



2016–2017 Virginia Section 319(h) TMDL Implementation Program Request for Applications for Assistance (RFA)

Source of Funding: Environmental Protection Agency (EPA) Section 319(h) NPS Project Funding

Issued December 16, 2015 by: **(revised version issued 7/18/2016)**

Virginia Department of Environmental Quality
Office of Watershed Programs, Division of Water Planning
Physical Address: 629 East Main Street Richmond, VA 23219
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Request for Assistance Timeline

RFA Released: December 16, 2015 (updated 1/26/2016)

RFA Webinar: Webinar for RFA will be held January 27, 2016, 10:00 am – 12:00 pm.

- Register for the webinar at the following link:
<https://attendee.gotowebinar.com/register/335231570953427202>
- The webinar will be recorded. A copy of the materials will be available upon request. (npsgrants@deq.virginia.gov; subject: TMDL IP RFA Presentation)

RFA Deadline: Rolling Acceptance through August 31, 2016

RFA Review: Proposals will be reviewed into two rounds, based upon the date when submitted.

- April 2016 (for Requests for Assistance received by 11:59 PM on 3/31/2016)
- September 2016 (for Requests for Assistance received by 11:59 PM on 8/31/2016)

Project Start Dates: Dependent on DEQ staff capacity and when funding resources become available.

- Possible Start Dates will be based upon the calendar quarters from July 1, 2016-October 1, 2017

Target Project End Dates: Dependent upon project category, start date and EPA grant deadlines.

- Category 1 - Start-Up Projects: 12-15 months duration
- Category 2 - New Implementation Projects: 18-30 months duration
- Category 3 - Continuing existing NPS Implementation Projects: 12-24 months duration

A. PURPOSE AND BACKGROUND

The Virginia Department of Environmental Quality (DEQ) is making approximately \$2 million in Federal [Section 319\(h\)](#) grant funding available to support [projects](#) that will result in advancement of goals and milestones included in eligible TMDL implementation plans and watershed-based plans (IPs). The purpose of this RFA is to solicit funding requests in order to establish sub-award agreements for TMDL implementation projects that could start between July 1, 2016 and October 1, 2017, as resources become available.

Funding is available statewide for TMDL implementation projects that address NPS source pollution due to agricultural, residential septic, pet waste, urban, and mining activities. See [Table 1](#) for a list of eligible implementation areas based upon project category. All proposed pollution reduction activities (BMPs, education and outreach) must be specifically identified in the IP or demonstrate equivalence.

Funding will be targeted to projects that:

- Directly address goals and milestones of a completed IP that has been approved by EPA.
- Have demonstrated a high likelihood of positively impacting water quality.
- Focus on implementation of cost effective best management practices (BMPs) and education and outreach activities listed in Phase I of the IP.
- Include an engaged and meaningful partnership, especially any that are referenced in the IP.
- Develop an education and outreach strategy and associated products that address pollutant source sectors outlined in a specific implementation plan to promote a high rate of participation.

- Projects that address both local water quality concerns identified in an IP and regional or statewide initiatives (e.g., the Chesapeake Bay TMDL Watershed Implementation Plan, Clinch River Initiative).

B. ELIGIBLE APPLICANTS

The following entities are eligible to submit a request for assistance for projects to be awarded through this RFA: local governments (including counties, cities, and towns), county health departments, soil and water conservation districts, planning district commissions, regional commissions, and Virginia institutes of higher education, non-profit organizations¹, and Virginia state agencies. Applicants and all sub-recipients must be able to be eligible to receive federal funds to participate in this program. **Applicants must be willing to receive a grant on a cost-reimbursement on a quarterly basis; upfront advances will not be available.** ¹ *Note: Nonprofits may submit a request for assistance, however they may be asked to provide additional information to meet Virginia procurement procedures and rules before any approvals are granted.*

C. ELIGIBLE IMPLEMENTATION PLAN AREAS

In order to be eligible work must address specific IPs and they need to meet other eligibility criteria. See Table 1 for a list of eligible implementation areas based upon project category. DEQ cannot consider applications for projects that address an IP that is not included in the list in [Table 1](#). DEQ will not review submissions for proposed projects in watersheds that do not have an EPA approved IP. If you have questions regarding eligibility refer to one of the contacts listed on page 6 or please email npsgrants@deq.virginia.gov. The specific project category categories include:

- ***Category 1 – Start-Up Projects:*** IP watersheds that have not received previous Section 319(h) funding (not including 319(h) funded roundtable activity).
- ***Category 2 – New Implementation Projects:*** IP watersheds that have not received previous Section 319(h) funding (not including 319(h) funded roundtable activity).
- ***Category 3 – Continuing Implementation Projects:*** Restricted to Grantees with current 319(h) funded projects whose projects are slated to end 12/31/15 through 12/31/16 for Round 1 (3/31/2016). For round 2 (submit by 8/31/2016) Grantees must have a current agreement issued prior to 6/30/2016 and active after 7/1/2016 (Changed 7/18/2016).

D. ELIGIBLE ACTIVITIES

Through this RFA, DEQ will award funding for TMDL implementation projects to assist in meeting goals and milestones established in eligible TMDL IPs. Funding priorities are identified in Section A “Purpose and Background” on page 1 of the RFA and again in Section J, “Evaluation and Award Criteria” on page 7 of the RFA. Requests should only include implementation activities that address source sectors identified for the proposed IP watershed(s). Proposals that include implementation activities outside of these watersheds will not be eligible for consideration. Unless otherwise approved by DEQ, proposed BMPs should meet the specifications provided by the [DEQ’s TMDL Implementation Cost-share BMP Guidelines](#), the [Virginia Stormwater Management Handbook](#), the DEQ and Virginia Tech [Stormwater BMP Clearinghouse](#) and/or the [Virginia Conservation Assistance Program Implementation and Design Manual](#)) and DCR’s [Virginia Agricultural BMP Cost-Share Guidelines](#).

Categories of Funding Available: Requests for assistance are being accepted in three different categories of award which relates to allowable funds, activities and time frames. Requests must address only one category. Submissions that request funding for more than one category will not be accepted or reviewed.

1. **Category 1 – Start-Up Projects:** Applicants may request funding for the initial phase of creating an implementation project. Start-up projects will be in areas that have implementation plans but never have had a 319(h) funded implementation project. Projects will emphasize developing initial strategies, products, capacity and a framework that will lead the project toward success in implementing on-the-ground pollution control measures. Category 1 projects are appropriate for new project sponsors who are starting their first TMDL implementation project. These start-up projects may need additional time and or resources to get the project off the ground. Projects in this category provide more initial funding for technical assistance and capacity building and less for BMP installation; although implementation of several demonstration BMPs is required.

Suggested activities for start-up projects include:

- a. Develop education and outreach strategy and products.
- b. Develop training and administrative capacity and procedures.
- c. Develop land owner list(s), parcel maps and auxiliary data sets for outreach and targeting.
- d. Must include some demonstration projects and quantifiable BMPs that address implementation needs highlighted in the TMDL IP and for which pollution reductions may be calculated.
- e. Activities must be outlined in approved IP or be comparable to such activities listed in the IP.

Purpose of projects:

- a. Projects may include funds to develop a citizen water quality monitoring program, if such is needed.
- b. Define the implementation targeting approach to be used for the future.
- c. Develop systems, processes and programs that could be implemented in IP or targeted area.
- d. Develop outreach strategy to reach difficult audiences.
- e. Develop funding strategies in order to identify all sources of funding and leverage funds to make a more holistic implementation project.
- f. Develop a technical expertise strategy that addresses the process by which the appropriate technical experts are identified and trained or subcontractors are identified.
 - i. For agricultural BMPs, address what gaps may exist for appropriate engineering job approval authority so that BMPs may be completed.
 - ii. Indicate who will review non-agricultural BMPs (develop and review O&M plans, sign off on practices, etc.).
 - iii. Develop residential septic guidelines document.
 - iv. Develop BMP tracking tools.
 - v. Produce tools and resources and begin to use them. (Brochures, pamphlets, targeted mailings, presentations)

2. **Category 2 – New Implementation Projects:** Projects that have most of the materials, procedures and contact lists developed and should be able to go right into full implementation. Full implementation projects require a greater emphasis on the installation of on-the-ground actions. The major distinction between Category 1 and 2 projects is that Category 2 projects are more prepared to initiate implementation activities; and less time is needed for outreach and targeting as much of this may already be available.

Suggested activities for projects:

- a. Address BMP goals for one or more source sectors identified in IP and implement BMPs to improve water quality conditions.

- b. Utilize established systems, processes and/or programs already developed for a NPS TMDL Implementation Project.
 - c. Provide technical assistance to property owners for designing practices and implementation.
3. **Category 3 – Continuing Implementation Projects:** Grantees must have met satisfactory progress in meeting the deliverable schedule of their current grants and provide justification of why the project should be continued for another 1 or 2 years. Requests should demonstrate that reasonable progress has been made to achieve contractual goals. Category 3 funds are not intended to be used to support concurrent projects. Funds shall be awarded after existing agreements and resources are exhausted.

E. INELIGIBLE ACTIVITIES

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

- Projects located outside of an eligible TMDL IP watershed (see [Table 1](#)).
- Implementation of BMPs not included in a listed TMDL IP (see [Table 1](#)) unless justification can be provided for inclusion of an equivalent BMP.
- Unless otherwise approved by DEQ, BMPs *not* meeting established specifications.
- Activities completed to satisfy an enforcement action or for NPDES/VPDES permit development, implementation or compliance (this includes BMPs and activities credited under a MS4 permit or an MS4 TMDL Action Plan).
- Activities that are required by law (excluding correction of failing septic systems and straight pipes).
- Septic tank pump-outs exclusively used to meet Chesapeake Bay Act requirements.
- Public sanitary sewer system improvements including sewer line extensions.
- Funding for education and outreach activities that are not directly related to achieving goals and milestones of the TMDL IP, this includes staff time spent on these activities in addition to direct financial support for events.
- Food or beverages for events that do not meet the classification of a qualifying event and which do not adhere to DEQ or EPA guidelines.

F. AVAILABLE FUNDING, MATCH REQUIREMENTS AND FUNDING RESTRICTIONS

Approximately \$2.0 million in funding is available for distribution statewide for Section 319(h) nonpoint source implementation project grants.

- **Award Range:** The award range for 319(h) NPS funding available through this RFA is \$25,000 (minimum) and \$500,000 (maximum) depending on project category.
 - a. Category 1 – Start-Up Projects: \$25,000 - \$100,000
 - b. Category 2 – New Implementation Projects: \$100,000-\$500,000
 - c. Category 3 – Continuing Implementation Projects: \$100,000-\$500,000
- **Match:** There is a requirement for providing 25% non federal match towards the project. Required percentages are based upon the funds requested. Example: An entity requests \$200,000 and is required to provide a 25% match; total match would be \$50,000 for a total project budget of \$250,000. Documentation of match commitment via a letter of support will be required upon project approval. Per federal requirements, during the life of approved projects, all match expenditures must be documented in a similar manner to grant fund expenditures.
- **Non-BMP (Technical Assistance) Funding:** Non-BMP or Technical Assistance (TA) funding is defined as any funds that are not directly related to the installation of best management practices on the ground (construction costs). Funding requests may include resources for essential staff and non-BMP funding in order to complete the projects. TA funding includes funds for personnel (salary), fringe benefits, travel, supplies, contractual resources (e.g. funds to another entity to do water quality monitoring), and other

direct costs. Grant funds are not allowed for the development of this application or subsequent grant applications. 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, education or outreach are not subject to the 10% cap but would be part of the overall cap on non-BMP funding.

- a. Category 1 – Start-Up Projects: maximum ratio of TA to BMP funding – 80:20 (\$100k project = \$80k TA and \$20k BMP funding)
 - b. Category 2 – New Implementation Projects: maximum ratio of TA to BMP funding – 35:65 (\$100k project = \$35k TA and \$65k BMP funding)
 - c. Category 3 – Continuing Implementation Projects: maximum ratio of TA to BMP funding – 35:65 (\$100k project = \$35k TA and \$65k BMP funding)
- **Water Quality Monitoring:** Water quality monitoring to document progress in improving water quality based on implementation efforts is eligible for grant funding. The level of funding available is dependent upon category of the project. Water quality monitoring funds may include any staff time spent on monitoring activities (sample collection and analyses) as well as supplies, equipment, contractual services and travel related to actual sampling and reporting. These funds can be used to document progress in achieving water quality milestones listed in the TMDL IP, and for identifying areas in the watershed(s) where the pollutant of concern concentrations or loadings are higher. The latter could assist in outreach and targeting of BMP implementation. Parameters to be addressed should be in line with the monitoring plan included in the TMDL IP. *Water quality monitoring for research and BMP efficiency is not eligible for grant funding.* All projects that include monitoring or data collection/generation must have a DEQ approved Quality Assurance Project Plan (QAPP) following protocols established by the Virginia Department of Environmental Quality (DEQ); and must submit data to EPA’s STORET database and to DEQ at the completion of the project. Time to develop a QAPP should be included in the monitoring budget and counts towards the budget cap. Applications that include monitoring funds must provide a completed [Attachment 4 - NPS Water Quality Monitoring Plan form](#).
 - a. Category 1 – Start-Up Projects: Cap is 15% of grant funding (for example, if total grant funding is \$100,000, the maximum monitoring funds available is \$15,000).
 - i. Assumes that there is not a monitoring program addressing the IP area by the Grantee or its partners.
 - ii. Assumes that additional funds may be needed to set up the program, develop the QAPP and train staff and/or volunteers.
 - b. Category 2 & 3 Projects: Cap is 5% of grant funding (for example, if total grant funding is \$200,000 which includes the monitoring funds; the total monitoring funds that are available is \$10,000).
 - i. Assumes that projects already have an established monitoring program and QAPP and only need additional funds to conduct the monitoring for an additional 1 or 2 years.
 - **BMP Costs and Specifications:** The maximum cost-share rates and the specifications for agricultural, pet waste and residential septic best management practices are contained within with the [DEQ TMDL BMP Guidelines](#) and DCR’s [Virginia Agricultural BMP Cost-Share Guidelines](#). Maximum cost-share rates and specification for most urban practices should comply with the [Virginia Conservation Assistance Program \(VCAP\) Implementation and Design Manual](#), the [Virginia Stormwater BMP Clearinghouse](#) and the [Virginia Stormwater Management Handbook](#).
 - **Technical Expertise, Engineering Design and Design Costs:** If implementation projects require designs as part of the proposal, applicants may request grant funds to cover related activities. Proposals requesting funds for design costs only will not be funded. Generally, design costs are not part of BMP implementation costs; design, consulting and permitting fees are generally included in TA funds. Special accommodations may be made for the design of large urban practices on a case-by-case basis.
 - a. Please Note: Projects that are reimbursed for design costs that cancel or close before the design is

implemented are subject to the enforcement clause of the standard agreement that requires repayment.

- b. Proposals that include funding requests for agricultural BMPs must be able to provide documentation that program staff has the appropriate DCR and/or Natural Resource Conservation Service (NRCS) recognized certification for the engineering design and for BMP installation.
- **Time Frame:** The earliest funding may be made available for a project is July 1, 2016, although based upon funding and other resource availability agreements may start as late as October 1, 2017. All proposals must provide for a defined project period for expenditure of funds that is within the allowance determined by the project category.
 - a. Category 1 – Start-Up Projects: 12-15 months
 - b. Category 2 – New Implementation Projects: 18-30 months
 - c. Category 3 – Continuing Implementation Projects: 12-24 months
 - **Indirect Costs:** Applicants with a federally approved indirect cost rate agreement may include indirect costs within their proposals. This can be either grant funded or for match. If indirect funds are requested or provided as match, the applicant must include documentation of a federally approved indirect rate with their application (including a signed copy of the agreement).
 - **Federal Terms and Conditions:** Recipients of federal 319(h) grant funds must administer their funds according to prevailing federal terms and conditions. DEQ may request reporting information that documents adherence with these requirements. For more information please refer to the Federal Uniform Grant Guidance.
 - **Residential Septic Pump-out Restrictions:** Funding for residential septic pump-outs can be used to identify homes requiring repairs and replacements. Septic pump-out cost-share will be capped at 15% of the residential septic cost-share funding requested. For example: if the request includes \$100,000 in residential cost share, then \$15,000 would be available for pump-outs (equivalent to cost-sharing for 100 pump-outs).
 - **Justification for Food and Refreshments:** Grant funds shall not be used for food or refreshments at activities or events (e.g., meetings, workshops, training, field days or conferences) unless the objectives of the event would be compromised if food or refreshments were not provided. The requested grant funds will be allowed only if meetings adhere to the qualifying conditions listed in the terms and conditions. The Grantee must obtain pre-authorization in writing from DEQ prior to the expenditure of grant funds that a meeting or event meets the qualifying conditions. Costs for food and refreshments shall be at or below the Commonwealth of Virginia or local per diem rates (as applicable) for the event location. Proposals that include funding for food or refreshments for a qualifying event must provide the following information for each event:
 1. An estimated budget and description for the light refreshments, meals, and/or beverages to be served at the event(s);
 2. A description of the purpose, agenda, location, length and timing for the event; and
 3. An estimated number of participants in the event and a description of their roles.
 4. Justification: Federal EPA policy prohibits the use of EPA funds for receptions, banquets and similar activities that take place after normal business hours unless the recipient has provided a justification that has been expressly approved by DEQ.

G. PARTNERSHIPS AND TECHNICAL EXPERTISE

Past experience has shown that an active and engaged community partnership involving all stakeholders in a watershed is a key component in a successful NPS implementation project. This RFA is intended to recognize partnerships that will result in comprehensive implementation of an 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, 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. In cases where an appropriate local partnership does not already exist, projects should include a strategy to identify and engage essential partners. Applicants that clearly demonstrate how funding will support comprehensive watershed management by addressing pollutant source sectors identified in the IP that are currently not funded are a priority.

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. Applicants must demonstrate an ability to effectively track and report all BMP implementation activities. Applicants are strongly encouraged to actively seek partnerships within their proposed project area during development of the pre-proposal; however at a minimum the following partnerships, where applicable, must be included:

- **Residential Septic:** Proposals must demonstrate a clearly defined partnership with local/county health department(s) in the project area.
- **Urban Stormwater:** If urban stormwater management activities are, the proposal must demonstrate an effective partnership with local government staff and appropriate stormwater professionals. Please note 319(h) does not fund NPDES permitted related activities or BMPs installed pursuant to permit obligations.
- **Agriculture:** The local soil and water conservation district(s) must be included as a key partner (technical service provider) in any proposal including agricultural BMP implementation. Funding for agricultural BMPs cost share may only be administered by SWCDs.

H. GRANT AGREEMENT REQUIREMENTS & GUIDELINES

DEQ will make use of a standard grant agreement and general terms and conditions of the Commonwealth for all Section 319(h) NPS projects awarded funding through this request for assistance. Projects selected for funding will be required to provide quarterly progress reports including a final report to the assigned DEQ Project Manager. All successful proposals that provide grant funding (including match) for the installation of BMPs will be expected to address operation and maintenance requirements related to these BMPs. This includes the requirement of developing operation and maintenance plans and associated landowner agreements.

I. DEQ CONTACTS (Updated 1/26/2016)

General questions regarding this request for applications, Section 319(h) and NPS implementation should be directed to NPS Grant Manager, Nicole Sandberg, (804) 698-4043, Nicole.sandberg@deq.virginia.gov (email subject line: TMDL RFA Question). General questions regarding TMDL implementation planning in Virginia should be directed to TMDL Implementation Plan Manager, Charlie Lunsford, (804) 698-4172, Charlie.Lunsford@deq.virginia.gov. 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:** amy.robins@deq.virginia.gov, Jennifer.palmore@deq.virginia.gov (804) 527-5058, Amy Robins (Jennifer Palmore); 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.

- **Tidewater Regional Office:** Kristie.Britt@deq.virginia.gov, (757) 518-2153, **Kristie Britt**; the Tidewater Regional Office serves the counties of Accomack, Isle of Wight, James City, Northampton, Southampton and York; and the cities of Chesapeake, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach and Williamsburg.
- **Northern Regional Office:** 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, (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, (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:** kelly.miller@deq.virginia.gov, (276) 676-4879, **Kelly Miller**; 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.

J. REFERENCES

- Information on Virginia’s TMDL Implementation Program and IP development can be accessed: <http://www.deq.virginia.gov/Programs/Water/WaterQualityInformationTMDLs/TMDL/TMDLImplementation/TMDLImplementationPlans.aspx>
- To assist in the development of proposals for this solicitation, resources related to grant proposal development and grant project management are provided:http://deq.virginia.gov/Portals/0/DEQ/Water/NonpointSource/NPS_Grants_Resources.pdf
- **Table 1:** List of eligible TMDL Implementation Plan Areas

Please note: due to the nature of implementation plans, the link housing Table 1, may be updated to make sure that it contains the latest list of eligible implementation plan areas.

K. EVALUATION CRITERIA

Basic Eligibility (Pre-Screening) Criteria —The following evaluation criteria apply to all proposals. All of these criteria must be met (Y) in order to be eligible for full review.	Y/N
The project provides at the required match based on the selected category	
The applicant is listed as one of the eligible participants listed in Section B of this RFA.	
The proposal covers a TMDL implementation plan that is currently listed in Table 1 “Eligible TMDL Implementation Plans”.	
The project does not include any of the non-eligible activities outlined in Section E.	
Budget costs of technical assistance (all Non-BMP activities) do not exceed the TA:BMP ratio for the	

selected category.	
Basic Eligibility (Pre-Screening) Criteria	

Evaluation Criteria – Category 1: Start-Up Implementation Projects	
<p>Targeted Funding Areas Addressed: The application appropriately addresses the funding targets presented on page 1 of the RFA.</p> <ol style="list-style-type: none"> 1. Directly addresses goals and milestones of a completed TMDL IP that has been approved by EPA. 2. Focus on implementation of best management practices (BMPs) and education and outreach activities listed in Phase I of a TMDL IP. 3. Include an engaged and meaningful partnership, especially any that are called for in the TMDL IP. 4. Projects that address both local water quality concerns identified in a TMDL IP and regional or statewide initiatives (e.g., the Chesapeake Bay TMDL Watershed Implementation Plan, Clinch River Initiative). 	20 points
<p>Project Need: The application explains the nature of the TMDL and/or water quality impairments addressed by the projects.</p> <ol style="list-style-type: none"> 1. Pollutant sources and relative contributions to the impairment were described. 2. The need for and importance of conducting the proposed activities in the specified project location were explained. 3. Justification was provided for why the Category 1 Project Start-Up phase is requested. 	20 points
<p>TMDL Implementation Plan: The applicant has demonstrated their understanding of the implementation requirements listed in the subject TMDL Implementation Plan, including required BMPs, milestones, education and outreach, in terms of achievable results.</p> <ol style="list-style-type: none"> 1. The applicant has provided appropriate level of information how these requirements will achieve certain phase or time frame milestones. 2. The proposed project has taken into account location and geographic scale. 3. The proposal concentrates outreach and initial activity in priority subwatersheds identified in the TMDL IP. 	10 points
<p>Cost Effectiveness and Efficiency: The proposed budget is reasonable and proposes the use of grant and match resources effectively and efficiently. The application budget appropriately addresses the applicable funding restrictions listed on page 4 of the RFA.</p> <ol style="list-style-type: none"> 1. The proposed budget concentrates limited resources in priority subwatersheds identified in the TMDL IP. 2. Leverages resources from other sources. The match amount is appropriate and the activity covered by the match directly supports the nature and content of the proposed efforts. Applicants that demonstrate an active partnership and provide appropriate match (cash or in-kind) to accomplish activities and deliverables will be credited for their efforts. 	10 points
<p>Organizational Experience and Capacity: The applicant has the experience and capacity to manage grants and projects successfully. The application demonstrates the capability of the sponsor and partners to successfully complete the project (e.g., qualifications, expertise, and role within the community).</p>	10 Points
<p>Partners and Collaboration: The application has adequately identified key partners. The manner in which partners will be involved to further the achievements and accomplishments listed in the application is sufficiently detailed. 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.</p> <ol style="list-style-type: none"> 1. The application describes the key partners and the establishment of a partnership. (5 pts) 2. Application has identified and included utilization of appropriate local and/or technical expertise for project implementation and BMP design/construction. 3. The application provides a strategy to identify and engage essential partners in the case where 	10 points

<p>an appropriate local partnership does not already exist.</p> <p>4. The application includes information regarding an ability to effectively track and report all BMP implementation activities.</p>	
<p>Education and Outreach, Watershed Stewardship: The education and outreach activities and/or watershed stewardship BMPs and activities described in the application support existing or well-described watershed planning efforts. The education and outreach activities described in the application follow the recommendations provided in the TMDL Implementation Plan and clearly support the implementation goals contained in the plan.</p>	10 points
<p>Project Timeline, Milestones and Outputs: How well does the timeline and milestones convey that the project will be completed successfully?</p> <p>1. The applicant has provided appropriate level of information how these requirements will achieve certain phase or time frame milestones. The applicant includes information regarding ongoing ability to effectively track and report all BMP implementation activities.</p>	10 Points
<p>Evaluation Criteria Maximum Points</p>	100

Evaluation Criteria – Category 2: New Implementation Projects	Maximum points
<p>Targeted Funding Areas Addressed: The application appropriately addresses the funding targets presented on page 1 of the RFA.</p> <p>1. Directly addresses goals and milestones of a completed TMDL IP that has been approved by EPA.</p> <p>2. Focus on implementation of best management practices (BMPs) and education and outreach activities listed in Phase I of a TMDL IP.</p> <p>3. Include an engaged and meaningful partnership, especially any that are called for in the TMDL IP.</p> <p>4. Projects that address both local water quality concerns identified in a TMDL IP and regional or statewide initiatives (e.g., the Chesapeake Bay TMDL Watershed Implementation Plan, Clinch River Initiative).</p>	20 points
<p>TMDL Implementation Plan: The applicant has demonstrated their understanding of the implementation requirements listed in the subject TMDL Implementation Plan, including required BMPs, milestones, education and outreach, in terms of achievable results.</p> <p>1. The applicant has provided appropriate level of information how these requirements will achieve certain phase or time frame milestones.</p> <p>2. The proposed project has taken into account location and geographic scale.</p> <p>3. The proposal concentrates BMP implementation and outreach in priority subwatersheds identified in the TMDL IP.</p> <p>4. The proposed efforts align with the achievement of one or more BMP implementation and water quality milestones described in the associated TMDL Implementation Plan.</p>	20 points
<p>Cost Effectiveness and Efficiency: How cost-effective is the project in achieving measurable results - reductions of nonpoint source pollution and meeting TMDL IP Goals? The proposed budget is reasonable and proposes the use of grant and match resources effectively and efficiently. Projects will be ranked within category based on a ratio of technical assistance cost to BMP (pollution reduction control) cost.</p> <p>1. The proposed budget concentrates limited resources for BMP implementation and outreach in priority subwatersheds identified in the TMDL IP.</p> <p>2. Leverages resources from other sources. The match amount is appropriate and the activity covered by the match directly supports the nature and content of the proposed efforts. Applicants that demonstrate an active partnership and provide appropriate match (cash or in-kind) to accomplish activities and deliverables will be credited for their efforts.</p>	20 points

3. The funds requested are realistic for a 2 year time period and for the deliverables listed.	
<p>Organizational Experience and Capacity: Does the applicant clearly demonstrate the experience and capacity to manage and administer grant projects? Previous project and grant management experience should be identified. The application demonstrates the capability of the sponsor and partners to successfully complete the project (e.g., qualifications, expertise, and role within the community).</p> <ol style="list-style-type: none"> 1. The applicant has experience with managing grant projects, including 319(h). 2. The applicant has a successful track record and experience coordinating and administering TMDL implementation projects. 3. If the applicant is requesting to administer more than one TMDL Implementation Project, the applicant can demonstrate the organizational capacity and ability to administer more than one project. 4. The applicant has demonstrated the ability to track agricultural and residential BMP implementation through the VA Agricultural BMP Tracking program or will be assisted by partners who have the ability to do so. 	10 points
<p>Partners and Collaboration: The application has adequately identified key partners. The manner in which partners will be involved to further the achievements and accomplishments listed in the application is sufficiently detailed. 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.</p> <ol style="list-style-type: none"> 1. The application describes the key partners and the establishment of a partnership. (5 pts) 2. Application has identified and included utilization of appropriate local and/or technical expertise for project implementation and BMP design/construction. 3. The application provides a strategy to identify and engage essential partners in the case where an appropriate local partnership does not already exist. 4. The application includes information regarding an ability to effectively track and report all BMP implementation activities. 	10 points
<p>Education and Outreach, Watershed Stewardship: The education and outreach activities and/or watershed stewardship BMPs and activities described in the application support existing or well-described watershed planning efforts. The education and outreach activities described in the application follow the recommendations provided in the TMDL Implementation Plan and clearly support the implementation goals contained in the plan.</p>	10 points
<p>Project Timeline, Milestones and Outputs: How well does the timeline and milestones convey that the project will be completed successfully?</p> <ol style="list-style-type: none"> 1. The applicant has provided appropriate level of information how these requirements will achieve certain phase or time frame milestones. 2. The applicant includes information regarding ongoing ability to effectively track and report all BMP implementation activities. 	10 Points
<p>Evaluation Criteria Maximum Points</p>	<p>100</p>

Evaluation Criteria – Category 3: Continuing existing NPS Implementation Projects	Maximum points
<p>Satisfactory Progress Determination and Review: The current project received a satisfactory progress rating during the last progress review conducted by DEQ within the last 3-6 months.</p> <ol style="list-style-type: none"> 25 Points: Satisfactory progress is determined by performance by the Grantee in meeting goals and deliverables outlined in executed grant agreements. The Grantee has demonstrated their ability to successfully manage and administer a 319(h) implementation project. 15 Points: For Grant projects that were not given full satisfactory review: If during the last progress review areas for improvement were identified and either has demonstrated improvement toward meeting deficiencies or the proposal may receive 15 points (out of 25) if the proposal adequately addresses how these deficiencies will be resolved if the proposal was funded. 0 Points: If Grant Project was not given a full satisfactory review and deficiencies are not addressed. 	25 Points
<p>Project Need: Is there enough justification to continue providing time and resources towards continuing this project? The applicant appropriately and thoroughly provided a justification as to why there is a need to continue the project or why the project needs additional time and/or resources. The applicant has documented that there is landowner/participant interest to sign-up for BMP installation (either through a back-log of practices or a list of interested persons). The project has shown steady progress towards meeting both grant goals and TMDL IP implementation Goals. An assessment of water quality data shows progress in increasing water quality conditions.</p>	25 points
<p>Program Objectives and Deliverables: The activities and tasks outlined in the proposal are in line with the goals of the project and shows intent to reach a specific goal of the TMDL IP.</p>	20 points
<p>Cost Effectiveness and Efficiency: How cost-effective is the project in achieving measurable results - reductions of nonpoint source pollution and meeting TMDL IP Goals? The proposed budget is reasonable and proposes the use of grant and match resources effectively and efficiently. Projects will be ranked within category based on a ratio of technical assistance cost to BMP (pollution reduction control) cost.</p> <ol style="list-style-type: none"> The proposed budget concentrates limited resources for BMP implementation and outreach in priority subwatersheds identified in the TMDL IP. Leverages resources from other sources. The match amount is appropriate and the activity covered by the match directly supports the nature and content of the proposed efforts. Applicants that demonstrate an active partnership and provide appropriate match (cash or in-kind) to accomplish activities and deliverables will be credited for their efforts. The funds requested are realistic for a 2 year time period and for the deliverables listed. The proportion of non-BMP funds to BMP funds requested is consistent with RFA requirements. 	20 points
<p>Project Timeline, Milestones and Outputs: How well does the timeline and milestones convey that the project will be completed successfully?</p> <ol style="list-style-type: none"> The applicant has provided appropriate level of information how these requirements will achieve certain phase or time frame milestones. The applicant includes information regarding ongoing ability to effectively track and report all BMP implementation activities. 	10 points
<p>Evaluation Criteria Maximum Points</p>	100

L. APPLICATION PACKAGE REQUIREMENTS and SUBMISSION INSTRUCTIONS

As specified below, the application package for the 2016-2017 Section 319(h) NPS RFA includes several required components as well as optional components. All required elements must be submitted in order for the proposal to be considered for review. Optional submission elements may enhance the application package but ultimately decisions will be based upon the required submission elements. The application package for the 2016-2017 319(h) TMDL Implementation RFA includes submission of an application, narrative and other documents and associated photos or location map. All elements must be in an electronic format (e.g., PDF, Microsoft Word or Excel).

APPLICATION PACKAGE - All elements must be in an electronic format (PDF, Microsoft Word, Excel)				
REQUIRED APPLICATION DOCUMENTS				
319(h) NPS Application Form (Attachment 1 – Application Form (Word))	<input type="checkbox"/>	Yes		
Project Proposal Narrative (Attachment 2-Narrative Template (Word)),				
Category 1 – Attachment 1 – Narrative Guidelines	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Category 2 – Attachment 1 – Narrative Guidelines	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Category 3 – Attachment 1 – Narrative Guidelines	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
319(h) NPS Attachment 3 Template (Excel) (Attachment 3 - Documents) – must be submitted in Excel form				
Tab – 1: Budget Detail	<input type="checkbox"/>	Yes		
Tab – 2: Best Management Practices	<input type="checkbox"/>	Yes		
Tab – 3: Timeline and Milestone Table	<input type="checkbox"/>	Yes		
Water Quality Monitoring Form (Word) (Attachment 4-WQM Plan Form)	<input type="checkbox"/>	Yes		
Match Documentation: (1 PDF/word document containing all letters of support which document required match)	<input type="checkbox"/>	Yes		
Vicinity Map: 8 ½ x 11 inch. (limited to 1 page)	<input type="checkbox"/>	Yes		
Project Site Map: 8 ½ x 11 inch (limited to 1 page)	<input type="checkbox"/>	Yes		
COV Substitute W-9 Form “Request for Taxpayer Identification Number and Certification” (pdf) (COV W-9)	<input type="checkbox"/>	Yes		
OPTIONAL APPLICATION DOCUMENTS				
Letters of Support for non-match partners (limited to 1 combined PDF or Word document)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Photos (limited to 2 pages, PDF or word)	<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.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Please do not provide any additional information not indicated above. Other information will not be considered.				

NOTE: DEQ staff will work with successful applicants to ensure that final scopes of work address issues that arise during the proposal review process.

In order to be considered for selection for this TMDL Implementation RFA, applicants are required to submit (via E-mail) an electronic version the completed TMDL RFA package to the Virginia Department of Environmental Quality. Incomplete pre-applications and those that are not delivered or mailed as specified above will be disqualified. Email application packages to: npsgrants@deq.virginia.gov.

Please use the email subject line: 2016-2017 NPS TMDL RFA_<insert name of TMDL IP>