



GREEN DEVELOPMENT PROJECT GRANT APPLICATION PACKAGE

**TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION
TENNESSEE DEPARTMENT OF TRANSPORTATION
TENNESSEE VALLEY AUTHORITY
TENNESSEE STORMWATER ASSOCIATION**

**PROJECT PROPOSAL DEADLINE
Proposals must be received by
October 31, 2008**

All applications must be submitted electronically to:

Elaine.Boyd@state.tn.us

For more information:

<http://state.tn.us/environment/greendev/index.shtml>

GREEN DEVELOPMENT PROJECT GRANT FUNDING PROPOSAL

Introduction

In February 2008, the Tennessee Department of Environment and Conservation (TDEC) and the Kentucky Department for Environmental Protection hosted a conference entitled, “Green Development: Good for Water and the Bottom Line.” A grant award from the U.S. EPA Office of Water helped fund the conference. The Tennessee and Kentucky environmental agencies hosted nearly 300 representatives of local government who manage and implement land use planning, building codes, plumbing codes, and storm water programs, as well as architects, designers, environmentalists and others interested in green development.

Since the conference, participants overwhelmingly have expressed enthusiasm for the subject matter and a desire to implement some of the actions in their own communities. This grant offering is an effort to encourage the advancement of green development projects across the state.

TDEC, the Tennessee Department of Transportation, the Tennessee Valley Authority and the Tennessee Stormwater Association intend that grant recipients use the funding provided under this project to implement green infrastructure and low impact development practices that will positively contribute to the efficient use and quality of our waters.

Local governments in Tennessee are invited to submit proposals for grant funding to assist in implementing green infrastructure or low impact development projects. A minimum of 20 percent in non-state matching funds is required.

Proposed practices can be applied to existing or new development. The TDEC Green Development website (<http://state.tn.us/environment/greendev/index.shtml>) includes more information on these techniques and other green development practices. Click on the “Case Studies” link on the home page and it will connect you to EPA’s publication, *Reducing Stormwater Costs Through Low Impact Development (LID) Strategies and Practices*.

Project proposal process

This guidance package includes information regarding the project background, project proposal process and project selection, the required proposal contents and a budget template. This package is available on the TDEC website at <http://state.tn.us/environment/greendev/index.shtml>.

Proposal submittal deadline.....October 31, 2008

All applications must be submitted electronically in Microsoft Word format in size 12 font or as a PDF document. The e-mail submission address is: Elaine.Boyd@state.tn.us. For questions pertaining to procedures, please contact Elaine Boyd by email or phone at (615) 532-0288.

I. Funding Availability

Green development proposals will be selected for funding through a competitive process. The grant award ceiling for an individual project will be \$30,000. The minimum awarded will be \$10,000. **This grant program is a reimbursement program.** The selected grant recipients will be reimbursed for up to 80 percent of approved project costs upon submission of documentation/ receipts for expenses incurred and payment of expenses. **Non-state matching funds of at least 20% of the total cost of the green development project are required for all applications.** Matched funds can be in the form of in-kind services from the applicant or outside parties. The project sponsors reserve the right to fund all or none of the proposals received and to fund partial projects.

II. Who is eligible to apply?

Each county government or incorporated municipality of the State of Tennessee is eligible to apply for grant reimbursement funding.

III. What project costs are eligible for funding?

For purposes of this competitive grant offering, the following is a partial list of the eligible activities:

- Rain gardens
- Porous pavements
- Green infrastructure / Low impact development retrofits
- Green roofs
- Infiltration planters
- Vegetation swales
- Trees and tree boxes
- Rainwater harvesting (e.g., rain barrels) for non-potable uses such as toilet flushing and landscape irrigation
- Outreach or education efforts designed to promote local green development

Ineligible costs include but may not be limited to:

- Work done or equipment ordered, purchased or installed before the grant recipient receives written approval of a fully executed grant contract and notice to proceed
- Acquisition of property

IV. Priorities for funding

The following priorities will be considered in selecting projects for funding. Proposals will earn points for each priority criterion in the following categories met by the proposal:

- **Expected benefits to water quality**
Green development practices improve water quality by helping to control storm water runoff. The grant application should describe how storm water runoff impacts would be decreased by the proposed project. Strong consideration will be given to projects in impaired watersheds.
- **Level of commitment to, and long-term maintenance of, the project**
Projects should be undertaken by experienced and committed staff that can ensure that multiple levels of the organization support the project, and are committed to its long-term maintenance. The grant application should describe how the organization is committed to achieving the goals of green development through implementation of the proposed project.
- **Commitment to communicate green development benefits to the public**
Project success should be communicated to the public. Grant applications should describe how the benefits of the proposed green development project would be imparted to the public. The project should be accessible as a demonstration site for the public.
- **Leverage**
Consideration will be given to projects that utilize the funds from this grant offering to leverage a larger green development project.
- **Transferability and scalability of projects**
Projects that demonstrate transferability and scalability to other levels of government and/or the private sector will receive priority.

V. Project selection process

Each proposal must include a detailed budget with estimated project costs (budget form included in this package). A project selection review team, composed of representatives from TDEC, TDOT, TVA and the Tennessee Stormwater Association, will review and rank eligible proposals. In selecting projects for reimbursement funding, the project review team will consider the priorities outlined in Section IV. Geographic diversity will be one of the considerations in selecting the awardees. The selection committee also will strive for strategic diversity in the selected projects. Some priority may be given to cities and counties regulated under Phase II of the EPA National Pollutant Discharge Elimination System (NPDES) storm water program.

Grant awardees will be announced in early December. After proposal packages have been approved, a contract will be executed with the grantee describing the activities,

reimbursement process and state requirements. All grantees must follow state and local public procurement procedures. **All projects must be completed by January 31, 2010.**

VI. Proposal Format

All grant proposals must include three items to be considered for funding:

1. **Project Narrative** – The project narrative must describe, in detail, the proposed plan to be funded. It should include a description of the personnel responsible for supporting and completing the project. The narrative should address each of the scoring criteria in IV and state how the proposed project will meet the goals of said criteria. The project narrative should not exceed 5 pages in length.
2. **Project Budget** – The project budget should list all activities to be funded as line items in the budget table. Budget information should be supported at the level of detail described below:
 - a. **Equipment:** Identify all tangible, non-expendable personal property to be purchased that has an estimated cost of \$500 or more per unit and a useful life of more than one year. (Personal property items with a unit cost of less than \$500 are considered supplies.)
 - b. **Supplies:** “Supplies” means tangible property other than “equipment.” Identify categories of supplies to be procured (e.g., maintenance supplies or outreach materials such as flyers).
 - c. **Contractual:** Identify each proposed contract for services/analyses or consultants and specify its purpose and estimated cost. Contracts greater than \$25,000 must have a separate itemized budget and budget justification, not to exceed one additional page each, included as part of the application.
 - d. **Other:** List each item in sufficient detail for TDEC to determine the reasonableness of its cost relative to the activity to be undertaken. Note that sub-awards, such as those with other universities for members of the project team, are included in this category. Sub-awards greater than \$25,000 must have a separate itemized budget and budget justification, not to exceed one additional page each, included as part of the application.

Applicants may use the budget template included on page 6 of these instructions.

3. Letters of Support/Letters of Intent

Letters of Support are required for any infrastructure or capital project. The letter should come from the chief elected or appointed official (e.g., mayor), giving assurance that the

applicant will provide the requested match and that the community is committed to completing and maintaining the project.

Letters of Intent to provide resources for the proposed project or to document intended interactions are limited to one brief paragraph committing the availability of a resource (e.g., use of a person's time or equipment if outside of the staff identified in the project narrative) or intended interaction (e.g., sharing of property or as-needed consultation) that is described in the Project Narrative. Letters of intent are to be included in the submitted proposal package. *Note: Letters submitted separately will not be accepted.*

Itemized Budget Template for Green Development Grant Proposals

	COST CATEGORIES	TOTAL PROJECT	
		Grant funds	Cost-share
	a. Equipment (items \geq \$5000) Item 1 Item 2 Item 3		
TOTAL EQUIPMENT			
	b. Supplies Item 1 Item 2 Item 3		
TOTAL SUPPLIES			
	c. Contracts No. 1 No. 2 No. 3		
TOTAL CONTRACTUAL			
	d. Other Item 1 Item 2 Item 3		
TOTAL OTHER COSTS			
	e. TOTAL PROJECT COST (sum of a through d – both grant funds and cost-share)		
	f. TOTAL MATCHED FUNDS (sum of cost share a – d)		
	g. TOTAL GRANT FUNDS REQUESTED (subtract f from e)		