improvements	CPF REQUEST	OTHER FUNDS	TOTAL PROJECT COST
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

ENGINEERING/DESIGN TOTAL	\$
CONSTRUCTION/SITE IMPROVEMENT TOTAL	\$
TOTAL PROJECT COST	
TOTAL CPF FUNDS REQUESTED	

TOTAL OTHER FUNDS	\$
SOURCE(S) OF OTHER FUNDS & AMOUNTS:	





LETTER OF INTENT

CONTACT INFORMATION
CONTACT FIRST AND LAST NAME:
CONTACT ADDRESS:
CONTACT PHONE:
CONTACT EMAIL:
PROJECT INFORMATION
PROJECT TITLE:
PROJECT LOCATION:
PROJECT DESCRIPTION (1-3 SENTENCES):
ANTICIPATED PROJECT TIMELINE BEGIN:
COMPLETE:
ATTESTATION: Allocation of CPF funds will not be used for the purpose of accommodating new growth, as this is prohibited by State Law. Check box to certify that funds will not be directed for projects for the purpose of accommodating new growth.





PROPERTY OWNER CERTIFICATION

Public Property:

Property is owned by a municipality and a resolution from the appropriate board of directors specifically allowing the completion of this project in its entirety has been obtained and is attached to this application.

Private Property:

Applicant is the property owner and certifies that the project will be completed as described.

Or

Property owner has provided an attached letter or completed the below certification allowing the access to the premises for the purposes of planning, designing, constructing and completing the proposed project as described.

Private Property Owner Cer PROJECT TITLE:	tification:				
PROJECT LOCATION:					
PROJECT DESCRIPTION (1-3 SENTENCES):					
I,	the owner of the property located at				
the premises for the purposes o understand that at any time that	(SCTM 30) t proposing the above mentioned water quality improvement project has my permission to access f planning, designing, constructing and completing the proposed project as described. I I revoke my permission to access the applicant may forfeit grant funding or be responsible to nat was not completed due to access restrictions.				
Signature:	Date:				



Request for Taxpayer Identification Number and Certification

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

	I Name (as snown on your income tax return). Name is required on this line, do not leave this line blank.							
	2 Business name/disregarded entity name, if different from above							
Print or type. Specific Instructions on page 3.	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. Individual/sole proprietor or			4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any)				
	☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶							
Print or type.	Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.				Exemption from FATCA reporting code (if any)			
ecifi	Other (see instructions)		(Applies to accou	ts maintained	outside t	the U.S.)		
Š	5 Address (number, street, and apt. or suite no.) See instructions. Requeste	er's name a	and address (c	ptional)				
See	6 City, state, and ZIP code LEAST H	ST HAMPTON ROAD ON, NY 11937						
,	7 List account number(s) here (optional)							
Pai		Casial ass	curity number					
backı reside entitie	up withholding. For individuals, this is generally your social security number (SSN). However, for a ent alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other es, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a</i>							
TIN, later. Note: If the account is in more than one name, see the instructions for line 1. Also see What Name and Number To Give the Requester for guidelines on whose number to enter. Or Employer			identification number					
			-					
Par	t II Certification				•	<u> </u>		
Unde	er penalties of perjury, I certify that:							
2. I ar Sei	e number shown on this form is my correct taxpayer identification number (or I am waiting for a number m not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have no rvice (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividen Ionger subject to backup withholding; and	ot been n	otified by the	Internal				
3. I ar	m a U.S. citizen or other U.S. person (defined below); and							
4. The	e FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is corre	ect.						

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid,

Sign		
Here	Signature of U.S. person ▶ Date ▶	

General Instructions

Section references are to the Internal Revenue Code unless otherwise

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

• Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.