

**NORTH CAROLINA SEDIMENTATION CONTROL COMMISSION
LOCAL PROGRAM ASSISTANCE CONTRACTS**

CONTRACT EVALUATION GUIDELINES

It is the intent of the North Carolina Sedimentation Control Commission that the funds available for local program assistance be used to support the creation of new Local Erosion and Sediment Control Programs. Should the total of these requests be less than the amount available, consideration will be given to the expansion of existing programs then enhancement of existing programs.

- A. Eligible applicants for North Carolina Sedimentation Control Commission (NCSCC) local program assistance funds:

Local government entities (i.e. county or municipal governments), with a locally adopted erosion and sedimentation control ordinance.

- B. Matching funds are required (minimum 60% local match to 40% NCSCC funds), **however the Commission will consider the commitment of additional matching resources in evaluating the worthiness of each contract request.** The matching criteria will be applied to a maximum of a 10-month budget period. Monies will be available no earlier than the next fiscal year or when the state budget is signed. Billing shall occur at least quarterly.

- C. NCSCC local program assistance funds may be used for the following purposes:

1. Start-up funds for new local erosion and sedimentation control programs. Staff salaries and benefits will be a consideration but other items may also be needed. A possible list of items to be considered in the start-up of a new program may include: desk, chair, communication equipment (cell phone and/or desk phone, 2-way radio), calculator, filing cabinet, book shelves, office supplies, computer, safety equipment (fire extinguisher, first aid kit, safety boots, hard hat, rubber boots, rain gear), vehicle (truck in most cases), and a water cooler. List of items should be specific.
2. Enhancement funds for the expansion of existing local programs (**only if funds are available**). The local program will need to justify the need for funding based on hiring of additional employee(s) to cover additional areas, due to the expansion or annexation, of areas not currently in the local programs jurisdiction. Items for consideration are: salaries (for new employees only), equipment (as noted above), and training.
3. Enhancement funds (non-salaried items) for existing local programs (**only if funds are available**). Items for consideration are: equipment (as noted above), training, legal/enforcement expenses, innovative ideas, or other appropriate

program needs. Justification for equipment upgrades will be required. Requests for vehicle upgrades will not be permitted. List of items should be specific.

D. NCSCC Local Program Assistance Contract Applications will be quantitatively evaluated on the basis of their potential to achieve the following objectives of the NCSCC:

I. Principal Objectives

Provide increased protection of the State's land and water resources from damage due to accelerated erosion and sedimentation from land-disturbing activities by:

a. Creating new local erosion and sedimentation control programs capable of performing increased levels of education, control and enforcement.

--OR--

b. Expansion of existing local erosion and sedimentation control programs where the jurisdiction of the local government has substantially grown during the previous contract period.

--OR--

c. Enhancing existing local erosion and sedimentation control programs to maintain or increase their present capability of education, control and enforcement.

II. Additional Considerations

a. Consistency with Basinwide Water Quality Plan

b. Applicants' qualifications

E. The NCSCC will also be guided by the following non-quantitative criteria in making final funding decisions:

1. Priority assessment of regional level need for program by LQS Regional Engineer.

2. Priority assessment of state level need for program by LQS Central office.

- F. Contract documents will be sent for execution to those programs selected by the NCSCC. Contracts must be signed and returned to the NC Department of Environment and Natural Resources for final execution. Payment will be made only after receipt of invoices indicating expenditure of funds subject to the contract. Line item purchases must be listed on the budget proposal. Each receipt must match each budgeted line item. Each purchased line item must have an accompanying amount easily discernible and highlighted on the invoice. All contracts are subject to certain Federal and/or State requirements. A copy of these requirements is attached to this information. **Contracts may not be awarded or contracts may be canceled if funds become unavailable.** Expenses shall be submitted at a minimum of each quarter. Contracts will expire April 15 of the fiscal year in which the contract is signed.

**LOCAL PROGRAM CONTRACT FUNDS COMMITTEE REPORT
APPLICATION REQUESTS FOR FISCAL YEAR 2008-2009**

February 5, 2008

Five applications were received from local governments. Two applications were for start-up of new local erosion and sedimentation control programs. Three applications are for enhancement of existing programs. Attached is a copy of each of the applications received. The following is a summary of each request including Local Program Contract Funds (LPCF) Committee and staff recommendations.

New Program Requests:

Iredell County:

Iredell County requested \$25,000 to be utilized to defray the expenses associated with the start-up cost of a local erosion and sedimentation control program. The funds will be used to fund salary and benefits for positions dedicated to erosion and sediment control staff positions. The amount requested is about 13% of the proposed operating budget for the ten-month period.

Both LPCF Committee and Staff recommend approval of this request.

City of Wilson:

The City of Wilson requested \$30,924 to assist with the start-up of a local erosion and sedimentation control program. The funds requested will be used to fund salaries and benefits for erosion and sediment control staff, purchase field and office equipment, computers, digital camera, cell phone, training/travel and a vehicle. The amount requested is 40% of the proposed operating budget for the ten-month period.

Both LPCF Committee and Staff recommend approval of this request.

Existing Program Enhancement Requests:

Cabarrus County:

Cabarrus County requested \$2,040 to purchase a GPS unit, GPS software, rain gear, camera, and provide training for erosion and sediment control staff. This amount is approximately 1% of the proposed operating budget for the ten-month period.

Both LPCF Committee and Staff recommend approval of this request.

Caldwell County:

Caldwell County requested \$11,620 to purchase field gear, office supplies and printed forms; to pay for legal fees (County's attorney is on contract) and monthly service charges for computer use, gas and vehicle maintenance; and to provide additional training and travel for erosion and

sediment control staff. The amount requested is 5% of the proposed operating budget for the ten-month period.

Both LPCF Committee and Staff recommend approval of this request with a justification of expenditures for legal fees. (Email justification attached to application.)

City of Newton:

The City of Newton requested \$ 1,437.20 to purchase a laptop computer, Arcview GIS user license, and GPS receiver. This amount is 40% of the items requested in the application budget for the ten-month period.

Both LPCF Committee and Staff recommend approval of this request.

Total Funds Available	\$ 101,357.00
Total Funding Requests	\$ 71,021.20
Recommended Funding	\$ 71,021.20
Recommended Uncommitted Funds	\$ 30,335.80

<u>Requested Budget Funding</u>		<u>Recommended Budget Funding</u>	
Total Funds Available	\$ 101,357.00	Total Funds Available	\$ 101,357.00
New/Existing		Recommended New/	
Program Requests	- 71,021.20	Existing Program Requests	- 71,021.20
Balance	\$ 30,335.80	Balance	\$ 30,335.80

Remaining Funds:

There are three amendments from programs who have requested funds for the 2008-2009 Fiscal Year. The requests if approved, will be added to the existing applications. The Local Program Contract Funds Committee has decided not to make a recommendation on how the remaining money should be spent. However, the Committee strongly prefers that the money be spent on local programs. The remaining funds have to be spent using the Contract Evaluation Guidelines set forth by the NC Sedimentation Control Commission (SCC) for Local Program Assistance Contracts. Guidelines are attached.

Additional Amendment Requests for Consideration of Remaining Funds:

The Land Quality Sections has received three amendments requesting additional funds if available. The amendments have been submitted by Iredell County, City of Wilson, and Caldwell County.

Iredell County:

Iredell County has requested an additional \$15,140. The additional funds will help the County purchase uniforms, field gear, a vehicle, and provide training/education and travel expenses for erosion and sediment control staff. The county plans to use the money to produce publications to handout to those submitting erosion and sediment control plans, as well as to acquire publications to assist staff in reviewing plans and conducting field inspections. Additional money has been set aside to assist the amount already requested for salaries and benefits. The original application did not have a specific line item budget attached. An additional request was made to provide the line item budget. If the amendment is approved, the total amount of the application and amendment requested is approximately 21% of the proposed operating budget for the ten-month period.

Staff recommends approval of this request if the Commission is willing to fund this amendment.

City of Wilson:

The City of Wilson has requested an additional \$1,878. The additional funds will help the County purchase uniforms, erosion and sediment control publications, print flyers and pamphlets, and provide training/education and travel expenses for erosion and sediment control staff. If the amendment is approved, the total amount of the application and amendment requested is approximately 42% of the proposed operating budget for the ten-month period.

Staff recommends approval of this request if the Commission is willing to fund this amendment.

Caldwell County:

Caldwell County has requested an additional \$120. The additional funds will be used to purchase two rangefinders to assist in measuring the size on land-disturbance on project sites. If the amendment is approved, the total amount of the application and amendment requested is approximately 5% of the proposed operating budget for the ten-month period.

Staff recommends approval of this request if the Commission is willing to fund this amendment.

<u>Requested/Recommended Budget Funding</u>		<u>Amendment Budget Funding</u>	
Total Funds Available	\$ 101,357.00	Total Remaining Funds	\$ 30,335.80
New/Existing Program Requests	- 71,021.20	Amendment – New/ Existing Program Requests	- 17,138.00
Balance	\$ 30,335.80	Remaining Balance	\$ 13,197.80

The Sedimentation Control Commission can choose to fund all, none, or part of the amendments and use the remaining funds as they see fit. However, the remaining funds have to be spent according to the guidelines set forth in the Contract Evaluation Guidelines for the NC SCC Local Program Assistance Contracts.