Clear Answers for Clean Water™

WLSSD NOTICE OF GRANT OPPORTUNITY

2024 Wastewater Services Planning Grant

INTRODUCTION

The Western Lake Superior (WLSSD) Wastewater Services Planning Grant is intended to allow eligible units of government, cities and towns to participate in the planning and implementation of certain wastewater projects within their boundaries.

FUNDING AVAILABLE

The WLSSD has approximately $20,000 available to award in grant funding for 2024. The grants are competitive and not intended to fund the entire efforts but rather will give some assistance to the units of government for projects or studies.

QUESTIONS AND ANSWERS

Please direct all questions to either Dan Belden, Senior Planner or Pete Douglas, Planner.

Phone: 218-722-3336
dan.belden@wlssd.com or peter.douglas@wlssd.com

2626 Courtland Street, Duluth, MN 55806

ELIGIBILITY REQUIREMENTS

To be eligible for review, a project must be submitted by cities, towns, sanitary districts and take place within the Western Lake Superior Sanitary District legislative boundaries and Wastewater Service Area.

Eligible Categories

The project must help achieve one or more of the following Planning priorities:

Table 1

Category	Goal
Wastewater Planning	On-site sewer system evaluation studies, Inventories of assets by age material, size, etc.
GIS Data Collection	Mapping of Wastewater Utilities, Data Collection
Regulatory Compliance	Projects or Studies related to inflow & Infiltration, mercury reduction, fats, oils and grease, PFAS, etc.
Ordinance Updates	Sewer use related updates, I & I , FOG, Point of sale, etc.
Education Campaign	Related or similar to the above categories

OVERVIEW

INELIGIBLE PROJECTS

WLSSD cannot fund projects on private property or activities which support a private enterprise or projects not listed in Table 1. Funds are also not intended to purchase supplies or equipment or be used for routine operations and maintenance types of activities.

PROJECT SCHEDULE

Application Deadline is March 31, 2024

District awards grant(s) on or before April 30, 2024

Determination of Eligibility and Completeness. Upon receipt of an application, the District shall determine:

- the eligibility of the applicant,
- the eligibility of the costs identified in the application,
- the eligibility of the project identified in the application, and

- the completeness of the application.

Notice of Determination. Within 30 days of receiving the application, the District shall notify the applicant if grant application will be awarded funds.

Once a project has been approved for grant funds from WLSSD the project may begin. No project or portion of such project that has started prior to approval of grant funds from WLSSD will be eligible for grant funds.

Completion of project must be no more than one year from date of approval to begin. This timeline shall include full submittal of final reports, products, and reimbursement request.

PROJECT REQUIREMENTS
- You will need to provide a <u>minimum of 25%</u> of the project costs as match. For example, if the total project costs are $10,000, you may apply for a grant of $7,500 and will need to provide $2,500 match.
    - Your contribution must be in the form of cash. This cash contribution can come from one or more partners.
- Deliverable products include at a minimum:
    - Final summary report
    - Financial report and documentation
    - Products, as identified in the grant application

    If your results/products include new GIS data, you will need to provide WLSSD with all data files.

You will need to retain all your financial records, supporting documents, logs and correspondence related to the project for a period of 7 years for auditing purposes.

PAYMENT/REIMBURSEMENT
WLSSD will reimburse project expenses at the end of the project. The grantee must make the initial outlays for the project and request reimbursement once the project is complete. Payments will be linked to project performance, and payment (partial or in whole) will be withheld if project reports/products are not delivered.

APPLICATION INSTRUCTIONS

PROCESS

1: Application Review
Applicant must submit application to the WLSSD via email, hand delivery or US Postal Service. You will receive confirmation of receipt of application via email or phone call.

All submitted applications will be screened by WLSSD Planning Staff for eligibility.

APPLICATION REQUIREMENTS

To be eligible your application must:

- Be on letter sized paper
- Include a completed Cover Sheet
- Include a budget table

Letters of Support

Letters of Support are not required. Letters from agencies and/or partners providing support or who benefit directly from the project are encouraged.

Appendices

WLSSD will accept appendices that directly support the application (for example: maps, charts, graphs, photographs, and excerpts from reports or plans).

APPLICATION FORMAT

You must submit an application cover sheet, a project narrative, and a budget.

PROJECT NARRATIVE

Your application must include the following information in the narrative of your application to be eligible for review. Please review these instructions to ensure that you are responding to each bulleted item in each section.

SECTION 1. PROJECT DESCRIPTION

Provide a brief overview of your proposed project.

The Project Description should describe:

- Your proposed project's overarching goal(s).
- The need your project addresses.
- The activities you plan to implement.
- Identify any project collaborators and/or partners.
- Project maps

SECTION 2. RATIONALE

Make a compelling case for the problem, issue, or concern you hope to address. Include:

- The research/data that confirms the existence of the problem, issue or concern.
- The impact if the project were not funded now.

SECTION 3. PROJECT RESULTS

State the results you are expecting from the project during the grant period (bulleted list preferred). Your results must be specific, measurable, achievable, realistic, and time-driven. Include:

- How the results will address the problem, issue or concern outlined under "Rationale."
- How expected results will be measured (i.e. evaluated) during the grant period.
- The sustainability of your project:
    - For projects expected to continue beyond the grant period, describe:
        - What activities will continue?
        - How project activities will be sustained and how you will secure additional funds, if needed.
    - For projects that will stop at the end of the grant period, describe:
        - How this project will impact future services without requiring resources beyond the grant period.

SECTION 4. SCOPE OF WORK

Describe with specificity what you intend to do. Include:

- The steps/activities to achieve the "Results", including participants or partners.
- The outreach/education activities.
- A timeline of events:
    - Identify major project components.
    - Provide estimated dates of completion.

SECTION 5 BUDGET

Please include a budget table showing all expected expenses to include match.

The Application form must be complete and submitted with your application. The Application form is attached to this Notice of Grant Opportunity.

PROJECT TITLE: Keep it short (40 characters or less).

PROJECT LOCATION: Identify the location(s) where a majority of the project will occur.

PROJECT START DATE:

APPLICANT: Legal name. The organization that will receive and administer the grant award; may be an organization that serves as a "fiscal agent" on behalf of an eligible entity.

APPLICANT ADDRESS : (include City, State, and Zip)

MAILING ADDRESS IF DIFFERENT

APPLICANT CONTACT INFORMATION

OFFICIAL WITH AUTHORITY INFORMATION: Please provide the contact information for the person who has the legal authority to request and administer grant funds.

GRANT PROJECT CONTACT: Please complete if the grant coordinator/responsible party for grant implementation is someone other than the official with authority to request.

GRANT REQUEST, APPLICANT MATCH, AND TOTAL COST: Use round numbers.