



DEQ Nonpoint Source Grant Resources and General Information

Updated 10/31/2014

The content provided relates to required and optional forms and documents utilized for sub-grants awarded by DEQ for the [Section 319\(h\) Nonpoint Source Implementation Grant \(319H\)](#), the Chesapeake Bay Implementation Grant (CBIG) and the Chesapeake Bay Regulatory and Accountability Program Grant (CBRAP) programs. This is intended as a “Quick Reference Guide” but is not intended to provide an exhaustive list of grant requirements that would be listed in a sub-grant from DEQ or in an any future grant management manuals issued by the programs listed above. For more information contact: npsgrants@deg.virginia.gov.

WEBSITE AND WEBRESOURCE INFORMATION

A general list of useful websites has been created that contains important web links that may be resourceful while administering grant projects for the above listed programs.

Grants and Funding

- **Funding Opportunities:**
 - [DEQ NPS Funding webpage](#): Open Funding Opportunities and RFPs, Notices of Intent to Award
 - Other [Resources and Links](#): DEQ Clean Water Financing and Assistance Program
 - [Stormwater Funding Programs](#): at DEQ
 - Land Conservation
 - [Virginia Land Conservation Loan Fund](#): DEQ Clean Water Revolving Loan Fund
 - [State and Federal Grants](#): DCR
 - [Federal Grant opportunities](#): Grants. Gov
 - [EPA Grants](#): website link to EPA grant opportunities
- **Grant Project Management Resources**
 - [DEQ NPS Project Manual webpage](#): Site references for Federal rules, cost principles, etc.
 - [DCR 2011 Grant Project Management Manual](#): Most elements still apply; currently DEQ version is being developed. Currently using the 2011 DCR Grant Project Management Manual which includes information on how to manage and administer a project.

NPS (319) Pollution Management:

- Nonpoint Source Pollution: [Virginia NPS Definitions](#) and [EPA National NPS](#)
- [Virginia Section 319 – Nonpoint Source Program](#): General information on the 319 NPS program
- [EPA Clean Water Act Section 319](#) : Link to EPA's 319 program
- [DEQ TMDL Implementation Projects](#) webpage:
- [DEQ TMDL BMP Cost-share Guidelines](#): For cost-share assistance regarding agricultural and residential BMPs
- [DEQ NPS Annual Reports webpage](#): Provides links to all current and historic 319 Annual Reports
- [DEQ TMDL Implementation Projects](#) webpage: Provides links to all current and historic TMDL Implementation Annual Reports
- EPA Section 319 NPS Success Story: [EPA Headquarters National Stories](#) and [EPA Region 3 Stories](#)



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- [EPA's Grants Reporting and Tracking System Public webpage](#): Public site to view 319 funded projects, includes EPA Map viewer. [Interactive Reports](#) and [Map Viewer](#)

Chesapeake Bay Program

- [Chesapeake Bay TMDL](#):
- [Virginia's Phase I WIP](#): Watershed Implementation Plan
- [Virginia's Phase II WIP](#):
- Virginia's [2014-2015 Chesapeake Bay Nutrient and Sediment Reduction Milestones](#)

Watershed Roundtables

- [Virginia's Watershed Roundtables](#): This page provides information on Watershed Roundtables and provides links to the webpage's of the Roundtables located throughout Virginia.

TOOLS and RESOURCES

Grant awards and Applications for Funding Opportunities

- [W-9: Request for Taxpayer Identification Number and Certification](#) (Commonwealth of Virginia Substitute W-9 Form, revised July 2014)
- [Virginia Public Procurement Act \(VPPA\)](#): Links to actual procurement act files
 - **Virginia Prompt Pay** - Enacted in the 1980s, the "Prompt Payment Act" no longer exists as a separate statute. In 2001, Virginia's codification process embedded prompt payment requirements into the Virginia Public Procurement Act (§ 2.2-4347 through § 2.2-4356). The term "Prompt Payment Act" remains in popular use for referring to related portions of the Virginia Public Procurement Act.
 - Law requires agency to pay for delivered goods and services by the "required" due date"
 - The "required" due date is 30 calendar days after the receipt of a proper invoice.
 - [DEQ Procurement](#) – Summary of DEQ's procurement guidelines that meets the Public Procurement Act
- Power Point Presentations of Request for Proposal Webinars
 - October 28, 2014 – [TMDL Implementation Project RFA](#)

Terms and Conditions and Grant Program Obligations

- **Federal and State Terms and Conditions**: Acceptance of DEQ Federal and Section 319 Special terms and conditions is required for acceptance of a sub-grant agreement.
 - [DEQ's Federal Terms and Conditions](#)
 - [Section 319 Special Terms and Conditions](#)
 - [Uniform Administrative Requirements, Cost Principles and Audit Requirement for Federal Awards \(EPA\)](#)
 - The purpose of the "Uniform Guidance" was to streamline and establish standardized administrative requirements, cost principles, and audit requirements for Federal Awards to non- Federal entities. As a sub-Grantee of these federal funds, the Grantee agrees that it shall comply with all applicable federal regulations and agrees to and recognizes that (1) these funds are subject to applicable U.S. Environmental Protection Agency statutory provisions and

regulations; (2) the award is subject to the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200).

- *This combines the following principles*
 - A-110 for Grants and Agreements with Institutions of Higher Education, Hospitals and other Nonprofit organizations (40 CFR vol 1, part 30)
 - A-89 Catalog of Federal Domestic Assistance (CFDA)
 - A-102 - for Grants and Cooperative Agreements to State and Local Governments. (40 CFR vol 1, part 31)
 - A-21 for Educational Institutions (2 CFR Part 215 and 220)
 - A-87 for State, Local, and Indian Tribal Governments (2 CFR Part 225)
 - A-122 for Non-Profit Organizations (2 CFR Part 230)
 - A-133 Audit requirements for States, Local Governments and Non-Profit Organizations
 - A-50 Audit Follow-Up
- **Quality Assurance Project Plans (QAPP):** If the approved scope of service includes water quality monitoring or other data generating activity federal guidance requires the implementation of a Quality Assurance/Quality Control Project Plan (QA/QC or QAPP), this document must be submitted within 60 days of the effective date of the grant contract. Please refer to page 67 of the 2011 Grant Project Management Manual for more information.
 - [QAPP template](#) (this is an example only)
- **Operation and Maintenance Plans (O&M Plans) and Landowner agreements:** If the approved scope of service includes the implementation of BMPs, an Operations and Maintenance (O&M) plan and associated Landowner Agreement for each BMP must be submitted within 60 days of the effective date of the grant contract. The exception to this would be agricultural or residential septic BMPs that are included on a TMDL BMP Contract and then entered by a SWCD into DCR's Agricultural Tracking Program Database. The signed 3-part BMP contract serves as the O&M and Landowner agreement. Please refer to page 50 of the 2011 Grant Project Management Manual for more information.
 - Template: [Operation and Maintenance Plan](#) (example only)
 - Template: [Landowner Agreements](#)

Reporting – Reporting involves providing financial and programmatic updates to DEQ about the progress of the sub-grant agreement. Reporting may be done on a quarterly or semi-annually basis depending on the grant agreement. Reported information should only be items that were initially committed to on the initial financial and programmatic narratives.

- **Financial Reporting**
 - Project Financial Report Form B (Attachment B) – This **required** form summarizes expenses incurred in the appropriate columns under “DEQ Funds” and Grantee contributions under “Match Funds.” This form also serves as the reimbursement request, or invoice, for the Grantee; therefore, only electronic copies with the original authorized signature will be accepted by DEQ. Original Attachment Bs must be kept on file by the Grantee for a minimum of 5 years.
 - [Example Template: Form B](#) – Project financial Report Form
 - [Budget Narrative Guidelines](#) - this document describes each budget category and what expenditures should be placed where.
 - Financial Narrative: A financial narrative must include itemized details of expenditures by budget category. This narrative may be submitted in lieu of receipts; however, DEQ may request receipts and detailed financial accounting if the financial narrative does not provide enough detail to justify expenditures. The financial narrative should include any required

employee time reporting forms required to meet federal reporting rules as outlined in the available Grant Project Management Manual. A template is available for project sponsors to use; and will be available upon request from the project manager for the grant.

- [Optional Financial Narrative Forms](#)
- [Employee Time Certification Forms](#)
- [Employee Time Sheet Tracking Form](#)
- [Personnel Activity Report Form](#)
- [Match Tracking Optional Form](#)

- **Programmatic Reporting**

- General Reporting
 - [Quarterly Report Checklist](#)- this is a basic checklist of all required documents to be submitted to DEQ each quarter.
- Quarterly Progress Report Summary Form A– This form is **required** and summarizes the programmatic narrative and is completed for each quarter. DEQ will submit this form to EPA after which its content will be available on publicly accessible websites. Describe the progress in fulfilling the Scope of Work and activities for each deliverable listed in the Milestone Table. Provide both accomplishments and challenges and progress status of the various aspects of the project.
 - [Example Template](#): Form A - Progress Report Summary
- An updated Milestone Table Form C (Attachment C) – Enter “Actual Completion Date” for specific tasks on the table and provide relevant notes. Inform DEQ of any expected delays in accomplishment of milestones and provide revised completion dates. This form is **required**.
 - [Example Template: Form C](#) – Milestone Table
- BMP Reporting
 - NPS Pollution Tracking Data for BMPs Form D (Attachment D) – Enter data for best management practices installed and completed, if applicable this form is **required**.
 - [Example Template](#): Form D – NPS BMP Tracking Data Form
 - [TMDL BMP Contract for Residential Septic and Agricultural BMPS for TMDL Implementation Projects](#): In lieu of this form, DEQ has an agreement with the Department of Conservation and Recreation (DCR) that Soil and Water Conservation Districts must enter 319h funded BMPs for residential septic and agriculture into DCR’s Agricultural Cost-share Database. This 3-part contract must be used
 - [Transfer of Responsibility for BMP Form](#)- this form is required if ownership of the land where a BMP is installed is sold to a new owner.
 - TMDL Implementation Project Activity Form D2 (Attachment D2) – Report specific project activity related to agricultural, residential septic or urban projects. Record general activity (BMP contracts written/completed, site visits made, educational activities/events held and/or attended number of participants impacted). **Required** only for TMDL Implementation Projects.
 - [Example Template](#): Form D2 – TMDL Implementation Project Activity