



# DCR interoffice MEMORANDUM

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**To:** Prospective Entities requesting the use of VNRFCF funds for in-kind grant match

**From:** Richard F. Weeks, Jr., Director, Division of Nonpoint Pollution Prevention

**CC:** CDCs, Gary Moore, Faye Campbell, Stephanie Martin, Susan Hale

**Date:** August 12, 2013

**Subject:** Process to Request In-kind Grant Match Funds

Each year DCR receives requests from various organizations asking for in-kind grant match funds supported by implementation of VACS cost-share practices. Any funds available as state or local in kind match funds are from the Virginia Natural Resources Commitment Fund (VRNCF) that is dedicated to the implementation of the VACS Program by the Va. Code §10.1-2128.1.A.

The DCR Division of Nonpoint Pollution Prevention (NP3) prioritizes the use of these state funds as match for several long term federal grants to maintain its programs and staff. DCR tracks these funds to assure that state in-kind match funds are not over committed. Any VNRFCF funds in excess of NP3 match needs may be available to grant applicants for use as in-kind match for federal and private grant applications, so long as the purpose of the grant is for the improvement of state water quality.

The VACS allocates VNRFCF cost-share funds for local BMP implementation to all forty-seven Soil and Water Conservation Districts (SWCD) annually. The amount of funds allocated to each SWCD is determined by the amount of Virginia Natural Resources Commitment Fund (VRNCF) appropriations and the annual collections of title recordation fees, as well as the nonpoint source assessment of local water quality.

This memorandum is designed to define the process required to request the use of local cost-share as in-kind match funds to meet federal or private grant requirements so that DCR can partner with various organizations to promote better water quality for all of Virginia's citizens.

The applicant should submit a letter requesting in-kind match funds which must be received by the Agricultural BMP Coordinator at The Department of Conservation and Recreation, Division of Nonpoint Pollution Prevention, 600 Main Street, 24<sup>th</sup> Floor, Richmond VA 23219, at least ten business days before the letter of commitment of funds is required. The letter must include the following information:

- **Identification of the source of the grant that will be matched.**
- **A statement identifying the purpose of the grant and the water quality benefits anticipated as a result of grant deliverable completion.**

- **What amount of in-kind match is being requested?**
- **Identification of the county(s) or SWCD(s) where the grant will be implemented.**
- **The time frame for grant implementation. (Since the appropriations are made annually letters of commitment are typically one year at a time.)**
- **Identification of the grant manager, their postal delivery address and email address for the letter of in-kind match commitment to be sent.**

The Ag. BMP Coordinator will forward the request to the Finance Division staff responsible for tracking in kind match with a recommendation to fund the match if the water quality benefits anticipated are compatible with agency goals and VNRCF fund utilization requirements. If match funds are available finance staff will add the match to their commitment tracking and notify the Coordinator of the availability of match.

The Ag. BMP Coordinator will then send a letter of commitment or rejection for in kind match funds via USPS as well as email the responsible grant manager within ten days of receipt of the request, assuming all required information has been provided and the grant application supports agency water quality goals.

Your cooperation on following the process outlined in this memorandum will allow DCR to partner with multiple organizations to leverage state funds for water quality improvement in an efficient and effective manner.