

# Water Resources Development Project Grant Program

**Administered by:** Water Projects Section, Division of Water Resources (DWR), North Carolina Department of Environment and Natural Resources (NCDENR), 1611 Mail Service Center, Raleigh, N.C. 27699-1611 (919) 733-4064

**Authority:** The NCDENR (the department) is authorized to provide grants to local governments for water resources development projects by General Statutes 143-215.70-.73. These statutes can be viewed on the web at the following:

[<http://www.ncleg.net/Statutes/GeneralStatutes/HTML/ByChapter/Chapter\\_143.html>](http://www.ncleg.net/Statutes/GeneralStatutes/HTML/ByChapter/Chapter_143.html)

**Application Deadlines:** Applications are received throughout the year for two standard grant cycles that occur in the summer/fall and winter/spring. The deadlines for those grant cycles are July 1 and January 1, respectively.

**Who is Eligible:** Units of local government and local political subdivisions. *(In the case where projects provide broad regional benefits, or where assignment of non-federal responsibilities to local government is not appropriate in the opinion of the department, the department may assume sponsorship on behalf of the state and may pay up to 100 percent of the total [or the non-federal share of the costs] of planning, construction, or operation of said water resources project.)*

**Eligible Purposes and Respective Cost-Share Percentages:** *(Projects planned and constructed by a federal agency with a local cost-share and projects without federal assistance are both eligible for state financial assistance. Small watershed projects of the U.S. Soil Conservation Service reviewed by the North Carolina Soil and Water Conservation Commission are not eligible for cost-sharing.)*

<b>General Navigation</b> .....	<b>80%</b>
<b>Recreational Navigation</b> .....	<b>25%</b>
<b>Water Management</b> .....	<b>66 2/3%</b>
<b>Stream Restoration</b> .....	<b>66 2/3%</b>
<b>Beach Protection</b> .....	<b>75%</b>
<b>Water-based Recreation Sites</b> .....	<b>50%</b>
<b>Aquatic Weed Control</b> .....	<b>50%</b>
<b>Feasibility or Engineering Study</b> .....	<b>50%</b>

## Application Package

An application for a water resources development project grant should include the following five items:

- I. Sponsor and Primary Contact Information** - All applications should identify the official resolution signatory and a primary contact person responsible for project oversight and management. Contact information for both should include ten-digit telephone number and U.S. Postal mailing address, and email address if available. *(It is the applicant's responsibility to update this information as necessary.)*

### Project Sponsor (from Resolution)

**Unit of Local Government** \_\_\_\_\_  
**Signatory** *(Print Name and Title)* \_\_\_\_\_  
**U.S. Postal Mailing Address** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Ten-digit Telephone Number** \_\_\_\_\_  
**Email Address** \_\_\_\_\_

### Primary Contact

**Name** \_\_\_\_\_  
**U.S. Postal Mailing Address** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Ten-digit Telephone Number** \_\_\_\_\_  
**Email Address** \_\_\_\_\_

- II. Official Resolution** - The local sponsor shall include a resolution adopted by the governing board stating the amount of state aid requested and accepting the applicant's responsibilities. The following responsibilities should be included: *(A standard model resolution can be found in Appendix A. An aquatic weed control model resolution can be found in Appendix B. A feasibility or engineering study model resolution can be found in Appendix C. Sample resolution template in a Word format can be downloaded at the following:* [http://www.ncwater.org/Financial\\_Assistance/.](http://www.ncwater.org/Financial_Assistance/))

- (1) Assume full obligation for payment of the balance of project costs.
- (2) Obtain all necessary state and federal permits.
- (3) Comply with all applicable laws governing the award of contracts and the expenditure of public funds by local governments.
- (4) Supervise construction of the project to assure compliance with permit conditions and to assure safe and proper construction according to approved plans and specifications.

- (5) Obtain suitable spoil disposal areas and all other easements or rights-of-way that may be necessary for the construction and operation of the project without cost or obligation to the state.
  - (6) Assure that the project is open for use by the public on an equal basis with no restrictions.
  - (7) Hold the state harmless for any damages that may result from the construction, operation, and maintenance of the project.
  - (8) Accept responsibility for the operation and maintenance of the completed project.
- III. Project Narrative** - The local sponsor should name the water body on which the project is located, identify its river basin, and describe the project and its benefits in as much detail as needed for a competitive evaluation of the project along with other applications for the limited state funds available.
- IV. Project Plan and Location Map** - A drawing and location map of the proposed project should be prepared with sufficient detail to allow someone unfamiliar with the project to understand what is proposed and where the project features will be located in relationship to roads, bodies of water, or other landmarks.
- V. Project Budget** - The project budget should identify costs and income by major category in a tabular format as shown in the Sample Budget in Appendix D. Major categories should also identify income source and whether it is cash or in-kind.

### **Grant Application Review and Approval**

All proposed projects are subject to environmental review under federal and state laws. Environmental documentation that might be required for a project is the local sponsor's responsibility. Upon completion of environmental review, the following criteria will be used to approve, approve in part, or disapprove grant applications.

- (1) The economic, social, and environmental benefits to be provided by the projects;
- (2) Regional benefits of projects to an area greater than the area under the jurisdiction of the local sponsoring entity;
- (3) The financial resources of the local sponsoring entity;
- (4) The environmental impact of the project;
- (5) Any direct benefit to State-owned lands and properties.

## **Guidelines for Documenting Costs of State-Local Civil Works Projects**

- I.**
- (1) Local governments should submit a reimbursement request that consist of an accounting statement and an updated version of their approved tabular project budget showing actual costs (expenses) by major category - see attached Sample Budget (*Appendix D.*).
  - (2) The statement should indicate the total amount spent on the project and the amount of the reimbursement request. In the case of projects in which the local government sponsor is requesting a partial payment, all costs to date. The amount of state funds requested should not exceed the awarded grant amount.
  - (3) The statement should be signed and dated by the project officer appointed by the local government. (*All written correspondence should include primary contact information that includes telephone number and U.S Postal mailing address, and email address if available.*)
  - (4) Copies of receipts or other documentation for materials and other project costs should be provided.
  - (5) The salvage value of any equipment bought for the project should be deducted from the purchase price before the local and state cost-shares are determined.
  - (6) The statement, budget and supporting documentation should be sent to:

Division of Water Resources  
North Carolina Department of Environment and Natural Resources  
1611 Mail Service Center  
Raleigh, N.C. 27699-1611.

- (7) If you have questions about this process, please call the DWR at (919) 733-4064.
- II.** Upon receipt of reimbursement request from local government, or the final statement for projects where multiple invoices have been submitted, DWR will contact the local government sponsor to arrange an inspection of the project. A staff member of DWR together with a representative of the local sponsor will normally carry out the inspection. However, in order to keep State expenses low, DWR may substitute its personnel with that of other state or federal agencies that are located in closer proximity to the project. Inspection will verify that construction was done according to plans and specifications.
- III.** After the project is inspected and accepted, DWR will review the accounting statements and request the department to pay the local government sponsor the state cost-share.

## Grant Payments

When state cost-sharing has been approved by the DWR, the project sponsor will request the department to pay the state's portion of the non-federal costs of a federal project when requested by the sponsoring federal agency and to pay the state's portion of the costs of a non-federal project when the project has been completed, unless the local political subdivision or unit of government requests a partial payment in writing.

- (1) A local government may request a partial payment during construction by providing an accounting of expenses made as of a specified date. A portion of these funds, normally 10 percent, may be withheld until the project is completed and inspected.
- (2) The department will normally pay the sponsoring local government by check or electronically within 30 days of receipt of the statement of expenses, provided that inspection shows the project has been completed in accordance with the project information shown in the initial request or as amended.
- (3) If the project sponsor decides that significant changes to a project are necessary, the sponsor must send a request **in writing** to DWR and receive approval of those changes from the DWR. **Unapproved changes will not be eligible for state cost-sharing.**
- (4) Grant funds will be available for use by the local government recipients for the fiscal year in which the grant was made plus one fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>). Funds may be extended beyond that period if the project sponsor requests such an extension **in writing**, and the DWR approves it **in writing**.

## Special Beach Erosion Control Requirements

The following requirements are applicable to any beach erosion control or hurricane protection project in which the state participates by action of the department: (References to Chapter 15A of the North Carolina Administrative Code (NCAC) may be viewed on the web at the following:

<[http://ncrules.state.nc.us/ncadministrativ\\_/title15aenviron\\_/chapter07coasta\\_/default.htm](http://ncrules.state.nc.us/ncadministrativ_/title15aenviron_/chapter07coasta_/default.htm)>

- (1) Before the start of project construction, the sponsoring local government (s) will establish land-use controls to conserve protective dunes and to insure that the damage potential is not significantly increased by further development. Such land use controls must meet or exceed all requirements of the state guidelines for Areas of

Environmental Concern (15A NCAC 7H) and be consistent with the approved local land use plan prepared under the provisions of the state guidelines for Land Use Planning (15A NCAC 7B).

- (2) The sponsoring local government must provide adequate public access to the project area. All such accessways must be designed to adequately protect the beach and dune system and be handicapped accessible.
  - (3) No beach erosion control project shall significantly interfere with or create a hazard to public enjoyment of the beach.
  - (4) Any building line established as a part of a beach erosion control project shall not be seaward of the oceanfront setback line as established in 15A NCAC 7H .0306(a)
- GENERAL USE STANDARDS FOR OCEAN HAZARD AREAS.

### **North Carolina Aquatic Weed Control Program**

Each year the DWR invites local units of government to apply for inclusion in the North Carolina Aquatic Weed Control Program. Approval of applications for this type of funding is competitive, based on project benefits, and is limited by the amount of State funds available. The DWR is equipped and staffed to handle most aquatic weed problems, however, projects requiring extraordinary measures, such as aerial application, or those which can be done more effectively by private applicators, will be done by contract. In either case, total project expenses are shared among cooperators. Government entities seeking assistance should contact DWR Aquatic Weed Control program representatives at:

Division of Water Resources  
Department of Environment and Natural Resources  
1611 Mail Service Center  
Raleigh, N.C. 27699-1611

or visit the Aquatic Weed Control program web site at the following:

<[http://www.ncwater.org/Education and Technical Assistance/Aquatic Weed Control/](http://www.ncwater.org/Education_and_Technical_Assistance/Aquatic_Weed_Control/)>

**Appendix A.**

**Model Resolution**

*(Note: This is a model resolution that may be used by local governments to request State assistance for water resources development projects. The model should be adapted to fit the circumstances of each specific project.)*

WHEREAS, the \_\_\_\_\_ City/Town/County Council/Board of Commissioners desires to sponsor ... (Describe the nature of the proposed project and the benefits to be received from it.)

NOW, THEREFORE, BE IT RESOLVED THAT:

- 1) The Council/Board requests the State of North Carolina to provide financial assistance to \_\_\_\_\_ City/Town/County for (state project name) in the amount of \$ \_\_\_\_\_ or \_\_\_\_\_ percent of project construction cost, whichever is the lesser amount;
- 2) The Council/Board assumes full obligation for payment of the balance of project costs;
- 3) The Council/Board will obtain all necessary State and Federal permits;
- 4) The Council/Board will comply with all applicable laws governing the award of contracts and the expenditure of public funds by local governments.
- 5) The Council/Board will supervise construction of the project to assure compliance with permit conditions and to assure safe and proper construction according to approved plans and specifications;
- 6) The Council/Board will obtain suitable spoil disposal areas as needed and all other easements or rights-of-way that may be necessary for the construction and operation of the project without cost or obligation to the State;
- 7) The Council/Board will assure that the project is open for use by the public on an equal basis with no restrictions;
- 8) The Council/Board will hold the State harmless from any damages that may result from the construction, operation and maintenance of the project;
- 9) The Council/Board accepts responsibility for the operation and maintenance of the completed project.

Adopted by the \_\_\_\_\_ City/Town/County Council/Board of Commissioners this day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Clerk to the Council/Board

\_\_\_\_\_  
Mayor/Chairman, City/Town/  
County, Council/Board of Commissioners

**Appendix B.**

**Aquatic Weed Control Model Resolution**

*(Note: This is a model resolution that may be used by local governments to apply for assistance under the North Carolina Aquatic Weed Program. The model should be adapted to fit the circumstances of each specific project.)*

WHEREAS, the \_\_\_\_\_ City/Town/County Council/Board of Commissioners desires assistance from the North Carolina Aquatic Weed Program for ... (Describe the nature of the aquatic weed problems and the benefits to be gained by controlling the problem).

NOW, THEREFORE, BE IT RESOLVED THAT:

- 1) The Council/Board requests that the North Carolina Aquatic Weed Control Program conduct the \_\_\_\_\_ (give name of body of water) aquatic weed control project in the City/Town/County of \_\_\_\_\_;
- 2) The Council/Board assumes full obligation for payment of fifty percent of non-federal costs associated with \_\_\_\_\_ (name) aquatic weed control project;
- 3) The Council/Board will assist the North Carolina Department of Environment and Natural Resources in quantifying its aquatic weed problems and determining the public benefits of the proposed control project;
- 4) The Council/Board will assure that the public will have access to the waters that are benefited by the control project;
- 5) The Council/Board will hold the State harmless from any damages that may result from the implementation of the project;
- 6) The Council/Board will be responsible for notifying all landowners whose property is adjacent to the body of water in which the control project is located and for sponsoring any public information meetings that may be needed; and
- 7) The Council/Board will notify the public of any temporary restrictions on use of the body of water as required by the specific method of treatment used.

Adopted by the \_\_\_\_\_ City/Town/County Council/Board of Commissioners this day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Clerk to the Council/Board

\_\_\_\_\_  
Mayor/Chairman, City/Town/  
County, Council/Board of Commissioners

**Appendix C.**

**Study Model Resolution**

*(This is a model resolution that may be used by local governments to request State assistance for a preliminary feasibility or engineering study of a water resources development project.)*

WHEREAS, the \_\_\_\_\_ County Board of Commissioners (or the \_\_\_\_\_Town/City Council) desires to sponsor a study of .....(describe the proposed project for which a study is necessary to more accurately determine project costs, benefits, design, or scale of development.)

NOW, THEREFORE, BE IT RESOLVED THAT:

- 1) The Board (or Council) requests the State of North Carolina to provide financial assistance to \_\_\_\_\_ County (Or City/Town of \_\_\_\_\_) for a feasibility study (or engineering study) of \_\_\_\_\_ (project), in the amount of \$\_\_\_\_\_ or 50 percent of the study costs (or non-federal portion), whichever is the lesser amount;
- 2) The Board (or Council) assumes full obligation for payment of the balance of the study costs (or non-federal portion);
- 3) The Board (or Council) will comply with all applicable laws governing the award of contracts and the expenditure of public funds by local governments.

Adopted by the \_\_\_\_\_ City/Town/County Council/Board of Commissioners this day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Clerk to the Council/Board

\_\_\_\_\_  
Mayor/Chairman, City/Town/  
County, Council/Board of Commissioners

Appendix D.

**Sample Budget for a State-Local  
Water Resources Development Project Grant Application**

Sample Budget for a Stream Restoration Project (up to 66 2/3%)					
	DWR	Local Match	Other Non-Federal Match	Match Totals	Category Totals
<b>Administration</b>					
Cash				-	-
In-kind		5,000		5,000	5,000
<b>Design</b>					
Cash	23,000			-	23,000
In-kind				-	-
<b>Survey</b>					
Cash				-	-
In-kind		8,000		8,000	8,000
<b>Construction Oversight</b>					
Cash				-	-
In-kind		3,000		3,000	3,000
<b>Construction</b>					
Cash	94,000	10,000	10,000	20,000	114,000
In-kind				-	-
<b>Construction Materials</b>					
Cash	34,000	5,000		5,000	39,000
In-kind		2,500	2,500	5,000	5,000
<b>Plant Materials</b>					
Cash	34,000	15,000		15,000	49,000
In-kind		2,750	2,750	5,500	5,500
<b>Education</b>					
Cash				-	-
In-kind		1,500		1,500	1,500
<b>Monitoring</b>					
Cash		2,250		2,250	2,250
In-kind		1,125	1,125	2,250	2,250
<b>Land</b>					
Cash				-	-
In-kind			20,000	20,000	20,000
Cash Sub-total	185,000			42,250	227,250
In-kind Sub-total				50,250	50,250
<b>Total</b>	185,000			92,500	277,500
	66.67%			33.33%	

\* A sample budget template in an Excel spreadsheet format ([Budget Template](http://www.ncwater.org/Financial_Assistance/)) can be downloaded at the following: [http://www.ncwater.org/Financial\\_Assistance/](http://www.ncwater.org/Financial_Assistance/).