MUNICIPAL FACILITY & OPERATIONS

The purpose of this guidance is to support municipal facilities and related operations that reduce the potential for pollutants to enter the municipal separate storm sewer (MS4) and local waterways. Eligible expenses focus on pollutant prevention, spill response, material management, employee training, and other MCM 6 good housekeeping practices. The following guidance establishes eligible and ineligible expenses.

Eligible Expenses

- **Spill Prevention & Response:** Spill response kits, spill containment supplies, absorbent materials, spill response planning and training.
- **Material Storage & Handling:** Secondary containment for fuels, oils, chemicals, de-icing materials, and other potential pollutants. Covered outdoor storage for salt, material stockpiles, and other materials. Chemical storage improvements. Signage and labeling that support proper material handling.
- **Facility Improvements:** Dumpster covers, storm drain protection measures, vehicle maintenance area containment, and other facility improvements that reduce the exposure of pollutants to stormwater runoff.
- **Staff Training & Professional Development:** Staff attendance at SWMD meetings. Stormwater-related conferences, workshops, and training programs. Certification courses. (*pre-approval not required; however, an agenda or course description, proof of attendance or registration, and a cost summary must be included with the annual report*).

Ineligible Expenses

- General facility maintenance unrelated to stormwater quality improvements.
- Vehicle, equipment, or machinery purchases.
- Street sweeping programs.
- Leaf collection programs.
- Catch basin cleaning programs.

Documentation Requirements

Expense request documentation must include supporting information such as invoices, receipts, or proof of payment. Unless otherwise noted above, all requests must be approved prior to expenditure.

While street sweeping, leaf collection, and catch basin cleaning can provide water quality benefits, these activities are currently an ineligible program expense. The program is prioritizing municipal facility inspections and facility-based pollution prevention improvements to support permit compliance and maximize available funding opportunities.