



## TOWN OF SOUTHAMPTON

Department of Community Preservation  
 24 W Montauk Hwy, Hampton Bays, NY 11946  
 Ph: 631-287-5720 Fx: 631-728-1920  
 WWW.SOUTHAMPTONTOWNNY.GOV/CPF

### COMMUNITY PRESERVATION FUND (CPF) WATER QUALITY IMPROVEMENT PROGRAM CHECKLIST/APPLICATION INSTRUCTIONS

The CPF Water Quality Improvement Project Plan (WQIPP) Fund follows the objectives in the adopted [Water Quality Improvement Project Plan](#) (see <http://www.southamptontownny.gov/DocumentCenter/View/7318>)

To apply for funding, an application must be **COMPLETED** and submitted along with detailed narratives and supporting information as described below. The Water Quality Advisory Committee will rank and score projects based on the [Scoring Criteria contained in the application materials](#). Parcel acquisitions will be considered on an ongoing basis, independent of this application process.

A Public Hearing and Town Board Resolution will be required for individual or multiple projects in excess of \$50,000.

#### WATER QUALITY IMPROVEMENT PROJECT MEANS:

##### [1] DEFINITIONS:

1. **Wastewater Treatment Improvement Project** means the planning, design, construction, acquisition, enlargement, extension, or alteration of a wastewater treatment facility, including alternative systems to a sewage treatment plant or traditional septic system, to treat, neutralize, stabilize, eliminate or partially eliminate sewage or reduce pollutants in treatment facility effluent, including permanent or pilot demonstration wastewater treatment projects, or equipment or furnishings thereof. Stormwater collecting systems and vessel pumpout stations shall also be included within the definition of a wastewater improvement project.
1. **Nonpoint source abatement and control program projects** developed pursuant to section eleven-b of the soil and water conservation districts law, title 14 of article 17 of the environmental conservation law, section 1455b of the federal coastal zone management act, or article forty-two of the executive law;
2. **Aquatic Habitat Restoration Project** means the planning, design, construction, management, maintenance, reconstruction, revitalization, or rejuvenation activities intended to improve waters of the state of ecological significance or any part thereof, including, but not limited to ponds, bogs, wetlands, bays, sounds, streams, rivers, or lakes and shorelines thereof, to support a spawning, nursery, wintering, migratory, nesting, breeding, feeding, or foraging environment for fish and wildlife and other biota.
3. **Pollution Prevention Project** means the planning, design, construction, improvement, maintenance or acquisition of facilities, production processes, equipment or buildings owned or operated by municipalities for the reduction, avoidance, or elimination of the use of toxic or hazardous substances or the generation of such substances or pollutants so as to reduce risks to public health or the environment, including changes in production processes or raw materials; such projects shall not include incineration, transfer from one medium of release or discharge to another medium, off-site or out-of-production recycling, end-of-pipe treatment or pollution control.
4. **The Operation of the Peconic Bay National Estuary Program**, as designated by the United States Environmental Protection Agency. Such projects shall have as their purpose the improvement of existing water quality to meet existing specific water quality standards. Projects which have as a purpose to permit or accommodate new growth shall not be included within this definition.



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## COMMUNITY PRESERVATION FUND (CPF) WATER QUALITY IMPROVEMENT PROGRAM PROPOSAL SUMMARY

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

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

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

Project Contact Information \_\_\_\_\_

Project Manager Name \_\_\_\_\_

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

Project Manager Affiliation \_\_\_\_\_

Project Manager Address \_\_\_\_\_

Project Manager Phone \_\_\_\_\_

Project Manager Email \_\_\_\_\_

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

Property Owner Affiliation \_\_\_\_\_

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

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

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

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

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

Type of Project

Reduction \_\_\_\_\_

Remediation \_\_\_\_\_

Restoration \_\_\_\_\_

Project Summary (2-3 sentences) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Submittal date \_\_\_\_\_



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## 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
- Operation of Peconic Bay National Estuary Program (Grant Match)

## 2. PRIORITY AREA(S) (check all that apply)

- High
- 303(d) Impaired
- Medium
- Outside High and Medium priority areas\*

\*Narrative must explain how project is relevant to Water Quality Improvement Project Plan (WQIPP) goals

## 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)

- Photos of exiting conditions are included (Attach Photos)
- Location map is included (Attach Map)
- Narrative describes in detail what the issue is and how the proposed solution addresses the issue in the context of Reduction, Remediation and/or Restoration as per the CPF Water Quality Project Plan



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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)

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

- 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>

## OTHER REQUIRED INFORMATION

- If Stormwater system or Drainage is proposed, the narrative and design specifications indicate compliance with the New York State Stormwater Design Manual (2015 and as updated)
- If project is related to farmland, the narrative addresses any Agricultural Stewardship Plan or other long term strategy for Nitrogen abatement
- If the project is for a municipal facility or infrastructure, information pertaining to Town or Village budgetary allocations for ongoing maintenance is provided
- If the project is for habitat restoration, the narrative addresses how underlying causes are being ameliorated and expected outcomes for local species populations or other ecological considerations are given
- If project is a Sewage Treatment Plant (STP) or cluster treatment system, fund allocation request is based on cost for reduction of pre-existing conditions and not for purpose of accommodating new density (describe pre-existing density and associated flow (gallons per day) and total projected nitrogen reduction in narrative). Include detailed information on how many homes the system would treat as well as potential for formation of Sewer District, if required by Suffolk County Health Department or Town Law
- If the project is requesting grant match for the Peconic Estuary Program, include information related to funding program source and purpose of application and any relevant items on this checklist. Note: A Town Board resolution will be required in order to encumber matching funds for grant applications



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### 4. WATER QUALITY BENEFIT

- Yes  No  N/A Nitrogen, Pathogen or Pollutant of Concern (POC) Existing Condition & Target Reduction is identified
- Yes  No  N/A Anticipated reduction by proposed technology is provided by utilizing EPA's Spreadsheet Tool for Evaluating Pollutant Load (STEPL) <http://it.tetrattech-ffx.com/steplweb/> or similar standardized methodology (provide)
- Yes  No  N/A Related to above, the narrative describes how data will be collected and reported over time
- Yes  No  N/A Narrative indicates how the useful life of the proposed technology will meet or exceed five (5) years
- Yes  No  N/A A total cost budget is included (see pages 6-7 for template) with a cost-benefit discussion and any details related to matching funds (e.g. in-kind services, pre-and post-monitoring, etc)

### 5. DURATION OF PROJECT

- Projected timeline is included (described any permits needed and time frame/status of required approvals)
- Narrative explains if project is multi-year or phased and includes budget/milestones for each year and Phase

### 6. PROJECT READINESS

- Narrative describes current stage of planning (e.g. conceptual, preliminary, full construction documents) and includes conceptual or sketch plans where applicable.
- 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.

### 7. MANAGEMENT, EXPERIENCE, ABILITY

- Narrative describes experience in completing similar projects
- Narrative describes project staffing, oversight and administration
- Narrative describes qualifications of project staff, consultants and contractors (as applicable)
- If Homeowner's Association or other community group, describe formal structure and responsibilities of members involved
- If private property (e.g. farmland), the narrative describes who is being contracted to do the work (qualifications, etc.)

### 8. REQUIRED CERTIFICATIONS

- Commitment is provided via Letter of Intent (LOI)\* for non-municipal entities or adopted resolution for Incorporated Villages \*  
 Note: A LOI template is provided in the application packet
- Plans stamped by NYS licensed Engineer and/or surveyor, where applicable
- STEPL calculations or equivalent prepared by NYS licensed Engineer, where applicable
- Certify that request for proposed funding is not otherwise required by Local, State or Federal Law and intended benefits cannot be achieved without external funding
- Certify that the application will report on project outcomes, including monitoring results

### 9. MAINTENANCE, MONITORING & EVALUATION

- A plan related to ongoing maintenance, monitoring and evaluation (reporting to the Town) is provided
- The Monitoring Plan will provide water quality data at regular intervals for a minimum of five (5) years

### 10. EDUCATIONAL COMPONENT

- The project sponsor will erect signage displaying the intent and benefit of the project on site
- As part of the evaluation, the project sponsor will submit a write-up of lessons learned and future needs



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**COMMUNITY PRESERVATION FUND (CPF)**  
**WATER QUALITY IMPROVEMENT PROGRAM**  
**BUDGET PROPOSAL**

PLANNING/ENGINEERING/DESIGN	Town CPF Re- quest	Matching Funds Committed	Matching Funds Pending	Estimated Total Project Costs
<b>In-house labor (provide separate sheet with calculations)</b>				
Task 1-	\$-	\$-	\$-	\$-
Task 2-	\$-	\$-	\$-	\$-
Task 3-	\$-	\$-	\$-	\$-
Task 4-	\$-	\$-	\$-	\$-
Task 5-	\$-	\$-	\$-	\$-
Task 6-	\$-	\$-	\$-	\$-
	\$-	\$-	\$-	\$-
<b>In House Labor Total</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>

Materials/Supplies				
	\$-	\$-	\$-	\$-
	\$-	\$-	\$-	\$-
	\$-	\$-	\$-	\$-
	\$-	\$-	\$-	\$-
	\$-	\$-	\$-	\$-
	\$-	\$-	\$-	\$-
	\$-	\$-	\$-	\$-
	\$-	\$-	\$-	\$-
<b>Materials/Supplies Total</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>

Contractual Services				
	\$-	\$-	\$-	\$-
	\$-	\$-	\$-	\$-
	\$-	\$-	\$-	\$-
	\$-	\$-	\$-	\$-
	\$-	\$-	\$-	\$-
	\$-	\$-	\$-	\$-
	\$-	\$-	\$-	\$-
	\$-	\$-	\$-	\$-
<b>Contractual Services Total</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>



CONSTRUCTION AND SITE IMPROVEMENTS	Town CPF Request	Matching Funds Committed	Matching Funds Pending	Estimated Total Project Costs
<b>In-house labor (provide separate sheet with calculations)</b>				
Task 1-	\$-	\$-	\$-	\$-
Task 2-	\$-	\$-	\$-	\$-
Task 3-	\$-	\$-	\$-	\$-
Task 4-	\$-	\$-	\$-	\$-
Task 5-	\$-	\$-	\$-	\$-
Task 6-	\$-	\$-	\$-	\$-
	\$-	\$-	\$-	\$-
<b>In House Labor Total</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>

Equipment/Materials/Supplies				
	\$-	\$-	\$-	\$-
	\$-	\$-	\$-	\$-
	\$-	\$-	\$-	\$-
	\$-	\$-	\$-	\$-
	\$-	\$-	\$-	\$-
	\$-	\$-	\$-	\$-
	\$-	\$-	\$-	\$-
	\$-	\$-	\$-	\$-
<b>Equipment/Materials/Supplies Total</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>

Contractual Services				
	\$-	\$-	\$-	\$-
	\$-	\$-	\$-	\$-
	\$-	\$-	\$-	\$-
	\$-	\$-	\$-	\$-
	\$-	\$-	\$-	\$-
	\$-	\$-	\$-	\$-
	\$-	\$-	\$-	\$-
<b>Contractual Services Total</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>

<b>ENGINEERING TOTAL</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>
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<b>Total Project Cost</b>	<b>\$-</b>
<b>Total CPF Funds Requested</b>	<b>\$-</b>

<b>Applicant matching funds committed</b>	<b>\$-</b>
<b>Applicant matching funds pending approval (e.g. grant request submitted pending determination)</b>	<b>\$-</b>

Source of matching funds	Amount



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## COMMUNITY PRESERVATION FUND (CPF) WATER QUALITY IMPROVEMENT PROGRAM LETTER OF INTENT

### CONTACT INFORMATION

Municipality \_\_\_\_\_  
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: \_\_\_\_\_  
Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Copy of WQIPP Scoring System**

**Project Name:** Hypothetical Project

**Number:** 2018-G-3

**Proj Manager:**

**Status:**

<b>Mandatory Criteria</b>		<b>YES</b>	<b>No</b>
MC.1	Project Application Completed with Detailed Info	X	
MC.2	Impact of the Project on Water Quality	X	
MC.3	Duration of Benefits Exceed 5 Years	X	
MC.4	Funding Requirement	X	
MC.5	Demonstrated Technology	X	
MC.6	Ownership Commitment LOI	X	

Initials
1
2
3

<b>Total Score</b>
<b>39</b>

Only change numbers with Red font

Input (1 to 5)

<b>Water Quality Improvement Impact</b>		<b>Percent Weight</b>		<b>Grade</b>	<b>Score</b>
WQ.1	Impact on Water Quality is Measurable	20%	6	1	1.2
WQ.2	Impact on Water Quality is Significant	40%	12	2	4.8
WQ.3	Project serves Water Quality Priorities stated by the Project Plan	20%	6	3	3.6
WQ.4	If not Cost Efficient, does project provide a prototype or catalyst for something beneficial to water quality	20%	6	4	4.8
<b>SubTotal</b>		100%	30		<b>14.4</b>

<b>Cost Factors</b>		<b>Percent Weight</b>		<b>Grade</b>	<b>Score</b>
C.1	Cost estimate is well substantiated	40%	12	3	7.2
C.2	Project provides high value for cost	20%	6	2	2.4
C.3	Does project leverage other sources of funding	10%	3	4	2.4
C.4	Cost overrun contingency has been considered	10%	3	5	3
C.5	Maintenance Costs have been estimated and provided	20%	6	2	2.4
<b>SubTotal</b>		100%	30		<b>17.4</b>

<b>Management, Experience, and Ability</b>		<b>Percent Weight</b>		<b>Grade</b>	<b>Score</b>
MEA.1	Owner is a Municipality	10%	1.5	1	0.3
MEA.2	Project Type is a WQIPP Standard	25%	3.75	4	3

## Copy of WQIPP Scoring System

MEA.3	Project Supports Town, County, LINAP, and other Adopted Goals	25%	3.75	5	3.75
MEA.4	Applicant has demonstrated experience in completing similar projects	40%	6	2	2.4
<b>SubTotal</b>		100%	15		9.45

Project Readiness		Percent Weight		Grade	Score
PR.1	Significant Community Support	20%	3	4	2.4
PR.2	Absense of Community Opposition	20%	3	5	3
PR.4	Owner has Committed with LOI	20%	3	3	1.8
PR.4	Sources of Funding not provided by CPF - LOI	20%	3	3	1.8
PR.5	Permitability	20%	3	1	0.6
<b>SubTotal</b>		100%	15		9.6

Maintenance, Monitoring, and Evaluation		Percent Weight		Grade	Score
MME.1	Provisions made for long term maintenance of the project post construction	50%	5	4	4
MME.2	Stewardship, monitoring, enforcement protocols in place	50%	5	3	3
<b>SubTotal</b>		100%	10		7

Scored Criteria	Category Weighting
WQ	Water Quality Improvement Impact <b>30</b>
C	Cost Factors <b>30</b>
MEA	Management, Experience, and Ability <b>15</b>
PR	Project Readiness <b>15</b>
MME	Maintenance, Monitoring, and Evaluation <b>10</b>
<b>100</b>	