CALL FOR PROPOSALS FOR CLEAN WATER PROJECTS

IN THE OTTER CREEK, LEWIS CREEK, AND LITTLE OTTER CREEK BASINS

ROUND 5 PROPOSALS DUE December 17, 2024

1. Introduction

The Addison County Regional Planning Commission (ACRPC), in its role as the Clean Water Service (CWSP) Provider for Basin 3, the Otter Creek, Lewis Creek, and Little Otter Creek watersheds, is issuing a request for proposals for projects that improve water quality in Basin 3. Any proposed projects must be consistent with the Clean Water Initiative Program (CWIP) Funding Policy. Applicants must consult with DEC staff on potential project impacts on natural resources, like wetlands or river corridors and to give DEC 30 days to review project impacts.

Projects must be in keeping with the vision set forth by Act 76, the Clean Water Service Delivery Act, and policies and guidance set forth by the Vermont Department of Environmental Conservation to implement the Act.

2. Eligible Projects

Projects eligible for funding must be best management practices or other programs designed to improve water quality by reducing phosphorus loading. Projects must not be required by a permit (10 VSA, Chapter 47), or subject to the requirements of Vermont Agricultural Water Quality statutes (6 V.S.A, Chapter 215). Funding may be available for the portion of projects that exceed requirements set forth in the statutes above. Project eligibility shall be controlled by the CWIP FY23 funding policy or its most recent iteration.

a. Eligible Project Types

i. Sub-jurisdictional practices related to developed lands
ii. River corridor restoration and protection
iii. Floodplain restoration and protection
iv. Wetland restoration and protection
v. Riparian and lakeshore corridor protection and restoration
vi. Natural woody buffers associated with riparian, lakeshore, and wetland protection and restoration

vii. Forestry projects that provide water quality protection and restoration
viii. Projects on agricultural land if the farm in question does not meet the minimum eligibility criteria for the Required Agricultural Practices to apply
ix. Natural resource restoration projects on a jurisdictional farm if confirmed by the VT Agency of Agriculture

b. Eligible Project Phases - complete definitions of project phases can be found in Appendix D of the CWIP FY23 funding policy.

i. Assessments and Project Identification - Use established protocols to identify areas within a watershed or municipality with the highest contributions of pollutants and recommend potential clean water projects/best management practices (BMPs). Projects will lead to a prioritized list of potential clean water projects to pursue.
ii. Project Development - scoping work to determine feasibility, constraints, and overall suitability for implementing a project.
iii. Preliminary Design - additional review beyond Project Development and stakeholder engagement resulting in a 30% engineering design.
iv. Final Design - securing landowner access agreement and developing a 100% design or equivalent.
v. Implementation - mobilization of effort to install the clean water project including putting work out to bid for contractors, securing all remaining permits, sourcing materials, and installing the project in alignment with designs, permits, and other programmatic guidance

3. Eligible Entities

The CWSP is authorized to provide grant funding to Vermont municipalities, regional planning commissions, natural resource conservation districts, non-profit organizations, state agencies, state colleges, public hospitals and medical centers, and public schools. Projects not sponsored by one of these entities may still be eligible for funding via contracted services. If such projects are selected, the determination of how such services would be contracted will be made by the CWSP.

4. Evaluation Process

All projects will be evaluated for anticipated phosphorus load reductions using one of three tools:

- Functioning Floodplain Initiative
- DEC Stormwater Treatment Practice Calculator for stormwater related projects on developed land.
- Interim Phosphorus Reduction Calculator Tool v1.0 for any projects not covered by either of the other tools.

A list of eligible projects will be presented to the CWSPs Basin Water Quality Council (BWQC). The BWQC meets at least quarterly to evaluate projects and recommend qualified projects for advancement. Projects will be scored according to the following criteria:

- Phosphorus reduction cost efficiency (70 points)
- Likelihood of project success (10 Points)

- Co-benefits as defined by the BWQC co-benefits policy (20 points)

Potential co-benefits include:

- Flood resilience/hazard mitigation
- Education
- Ecosystem improvement
- Local pollution prevention
- Community support
- Recreation and community
- Environmental justice

5. Awards Process

Determination of project awards will take place at a BWQC meeting. Once the BWQC identifies projects for funding and the CWSP confirms the project's eligibility, they will take one of the two paths below.

- For projects with a sponsor that is an eligible entity for subgrants, the CWSP will determine if the entity has the experience and financial and staffing capacity to carry out the project. If so, the CWSP will develop a subgrant with the sponsoring entity. If not, the project will follow the second path.
- For projects lacking an eligible sponsor, or if the sponsor does not have the capacity to manage the project, the CWSP will either manage the project or identify another entity to manage the project following the CWSPs procurement process. All services will be procured via subcontracts.
- Once funding is awarded, applicants should anticipate completing projects before June 30, 2026

6. Required Application Materials

To apply, please submit the following documents by email to the Contact below:

1. Cover Page - please use the link provided here or request a pdf of the Cover Page link from the CWSP.
2. Detailed Project Description (2 pages max.). Description should provide reviewers sufficient information to understand the nature, stage, reliability of cost estimates, and likelihood of success of the project. It should also address any co-benefits beyond phosphorus reduction the project may have as defined by the Otter Creek BWQC co-benefits policy.
3. Map of Project Area including latitude and longitude. Applicants may use the Vermont ANR Natural Resources Atlas to generate maps. Contact the CWSP if assistance is needed.
4. Detailed project timeline broken down by Task or Milestone as identified in Appendix B Project Types Table of the CWIP Funding Policy
5. Detailed project budget. Budget should be itemized by Task with anticipated costs for personnel, equipment, materials, subcontracted services, and other costs as appropriate for the specific project.

6. Completed DEC Interim Phosphorus Reduction Calculator Tool v1.0 for Developed Land Projects **or**, report from DEC Stormwater Treatment Practice Calculator, **or** the DEC Functioning Floodplain Initiative tool. (*Contact CWSP for assistance if needed*)
7. Letter of support from landowner (if applicable)
8. Completed Natural Resources Screening Form (Appendix A: CWIP Project Eligibility Screening Form of the CWIP funding policy. Required only for projects in preliminary design, final design, or implementation stage)
9. Any other relevant documents (e.g. preliminary engineering report, site photos, bid documents, etc.)
10. If you have not previously been funded by the Otter Creek CWSP, or if you have had significant changes in staffing: Demonstration of sponsoring entity's capacity to complete the project including resumes of key individuals and examples of prior, similar projects. (5 pages max.)

7. Contact

For additional information, to submit an application, or if you have any questions, please contact

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