

**2015 Virginia TMDL Implementation Program  
Invitation for Full Proposals (2015 TMDL IFP)**

*Source of Funding: EPA Section 319(h) Project Funding*

**Issued January 9, 2015 by:**

Virginia Department of Environmental Quality  
Office of Watershed Programs, Division of Water  
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**IFP and Grant Awards Timeline**

- January 9, 2015                      Target Date for Invitation for Full Proposals
- March 30, 2015                     Target Deadline for Full Applications
- April 27, 2015                     Target date for 319 award decisions and public posting
- July 1, 2015                        Target start date of projects (Subject to availability of federal funds)
- December 31, 2017                Target completion date for all projects

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**Note:** The 2015 TMDL IFP is directly related to the 2015 TMDL Implementation Project Request for Pre-Applications ([2015 TMDL RFA](#)). Only selected applications from the 2015 TMDL RFA are eligible to apply to the 2015 TMDL IFP.

### A. Purpose and Background

The purpose of this 2015 TMDL Invitation for Full Proposals (2015 TMDL IFP) is to receive full proposals from the outcome of the [2015 TMDL RFA](#) in order to establish up to 6 agreements for nonpoint source (NPS) TMDL implementation. The Virginia Department of Environmental Quality (DEQ) is making approximately \$1.5 million in Federal [Section 319\(h\)](#) grant funding available to support [implementation projects](#) that will result in advancement of goals and milestones provided in eligible TMDL implementation plans (IP).

All proposed pollution reduction activities (BMPs, education and outreach) must be specifically identified in an EPA-approved IP to be considered eligible for funding under this RFA. Funding will not be authorized for activities that are not included in the IP covering the proposed project area. Funding will be targeted to projects that:

- Directly address goals and milestones of a completed TMDL IP that has been approved by EPA or IPs submitted by DEQ to EPA Region 3 NPS Program by October 6, 2014.
- Have a high likelihood of positively impacting water quality
- Focus on implementation of high priority best management practices (BMPs) and education and outreach activities listed in Phase I or years 1-5 of a TMDL IP.
- Concentrate limited resources for BMP implementation and outreach in priority subwatersheds identified in the IP.
- Include an engaged and meaningful partnership, especially any that are referenced in the IP.
- Projects that address both local water quality concerns identified in a IP and regional or statewide initiatives (e.g. the Chesapeake Bay TMDL Watershed Implementation Plan, Clinch River Initiative, etc.)

### B. Eligible Applicants

Applicants eligible to submit a full proposal are listed below. Applicants listed received an invitation from DEQ following successful submission of a pre-application for the 2015 TMDL RFA.

#### List of 2015 TMDL RFA Applicants Receiving Invitation for 2015 TMDL IFP

Applicant	Title
Culpeper SWCD	Little Dark Run / Robinson River TMDL Implementation Project
Hanover-Caroline SWCD	2015 Chickahominy TMDL Partnership Project
Headwaters SWCD	Implementation of Stream Fencing and Pasture Management Middle River TMDL
New River SWCD	Elk Creek TMDL Implementation Project
Piedmont SWCD	Flat/Nibbs Creek Watershed Residential Septic Program
Shenandoah Valley SWCD	Linville Creek TMDL Implementation Project
Thomas Jefferson SWCD	Tye River, Hat Creek, Rucker Run, & Piney River TMDL Implementation Project

### C. PARTNERSHIPS

This IFP is intended to recognize partnerships that will result in comprehensive implementation of a TMDL implementation plan. Applicants should demonstrate that an appropriate watershed partnership exists to implement the project, or provide a clear commitment and strategy to form such a partnership in support of the project. If a list of partners is identified in the IP, then the applicant must demonstrate an effort to include key partners in the project. In cases where partners are not explicitly stated in an IP, applicants should consider all partners who have the potential to negatively or positively impact successful completion of the project. Applications must identify local programs and funding sources that address any source sectors (e.g., agriculture) for which funds are not requested to be considered comprehensive. **Technical Expertise:** Proposals should demonstrate that the project will utilize appropriate technical expertise for project implementation and BMP design/construction to ensure that projects are technically sound and meet approved BMP specifications. References for appropriate BMP specifications include the [DEQ TMDL BMP](#)

[Guidelines](#), the [Virginia Stormwater Management Handbook](#), the DEQ and Virginia Tech [Stormwater BMP Clearinghouse](#) and DCR's [Virginia Agricultural BMP Cost-Share Guidelines](#).

#### D. ELIGIBLE ACTIVITIES

Through this RFA, DEQ intends to award funding for NPS TMDL implementation grants to assist in meeting goals and milestones established in eligible project areas selected from the [2015 TMDL RFA](#). Eligible activities are those listed in section D of the [2015 TMDL RFA](#).

#### E. INELIGIBLE ACTIVITIES

Activities that are not eligible and that will not be supported with 319 funding include:

- Projects located outside of an eligible IP watershed listed in B on page 1
- Any ineligible activity listed in the [2015 TMDL RFA](#)
- Any activity identified in the DEQ RFA comments to be not included in the full proposal.

#### F. MATCH REQUIREMENTS AND OTHER FUNDING RESTRICTIONS

**Match:** There is a non federal match requirement for funding (25% total project cost). Project cost includes grant request and match funds. For example, a total project budget of \$400,000 would include a grant award of \$300,000 and a non federal match of \$100,000. The following funding restrictions will also apply:

- All non BMP funding including personnel, fringe, travel, supplies, and other direct costs should not exceed 40% of the BMP (construction) funds requested for the grant period.
- Cost-share rates for agricultural and residential septic practices must comply with the DEQ TMDL BMP Cost-share Guidelines.
- The earliest 319 funding will be made available for a project is July 1, 2015 which is the target date for executing 319 grant agreements. This date is dependent upon the awarding of funds to DEQ from EPA. The start date for the eligibility of match funds is July 1, 2015 for inclusion in the grant.
- **Administrative Support:** Grant funds are not allowed for the development of this full application. A maximum of 10% of the grant funds may be requested for administrative activities. Administrative support includes salaries, overhead, or indirect costs for services provided to administer the project. The costs of implementing BMPS are not subject to the 10% cap.
- Recipients of federal grant funds must administer these funds according to prevailing federal terms and conditions. An example copy of the current terms and conditions can be found at [http://www.deq.virginia.gov/Portals/0/DEQ/Water/NonpointSource/NPS\\_Grants\\_Resources.pdf](http://www.deq.virginia.gov/Portals/0/DEQ/Water/NonpointSource/NPS_Grants_Resources.pdf).
- Funding for residential septic pump-outs will be used to identify homes requiring repairs and replacements. Septic pump-out funds will be capped at 10% of the residential septic cost-share funding requested in this application. For example: if the applicant requested \$100,000 in residential cost share, then \$10,000 would be available for pump-outs (equivalent to 67 pump-outs).

#### G. DEQ CONTACTS

General questions regarding this request for applications, Section 319(h) and NPS implementation and the grant application process should be directed to NPS Grant Manager, Nicole Sandberg, [nicole.sandberg@deq.virginia.gov](mailto:nicole.sandberg@deq.virginia.gov), (804) 698-4043. General questions regarding TMDL Implementation Planning in Virginia should be directed to TMDL Implementation Plan Manager, Charlie Lunsford, [Charlie.lunsford@deq.virginia.gov](mailto:Charlie.lunsford@deq.virginia.gov) (804) 698-4172. Specific questions regarding local TMDL Implementation Plan activities should be directed to the identified Nonpoint Source Coordinator or regional contact person for each of the DEQ Regional Offices:

- **Piedmont Regional Office:** [megan.bascone@deq.virginia.gov](mailto:megan.bascone@deq.virginia.gov), (804) 527-5187, Megan Sommers-Bascone; the **Piedmont Regional Office** serves the counties of Amelia, Brunswick, Charles City, Chesterfield, Dinwiddie, Essex, Gloucester, Goochland, Greensville, Hanover, Henrico, King and Queen,

King William, Lancaster, Mathews, Middlesex, New Kent, Northumberland, Powhatan, Prince George, Richmond, Surry, Sussex and Westmoreland; and the cities of Colonial Heights, Emporia, Hopewell, Petersburg and Richmond.

- **Northern Regional Office:** [May.Sligh@deq.virginia.gov](mailto:May.Sligh@deq.virginia.gov), (804) 450-3802, May Sligh; the **Northern Regional Office** serves the counties of Arlington, Caroline, Culpeper, Fairfax, Fauquier, King George, Loudoun, Louisa, Madison, Orange, Prince William, Rappahannock, Spotsylvania and Stafford; and the cities of Alexandria, Fairfax, Falls Church, Fredericksburg, Manassas and Manassas Park.
- **Valley Regional Office:** [Nesha.Mcrae@deq.virginia.gov](mailto:Nesha.Mcrae@deq.virginia.gov), (540) 574-7850, Nesha McRae; the **Valley Regional Office** serves the counties of Albemarle, Augusta, Bath, Clarke, Fluvanna, Frederick, Greene, Highland, Nelson, Page, Rockbridge, Rockingham, Shenandoah and Warren; and the cities of Buena Vista, Charlottesville, Harrisonburg, Lexington, Staunton, Waynesboro and Winchester.
- **Blue Ridge Regional Office:** [James.Moneymaker@deq.virginia.gov](mailto:James.Moneymaker@deq.virginia.gov), (540) 562-6738, James Moneymaker; the **Blue Ridge Regional Offices** serve the counties of Alleghany, Amherst, Appomattox, Bedford, Botetourt, Buckingham, Campbell, Charlotte, Craig, Cumberland, Floyd, Franklin, Giles, Halifax, Henry, Lunenburg, Mecklenburg, Montgomery, Nottoway, Patrick, Pittsylvania, Prince Edward, Pulaski, and Roanoke; and the cities of Bedford, Clifton Forge, Danville, Covington, Lynchburg, Martinsville, Radford, Roanoke and Salem.
- **Southwest Regional Office:** [Chris.Burcher@deq.virginia.gov](mailto:Chris.Burcher@deq.virginia.gov), (276) 676-4803, Chris Burcher; the **Southwest Regional Office** serves the counties of Bland, Buchanan, Carroll, Dickenson, Grayson, Lee, Russell, Scott, Smyth, Tazewell, Washington, Wise and Wythe; and the cities of Bristol, Galax and Norton.

#### H. Application Package Requirements and Submission Instructions

The application package for the 2015 TMDL Implementation IFP includes several required components as well as optional components. All required components must be submitted in order for the proposal to be considered for review. Optional components may enhance the application package but ultimately decisions will be based upon the required submission elements. All components must be in an electronic format (PDF or Microsoft Word). In order to be considered for selection for this 2015 TMDL Implementation IFP, applicants are required to submit (via E-mail) an electronic version (Microsoft Word or Adobe Acrobat PDF files are preferred) of the completed 2015 TMDL IFP package to the DEQ ([npsgrants@deq.virginia.gov](mailto:npsgrants@deq.virginia.gov)) by **11:59 pm on Monday, March 30, 2015**. Incomplete applications and those that are not delivered or mailed as specified above will be disqualified. **Email application packages to:** [npsgrants@deq.virginia.gov](mailto:npsgrants@deq.virginia.gov). Please use the email subject line: **2015 TMDL IFP\_<insert name of TMDL IP>**

#### Required Application Components

- *2015 TMDL IFP Proposal Narrative* (narrative template and instructions provided in Attachment I, maximum length is 10 pages, 1 inch margins, 12 pt font required)
- *Project Budget* (template provided in Attachment II)
- *Letters of Support* for all project partners including those providing project match (should include statement of match commitment and note funding amount) and non-match partners as well. This should be submitted as one PDF/Word document per sponsor. *Documentation of all match from project partners should be provided.*

#### Optional Application Components

- *BMP Implementation Activities Template* (Attachment III). This template may be used in lieu of or in addition to a required description of activities within the project narrative.
- *Project Milestone Timeline Template* (Attachment IV). This template may be used in lieu of or in addition to a required timeline of activities within the project narrative.
- *Photos* (limited to 2 pages, PDF or Word)
- *Vicinity map* (8 ½ x 11 inch) and/or *Project site map* (8 ½ x 11 inch)

**I. Evaluation Criteria**

<b>Evaluation Criteria</b>	<b>Points</b>
The proposed actions align with the achievement of one or more BMP implementation and water quality milestones and/or goals described in the associated TMDL Implementation Plan. The Proposal appropriately describes how the project specifically relates to achieving these goals.	20
The proposal adequately and fully addresses all pre-application review comments including any suggestions for budget reductions and/or adjustments.	20
The proposed actions involve an appropriate level of collaboration among local specialists (e.g. a proposal to implement an urban BMP program should include the appropriate urban BMP partners such as local governments, nonprofit and private sector specializing in urban BMP design and construction).  A watershed partnership exists or the proposed efforts include the engagement of appropriate partners in the formation of a watershed partnership to maximize leveraging of resources in support of a comprehensive watershed restoration approach that will ultimately address all pollutant sources identified in the TMDL Implementation Plan.  The proposal demonstrates a clear partnership with the local Health Department(s) if residential septic activities are included, local government(s) if urban stormwater activities are included, and the local Soil and Water Conservation District(s) and NRCS if agricultural BMP activities are included.	15
The proposed activities focus upon the most cost effective BMPs and outreach activities (for each applicable land use) for achieving the water quality goals and milestones identified in the TMDL Implementation Plan.	10
The proposed project timeline and milestones are realistic for the grant period and support the timeline & milestones (Phase I or years 1-5) outlined in the TMDL Implementation Plan. Acquisition of necessary permits, authorizations, and approvals are accounted for in the timeline, along with any proposed monitoring.	10
The proposal discusses and demonstrates percent progress toward overall IP State I BMP goals. Proposals will be ranked based upon overall percent attainment of IP goals. Points will be based on the calculated total progress forecasted for the proposed project. Proposals with the highest % of goal will receive the most points, projects with the lowest percentage will receive the least points.	10
The education and outreach activities described in the proposal follow the recommendations provided in the TMDL Implementation Plan and clearly support the implementation goals contained in the plan.	10
The proposal demonstrates the capability of the sponsor and partners to successfully complete the project (e.g. qualifications, expertise, and adequate resources within the community).	5
<b>Evaluation Criteria Maximum Points</b>	<b>100</b>

**2015 TMDL Invitation for Proposals  
ATTACHMENT I  
Implementation Project Full Proposal Narrative Guidelines**

The project proposal narrative must *not exceed 10 pages* (12 point font with 1 inch margins). Please retain the outline format below, but delete the instructions associated with each application element. Applicants should incorporate content from their pre-application when requested or where applicable.

**I. Project Abstract (1-2 paragraphs)**

In 5-6 sentences, provide an overview of your project including a description of the need for the project, how the project will work towards meeting TMDL Implementation Plan goals, and anticipated outcomes of the project. Include a brief description of project partnerships, implementation actions, and outreach activities. May utilize Abstract from Pre-proposal (unless there has been a change in the project resulting from addressing review comments or you have received specific revision requests).

**II. Project Description**

**A. Project Need**

Describe the nature of the water quality impairment(s) to be addressed by the project. Note pollutant sources in the watershed and their relative contributions to the impairment. Explain the need for and importance of conducting the proposed activities in the specified location. Explain how the proposed approach is appropriate in addressing this need.

**B. Watershed, Geographic Description or Location of Project**

Describe the proposed implementation watershed(s) including land use distribution and any highly valued natural resources. Describe how the proposed approach addresses these characteristics. Describe any characteristics of the watershed and the local community that will contribute to or impede the success of the proposed project. For example, historically high rates of participation in agricultural cost share programs could indicate a high probability of success in implementation efforts. Indicate how the proposed approach will build upon or address these characteristics. Describe the geographic extent of the project. If the proposed project will focus on targeted area within the larger TMDL IP, describe the targeting approach used. Proposals asked to target smaller watersheds within the TMDL IP should include those changes

**C. General Program and Project Administration Goals**

List the 3-5 key general project administrative activities that will be accomplished. Include such activities and roles such as coordinating the partnership, hold regular meetings, coordinate reporting, general project outreach and engagement, grant management activities, etc.

**D. TMDL Implementation Plan Summary**

Note the overall implementation timeline outlined in the Implementation Plan and the goals and milestones included in the IP that will be addressed in the proposed project. Describe Phase I (or years 1-5) goals and milestones in the IP. Describe how the recommended implementation strategies in the IP have been integrated into the proposed project including BMP prioritization and targeting strategies. Note how the implementation timeline has been considered in the development of your work plan, associated timeline, prioritization and targeting strategies. If review comments requested additional information or analysis to demonstrate how the proposed project the links to the IP, be sure to address any deficiencies here.

**E. Project Description, Objectives and Deliverables**

Describe over all methodology, approach and major activities that will be undertaken by source sector and/or program area (e.g. agriculture, residential septic, pet waste, urban programs, mining, education and outreach, water quality monitoring, etc.). Include key activities, outcomes, outputs and accomplishments for each component. If the application did not deal with one of these areas then do not include in proposal. Describe

how BMP implementation will be verified and tracked in the watershed. Products and Outcomes: List and describe the final outcomes planned. How will this work be linked to local or regional TMDL Implementation Plans or other regional water quality initiatives? Describe the education and outreach strategies that will be used in the proposed project. Note target audiences and appropriate partners. For each proposed outreach activity, provide an estimate of the extent (e.g. hold 3 rotational grazing field days), the partners involved in planning and implementation, and the target audience. Note how the proposed education and outreach activities support recommended outreach activities included in the TMDL implementation plan, describe how the proposed activities will increase the likelihood of implementation of BMPs included in the proposal

#### **F. Project Partnerships**

Provide a list of project partners and their roles and responsibilities in the project. If partners recommended in the TMDL IP are not on this list, describe how these partnerships will be developed. Include justification of each of the partner's technical expertise and abilities related to the listed roles and responsibilities. List the specific actions that partners will perform in support of the project including particular education and outreach activities, BMP design and installation, monitoring, and project coordination. Describe the qualifications, experience and expertise of the applicant and partners to complete the project. Note how additional technical and financial resources will be leveraged through collaboration between project partners. Describe how coordination of the watershed partnership will occur. If a coordinating entity has been designated, describe how they will lead the partnership for specific activities (e.g. lead for residential septic program or water quality monitoring). Note regular project meetings and other strategies to encourage continued collaboration and communication within the watershed partnership. Letters of support should be included from each project partner listed in the above section and should reflect the roles described in the proposal. Commitments of matching funds from project partners should also be noted in letters of support.

#### **G. Timeline:**

List key proposed activities and anticipated completion dates that will allow the applicant to complete the proposed work within 2 years. Provide a responsible party for each major activity. Describe the sequence and duration of proposed activities and include an overall project timeline for each component. You may develop your own timeline format or use the template provided (Attachment IV)

#### **H. Implementation Actions**

List the pollutant source sectors that will be addressed by the proposed project. List the BMPs that will be implemented within each source sector. You may use the template format from attachment III or include this content in another format. Make sure to include all BMPs that will be promoted and implemented in your proposed project area. Provide an estimated extent to be implemented for each BMP that is listed. Livestock exclusion practices should be listed by the estimated number of systems, though estimated linear feet of fence should also be included. Your project budget should reflect these estimates. List the pollutant source sectors that will be addressed by the proposed project (see Attachment III). Note BMPs that will be implemented within each source sector, and when possible, provide an estimated extent of implementation for each BMP type.

#### **I. Budget Impacts**

Many projects have received review comments recommending budget adjustments and reductions to meet programmatic concerns. These reductions should be reflected in the budget detail submitted with the full proposal. However due to the fact that DEQ currently has \$1.5 million available; it is possible DEQ may request additional budget cuts in order to meet available funding levels. Please address how your organization would meet an additional 20% or 30% budget cut (beyond any other reductions provided to address review comments). Note implementation activities and outreach activities that would not be completed, BMP goals that would be reduced, etc. Include the proposed dollar amount to be reduced from technical assistance activities as well as BMP cost-share.

**2015 TMDL Invitation for Proposals  
ATTACHMENT 2 - Project Budget Detail**

An Excel Spreadsheet Budget Detail Template form is available to use to provide the appropriate level of budget information for the full proposal. This is an optional template. If this is not used the information and content must still be provided to meet the budget detail requirement. If more space is needed for any budget category, add additional rows if necessary

<b>Name of Applicant:</b>							
<b>Title of Proposal/Project:</b>							
<b>Technical Assistance Budget: TA funds cannot exceed 40% of the requested BMP construction funding amount.</b>							
<b>1. Personnel (grantee staff salaries or wages)</b>							
Individual	Position	Hourly Rate	Hours	DEQ Funds	Match Funds		
<i>Personnel subtotal</i>				\$	-	\$	-
<b>2. Fringe benefits (grantee staff benefits)</b>							
Individual	Position	Hourly Rate	Hours	DEQ Funds	Match Funds		
<i>Fringe subtotal</i>				\$	-	\$	-
Description				DEQ Funds	Match Funds		
<b>3. Travel (vehicle miles, trainings, other travel expenses)</b>							
Mileage	XXX miles @ \$0.XXX/mile						
Meals	[provide specific description]						
Lodging	X nights @ \$X/night						
Training costs	[provide specific description]						
Other	[provide specific description]						
<i>Travel subtotal</i>				\$	-	\$	-

4. Supplies (List supplies and identify vendor if known; provide detail and relate to specific work plan elements)			
Description		DEQ Funds	Match Funds
	<i>Supplies subtotal</i>	\$ -	\$ -
5. Contractual (include payments to partners for staff time and project expenses and other non-construction contractors, printing costs etc)			
Name of Contractor	Description of Service	DEQ Funds	Match Funds
	<i>Contractual subtotal</i>	\$ -	\$ -
6. Other direct (List the other intended purchases, be specific and relate expenses to work plan elements)			
Description		DEQ Funds	Match Funds
	<i>Other direct subtotal</i>	\$ -	\$ -
	<i>Sub-Total Direct TA Expenses</i>	\$ -	\$ -
8. Indirect (grant funds are only allowed if applicant has a federally approved indirect rate. Amount limited to 10% of Direct Expenses)			
		\$ -	\$ -
	<i>Indirect subtotal</i>	\$ -	\$ -
	<i>Technical Assistance Total</i>	\$ -	\$ -

TA Budget Comments: Provide any additional information regarding the budget detail if necessary.

BMP COST SHARE BUDGET							
Source sector	BMP code	BMP description	Cost/ unit	DEQ Funds	Match Funds		
<i>BMP Cost Share Total</i>				\$	-	\$	-

**BMP Cost-share Budget Comments:** Provide any additional information regarding the budget detail.

<i>Total Project Cost</i>		\$	-	\$	-
<i>Requested TA Funds/Requested BMP Cost Share Funds (cannot exceed 40%)</i>		#DIV/0!			
<i>Match Funds/Total Project Cost (DEQ Funds + Match Funds) (25% minimum)</i>		#DIV/0!			

**General Budget Comments:** Provide any additional information regarding the budget detail if necessary.



