



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



**THE TOWN OF EAST HAMPTON WILL BE ACCEPTING WQIP GRANT ROUND 1 2021  
APPLICATIONS FROM JANUARY 11, 2021 to MARCH 11, 2021**

**APPLICATIONS MUST BE RECEIVED BY 4PM ON MARCH 11, 2021 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 March 11, 2021**. 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.

**Eligibility:** 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;

- **Wastewater Treatment Improvement Project**
- **Nonpoint Source Abatement and Control Project**
- **Aquatic Habitat Restoration Project**
- **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 mandated by local, state, or federal law, 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.

**Matching Funds:** No match is required for 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.

**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**

**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: MARCH 11, 2021 @ 4PM**

**LATE OR INCOMPLETE APPLICATIONS WILL BE REJECTED**



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**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.



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**PART A: PROJECT INFORMATION**

Instructions: All applicants please complete all fields

Submittal Date \_\_\_\_\_

Project Proposal Title \_\_\_\_\_

Project Applicant \_\_\_\_\_

Project Location \_\_\_\_\_

Project Location SCTM #(S) \_\_\_\_\_

Project Contact Information:

Project Manager Name (if different from applicant) \_\_\_\_\_

PM Title & Affiliation \_\_\_\_\_

PM Phone \_\_\_\_\_ PM Email \_\_\_\_\_

Property Owner Name \_\_\_\_\_

Property Owner Mailing Address \_\_\_\_\_

Property Owner Phone \_\_\_\_\_

Property Owner Email \_\_\_\_\_

Type of Project: (check applicable box)

- Reduction of Source of Pollutant of Concern (POC)
- Remediation of POC in Groundwater or Surface Waters
- Restoration of Aquatic Habitat

Proposal Summary: \_\_\_\_\_

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**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\*
- \*Narrative must explain how project is relevant to Water Quality Improvement Plan goals

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**3.  PROJECT DESCRIPTION**

Narrative describes in detail existing conditions of applicable groundwater/sub-watershed/waterbody and includes most recent and relevant data available (provide sources)

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- Photos of existing conditions are included (Attach Photos)
- Location map is included (Attach Map)
- Narrative describes in detail the environmental significance of the issue and proposed solution

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

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- Narrative indicates how the project supports Town of East Hampton, Suffolk County, NYSDEC Long Island Nitrogen Action Plan (LINAP) or other adopted goals/policies (provide references with page numbers, etc.)

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- A State Environmental Quality Review Act (SEQRA) Long or Short Environmental Assessment Form (EAF) is completed and included with application (<https://www.dec.ny.gov/permits/6191.html>)

**4. MANDATORY REQUIREMENTS (Please Check Boxes to Confirm Eligibility for Funding)**

- Confirm  Proposed project is not mandated by local, state, or federal law where without the completion of proposed project the subject property would be in violation
- 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
- Confirm  Applicant is the property owner of subject property where work is to be conducted; if not, please provide a letter of commitment from the property owner (attach)



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**5. WATER QUALITY IMPROVEMENT**

- a. Identify Nitrogen, Pathogen or Pollutant of Concern Existing Condition & Target Reduction.
  
  
  
  
  
  
  
  
  
  
- 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 (not required but, considered favorably)
  
  
  
  
  
  
  
  
  
  
- 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.



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**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 be made for continued success of the project due to flooding and sea level rise.



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**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?





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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.



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**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 separate sheet)			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

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

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



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

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

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

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

<b>TOTAL OTHER FUNDS</b>	<b>\$</b>
<b>SOURCE(S) OF OTHER FUNDS &amp; AMOUNTS:</b>	



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**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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**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 Certification:**

PROJECT TITLE: \_\_\_\_\_

PROJECT LOCATION: \_\_\_\_\_

PROJECT DESCRIPTION (1-3 SENTENCES): \_\_\_\_\_

\_\_\_\_\_

I, \_\_\_\_\_ the owner of the property located at \_\_\_\_\_ (SCTM 30 - - - -)

hereby certify that the applicant proposing the above mentioned water quality improvement project has my permission to access the premises for the purposes of planning, designing, constructing and completing the proposed project as described. I understand that at any time that I revoke my permission to access the applicant may forfeit grant funding or be responsible to reimburse the Town for work that was not completed due to access restrictions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_