

2007 WQIF Application Form & Proposal Narrative Guidelines

Virginia Department of Conservation and Recreation
Water Quality Improvement Fund

Contact the DCR regional office or Sarah Capps for an electronic version of this application form. For contact information see the “DCR Contacts” section on page 12 of the 2007 WQIF RFP.

1. APPLICANT INFORMATION				
Project Sponsor:				
Mailing Address:				
City, State, Zip:				
Federal ID #:				
Contract Person:				
- Phone:				
- E-mail:				
2. PROJECT INFORMATION				
Project Name:				
Start and End Dates:				
WQIF Grant Request and Match Funds:	\$	WQIF Request	\$	Match
Location Information:				
- City, County, Town:				
- Watershed Name*:				
- Watershed Number (NWBD)*:				
Is water body on DEQ 303(d) Impaired Waters List? **		Yes		No
Identify TMDL segment and stream:				
Identify TMDL impairment(s) addressed by this project:				
Does project address TMDL activity identified in Attachment C?		Yes		No
<p>* PDF maps by county of Watershed Names and Watershed Numbers (NWBD) are available from the DCR FTP site: ftp://ftp.dcr.virginia.gov/NWBD. <i>Username = guest</i> <i>Password = c0nserv (use zero in c0nserv)</i></p>				
<p>** Details on the DEQ 303(d) Impaired Waters List including an Interactive Map are available on the DEQ website, http://www.deq.state.va.us/wqa/ir2006.html</p>				

3. ELIGIBLE WQIF NPS ACTIVITIES (Refer to pages 5-8)	
<i>Mark an X to the left of the eligible WQIF NPS activity(s) proposed in the project.</i>	
Stormwater Management (*TMDL-SWM)	
	Retrofit(s) to existing detention facilities
	Retrofit(s) to existing impervious surfaces
	Retrofit(s) to manage rooftop runoff
	Better site design and/or low impact development
	Local stormwater management program
Nutrient Management	
	Urban nutrient management planning and implementation
	Alternative animal waste solutions
Residential Septic Systems (*TMDL-Septic)	
	Septic system repair and replacement
	Establishment of septic tank pumpout maintenance program
Other WQIF NPS Funding Priority Areas	
	Riparian buffer protection program
	Abandoned or orphaned mine land reclamation (*TMDL-Mining)
	Stream restoration (*TMDL-SR)
	Small acreage horse facilities
	Other: _____

4. BUDGET NARRATIVE

This section must clearly identify estimated project costs according to the budget categories provided below. Identify all expected project costs and all sources of match funds. Additional rows may be added under the budget categories to provide a line item detail. Rows for budget categories not included in the proposed project budget may be deleted. Reference the 2007 WQIF RFP Attachment B "Budget Narrative Guidelines" in completing this section.

BUDGET CATEGORIES & ITEMIZED DESCRIPTION	WQIF Grant	Match Funds
PERSONNEL <i>Personnel Subtotal→</i>	\$	\$
- (Describe Personnel)		
FRINGE BENEFITS <i>Fringe Subtotal→</i>	\$	\$
- (Describe Fringe Benefits)		
TRAVEL <i>Travel Subtotal→</i>	\$	\$
- (Describe Travel)		
EQUIPMENT <i>Equipment Subtotal→</i>	\$	\$
- (Describe Equipment)		
SUPPLIES <i>Supplies Subtotal →</i>	\$	\$
- (Describe Supplies)		
- (Describe Supplies)		
CONTRACTUAL <i>Contractual Subtotal→</i>	\$	\$
- (Describe Contractual)		
CONSTRUCTION <i>Construction Subtotal→</i>	\$	\$
- (Describe Construction)		
- (Describe Construction)		
- (Describe Construction)		
OTHER DIRECT <i>Other Direct Subtotal→</i>	\$	\$
- (Describe Other Direct)		
- (Describe Other Direct)		
INDIRECT <i>Indirect Subtotal→</i>	Not allowed	\$
- (Describe Indirect)	Not allowed	
TOTAL COSTS	\$	\$

5. NPS RESULTS & NPS POLLUTION REDUCTION ESTIMATES					
BMP(s) Name and Work Description	<i>(Specify and describe the type of BMPs to be installed, repaired, replaced, retrofitted or otherwise modified.)</i>				
Estimate Size or Quantity of BMP(s):	<i>(Specify targeted number of acres, linear feet, number of units or other appropriate unit for BMPs to be implemented.)</i>				
Drainage Area: (If applicable)	<i>(Estimate drainage area, such as acres to be treated by BMP(s) and including % acres or % of area to be treated that is pervious vs. impervious.)</i>				
Estimated annual NPS reductions: (If possible)		Nitrogen (lbs)		Phosphorus (lbs)	Sediment __ (lbs) __ (tons)
	List other Pollutant(s) and reductions (e.g. Pathogens).				
Describe basis or source for NPS reduction estimates:	<i>(e.g. SWM engineering calculations, Bay Model efficiencies, TMDL studies and implementation plans, National Small Flows standards for septic, scientific study results, manufactured BMP design specifications, etc.)</i>				
Other NPS Results information:					

APPLICATION & PROPOSAL SUBMISSION

Applicants are required to submit **7 hard copies and one electronic version** (Microsoft Word or Adobe Acrobat PDF files are preferred) of the completed 2007 WQIF Application Form and the project proposal narrative to the Virginia Department of Conservation and Recreation **by 5:00 pm on May 15, 2007** or postmarked by this date and time. Incomplete RFP application documents not delivered or mailed accordingly may be disqualified. Address the final application package to:

Sarah Capps, WQIA Program Manager
 Virginia Department of Conservation and Recreation
 203 Governor Street, Suite 206
 Richmond, Virginia 23219
 Email, sarah.capps@dcr.virginia.gov

PROPOSAL NARRATIVE GUIDELINES

The project proposal narrative **must not exceed five pages (10 or 12 point font)**. Below is an outline that serves as the proposal narrative guidelines. Proposals submitted that do not follow the exact outline, will still be considered but are advised to address the same type content as presented below.

- I. **Project Abstract** – Brief description of project and NPS reduction or water quality improvement activities, and expected results or other project deliverables.

- II. **Proposal**
 - A. **Project Need** – Describe the nature of the problem and the water quality or nutrient loading concern for the selected project area to be addressed by the proposed project.

 - B. **Objectives** – Provide a bulleted or numbered list of the project’s anticipated outcomes. Be as descriptive and quantitative as possible.

 - C. **Overall Content**
 - Describe how the project will contribute toward achievement of nutrient reduction targets outlined in Virginia Tributary Strategies, TMDL Implementation Plans, or other local or watershed planning documents.
 - Describe how the project will contribute to expanding the implementation of cost-effective, innovative, or sustainable strategies for NPS reductions.
 - Describe how the project differs or goes beyond ongoing efforts to comply with legally mandated requirements at the local, state, or federal level.
 - Indicate if the project is a continuation or expansion of an existing WQIF grant funded under the FY2006 WQIF Request for Grant Applications.

 - D. **Methodology & Timeline** – Describe the project methodology including a timeline for the project implementation. Indicate if any permits may be required for the project.

 - E. **NPS Results, NPS Reductions, or Environmental Results** – This section may be used to provide additional information, beyond what is provided in the 2007 WQIF Application Form under Section 5, “NPS results & NPS Pollution Reduction Estimates”, or to identify other environmental results expected to be achieved.

 - F. **Partner Justification** – Provide a list of project partners and their roles in the project. Describe the qualification and nature of the contributions of the project sponsor organization and other collaborating organizations. Indicate level of involvement of other organizations in development and review of the proposed project.