

Virginia Department of Environmental Quality
Instructions for the Application for the Stormwater Local Assistance Fund

Section A – Organizational Data

Provide the project name as it appears (or will appear) on the design plans. Provide the contact information for the locality and for the engineering firm that will be designing the project if available.

Documentation: Commonwealth of Virginia substitute W-9 form must be provided.

Section B – Proposed Funding

Provide the amount of SLAF funds requested. Provide the source(s) and amount(s) of local match funds. Check the box on each line if these funds have been committed for this project. Provide the total amount of local match funds. Provide the total project cost. SLAF grants typically provide up to 50% of eligible project costs, with higher percentages available to localities with high or above average fiscal stress according to the Commission on Local Government. The applicant must identify anticipated source(s) and amount(s) of local match funds.

[If the project is a green infrastructure project (such as a green roof or permeable pavement) that is in place of a conventional technology, the applicant has the option of requesting funding for only the incremental project costs if desired. If so, the applicant must provide both the projected cost of the conventional technology and the green technology to substantiate the request for the incremental costs. The incremental costs will then be used to determine the project's cost effectiveness as well as the SLAF grant amount requested.]

Section C – Water Quality Data

Provide the latitude and longitude with datum for the center of the project, in decimal degrees. Provide the name of the stream / waterbody that is being addressed by the project. Provide the river basin for the above mentioned stream / waterbody.

Section D – Project Description & Statement of Need

Provide a description of the proposed project, including the type of project (BMP), area treated by the BMP in acres, any TMDL or impaired water addressed by the project, if the project is relevant to a TMDL Implementation Plan, and

other relevant information pertaining to the project. Describe the need for the proposed project. Needs should be in the areas of restoring, protecting, or preventing pollution in State waters.

[If the project is a stream restoration, you must also provide a written description of the site selection process for the project, including documentation (e.g. Rosgen stream channel classification, watershed study, conceptual design plans, existing BMPs within the watershed, etc.) and photographs of the reach of stream to be restored.]

Section E: Pollutant Reduction

The established methodology for calculating the TP and TN reductions is outlined in Attachment A of the SLAF Guidelines.

Documentation: To verify pollutant reduction calculations, the following information is required with the application:

1. Print out the Site Data tab of the Virginia Reduction Method spreadsheet showing the data entered and the resultant TP and TN loadings. Supporting documentation with rationale for parameter selection must be provided to demonstrate that the parameter estimates are valid for the project.
2. Provide a narrative explaining which pollution reduction calculation methodology was selected, why it is appropriate for the project, the calculated phosphorus load reduction, any assumptions with supporting documentation, and parameters selected with rationale for selection (must be provided to demonstrate that the estimates are valid for the project). All supporting calculations must be provided.
3. If the project is a retrofit of an existing BMP, provide photographs showing the BMP before the upgrade. Provide a narrative describing the upgrade / enhancement and the incremental phosphorus reduction achieved utilizing the SLAF Guideline references, with supporting documentation. Rationale and calculated estimates for the BMP's current (former) efficiency must be provided.

Section F – Readiness-To-Proceed

For items 1-6, choose all project status options that accurately reflects the current status of the project.

Documentation for Stormwater Quality Projects: Provide documentation of all project status options that apply.

- For item 1, provide final design plans and local approval.
- For item 2, provide design plans, unless plans have already been provided for item 1.
- For item 3, provide concept engineering plan.
- For item 4, provide executed contract and task order or local approval of in-house engineering
- For item 5, provide Capital Improvement Plan, TMDL Action Plan, or other evidence of public notice.
- For item 6, provide local match confirmation and documentation of land/easement acquisition or that land and easement acquisitions are not required.

Documentation for Non-Point Source Nutrient Credit Purchases:

- For item 1, provide documentation of signed contract with indication that credits are immediately available.
- For item 2, provide documentation of signed contract with indication that credits are available within 6 months.
- For item 3, provide documentation of written contract
- For item 4, provide documentation of written proposals for the purchase of credits
- For item 5, provide local match confirmation.

Section G – Project Budget Information

Provide a breakdown of the project budget. The contingency amount should be no more than 5% of the Storm-water BMP Construction amount. Costs for professional services should be no more than 35% of the overall project cost. Ensure that the total is the same amount as the Total Project Cost in Section B of the application.

Documentation: Provide information such as professional services task orders, engineer's opinion of probable cost, and appraisals/basic administrative reports to substantiate the project budget figures.

Section H - Small MS4s

Check question on whether the applicant is regulated under the General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems.

Section I – Local Funding

Check question on whether the applicant has established a dedicated local funding/revenue mechanism for stormwater capital projects and provide documentation if affirmative.

Section J – Assurances and Certifications

Provide name, title, signature, and date.

Section K – Attachments

Provide all appropriate attachments.