

Integrated Municipal Stormwater and Wastewater Planning

2014 Request for Letters of Interest

ASSISTANCE AVAILABLE: Contractor support, with a value of approximately \$67,000 per recipient

COMMUNITIES SELECTED THIS YEAR: 5

OVERVIEW

The U.S. Environmental Protection Agency's (EPA) Office of Wastewater Management is requesting letters of interest from communities seeking technical support to develop and implement an integrated planning approach to meeting Clean Water Act (CWA) requirements for municipal wastewater and stormwater management. Integrated planning can help communities 1) achieve the human health and water quality objectives of the CWA, 2) identify efficiencies and prioritize capital investments in their wastewater and stormwater programs in a manner that addresses the most pressing issues first, and 3) facilitate the use of innovative approaches, including green infrastructure practices, where appropriate. In recent years, EPA has embraced integrated planning approaches to wastewater and stormwater management, as expressed in the 2011 memorandum "[Achieving Water Quality Through Integrated Municipal Stormwater and Wastewater Plans](#)." To provide further guidance on developing and implementing effective integrated plans, EPA has developed the [Integrated Municipal Stormwater and Wastewater Planning Approach Framework](#). For more information, see www.epa.gov/npdes/integratedplans.

The primary purpose of the technical assistance is to help EPA develop practical examples of how to implement the different steps in developing an integrated plan in order to provide useful information to communities across the nation who are interested in integrated planning. The assistance will also help those communities that are selected to receive the technical assistance. EPA is particularly interested in communities that wish to implement an integrated plan through a National Pollutant Discharge Elimination System (NPDES) permit.

DESCRIPTION OF AVAILABLE ASSISTANCE

How will this assistance be provided?

The value of the total EPA assistance available in 2014 is approximately \$335,000, and EPA anticipates providing assistance to 5 communities. If additional funding becomes available, EPA may return to the applicant pool identified through this Request to select additional communities to receive assistance. Each applicant may submit only one letter of interest, and applicants may apply for project periods of up to 9 months. Letters should be submitted by email to IP_Tech_Assistance@epa.gov to the attention of Kevin Weiss. Letters of interest must be received by June 27, 2014, 5:00 p.m. EDT.

EPA assistance will be provided through an EPA contract to a contractor selected by EPA. Selected communities will receive assistance entirely in the form of work conducted by EPA contractors paid by EPA. EPA will handle all invoices and payments with the contractor. Typically, EPA and the selected community will work with the contractor to define the project scope and project deliverables. Following development of the scope of work, the EPA contractor will work directly with the community to carry out the identified tasks under the supervision of EPA's Work Assignment Manager (WAM). After completing the technical assistance to all communities, EPA will

prepare a report highlighting the projects and approaches used to complete the steps needed to develop an integrated plan so that other communities can benefit from this information.

What will this assistance support?

This assistance could support a range of projects related to integrated planning. Examples of the types of projects that this assistance may support include, but are not limited to:

- Development of a stakeholder involvement plan and/or facilitation of stakeholder meetings with entities that would be responsible for developing and implementing an integrated plan.
- Development of certain aspects and elements of an integrated plan. EPA is especially interested in the following:
 - Assessment of opportunities to integrate overlapping or competing requirements for wastewater and stormwater programs.
 - Assessment of opportunities for an aligned wastewater and stormwater funding strategy.
 - Development of an approach for assessing the public health, water quality and other environmental benefits associated with integrated planning approaches.
 - Evaluation of opportunities to use green infrastructure practices within an integrated planning framework.

APPLICANT ELIGIBILITY

Any combination of local government departments, offices, or agencies may submit a letter of interest. Note that only one letter of interest should be submitted per applicant. Applicants should consider the participation or involvement of all necessary entities needed to implement the project associated with the integrated plan. EPA is especially interested in communities that wish to implement an integrated plan through an NPDES permit.

PROPOSAL SUBMISSION

When are letters of interest due?

Applicants must submit their letters of interest via email to IP_Tech_Assistance@epa.gov to the attention of Kevin Weiss. Letters of interest must be received by June 27, 2014, 5:00 p.m. EDT.

What information should letters of interest provide?

Letters of interest must provide all of the information detailed in this section. Any letters that do not provide all of this information will not be reviewed.

1) Cover Page (no more than one page)

- Applicant Identification: Provide the name and full address of the entity or entities applying for EPA assistance.
- Location: Provide the city, county, and state where the proposed project is located.
- CWA Programs: Describe whether the applicant is responsible for a permitted POTW, separate sanitary sewer system, combined sewer system, and/or stormwater Phase I/II MS4.

- **Contacts:**
 - **Project Director:** Provide the name, phone number, email address, and mailing address of the project director assigned to the proposed project. This person will be responsible for working with EPA staff to answer questions and provide additional information as the application process proceeds.
 - **Chief Executive/Highest Ranking Official:** Provide the name, phone number, email address, and mailing address of the applicant's Chief Executive (e.g., mayor of a city). This person may be contacted if further information is needed.
 - **Key Project Partners:** Provide names and phone numbers of **key** individuals and organizations that have agreed to participate in the proposed project.

2) **Abstract (no more than 250 words)**

- Provide a summary of the proposal, including a brief description of the applicant, the project need, the proposed project, and expected results.

3) **Project Need**

- Provide a broad overview of the community in which the proposed project is located and a summary of the human health and water quality priorities and challenges that an integrated planning approach would address.
- Describe efforts to develop an integrated plan to date.
- Summarize the proposed project.
- Indicate if this project addresses a requirement(s) under a permit or State or Federal CWA enforcement order.

4) **Project Approach**

- Describe the work to be performed by the EPA contractor. Clearly outline the major tasks required to complete the proposed project, and specifically identify which tasks the EPA contractor would perform and which tasks the applicant would perform. Present an estimate of the hours that the EPA contractor would require for each task and the meetings the EPA contractor would be expected to attend.
- Describe the project period (maximum project period is 9 months).
- Describe any innovative components of the proposed project.
- Describe the final products expected to be produced by the EPA contractor.

NOTE: Reviews will emphasize the Project Approach. Applicants are therefore advised to provide at least 1-2 pages describing the work to be performed by the EPA contractor.

5) **Anticipated Results**

- Describe the short-term and long-term benefits to your community that are expected to result from the proposed project.
- Describe the level of political support for the project and for implementing integrated planning in your community.
- Describe how you anticipate building upon the project to continue to advance the implementation of integrated planning.
- Discuss how the results of the proposed project could be applied in other communities across the nation.

How should letters of interest be formatted?

To facilitate EPA review, letters should be organized according to the five sections described above. Cover pages should be no more than one page, and abstracts should be no more than 250 words. Excluding the cover page and abstract, letters should be no more than 4 pages. As noted above, applicants are advised to provide at least 1-2 pages on the Project Approach.

Can supplemental materials be provided?

Letters of support may be provided and do not count toward the page limit. Additional supplemental materials may also be provided but are not to exceed 4 pages.

PROPOSAL REVIEW

Letters of interest will be evaluated based on how well the proposed project describes the project need, the project approach, the potential impact within the community, and the potential benefits for a national audience. EPA is interested both in the value of the technical assistance to the selected community and the value of the work performed for peer communities. A small group of applicants may be asked to provide additional or clarifying information and details on the assistance requested. Applicants may also be asked to participate in a follow-up phone interview with EPA. These follow-up requests will be used to further evaluate how well the applicant meets the criteria. EPA will make final selections following a full assessment of the letters and interviews. By accepting this technical assistance, applicants agree to have the completed project description posted on the EPA website.

EPA CONTACT

Please contact Kevin Weiss (IP_Tech_Assistance@epa.gov) for questions or clarifications.