**For Release: July 17, 2017**

**MS4 STORMWATER PERMIT**

**TECHNICAL ASSISTANCE GRANT PROGRAM + APPLICATION:**

**FUNDING FOR MS4 PREPARATION, COMPLIANCE AND IMPLEMENTATION**

The Rockingham Planning Commission (RPC) is pleased to announce technical assistance grants for municipalities subject to the EPA MS4 Stormwater Permit. The program will help fund preparation, compliance and implementation activities for the MS4 permit. RPC will offer municipalities limited direct technical assistance for services beginning September 1, 2017 through June 30, 2018. The**MS4 Technical Assistance Grant Program**will require a 50% cash match (1:1 cash match of grant amount) from the municipality. In addition, in-kind match such as staff time and other services to support activities are encouraged.

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| **AVAILABLE FUNDING AND COSTS:** The RPC has set aside limited program funds for the **MS4 Technical Assistance Grant Program** to provide assistance that is supported by local matching funds. Funds are derived from different program areas; applications will be reviewed and matched with the appropriate funding source. **Grants for participating municipalities will be limited to a maximum of $4,000 in grant funds for a total of $8,000 (including $4,000 cash match) in technical assistance.** Municipalities are welcome to request additional technical assistance with their application or through a separate technical assistance contract. |

**FOCUS ON YEAR 1 AND YEAR 2 NEW ELEMENTS OF THE MS4 PERMIT**

The goal of the **MS4 Technical Assistance Grant Program** is to focus municipal efforts on: 1) preparation and capacity building activities, and 2) completing important tasks required in year 1 and year 2 of the EPA MS4 permit. Activities eligible for funding under the **MS4 Technical Assistance Grant Program** are listed below. All eligible activities should incorporate an engagement element to provide project updates/information to the public and gain input from municipal officials, staff, boards and commissions. **Multiple activities and other activities not listed will be considered providing they meet project goals, satisfy an important local goal or gap, and can be accomplished within the prescribed timeframe and budget.** Note: The estimated cost of each activity will vary depending on available data, size of the municipality, and complexity and scale of the activity.

1. **Preparation and Capacity Building Activities**

* **Municipal audit** of existing zoning ordinances, regulations, practices and infrastructure management plans to identify necessary amendments needed for MS4 compliance and overall water quality management practices. Estimated Cost $3,000-$3,500
* Customization of an **MS4 Permit compliance “Road Map”** to guide yearly compliance activities and collection of data and information for annual reports. This includes organizing a MS4 Permit workgroup of municipal staff and officials to ensure each group understands their roles and responsibilities for M4 Permit compliance. Estimated Cost $4,000-$5,000
* Facilitation of **inter-municipal cooperation** on aspects of MS4 Permit requirements to reduce compliance costs (e.g. public outreach or public engagement). Estimated Cost $3,000+
* **MS4 Permit management and coordination**, including assistance with drafting and soliciting contracts with outside service providers. Estimated Cost: $ *Please call RPC to discuss pricing for this service*.
* **Community outreach** about stormwater, water quality and non-point source pollution, and engagement in projects such as storm drain stenciling, pet waste disposal education, or proper use of lawn and yard chemicals. Estimated Cost $3,000+

**2) Year 1-2 Activities**

* **Preparation of the Notice of Intent** (due October 2, 2018 - 90 days after effective date of the permit), including presentations to officials and boards/commissions. Estimated Cost $1,500 - $2,500
* Ongoing **facilitation of MS4 Permit workgroup** of municipal staff and officials to ensure compliance and timely submission of annual reports. Estimated Cost $2,000-$3,000 (per year)
* **Update of Stormwater Management and Erosion/Sediment Control Regulations** using the Southeast Watershed Alliance Model Standards. Estimated Cost $3,000-$6,000
* **Mapping** of MS4 systems and stormwater infrastructure data. Estimated Cost $4,000+
* **Impervious surface mapping**, hot spot **pollutant load analyses**, and assistance with use of the “Pollutant Tracking and Accounting Program” (in development by NHDES). Estimated Cost $4,000+
* Preparation of **comprehensive “water systems” maps** showing impaired waterbodies, MS4 systems and stormwater infrastructure, subwatersheds, drainage pathways and outfalls. Estimated Cost $4,000+

**Additional Activities to Support MS4 Permit Compliance**

As described in the table below, additional activities that support compliance with the MS4 Permit 6 Minimum Control Measures can be implemented on a contractual basis. Please contact RPC staff to discuss estimated cost of these activities.

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| **Other Eligible Activities** | **6 Minimum Control Measure** | **Description** | **Outcome(s) & Activities** |
| **Zoning Ordinance and/or Building Code Amendments** | **Post-Construction Management and Site Controls** | Planning Board and municipal staff prepare draft zoning, site plan regulation and/or building code amendments; hold public hearing(s); prepare warrant article(s) | Adoption at March 2018 Town Meeting or Public Hearings, informational meetings and community outreach |
| **Amendments to Site Plan or Subdivision Regulations**  (e.g. site design, impervious cover limits, road and parking lot specifications, environmental protections) | **Post-Construction Management and Site Controls** | With Planning Board and other municipal representatives, prepare amendments to regulations | Public Hearing, informational meetings and community outreach |
| **Master Plan Land Use and Natural Resources Chapter Updates** | **Public Involvement** | With Planning Board and other municipal representatives, prepare Master Plan amendments | Public Hearing, informational meetings and community outreach |
| **Land Conservation Plans** | **Public Involvement** | Revise or prepare new land conservation plans or strategies. Conduct public information meetings and a public outreach program | Create maps and identify priority areas for conservation; Partner with local land trusts and conservation organizations |
| **Municipal Policies or Practices** | **Good Housekeeping** | Municipal representatives prepare revised and/or new policies and practices | Adopt strategies aimed at pollution reduction at municipal properties and facilities |
| **Community Outreach** | **Public Education** | Activities: Community Workshops, Public Engagement Activities (e.g. storm drain stenciling), and Informational Materials | Increased awareness of non-point and point sources of pollution, and impaired waterbodies |
| **Grant Writing** | **Good Housekeeping** | Assist municipality in selecting infrastructure improvement projects | Identify funding sources and prepare grant applications |

**HOW TO APPLY**

To apply for the **MS4 Technical Assistance Grant Program**, please complete the **APPLICATION** on the following page. **DIRECTIONS: Type information directly into the application form using as much space as needed for each item and, if necessary, attach any additional information*.*** Once the municipality has selected its technical assistance activity(ies), RPC staff will work with each municipality in defining a detailed scope of work, budget, project timeline, and final deliverables for their proposed activity(ies).

**APPLICATION DEADLINE**

**Please submit a completed application and supporting documents by August 25, 2017 to Julie LaBranche, Senior Planner by email to** [jlabranche@rpc-nh.org](mailto:jlabranche@rpc-nh.org)**.**If needing to apply after the August 25th deadline, please contact Julie LaBranche prior to the application deadline with an estimated submission date.

**QUESTIONS?**

**Contact Julie LaBranche, Senior Planner, at (603) 658-0522 or** [jlabranche@rpc-nh.org](mailto:jlabranche@rpc-nh.org) **if you have any questions about the MS4 Technical Assistance Program.** We encourage municipalities to contact staff to discuss their proposals, scope of work and budgets in advance of applying to the grant program. Because some activities range in estimated cost, advance discussion about budget will likely be necessary.

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**APPLICATION FOR MS4 TECHNICAL ASSISTANCE GRANT PROGRAM**

**MUNICIPAL INFORMATION**

**Name of Municipality:**

**Address:**

**Project Manager and Contact Person:**

**Phone: Email:**

**PART A: PROJECT DETAILS**

1. **Describe the Proposed Project, Strategy or Initiative (max. 400 words or less).**

**2. Describe Specific Technical Support Requested to Complete the Proposed Project, Strategy or Initiative.**

**(Note technical assistance will be provided by RPC staff for planning, GIS analysis, mapping, etc.)**

**3. Time frame for Completion of Proposed Project, Strategy or Initiative.**

**(Note that projects must be completed by June 30, 2018.)**

**4. Provide documentation of the 50% Cash Match requirement (1:1 cash match to grant amount).**

*Contact RPC staff to discuss cost for proposed activity(ies).*

**5. OPTIONAL: Estimate In-Kind Match (provide staff name(s), estimated hours, materials, equipment etc).**

**6. Letter of Commitment for required cash match and participation by elected officials, staff and boards and commissions in project presentations, assistance with data collection, and project promotion via websites, social media and providing information at municipal facilities.** *Please submit a Letter of Commitment signed by the Town Manager/Administrator or Selectmen/City Council as part of your application. Sample text for a Letter of Commitment is provided on the following page.*

**PART B: PROJECT BUDGET**

1. RPC Grant Funds Request: $
2. Municipal Cash Match: $
3. In-Kind Match (optional): $

*Provide detail by match type (e.g. staff/personnel, equipment, services)*

1. Additional Cash Match (optional): $

Describe what activity(ies) these funds will be used for.

1. **Total Project Budget: $**

Sample Text for Letter of Commitment

{Date}

Rockingham Planning Commission

156 Water Street

Exeter, NH 03833

Re: Application to MS4 Technical Assistance Program

Dear RPC Executive Director:

The [name of town/city] hereby supports the [municipal department or board submitting proposal] application for MS4 PermitTechnical Assistance Grant Program through the Rockingham Planning Commission. This proposal will assist the [name of town/city] in our ongoing efforts to implement activities and strategies to comply with the MS4 permit and increase awareness of water quality in our community.

The [name of town/city] agrees to fully participate in this process and to make a good-faith effort to fully implement the project. Any regulatory recommendations produced during this process will require full [governing body, board or commission] approval.

The [name of town/city] commits to making available its resources through personnel participation that will provide input, guidance, and local data throughout the project to ensure consistency with other related municipal projects and overall goals.

The [name of town/city] commits to providing the required in-kind cash match and [if proposed] staff time, equipment, resources etc. in in-kind match as described in the draft project work plan and budget to support completion of the proposed activity/project.

Sincerely,

{Name of Authorized Party}

{Title}