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2013 Virginia Locality Stormwater Program Development Phase II

REQUEST FOR PROPOSALS

*Joint Program of the Virginia Department of Conservation and Recreation and the
Virginia Department of Environmental Quality
Grants to be awarded through DEQ from the following sources:
Commonwealth of Virginia Water Quality Improvement Funds (state)
Virginia Chesapeake Bay Regulatory and Accountability Program Fund (federal)*

Issued By:

Virginia Department of Conservation and Recreation (DCR)
Division of Stormwater Management
203 Governor Street, Suite 206
Richmond, VA 23219
Email: swmgrants@dcr.virginia.gov

RFP and Grant Awards Timeline:

June 3, 2013	Issue Request For Proposals (RFP)
July 15, 2013	Deadline for Submitting Applications and Proposals
August 19, 2013	Target Date for Stormwater Award Decisions & Public Notice
September 19, 2013	Public Comment Period Closes
October 1, 2013	Target Date to Begin Executed Stormwater Project Agreements
December 31, 2014	Completion Date for All Project Awards

2013 Virginia Locality Stormwater Program Development Phase II

REQUEST FOR PROPOSALS

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A. PURPOSE AND BACKGROUND

The purpose of this Request for Proposals (RFP) is to solicit proposals to establish grant agreements through competitive negotiation for Virginia Locality Stormwater Program Development, Phase II. As authorized in the Code of Virginia 10.1-2128 Stormwater Management and as mandated by Section 10.1-603.3 C of the Stormwater Management Act, the Virginia Department of Conservation and Recreation (DCR) is making grant funding available for the second time (Phase II) in support of proposals to build local government programs and capacity that will result in the development of local stormwater programs consistent with the Virginia Stormwater Management Act and applicable regulations. During the 2013 Legislative session the General Assembly passed Chapters 756 (HB2048) and 793 (SB1279) of the 2013 Virginia Acts of Assembly which moved several programs from the Virginia Department of Conservation and Recreation (DCR) to the Virginia Department of Environmental Quality (DEQ). **As a result, although DCR is issuing this solicitation, the program will transfer to DEQ, and DEQ will lead the review and selection of proposals and the issuance of all associated grant agreements.**

Phase I of this grant series was awarded in the Fall of 2012. As was the case in the Phase I grants, eligibility for award includes localities who are adopting local stormwater programs pursuant to the Virginia Stormwater Management Permit (VSMP) regulations as well as regional entities (e.g., Soil and Water Conservation Districts, Planning District Commissions, and other applicable organizations) representing adopting localities. The Phase I grants did not have a match requirement; however, these Phase II grants do have a match requirement as detailed in the RFP per the requirements in the legislation and the Water Quality Improvement Fund. Applicants which received a Phase I grant, should not include activities for which they have already received funding through Phase I.

Specifically, development of final local stormwater programs will include local adoption of water quality and quantity criteria for new development and redevelopment and procedures for plan review, inspection and enforcement of these criteria through local ordinances, policies and procedures consistent with the VSMP regulations. The minimum requirements are the submission of a preliminary final package to be submitted for review by DEQ by December 15, 2013 and a final package, including an adopted local ordinance, by April 1, 2014; specific requirements for the minimum requirement submittals are detailed in this RFP.

B. ELIGIBLE APPLICANTS

Counties, cities, towns, planning district commissions and soil and water conservation districts, and other combinations of localities who are adopting local stormwater management programs consistent with the VSMP regulations are eligible for grants to be awarded through this RFP.

C. REQUIRED AND ELIGIBLE ACTIVITIES

The following **Activities** must be included in any proposal, if not already funded and documented as a deliverable in a Phase I grant:

- Submission to DEQ of a preliminary final VSMP Application Package by December 15, 2013. The Package must include a local ordinance, a funding & staffing plan and policies and procedures that have been approved by local staff and ready for presentation to local elected officials. ***If this is already planned as a funded activity in a Phase I grant project, please state that up front in your proposal.***

- Submission to DEQ of a final package to include an adopted VSMP ordinance by April 1, 2014, consistent with the VSMP regulations. ***If this is already planned as a funded activity in a Phase I grant project, please state that up front in your proposal.***

The following are additional **Eligible Activities** for Local Stormwater Program Development:

- Development of revised local ordinances to address the provisions in the Virginia Stormwater Management regulations that local governments are required to address through their local stormwater management programs (funding can also be used for costs of advertizing for public hearings).
- Funding of staff positions that have been identified in the locality's draft funding & staffing plan as being needed to administer the requirements of the VSMP program.
- Procurement of non-capital equipment and tools to assist with the administration of the VSMP program. This funding category includes items such as computer and related equipment and software packages and does not include vehicles.
- Development of final funding & staffing plan including the following:
 - Refinements to the previous evaluation of development trends and permit activity as compared to existing staffing levels;
 - Final analysis of existing staff skills related to implementation of the stormwater management technical criteria;
 - Final determination of staffing needed to administer the local stormwater program. Includes both staffing needs by local government employees and/or contracted services;
 - Evaluation of administrative and other tools (administrative staff, computers, mapping, vehicles) needed to support stormwater program implementation;
 - Identification of costs for stormwater training.
- Training and education of staff in stormwater management principles and regulations. Training may include travel to and attendance at DEQ Stormwater certification courses. ***If this is already planned as a funded activity in a Phase I grant project, please state that up front in your proposal.***
- Establishing BMP data collection and tracking procedures to report BMP implementation consistent with DEQ's ePermitting system. Development of new or revision of existing land use ordinance provisions (zoning and/or subdivision ordinance) that eliminate impediments for the use of such runoff reduction techniques such as impervious cover reduction and promote or require environmental site design.
- Development of local manuals or similar documents containing stormwater management technical criteria, provisions contained in the General Permit for Discharges from Construction Activities and administrative policies, processes and procedures. Such policies, procedures and criteria may include, but are not limited to:
 - Policies and procedures for the review and approval of stormwater management, stormwater pollution prevention and pollution prevention plans;
 - Policies and procedures for obtaining and releasing of bonds;
 - Requirements for site inspections;
 - Procedures for reporting and recordkeeping;

- Requirements for the long-term inspection and maintenance of best management practice (BMPs) facilities;
- Policies and procedures for the enforcement of the stormwater management requirements;
- Fee structure to support the program

If the locality is choosing to partner with another entity for the plan review and inspections, there must be a mechanism developed that details how the partnership will function and be maintained. This mechanism (e.g. contracts, Memorandum of Understanding) must be included with the policies and procedures listed above. Letters documenting the support/contributions of project partners are required for all localities as well as all partners receiving grant funds or providing match.

D. ACTIVITIES NOT ELIGIBLE FOR FUNDING

Activities and items not eligible, which will not be supported with this funding, include:

- Stormwater Program development activities already underway and fully supported with other funding sources (including Phase I grant) for the same activities.
- Tasks and activities to develop new programs and/or enhance existing programs that cannot be distinguished from existing funded work and new work to be supported by these grant funds.
- Indirect Costs, agency operating expenses for purposes of replacing or otherwise reducing any general, non-general, or special funds allocated or appropriated to any state agency.
- Projects located on state-owned land/facilities; unless a grant is awarded to a local government for efforts undertaken on lands owned by the Commonwealth and leased to a local government.
- Purchasing or renting, in part or fully, any vehicles.

E. AVAILABLE FUNDING

- Approximately \$1.91 M is available now through December 2014 from the Commonwealth of Virginia. These funds will be provided as follows: Approximately \$1,000,000 from Commonwealth of Virginia Water Quality Improvement Fund (WQIF) and \$910,000 from Chesapeake Bay Restoration and Accountability Program's Federal funds. The award range for eligible projects is \$10,000 minimum and \$75,000 maximum. If eligible multi-jurisdictional proposals are justified, a higher maximum amount may be considered.
- Match is required at a 1:1 ratio of grant funds requested unless the applicant requests consideration for a waiver by a documented hardship need based on an Above Average or High Stress ranking in the Fiscal Stress Index as determined by Commission on Local Government Fiscal Stress. Any match reported must be credited toward program accomplishments.
- Funding is available for projects to begin October 1, 2013, which is the target date for executing project grant agreements. All proposals must provide for a defined project period for expenditure of funds which can be No Later than December 31, 2014. The official dates will be defined in the grant agreements.

F. GRANT AGREEMENT REQUIREMENTS & GUIDELINES

The Department of Environmental Quality will make use of a standard grant agreement template and general terms and conditions for state and federally funded grant projects for awarding funding through this request for proposals.

Projects selected for funding will be required to provide quarterly progress and financial reports and a final report to the assigned DEQ Project Manager.

G. APPLICATION PACKAGE REQUIREMENTS

The application package for the Locality Stormwater RFP includes three required components and other optional components. All required components must be submitted in order for the proposal to be considered for review. Optional submission elements may enhance the application package.

APPLICATION PACKAGE DOCUMENTS				
All components must be in an electronic format (PDF or Microsoft Word)				
Proposal Narrative/Scope of Work (See Guidelines) – <i>required(section K)</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Budget Detail (See Guidelines) – <i>required (Section L)</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Letters of Support from participating partners – <i>required for partners receiving grant funds or providing match</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Vicinity Map: 8 ½ x 11 inch (limited to 1 page) - <i>optional</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
A minimum requirement is the development of a preliminary final VSMP application package to be submitted for review by DEQ by December 15, 2013; specific requirements for the preliminary final application package are detailed in this RFP. - <i>required</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
A minimum requirement is the development of a final VSMP application package to be submitted for review by DEQ by April 1, 2014; specific requirements for the final package are detailed in this RFP. - <i>required</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Description of previous accomplishments (limited to 1 page, PDF or Word): Description of other successful and related projects for which your organization has been the lead. – <i>optional</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Match waiver request - <i>optional</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

H. PREPARATION AND SUBMISSION INSTRUCTIONS

In order to be considered for selection, project sponsors must submit their proposal to include a project proposal narrative and budget narrative. Applicants are required to provide their proposals electronically (via E-mail or CD-ROM - Microsoft Word files are preferred) to the Virginia Department of Environmental Quality **by midnight on Monday, July 15, 2013**. Incomplete application documents not delivered or mailed accordingly will be disqualified.

Email application packages to: – npsgrants@deq.virginia.gov

Please use the email subject line: “2nd Locality Stormwater Program Development RFP < insert Sponsor name >”

If mailing a CD-ROM, please address the final application package to:

**Walter A. Gills, Program Manager
 Department of Environmental Quality
 Clean Water Financing and Assistance Program
 PO Box 1105
 Richmond, 23218**

I. EVALUATION AND AWARD CRITERIA

Projects will be scored based on the evaluation criteria and the bonus points sections listed below, in order to prioritize projects for the distribution of available funds. A team of DCR and DEQ staff will evaluate grant applications and proposed projects. Final decisions for project selection are at the discretion of the DEQ. All projects approved for funding through this RFP will be made available for public comment at least 30-days prior to executing grant agreements. Each grant award will be determined by DEQ based on scoring criteria, number of applicants and available funds and may be less than requested. The recommended award list will be posted for public comment on the DEQ Clean Water Financing and Assistance Program website:

<http://www.deq.virginia.gov/programs/water/cleanwaterfinancingassistance.aspx>

Basic Eligibility (Pre-Screening) Criteria	Points
All of these criteria must be met in order for a full review to be completed.	
Eligible Applicant: The applicant is eligible according to those listed in Section B of the RFP	1
Non-Eligible Activities: The project does not include any of the non-eligible activities outlined in Section D of the RFP	1
Partnerships: The proposal contains the required letter of support from any planned and/or named project partners	1
Submission Requirements: The proposal meets all submission requirements as outlined in the RFP [e.g. deadline, application materials, etc.]	1
Other Submission Restraints: The proposal does not violate any special submission requirements outlined in the RFP [i.e., RFP require partnerships to provide letters of support, applications must be received by deadline, application must be complete, etc.]	1
Meet the Minimum Funding Requirements, including 1:1 match (unless requesting waiver)	1
Basic Eligibility (Pre-Screening) Criteria Required Points	6

Proposals that do not meet all 6 Basic Eligibility Criteria will not be eligible for full proposal review.

Evaluation Criteria	Points
Targets and Priority Goals: How well does the proposal address the Required and Eligible Activities listed in Section C of the RFP?	40
Narrative: Does the project narrative provide enough detail to describe the project need, project steps, project staff and roles, and project deliverables and results?	25
Project Objectives, Timeline and Milestones: Does the project narrative provide a detailed list of objectives? Does it provide the project's anticipated deliverables (ordinances, policies; procedures; funding & staffing plan) and outcomes (impacts, consequences, or results)? Does it include a schedule for completion of the minimum requirements? How well does the timeline and milestones convey that the project will be completed successfully?	10
Project Design and Methodology: How well is the overall project designed to meet the goals and expectations identified in the RFP or for meeting the proposed nonpoint source program objectives including the specific plans or methodology to be used to achieve the project objectives?	10
Cost Effectiveness: How cost effective is the project in achieving measurable results? In evaluating the cost-effectiveness, consideration will be given to the availability of other funding for the project, the leveraging of public and private matching funds and the interaction of the proposed project in relation to other associated projects or programs.	10
Experience and Past Grant Work of Applicant: Does the applicant have experience and capacity to manage and administer grants and similar projects? If not, does the project engage partners who will	5

be able to complete tracking tasks? Does the proposal demonstrate the capability of the project sponsor and partners in providing for the successful completion of the project (e.g. qualifications and expertise)?	
Evaluation Criteria Maximum Points	100

Bonus Criteria	Points
RFP bonus points will be given to those proposal that meet any of the criteria below	
Proposals from localities that rank Above Average or High on Fiscal Stress Index as determined by the Commission on Local Government (COLG) fiscal stress index. 25 points will be awarded for Above Average and 50 points for High.	25-50
Proposals from localities that are not subject to the Chesapeake Bay Preservation Act or are not currently permitted as a Phase I or Phase II MS4.	20

J. DEQ/DCR CONTACTS

General Questions regarding the Locality Stormwater Program Development and related activities should be directed to Ginny Snead, at (804) 786-3998 or ginny.snead@dcr.virginia.gov, or Joan Salvati at (804)225-3444, joan.salvati@dcr.virginia.gov.

Direct general questions regarding the grant application process to the attention of Susan Hale, DCR Grant Manager (swmgrants@dcr.virginia.gov) or Walter Gills, DEQ Clean Water Financing and Assistance Programs Manager (npsgrants@deq.virginia.gov), and Kelly Ward, DEQ (npsgrants@deq.virginia.gov)

Project sponsors should contact the appropriate DEQ regional office identified below to discuss specific project ideas and questions for local or regional projects.

- Kelly Miller, Regional Manager, Abingdon: 355 Deadmore Street, Abingdon, VA 24210; Phone: (276) 676-5527, fax #: (276) 676-5527, Email: Kelly.miller@dcr.virginia.gov
- Kelly Miller, Regional Manager, Christiansburg: 8 Radford Street, Suite 102A, Christiansburg, VA 24073; Phone: (540) 394-2588, Email: Kelly.miller@dcr.virginia.gov
- Shawn Smith, Richmond: 4949-C Cox Road, Glen Allen, VA 23060; Phone (804) 371-0771, fax (804) 527-4798, Email: shawn.smith@dcr.virginia.gov
- John Mlinarcik or Paul DeMarsh, Staunton: 44 Sanger Lane, Suite 102, Staunton, VA 24401; Phone: (540) 332-8956, fax #: (540) 332-8956 john.mlinarcik@dcr.virginia.gov or paul.demarsh@dcr.virginia.gov
- Noah Hill, Regional Manager, Suffolk: 1548 Holland Road, Suffolk, VA 23434; Phone: (757) 925-2388, fax #: (757) 925-2388, Email: Noah.hill@dcr.virginia.gov
- Mike Lee, Tappahannock: P. O. Box 1425, Tappahannock, VA 22560; Phone: (804) 443-6752, fax #: (804) 443-4534, Email: mike.lee@dcr.virginia.gov
- Kelly Vanover, Regional Manager, Warrenton: 98 Alexandria Pike, Ste 33, Warrenton, VA 20186; Phone: (540) 347-6420, fax #: (540) 347-6423, Email: Kelly.vanover@dcr.virginia.gov

K. PROPOSAL NARRATIVE GUIDELINES

Below is an outline that serves as the proposal narrative guidelines. Please ensure that all aspects of this outline are addressed in the Proposal submission.

1. Applicant Information:

- a) Name of Organization
- b) Mailing Address (and UPS address)
- c) Federal ID #
- d) DUNS # (Duns & Bradstreet)
- e) Contact Person
- f) Title
- g) Phone Number
- h) Email
- i) Fax Number
- j) Type of Organization (PDC, SWCD, Local Government)

2. Project Information:

- a) Name of Project
- b) Project Start Date
- c) Project End Date (NLT 12/31/2014)
- d) Amount of Funding Requested
- e) Describe any other applicable funding that has/is being used toward work related to this project. Specific descriptions need to be added here and in the budget detail for activities and items funded by a Phase I project

3. Programmatic Project Information:

- a) Does your jurisdiction lie within the boundaries of the Chesapeake Bay drainage? Yes/No
 - i. Does your jurisdiction currently have an established stormwater program? Yes/No
 - ii. If yes, are you requesting funds to enhance your program? Yes/No
- b) Is your jurisdiction currently a permitted MS4 (Phase I or Phase 2)? Yes/No
- c) Who is the contact person for the development of your local stormwater program?

4. Project Partners and/or Participating Jurisdictions. For each one, please document:

- a) Name of Organization
- b) Role
- c) Contact Person
- d) Funding Allocation, if provided

5. Work Plan

Describe the scope and methodology of the planned work. Detail how the eligible activities listed in Section C will be carried out. Explain partner involvement where applicable. Include a timeline that links each of the pertinent activities to a date.

It is strongly recommended that this Work Plan section of the Proposal Narrative use the Evaluation Criteria categories in Section I as an outline.

6. Products/Outcomes

List and describe the final outcomes planned. Include the reporting and delivery plans for each of the partners and stakeholders involved.

L. BUDGET DETAIL GUIDELINES

Use the following guidelines for determining budget categories for estimated project expenses. DEQ grant agreements for projects awarded funding will include a Project Budget and Expense Report Template, which breaks down the project budget into categories. This form is to be used for reimbursement request according to actual expenses within each of the budget categories. All costs must be reasonable and necessary. Adherence to Generally Accepted Accounting Principles and all applicable state regulations must be followed.

Personnel: Grant funds for personnel charges should only be for staff within the project sponsors organization and for staff members who are directly involved in the project. This category does not include contractual staff. In-kind personnel contributions from project partners may be listed as personnel under the Match funds section of the budget narrative. Use the actual annual salary or hourly wage of project staff to determine expenditures and/or match amounts based on estimated time to be spent working on the project.

Fringe Benefits: In the budget narrative please provide the percentage used for fringe benefits, the basis for its computation, and the types of benefits included.

Travel: Mileage traveled and other costs for travel including lodging and meals. Travel reimbursements are for actual costs based on organization policies, and is not to exceed those included in the *Commonwealth of Virginia Policies & Procedures, Topic No. 20335, State Travel Regulations*. A maximum vehicle mileage rate of \$0.565/mile should be used (2013 IRS rate).

Supplies: This category includes tangible property items with a per unit cost value of less than \$5,000. Supplies must be itemized in the budget narrative.

Contractual: Contractual costs include subcontracted work to be completed by those other than the project sponsor such as design and engineering services, legal contracts, easement surveys, and analysis of water samples.

Other Direct: Miscellaneous items. These items must be listed in the budget narrative, in sufficient detail to determine if they are reasonable and allowable.

Indirect: No indirect costs will be funded. Indirect charges may be used as project Match. The indirect cost rate must be documented in the match narrative.