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## 2024 Section 319(h) NPS Implementation Program Request for Applications (RFA) Overview of RFA Requirements

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Division of Water Planning

Virginia Department of Environmental Quality

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Good morning and welcome to the webinar for the 2024 319(h) NPS Implementation Program Request for Applications (RFA). I'm Melissa Secor, Nonpoint Source Project Coordinator at the Central Office in Richmond. I'm managing this year's RFA process on behalf of the Office of Watershed and Local Government Assistance Program. Also presenting today is Stephanie Kreps, Nonpoint Source Coordinator at the Southwest Regional Office in Abingdon. She led the RFA process last year. I started with DEQ earlier this year in February so looking forward to being part of this process.

Today's webinar is scheduled from 9:30-noon and it's set up as two parts. The first part is an overview of the RFA and the second is a training on completing the application materials. The goal of both presentations is to equip applicants with general, but comprehensive information to help you submit a successful application for this funding.

If you'd like to follow along, there are several documents in the 'Handout' tab of the webinar. I'll also provide a link to the website where all these materials are posted later in this presentation.

## **Poll: Who is with us?**

Please tell us if you're participating today on behalf of:

- Nonprofit organization
- Municipality, Planning District or Regional Commission
- Soil and Water Conservation District
- DEQ or other state agency
- Other

## Overview

- RFA overview
- Type of projects
- Education and outreach; Water Quality Monitoring
- Ineligible activities
- Budgeting
- Application materials
- Resources
- Changes since RFA issued
- Q&A

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Today we will cover the following topics.

RFA overview: who, what, where

Types of projects (required elements)

Examples of education and outreach activities; Water quality monitoring activities that are eligible

What a project can't be: ineligible activities, or those that aren't eligible as stand-alone activities

Budgeting: things to keep in mind as it pertains to the budget (match requirement and TA:BMP ratios)

Application materials: what needs to be submitted

Resources: where to get help and turn when you have questions

Changes since RFA issued

Q&A

**But before we dive in, do we have any questions?**

### Poll: Have you ever managed a 319(h) funded project in the past?

- Yes, I currently manage a project or starting a new one soon
- Yes, but it's been at least 3 years ago
- No, but I've been a partner on a past funded project
- No, I'm totally new to this funding program
- No, I work for DEQ...and support projects in some capacity

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Let's do another poll to get a sense of your experience with this grant program.

Clarify: Keep in mind that if an entity has a current project or starting a new one on or after 10/1/2023, that they should not apply to this RFA *if* they would like to continue their project **in the same IP area**. If they want a new project in a **NEW IP area**, than they can apply to this RFA. Follow up with the Regional NPS Coordinator for more information.

## RFA Overview

- What is 319(h) funding?
- Who can apply?
- What can you apply for?
- Where can you work?



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Let's begin with the RFA overview. More details can be found in the RFA information document and Table 1.

### What is 319(h) funding?

319(h) funding gets its name from Section 319(h) of the Clean Water Act. This section of the CWA established the Nonpoint Source Management Program to reduce and mitigate the effects of nonpoint source pollution to waters in the state. So when I say 'nonpoint source', this means pollution that is **caused by rainfall or snowmelt moving over and through the ground**. As the runoff moves, it picks up and carries away natural and human-made pollutants such as sediment, bacteria, and nutrients, finally depositing them into lakes, rivers, wetlands, coastal waters, and ground waters. So when DEQ monitors streams across Virginia, we assess the data to see if the samples exceed water quality standards and if they do, we work with local partners to develop a study to figure out how to fix it (aka Total Maximum Daily Load (TMDL)). Once we do that, we work with local partners to develop a cleanup plan to outline all the activities that will address the nonpoint sources of pollution and these are called the Implementation Plans (IPs). Each year, EPA awards 319(h) funds to states, territories, and tribes to implement these plans and we need organizations like you to help us get things done on the ground to implement these plans. Then we monitor



again and assess the data to see if there are changes in water quality. This cycle continues until we've reached the water quality standard. So in short, this funding is to help Virginia meet its water quality standards.

### **Who can apply for 319(h) funding?**

Local governments (including counties, cities, and towns), county health departments, Soil and Water Conservation Districts, Virginia institutes of higher education (universities, colleges, etc.), Planning District Commissions, Regional Commissions, nonprofit environmental organizations, and other agencies/departments of the Commonwealth of Virginia.

Remember, if you currently have a 319(h) funded project that you want to continue or have a new one starting on or after 10/1/2023, do not apply to this RFA and follow up with your Regional NPS Coordinator for details on how to continue your project. BUT, even if you are one of these grantees and want to start a NEW project in a NEW IP area, then you should apply this RFA.

### **What can you apply for?**

To know what types of activities can be funded in your area of interest, first you'll need to find the approved Implementation Plan (IP) that encompasses that area. You can find a list of all the approved plans in Table 1 and obtain a copy by visiting the DEQ website or emailing Ashley Wendt. BMPs fall into four sectors: agriculture, residential septic, pet waste, and urban. We'll go over each of these in more detail in the next few slides.

Please keep in mind that any activities done with this funding must be written in an approved IP. For example, if your area of interest only has a plan addressing sedimentation, you won't be able to implement a residential septic project there because these septic practices are for a bacteria impairment and wouldn't be included in the plan. You can implement one or more of these sectors in the same project (ag and residential septic; residential septic and pet waste; just ag; just residential septic, etc.) but keep it within the applicable IP and ensure it's feasible/realistic within your means.

Also, funding must be used for on-the-ground implementation with the expectation that the bulk of a project will be implementing best management practices (BMPs). Why? Because BMPs installed are the surest way to improve water quality and that's the ultimate goal of this funding.

Other activities can include **education/outreach** as outlined in the IP, as well as, **water quality monitoring** consistent with the monitoring plan described in the IP. We'll go over this in more detail in the next few slides.

### **Where can you work?**

Any activities done with this funding must be located within an approved plan's geographic area where practices will improve specific impaired river/stream segments. Each plan will describe the geographic area of the watershed but another way to look at this is using the mapping resources provided by DEQ including the eligibility map and table from this RFA and the DEQ Environmental Data Mapper (EDM) online. I'll show you the eligibility table and then take a few minutes to show you a few examples in EDM.

Table 1/ [OPEN TABLE 1- refer to handout]. This table lists the eligible plans by watershed name, city/county it's located within, the pollutant that's being addressed (bacteria, sediment, temperature, etc.) and a comment on its eligibility. For the ones that have 'Conditionally eligible' in the comment box, these are plans that have been closed in the past but are now accepting applications and will require some additional information in your application. We'll get into this in more detail in Part II of the presentation.

[SHOW EDM site: <https://apps.deq.virginia.gov/EDM/>.]

Next, let's look at EDM. There is a link to this site in the PPT that will be uploaded. This is what the website looks like when you first load.

In the DEQ Data Layers, select TMDL/IP Watershed Layers and Implementation Watersheds to see the various plans across the Commonwealth. Green indicates IPs eligible for 319(h) funding; and tan indicates two things: (1) IPs that are conditionally eligible, meaning additional information is needed in the application to justify funding; or (2) IPs that are still in progress and only eligible if it's submitted to EPA for review by 8/31/2023 and approved by 12/1/2023.

You might notice that the key in EDM indicates yellow shading for IP in Progress but those are actually included in the tan shading. So let's look at some examples to help show this.

[SHOW Examples in EDM: Zoom into area of interest.]

Green/Eligible IP: Chestnut Creek IP in Grayson County. Review the IP document link in EDM.

Tan/IP in progress: SF Holston. No link but you can go to the DEQ website for in-progress IPs, linked later in this PPT.

Tan/Conditionally Eligible: Guest River IP (was previous closed and now open). Also link available.

Show moving the bubble around.

Example search. Can enter an address or an IP watershed name in search bar (e.g., Chestnut Creek, use dropdown to Implementation Watershed option). Also, you can add a layer to show areas of fiscal stress. Stephanie will go into further detail in Part 2.

## RFA Overview Continued

- Award Range: \$75,000-\$300,000 (up to \$1.6 million across VA)
- Match requirement – 30%
- Reimbursable grant
- Project length – up to three years
- Timeline
  - Aug. 11, 2023: Deadline to ask questions on RFA
  - **Aug. 31, 2023:** **Submission Deadline**
  - Sep. 1-Nov. 30, 2023: Application Review
  - January 2024: Selection Status Notification to Applicants
  - February 2024: NOIA Publication
  - Oct. 1, 2024: Project Start Date
  - Sep. 30, 2027: Latest Project End Date

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### Funding available

Awards range is between \$75,000 and \$300,000 (a total of up to \$1.6 million across VA). Please be aware that funding levels are subject to change without notice.

### Match requirement

30%. We will discuss more in depth in budgeting slide.

### Reimbursable Grant

The 319h grant program is a reimbursement program so the Grantee will receive funding on a cost-reimbursement basis. Meaning, the grantee will need to front the costs and request reimbursement on a quarterly basis.

### Project length

Up to three years

### Timeline

This slide provides the funding timeline.

Could be minor shifts.

You might be wondering the reasons for the gap between February and October 2024?

We are applying to EPA for the funds. So DEQ won't receive them until Fall 2024. Sometimes funds come in sooner or there are other funds available that allow for projects to start sooner. But bottom line, don't apply for projects to start sooner than 10/1/24.

**[STOP FOR QUESTIONS]**

## Agricultural BMP Projects



- ☑ Partner with Soil and Water Conservation District (if not already a SWCD) See Section III on RFA page 6
- ☑ Access to DCR's Tracking System See Section II on RFA page 3
- ☑ Use BMP Specifications from Virginia Agricultural Cost-Share Manual (VACS) and/or NPS BMP Specifications See Section II on RFA page 3
- ☑ Have a process for identifying and recruiting participants See Education & Outreach on RFA page 5
- ☑ Plan for how funding will complement or work with any VACS funding available

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Ok, let's get into more detail on the sectors I mentioned earlier with some key points to keep in mind. Remember: Don't forget to review the approved Implementation Plan (IP) that encompasses the area you're interested in to know what types of activities can be funded.

Let's start with Agricultural BMPs. If your plan includes agricultural practices, these may include things like stream exclusion and riparian/forested buffers. This funding uses a cost-share model (like the Virginia Agricultural Cost-Share, VACS) where the cost of the BMP implemented is shared with the agricultural landowner. For projects implementing these Ag practices, here are some things to keep in mind:

1. Partner with a Soil and Water Conservation District, assuming that the applicant isn't already a SWCD. SWCD's are the state's foremost experts in Agricultural (Ag) BMP implementation through their administration of DCR's Virginia Agricultural Cost-Share (VACS) program.
2. SWCDs are the access point for DCR's Tracking System, which is required for reporting/tracking Ag BMPs so another reason why they're necessary partners.

3. Cost-share for implementing Ag BMPs must use specifications for those BMPs that are in the VACS manual (<http://consapps.dcr.virginia.gov/htdocs/agbmpman/agbmptoc.htm>) or the NPS BMP Specifications document (<https://www.deq.virginia.gov/home/showpublisheddocument/15566/637931424965800000>).
4. Know how you will identify and recruit landowners to participate in cost-share program – consider contingency plans if outreach strategies don't pan out as anticipated (many don't).
5. Plan for how you'll coordinate/leverage funding for producers to maximize their participation. Especially important where VACS funding is available, but also consider other funding like the Natural Resources Conservation Service (NRCS).

This slide notes the applicable sections or pages in the RFA instructions file to find additional details.

## Agricultural BMP Projects (Continued)



- ☑ Use BMP Contract See O&M on RFA page 4
- ☑ Follow Bid Procedures in VACS Manual
- ☑ Obtain Engineering Job Approval Authority (see section 5.3 of NPS BMP Guidelines) See Section III on RFA page 7
- ☑ Apply Conservation Plan Requirements and Biosecurity Considerations (see VACS Manual for both)
- ☑ Can issue 1099-G for cost-share greater than \$600

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6. All landowners receiving cost-share funding need to sign a BMP Contract. This is available via DCR's Tracking System and in the NPS BMP Guidelines (BMP Contract: <https://www.deq.virginia.gov/home/showpublisheddocument?id=4351>).

7. Multiple bids are required for this work (competitive process) and grantees must ensure applicants follow and document the bid procedures outlined in the VACS Manual (<http://consapps.dcr.virginia.gov/htdocs/agbmpman/agbmptoc.htm>) .

8. Approval for Ag project designs must come from someone with a DCR-issued Engineering Job Approval Authority (EJAA)...whether that's someone on the grantee's staff, a partner's staff, through joint-funding with VACS or USDA/NRCS since the approvals for that funding will ensure proper EJAA, or contract with a Professional Engineer (PE). NPS BMP Guidelines: <https://www.deq.virginia.gov/home/showpublisheddocument/15567/637927987077986065>

9. The NPS program has requirements for conservation plans and biosecurity considerations for all Ag BMPs in NPS implementation areas. More about those special considerations is in the VACS Manual

(<http://consapps.dcr.virginia.gov/htdocs/agbmpman/agbmptoc.htm>).

10. Grantees must be able and willing to issue 1099-G tax forms for cost-share it administers over \$600.



## Residential Septic BMP Projects



- ☑ Partner with local/county health dept. See Section III on RFA page 6
- ☑ Access to DCR's Tracking System or DEQ's [BMP Warehouse](#)  
See Section II on RFA page 3
- ☑ Use [NPS BMP Specifications](#) and Residential Septic Guidelines from [NPS BMP Guidelines](#) See Section II on RFA page 3
- ☑ Have a process for identifying and recruiting participants  
See Education & Outreach on RFA page 5
- ☑ Use [BMP Contract](#) See Section II on RFA page 3

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Like the Ag BMPs, residential septic BMPs use a cost-share model where the cost of the septic BMP implemented is shared with the homeowner. Examples of residential septic BMPs include pumping out septic tanks, fixing or replacing failing septic systems, connecting to sewer lines, and installing alternative systems.

For projects implementing the residential septic practices, here are some things to keep in mind:

1. Partner with local/county health departments. They issue permits for septic work and have staff who are experts at addressing septic issues. They can also be the source of referrals to your cost-share programs.
2. To track BMP implementation, you can do it 1 of 2 ways: 1) You'll need a partnership with a SWCD to access the DCR Tracking System...assuming your organization is not already a SWCD; or 2) You can use DEQ's BMP Warehouse (<https://apps.deq.virginia.gov/BMP/>). Any partner can access DEQ's BMP Warehouse as long as you create an account. To upload BMPs to the warehouse, use a template provided within the site.
3. Cost-share for implementing septic BMPs must use specifications and guidelines for

those BMPs that are in the NPS BMP Specifications  
(<https://www.deq.virginia.gov/home/showpublisheddocument/15566/637931424965800000>) and NPS BMP Guidelines  
(<https://www.deq.virginia.gov/home/showpublisheddocument/15567/637927987077986065>)

4. Know how you will ID and recruit homeowners to implement BMPs – consider contingency plans if outreach strategies don't pan out as anticipated (many don't). You'll need a lot of homeowners to participate (compared to Ag/urban BMPs) to be successful so consider that in outreach planning.

5. Must use BMP Contract from DEQ as it includes conditions required for federal funding (<https://www.deq.virginia.gov/home/showpublisheddocument?id=4351>)

## Residential Septic BMP Projects (Continued)



- ☑ Follow Bid Procedures (see section 4.6 of [NPS BMP Guidelines](#))
- ☑ Develop Guidelines (within 30 days of contract start & annually).  
Template at [NPS BMP Guidelines](#)    See Section II on RFA page 3
- ☑ Can issue a 1099-M tax form to participants receiving more than \$600 in cost-share payments
- ☑ Familiarity with or knowledge of licensed [septic service providers](#) in your project area

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6. Like Ag, multiple bids are required for the work so grantees must ensure applicants follow and document the bid procedures outlined in the NPS BMP Guidelines (<https://www.deq.virginia.gov/home/showpublisheddocument/15567/637927987077986065>)

7. You'll need to develop Residential Septic Guidelines for cost-share that includes the landowner's eligibility for the program, how they should apply, and the associated administrative procedures. Guidelines for what should be included are in the NPS BMP Guidelines (<https://www.deq.virginia.gov/home/showpublisheddocument/15567/637927987077986065>) and a template is available in that same document.

8. Grantees must be able and willing to issue 1099-M tax forms for over \$600 in cost-share payments to homeowners.

9. Know who the licensed septic service providers are in your area. There are parts of the state that have very limited licensed contractors to do some of the septic BMPs offered for cost share. This could be a major roadblock to implementation. The link here will take you to a VDH page with a map of septic haulers, installers, operators,

OSEs, PE, etc. across the state (<https://www.vdh.virginia.gov/environmental-health/onsite-sewage-water-services-updated/septic-system-and-private-well-service-providers/>).

## Pet Waste BMP Projects

- ☑ Use BMP Specifications from [NPS BMP Specifications](#) See Section II on RFA page 3
- ☑ Need to be able to supply landowners with Landowner and Operations and Maintenance Agreements See O&M on RFA page 4
- ☑ Access to DEQ's [BMP Warehouse](#) See Section II on RFA page 3



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Now we will discuss pet waste BMPs, which include practices such as residential-size composters, pet waste stations, and a newer one for confined canine facilities. For projects implementing the pet waste practices, here are some things to keep in mind:

1. Cost-share for implementing pet waste BMPs must use DEQ specifications for those practices (found in the NPS BMP Specifications: <https://www.deq.virginia.gov/home/showpublisheddocument/15566/637931424965800000>).
2. There is no standard issue contract like there is for Ag and Septic BMPs, although DEQ can advise on what should be included in Landowner and Operation and Maintenance Agreements.
3. Pet Waste BMPs are only reported and tracked through DEQ's BMP Warehouse, which just requires a log-in and upload via a template (<https://apps.deq.virginia.gov/BMP>).

## Urban BMP Projects



- ☑ Partner with local government staff and appropriate stormwater professionals See Section III on RFA page 6
- ☑ Process for identifying and recruiting participants See Education & Outreach on RFA page 5
- ☑ Use BMP Specifications See Section II on RFA page 3
  - [DEQ's Stormwater Handbook](#)
  - [DEQ & VA Tech's Stormwater BMP Clearinghouse](#)
  - [VCAP BMP Manual](#) and/or
  - [VA Stream Restoration and Stabilization BMP Guide](#)

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Lastly, there are urban BMPs that can be done which address stormwater and other actions not required by a NPDES/VPDES permit or required to meet permit conditions. Some examples are things like rain gardens, streambank stabilization, and permeable pavement.

1. You'll need technical expertise for design, and design approval. Also, you may need to involve local government for permitting, if necessary. A government agency issuing a permit may not necessarily be a partner in all projects, but it does make sense to investigate the permitting process and build that process into your timeline for the project.
2. Know how you will identify and recruit partners/homeowners to implement BMPs – consider contingency plans if outreach strategies don't pan out as anticipated (many don't).
3. Cost-share for implementing urban BMPs must use specifications in any one of these four specification documents/manuals.
  - DEQ's Stormwater Handbook
  - DEQ & VA Tech's Stormwater BMP Clearinghouse

- Virginia Conservation Assistance Program (VCAP) BMP Manual and/or
- VA Stream Restoration and Stabilization BMP Guide

## Urban BMP Projects (Continued)



- ☑ Supply landowners with Landowner and Operations and Maintenance Agreements See O&M on RFA page 4
- ☑ Provide final design See Section III on RFA page 6
- ☑ Certify/document that BMPs won't "count" towards NPDES/VPDES permit requirements See Section II on RFA page 3
- ☑ Access to DEQ's [BMP Warehouse](#) See Section II on RFA page 3

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4. There is no standard issue contract like there is for Ag and Septic BMPs, although DEQ can advise on what should be included in Landowner and Operation and Maintenance Agreements.

5. You will need to provide a copy of the final design approved for the project file.

6. 319(h) cannot be used to meet any NPDES/VPDES permit requirements. Urban projects should be going "above and beyond" what is required in those permits.

7. Urban BMPs are also reported and tracked through DEQ's BMP Warehouse, which just requires a log-in and upload via a template (<https://apps.deq.virginia.gov/BMP>).



## Education and Outreach



- ☑ Supplement to BMP implementation...a means to recruit interest for BMP implementation
- ☑ Must have a connection to goals & milestones of IP
- ☑ General education and outreach examples:
  - TMDL education (what is a TMDL? Why does it matter to you?)
  - Workshops and farm tours
  - Tools and resources to target participation
  - Encouraging public-private partnerships (e.g., connecting realtors with Department of Health staff)
  - Others?

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See Section II on RFA page 5 

So that covers the 4 sectors. Another type of activity that you can do is education and outreach. This is allowed as a supplement to BMP implementation, as a means to recruit interest for BMP installation and support activities identified in the IP. The purchasing and use of outreach materials, equipment (items more than \$5,000), and supplies **must directly support** eligible project outreach and educational activities and have a connection to the goals and milestones of the IP.

General environmental outreach, like anti-littering campaigns, and educating K-12 audiences is usually not a part of an IP. Those don't have a clear connection to the goals and milestones of an IP. Outreach and education geared towards signing up landowners to participate in a cost-share program, or curbing pet waste, are directly connected to BMP implementation and obvious choices for spending 319(h) resources.

Other activities that aren't geared towards increasing sign-ups may also be eligible though. For example:

- Getting folks familiar with the TMDL that spurred the IP and what voluntary actions they can take to support it
- Inviting community members to tour a demonstration site of an implemented BMP
- Producing tools and resources (i.e., brochures, videos, pamphlets, etc.) to target

- folks to participate in implementing BMPs on their property
- Networking between groups, like realtors and health dept staff, is another way to spread awareness of the benefits of BMP implementation
  - Others listed in the RFA on page 5.

**[STOP FOR QUESTIONS]**

## Water Quality Monitoring



- ☑ Align with monitoring plan in the IP See Section II on RFA page 5
- ☑ Ability to enter data into the EPA's Water Quality Exchange (WQX/WQX Web) database or the Chesapeake Monitoring Cooperative, which links to EPA's WQX/WQX Web database
- ☑ An existing DEQ-approved QAPP or time included to develop one
- ☑ Certification that WQM activity is not for research and BMP efficiency

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And the last type of activity you can do is water quality monitoring.

1. Water Quality Monitoring (WQM) activity must be included in the IP, especially if the IP includes details for monitoring such as parameters, sites, and samples collected per year.
2. Data will need to be uploaded to EPA's database (either directly or through EPA's Water Quality Exchange database (<https://www.epa.gov/waterdata/water-quality-data-wqx>) or the Chesapeake Monitoring Cooperative, which links to EPA's database. Be sure to include time and training to ensure staff can do that within the grant period.
3. A Quality Assurance Project Plan (QAPP) is necessary. Be sure to include time to develop one or confirm that the one you have is already approved by DEQ. Since QAPPs require EPA Headquarters review and approval, Grantees should be aware of the time necessary to accommodate the extensive review and revisions cycles involved to prepare and finalize a QAPP.
4. WQM activities should be consistent with the monitoring plan described in the IP. It is not intended to be used for research or BMP efficiency. Which then begs the

question...what CAN it be used for? Two good examples are:

1. Documenting progress in achieving water quality milestones in the IP.
2. Identifying areas in the IP where pollutants of concern concentrations or loadings are the highest, which could assist in outreach and targeting of BMP implementation. For example, maybe you're focused on 2-3 HUCs (hydrologic unit codes) of an IP area for implementation. You could choose another HUC in which to do WQM for future project development.

## Ineligible Activities



- Where there isn't an approved IP
- BMPs not included in an IP
- To meet regulatory or legal requirements
- Residential septic program with only maintenance or pump-outs
- BMP implementation focused only on Virginia WIP III requirements
- Water quality monitoring for research and BMP efficiency
- Public sanitary sewer system improvements
- Design, outreach, or WQM only
- Promotional materials (some exceptions)
- Food and refreshments (very limited in scope) RFA, Section V.C. page 8

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See Section II on RFA page 6 DEQ

So now we'll go over what are the ineligible activities: Here are some highlights:

- Any implementation outside of an IP area can not be funded. Get to know your IP area (recommend using EDM to find locations, Table 1).
- As you're getting to know your IP area, be sure you're staying within the scope of activities/BMPs that are included in an IP
- If you're required to do something to satisfy an enforcement action or for NPDES, VPDES, MS4, this isn't the right funding source for your project
- Residential septic programs that only include maintenance or pump-outs will not be funded. The repair and/or replacement of failed systems or straight pipes or connections to public sewer must be included to be eligible for funding.
- Projects with BMP implementation aimed solely on addressing Virginia's Watershed Implementation Plan (WIP III) to meet Chesapeake Bay TMDL requirements are not eligible.
- Water quality monitoring for research and BMP efficiency.
- Public sanitary sewer system improvements including sewer line extensions (Note: Connections from an individual house to the property line in order to connect to a sewer line and/or sewer line extension are eligible).
- Purchase of promotional items is ineligible, unless the promotional item is specifically listed in the IP, was specifically detailed in the Grantee's Application, and

DEQ receives prior authorization from EPA.

- Clarification on promotional materials:
  - You can do: newspaper, radio, TV, social media ads for cost-share program promotion. Same goes for direct mail. Door hangers, flyers, etc. are also OK. Check the IP to see what type of promotional materials are included.
  - You cannot do: PR and advertising to promote your organization, such as gifts, souvenirs, displays at annual meetings or conventions, or other goodies that are handed out at a booth or public event.
- Food and refreshments are allowed, but they need pre-approval with justification well documented and adherence to DEQ and EPA guidelines. See page 8 of the RFA for more information.

## Budgeting



- Reimbursement only
- 30% match (can be combo of federal and non-federal)
  - Septic match exemption: reduce to 15% based on high/above average fiscal stress
  - DCR approval for VACS as match – needs 21 days to approve requests
- 35% limit on Technical Assistance (TA); up to 50% with exceptions
  - Administering sub-grants for multiple partners
  - WQM
  - New grantee

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- As mentioned earlier, this funding is a reimbursement program so Applicants should be aware that they will perform the work, pay for project costs, and submit a report to DEQ for reimbursement on a quarterly basis.
- There's a minimum of 30% match requirement (can be federal or non-federal sources). Activities that are deemed ineligible for 319(h) funding are not eligible to be used as match.
  - Match exception: Projects that include the development and implementation of a residential septic program in a **high/above average fiscal stress** area may reduce their match to 15%
  - For Ag projects that use DCR's VACS program as match, they need to coordinate with DCR to approve the match (allow 21 days to approve)
- 35% is the baseline Technical Assistance (TA) limit for all applicants **but** you can get up to 50% if you are applying with some exceptions, such as: Administering sub-grants for multiple partners; WQM; or applying as a new grantee. We'll cover more of this in Part II of the webinar.

## Application Materials



- Application Form (Attachment 1) – submit in Excel format
- Application Questions (Attachment 2) – submit in Excel format
  - Note: We have streamlined the Application Form and Questions!
- Documentation
  - Match letters of support – submit in PDF format as 1 file
  - Map – no format requirement, but must be one (1)-8 ½ x 11” page
  - W-9 – must be signed
  - Optional documents
- Submission instructions
  - Send to [npsgrants@deq.virginia.gov](mailto:npsgrants@deq.virginia.gov) with subject line: “2024 NPS TMDL RFA\_<insert name of IP Watershed/Report>”

See Section VIII on RFA page 10

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The application materials or ‘package’ to be submitted for this RFA include the following items:

### Application Form (Attachment 1)

It’s an Excel format with 6 tabs. Submit as Excel document. We’ll go into more detail in Part II.

### Application Questions (Attachment 2)

This is an Excel document (with 5 tabs) with questions (so the narrative). Submit as Excel document. The questions align with the criteria on which the application will be evaluated. The questions are set up so that it ‘walks you through’ the information needed so applicants can give straight forward answers. Depending on the types of activities you’ll propose to do, many questions can be skipped if N/A. Many questions are one-word (yes/no) responses or one-sentence answers. We’ll go into more detail on the next part of the webinar.

Note: We made updates to the Application Form and Questions to streamline the process. We will discuss more during part 2 of this webinar.



**Documentation**

Be sure to follow the requirements for file types when submitting documentation (see Table A on pg 10 of the RFA)

Have signatures where needed.

- Match letters of support- should be packaged together in one pdf file.
- Project area map- there's no required format but must be legible and fit on (1) 8 1/2 x 11-inch page
- W-9- don't forget to get it signed. Make sure you're using the VA Commonwealth substitute form (link in the RFA)
- Optional documents include: letter of support from non-match providing partners, description of previous accomplishments, or a copy of the federally-approved indirect rate agreement

**Submission instructions**

- Submission is by email only. Send to [npsgrants@deq.virginia.gov](mailto:npsgrants@deq.virginia.gov) with subject line: "2024 NPS TMDL RFA\_<insert name of IP>" by Aug 31, 2023.

## Resources

- One-stop shop: DEQ [Funding, Grant and Project Resources](#) website
- Find IP(s) of interest: [Table 1](#)
- Find a copy of the IP(s) [here](#) or email [Ashley.Wendt@deq.virginia.gov](mailto:Ashley.Wendt@deq.virginia.gov)
- See IP boundaries: [DEQ EDM](#)
- See Eligibility [Map](#)
- Contact regional NPS Coordinator
  - Past activity
  - Water quality data

See RFA page 10

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Check out the following resources:

- **One-stop shop for resources:** For links to all the RFA materials, manuals, templates, etc.
  - DEQ NPS Funding, Grant, and Project Resources (includes link to DEQ BMP Manual): <https://www.deq.virginia.gov/our-programs/water/water-quality/nonpoint-source-management/funding-grant-and-project-resources>
  - [CLICK on the link and show how to navigate drop down in funding.]
- See **Table 1 for a list of eligible IPs** to find your IP of interest. Implementation Plans are your primary document for putting together a project. As I've mentioned, all activities must be included in the IP and within the IP boundaries.
- To obtain a **copy of the IP of interest**, go to the DEQ website: <https://www.deq.virginia.gov/our-programs/water/water-quality/implementation/approved-implementation-plans> or email [Ashley.Wendt@deq.virginia.gov](mailto:Ashley.Wendt@deq.virginia.gov) if a link to the IP is not active.
- To see the **IP boundaries**, you can find maps within the IP(s) or visit the DEQ Environmental Data Mapper (EDM): <https://apps.deq.virginia.gov/EDM/>
- Also we have linked to an Eligibility Map that indicates the implementation watersheds and eligibility status.
- Contact your **Regional Nonpoint Source Coordinator** (see pg 10 of the RFA for

contact information). They can tell you what past activity has occurred in the watershed (e.g., BMPs and WQM), which are both application questions.

## RFA Changes Since Publication

- Attachment 2, Application Questions: Removed all occurrences of “Tab 4a”
- Updates to VA DEQ website links, resulted in changes to the:
  - RFA instructions file
  - Table 1

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Please note that only 2 revisions has been made since the RFA was issued May 25:

- Attachment 2 Application Questions: Removed all mentions of “Tab 4a”
  - Since we reduced the application process, we were able to remove Tab 4a.
- Updates to files with DEQ website links. The DEQ website had some updates that resulted in changes to links. So we modified RFA files with DEQ website links including the:
  - RFA instructions file
  - Table 1
  - Note: All files on the website are fully up-to-date and should be used for this application.

## Questions?



*Reminder:* Webinar recording and presentation (with notes) will be posted on the [DEQ NPS website](#) (under Current Funding Opportunities) and the [Virginia Business Opportunities \(eVA\) website](#)

**Take a break!**

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We'll stop for questions now.

We will post all Q&A, along with the webinar recording and notes to the DEQ NPS website <https://www.deq.virginia.gov/our-programs/water/water-quality/nonpoint-source-management/funding-grant-and-project-resources>, under Current Funding Opportunities and the eVA link:

[https://mvendor.cgieva.com/Vendor/public/IVDetails.jsp?PageTitle=SO%20Details&rfp\\_id\\_lot=17711&rfp\\_id\\_round=4](https://mvendor.cgieva.com/Vendor/public/IVDetails.jsp?PageTitle=SO%20Details&rfp_id_lot=17711&rfp_id_round=4)

**[TAKE A BREAK BEFORE STARTING PART 2].**

[KEEP RECORDING]