

Wayne County Department of Public Services
Water Quality Management Division
Rouge River National Wet Weather Demonstration Project

NOTICE OF GRANT AVAILABILITY
ROUND X
FOR PERMIT COMPLIANCE ACTIVITIES
Issued March 1, 2010

Please submit **6 copies** of your proposal to Mr. Razik Alsaigh, Wayne County, Water Quality Management Division, 3600 Commerce Court, Wayne, MI, 48184 by 4:00 p.m., April 12, 2010 for Round X projects.

PROPOSALS RECEIVED AFTER 4 PM ON APRIL 12, 2010 WILL NOT BE ACCEPTED.

NOTE THAT THE NEW PROPOSAL DELIVERY ADDRESS IS WAYNE COUNTY DEPARTMENT OF PUBLIC SERVICES, WATER QUALITY MANAGEMENT DIVISION, 3600 COMMERCE COURT, WAYNE, MI, 48184

Please call Mr. Razik Alsaigh at (313) 967-2283 with any questions.

Wayne County is requesting proposals from communities, public agencies or nonprofit organizations under two parts. **Round X-Part A** is for activities related to control of combined sewer overflows (CSOs) and sanitary sewer overflows (SSOs) to the Rouge River. **Round X-Part B** is for activities related to the responsibilities under the MDEQ Storm Water General Permit and located within the Rouge River Watershed. Proposals accepted by the County will be eligible for 40 percent reimbursement for Part A and 50 percent reimbursement for Part B from federal grants through the Rouge River National Wet Weather Demonstration Project (Rouge Project). Proposers should clearly indicate on the proposal cover page the Part under which they are applying.

Note there are several federal Rouge Project grants providing funding to this round of projects. Proposals selected for funding in Round X should anticipate/plan to start October 1, 2010. All projects selected for funding under Round X must be completed on or before October 30, 2012. Final project reports and final reimbursement requests should be submitted during the first week of November 2012 or earlier.

The target allocation of grant funding for **Round X-Part A** is **\$950,000** (\$2,375,000 in total project costs). The target allocation of grant funding for **Round X-Part B** is **\$2,300,000** (\$4,600,000 in total project costs). Wayne County reserves the right to fund additional eligible proposals under either Part from funds under the other Part (using the rate of reimbursement for each Part indicated above), if there are insufficient eligible quality proposals.

Projects of any dollar value are welcome under both Parts of this round of grant funding.

ELIGIBLE PROJECTS AND ACTIVITIES

PART A PROJECTS

The following projects and activities are eligible for cost reimbursement under **Part A** of this program:

1. Design and/or construction of CSO control facilities in conformance with requirements of NPDES permits.
2. Planning, design and/or construction of improvements to mitigate SSOs, as approved by the MDEQ.
3. Activities for SSO and CSO characterization and control including: documentation of current system conditions; quantification of flows; determining what amount of infiltration/inflow is “excessive”; estimating contributions from footing drains, and designing and implementing projects or pilot projects to remove footing drains; preparing and implementing detailed operation and maintenance (O&M) plans to ensure optimum utilization of the system; evaluating and updating ordinances to reduce clear water connections to the sewer system; conducting surveys to ensure inflow sources are not connected.

The following categories of work will not be eligible for funding in **Part A** of this round of grants:

- Planning, design or construction of sanitary sewer extensions;
- Routine operation and maintenance activities for sanitary sewers or combined sewers are not eligible, unless traditional practices are being changed or enhanced to address CSO and SSO control as noted in the preceding section;
- Any watershed management, storm water management, wetland restoration, Rouge-related recreation, non-point source reduction, or similar activity which is eligible for funding under Part B of this round of grants; and
- Routine inspection, operation, and maintenance work for storm sewers.

PART B PROJECTS

The following projects and activities are eligible for cost reimbursement under **Part B** of this program:

1. Short-term actions or long-term actions listed in the community or agency Storm Water Pollution Prevention Initiative (SWPPI) currently approved by MDEQ; except for the non-eligible categories of work listed below.
2. Projects that are not necessarily listed in a SWPPI, but are shown by the proposing community or agency to support goals of the Rouge Project and to support goals of the Rouge River Watershed Management Plan, including storm water management, watershed management education and involvement, Rouge-based recreation, wetland restoration, and non-point source pollution reduction projects.
3. Biological monitoring, habitat assessment, or recreational use monitoring programs to measure the health of the river, its tributaries or wetlands in a subwatershed. Flow and water chemistry monitoring projects are eligible for funding under this Round X subgrant

program, to the extent they do not duplicate the flow and water chemistry monitoring being conducted by the Alliance of Rouge Communities and/or Wayne County.

New and retrofit structural storm water control Best Management Practices (BMPs) that directly affect the water quality and ecosystem health of the Rouge River are highly encouraged.

The following categories of work will not be eligible for funding in **Part B** of this round of grants:

- Activities which are eligible for funding under Part A of this round of grants (e.g., planning, design or construction of CSO or SSO control facilities; activities for CSO or SSO characterization and control);
- Routine operation and maintenance activities for sanitary sewers or combined sewers;
- Planning, design or construction of sanitary sewer extensions; and
- Routine inspection, operation, and maintenance work for storm sewers such as catch basin and sewer cleaning, TV inspection of sewers, and street sweeping. However, if these routine practices are part an approved SWPPI, then projects, which employ innovative or demonstrative approaches to such routine work are eligible.

REQUIREMENTS OF THE PROPOSER

The following requirements apply to all proposals submitted for consideration under this round of Rouge Project grant funding:

1. Identify your project to your subwatershed advisory group. The project or projects for which a reimbursement grant is sought must have the endorsement of the subwatershed advisory group (SWAG) in which the project is located.
2. A city, village or township (CVT) must be located all or in part of the Rouge River Watershed. A 501 C3 non-governmental organization (NGO) or public agency that is not a CVT must serve an area within the watershed. Any local unit of government, 501 C3 NGO or public agency that is only partially within the watershed is only eligible for funding activities that serve the area within the Rouge Watershed.
3. Review the standard Inter-Agency Agreement with Wayne County (available from Mr. Razik Alsaigh) and provide a letter stating that the agreement is acceptable, or identify any concerns or proposed revisions to the agreement.
4. **Complete a proposal in accordance with the required format and submit 6 copies of the proposal to Mr. Razik Alsaigh, Water Quality Division, Wayne County Department of Public Services, Water Quality Management Division, 3600 Commerce Court, Wayne, MI, 48184 by 4:00 pm on April 12, 2010.**
5. If a community or agency plans to procure contractual or construction services to assist with its project, then such procurements shall be in compliance with applicable federal regulations in 40 CFR 31.

6. The proposing entity must be a member of good standing in the Alliance of Rouge Communities (if the entity is eligible to be a member) and have paid their 2010 dues before grant award. In the event that an ARC member is awarded a subgrant under this round and subsequently chooses not to remain an ARC member during the term of the subgrant, Wayne County may terminate the subgrant before completion.

The following requirements apply only to proposals submitted for consideration under **Part B** of this round of grant funding:

- Submit a statement that indicates how the proposed project fulfills an action identified in the SWPPI, with the relevant excerpts from the community's SWPPI attached. For recreational projects not in the SWPPI, submit a copy of a recreational plan or a letter of endorsement from a community, county, or regional recreation agency.

REQUIREMENTS OF THE SUBWATERSHED ADVISORY GROUP

1. Each Subwatershed Advisory Group is requested to assist the member communities and agencies in its subwatershed to identify projects.
2. Before May 7, 2010, each Subwatershed Advisory Group should submit a projects endorsement letter to Wayne County (attention: Mr. Razik Alsaigh) that indicates which projects within its area that the advisory group endorses for Round X funding. For each Part of the Rouge X funding program, the SWAG should prioritize the projects into the following 4 categories:
 - Highest priority,
 - High priority,
 - Medium priority, and
 - Low priority.

For each Part, Subwatershed Advisory Groups must prioritize all projects in these 4 categories. More than one project can be assigned to each category. Uniform distribution between the categories should be achieved for each Part. For example, if a subwatershed has 8 endorsed projects under Part A, 2 projects must be in each category.

Projects should be evaluated by each SWAG using a process that prioritizes each project based on:

1. The anticipated impacts/benefits of the project to the river/subwatershed/watershed,
2. The project's consistency with the goals and objective of the subwatershed, and
3. The cooperative, innovative, or demonstrative nature of the project.

Note: Each Subwatershed Advisory Group should submit two prioritization lists, one for each Part of this round of funding.

REVIEW AND EVALUATION OF PROPOSALS

A committee comprised of staff from but not limited to Wayne County, the Rouge Project Office, and regional agencies will review the proposals and make recommendations to the Director of the Wayne County Department of Public Services for project acceptance and funding. The Committee will evaluate the proposals based on the priority ranking assigned by the SWAG and the following criteria:

PROPOSAL EVALUATION CRITERIA		WEIGHT
1.	Consistency with the goals of the Rouge River Watershed Management Plan and with the Rouge River National Wet Weather Demonstration Project and its national demonstration goals. Higher scores will be given to cost-effective projects, which have direct, positive impact on the river and provide more direct benefit to the river.	35
2.	Innovative or demonstrative approaches. Higher scores will be given to those projects that are more innovative or demonstrative.	8
3.	Subwatershed priorities as indicated by the choice of the 4 categories (Highest = 25, High = 20, Medium = 15, Low = 10). If the project is not prioritized by the SWAG, it will receive 0 for this criterion.	25
4.	Performance of the community/agency in timely execution and progress and expense reporting of projects under previous interagency agreements; performance of the community/agency in achieving goals for minority-owned and woman-owned business participation.	10
5.	Construction projects will be ranked higher than design or planning.	10
6.	Cooperative approaches with other communities or agencies. Projects that have a regional effect.	4
7.	Clarity of the proposal and timely completion of the proposed project. Projects with earlier completion dates will receive higher scores. Projects with the source of local matching funds will receive higher scores. Projects where the proposal clearly indicates a strong commitment for implementation upon selection will be scored higher.	8

Note: Proposals under each Part of this round of funding will be evaluated separately.

During the proposal review period, Wayne County may contact the designated representative for the grantee regarding clarifications or to request additional information. Projects where the proposal is vague or not complete in its description of the scope or the intent of the project may not be considered for funding.

Upon approval by the Director of the Department of Public Services, interagency agreements (IAAs) with communities and agencies will require the approval of the Wayne County

Commission and the Wayne County Executive. The Alliance of Rouge Communities will also be consulted on the proposed project selections. Grant awards will be made from federal Rouge Project grants to Wayne County and will be subject to grant funding availability.

DEVELOPMENT OF INTERAGENCY AGREEMENT

It is expected that communities will receive a notice of project award from the Department of Public Services in June 2010, and interagency agreement (IAAs) will be developed for the selected projects shortly thereafter.

After projects are selected, Wayne County will hold individual meetings with qualifying proposers regarding their projects and will develop a final scope, budget, funding level, and interagency agreement for the projects. Grant awards will be made from federal Rouge Project grants to Wayne County and will be subject to grant funding availability at the time. The community will be required to develop a detailed scope of work as part of its preparation of an IAA with the County. It is necessary that IAAs for each project be developed in a timely fashion.

GENERAL REQUIREMENTS FOR THE PROPOSALS

- Each proposal should document how the project will utilize innovative pollution control/watershed management techniques or will serve a demonstration purpose.
- Scope description should be complete and clear to allow accurate evaluation of the proposal.
- Different types of projects should be submitted in separate proposals.
- Each proposal should identify the benefits derived from the project (e.g., control of rate of discharges to the Rouge River, river water quality protection/improvement, improved public awareness about Rouge River issues, cost savings, etc.).
- Identify who benefits; for example, localized or community-wide or subwatershed-wide or watershed-wide (i.e., stating that everyone benefits from a cleaner Rouge is not sufficient).
- If project is for on-going activities the proposal must clearly show how these will be expanded or enhanced by Rouge Project funding.

FORM OF PROPOSAL

Please submit a 7-part proposal in the following format.

1. **Contact Information.** Provide name, address, email and telephone number and fax number for the designated representative(s) for any technical or administrative questions on the proposal.
2. **Project Purpose and Objectives.** Provide a clear description of the project and its major elements. Scope description should be complete and clear to allow accurate evaluation of the proposal. Unclear scope will reduce possibility of funding. Please include enough detail in your description in order for the project to be clear. Do not be brief. Provide a map showing the location of the project. Document how the project is innovative or serves a demonstration purpose. Describe the project's applicability to watershed management and its consistency with the goals of the Rouge Project.

3. **Task Description.** Subdivide the work into a series of tasks, and number each task. Describe the products of each task in detail. Scope description should be complete and clear to allow accurate evaluation of the proposal. Unclear scope will reduce possibility of funding. Most projects are expected to have 4 to 10 tasks. Deliverables should be stated at the end of each task description.
4. **Project Schedule.** Indicate a start and completion date for the project per task.
5. **Project Cost.** Provide both summary and detailed cost tables. First, show a *Cost Summary Table* in the following format:

Project Cost Summary Table

Task Number And Description	Task Cost	Indicate type of effort: Planning, Design, Construction, or Evaluation
1.		
2.		
3.		
Total		

Federal Grant Funding Requested =	
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PART A PROJECTS: Grant funding will be up to 40 percent of the eligible total project cost.

PART B PROJECTS: Grant funding will be up to 50 percent of the eligible total project cost.

In addition, the proposal should include more detailed Cost Tables to show the following information:

For work by communities and consultants:

- Task number and description, estimated hours by labor grade, estimated direct labor and indirect cost rates, fixed fees, and/or billing rate or fixed price by task.

For construction work:

- Task number and description, estimated construction cost.
- Note that in some previous proposals submitted to the County, construction costs have been under-estimated. Proposers should develop estimates in sufficient detail for a maximum 4-percent allowance for grant funded contingency.

6. **Local Match.** Describe the method by which local match will be provided:
- Community budget allocation
 - Force account labor (attendance at meetings, other project work)
 - Volunteer services
 - Other
7. **Schedule for Completing Previously Awarded Grant Projects.** Submit a schedule for completing milestones for previously awarded Rouge Project grants. The schedule should address the applicable points described below.
- a. Projects at Interagency Agreement Stage: submit schedule of local council meetings, other local actions, or meetings needed with Wayne County to complete the execution of any prior agreements.
 - b. Projects at the Execution Stage: submit an updated schedule for completing the project. Describe any variances from the original project completion schedule.
 - c. Projects near Close Out Stage: submit a date by which the close out activities will be completed.