

---

**Application Form for Construction or  
Infrastructure Planning & Assessment Programs  
Checklist**

The following information is intended to help you prepare a concise and complete proposal for the Stormwater Retrofit Program.

**1. Completed Proposal Cover Page****2. Completed Project Summary Page**

Summary of your proposed program or project, include such information as:

- What is the specific problem to be addressed? Why is this project necessary?
- How does the project address water quality?

**3. Background material**

Up to four pages of supplementary material can be included to elaborate and support this section. Include such information as:

- Describe the long-term objectives and specific outcomes of the project.
- What geographic area will be served by this project?
- Evaluation criteria and procedures that will be used to measure progress and outcomes (i.e., How will outcomes be measured?)

**4. Schedule**

- How long will it take (timeline, project schedule) and when will major milestones occur?

**5. Budget**

- Provide a breakdown of costs that will be covered by the requested funding, as well as by other grants and in-kind services.
- Break out cost by personnel costs (funded and in-kind contributions), non-personnel costs (material and equipment), indirect costs (overhead, administrative).
- Make sure those program elements mentioned in the summary and supplementary materials are represented in the budget.

**6. Copies**

- Provide one(1) complete original application and three (3) copies
- CWC will distribute copies to DEP.

**Application Form for Construction or  
Infrastructure Planning & Assessment Programs**

**1. Cover Page**

**Please print or type all information.**

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

Project Contact Person \_\_\_\_\_ Telephone number / fax \_\_\_\_\_

Applicant/Organization Legal Name \_\_\_\_\_ Tax ID number \_\_\_\_\_

Please check the appropriate box to describe applicant.  
Non-profit organization      Municipal entity      Other -describe \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ County/Town \_\_\_\_\_

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_ E-mail \_\_\_\_\_

Chief executive officer of applicant organization / Title \_\_\_\_\_

Description of organization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount requested \_\_\_\_\_ Pollutants addressed (i.e., erosion, nutrients, petroleum, etc.) \_\_\_\_\_ Stormwater affected (sheet flow, road flooding, etc.) \_\_\_\_\_

Estimated Dates for Starting and Completing the Project \_\_\_\_\_

Are you proposing a multi-year project?      yes,      no

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**Application Form for Construction or  
Infrastructure Planning & Assessment Programs**

**2. Project Summary Page**

Name of project \_\_\_\_\_ Applicant \_\_\_\_\_

Please summarize your program or project within this space. State the problem being address; why the project is needed; how the project will address water quality; other relevant information.

Describe how you will evaluate the short and long-term effectiveness of the proposed project:

---

---

---

Describe how you will document the completion of the proposed program or project? \_\_\_\_\_

---

---

---

**Application Form for Construction or  
Infrastructure Planning & Assessment Programs**

**3. Background Pages** (Describe long term objectives, specific goals, the geographic area served. Present project schedule with start date, end date, major milestones such as design completion, bid dates, etc. Up to 4 pages total)

Name of project \_\_\_\_\_ Applicant \_\_\_\_\_

Page \_\_ of \_\_ pages      List attachments \_\_\_\_\_

**Application Form for Construction or  
Infrastructure Planning & Assessment Programs****4. Schedule**

Provide an estimate of when the following major milestones will occur. Enter start and completion target dates or not applicable as relevant for each activity. The schedule will be attached to the contract for selected projects, with provisions for updated it in writing to CWC as needed.

1. Request for proposals from consultants (engineer, planner, geologists)  
List consultants and expected contract dates:

2. Scope of Work/Planning: Attached

3. Design: Attached

4. Permits (list all required permits with target receipt dates): Attached

5. Project bidding: Attached

6. Construction / implementation: Attached

7. Prepare Operation & Maintenance manual (submit to CWC and DEP): Attached

8. Other major milestones (list):

