

2024

# Central Shenandoah Watershed Wellness Mini-Grant

Funding Best Management Practices to improve water quality and reduce run-off  
in the Chesapeake Bay watershed

DRAFT



# Watershed Wellness Mini-Grant

## Purpose and Guidelines

### About the Program

The [Central Shenandoah Planning District Commission \(CSPDC\) Watershed Wellness Mini-Grant Program](#) is a reimbursement grant that provides up to \$3,500 in non-match funding for implementing practical, cost-effective, and ready-to-go best management practice (BMP) projects that improve water quality and reduce runoff in the Chesapeake Bay watershed.

The program is funded by the Virginia Department of Environmental Quality (DEQ), and is part of [Virginia's Chesapeake Bay Watershed Implementation Plan \(WIP\)](#), which prioritizes addressing stormwater runoff.

### Goals

The program has three main goals:

- Install BMPs that improve water quality and reduce impervious surface run-off;
- Provide a simple, streamlined BMP grant application process;
- Support the State of Virginia's Chesapeake Bay pollution reduction goals for nitrogen phosphorous, and sediment outlined in the DEQ Statewide WIP plan.

### Eligible Applicants

Applicants must be located within the five-county CSPDC region (Augusta, Bath, Highland, Rockbridge, and Rockingham Counties). The program focuses on BMPs in unregulated, non-municipal Separate Storm Sewer System (MS4) areas. MS4 areas are encouraged to apply; however, priority will be given to non-regulated areas.

Applicants must be one of the following:

- Municipalities (Counties, Cities, Towns)
- Non-profit organizations with tax-exempt 501c3 status (environmental organizations, community organizations, religious organizations, etc.)
- Public education institutions (high schools, middle schools, elementary schools, etc.)

### Eligible Projects

Projects must be stormwater BMP projects that improve water quality and treat runoff from impervious surfaces, erosion, poor drainage, poor vegetation and other problem areas and address an identified environmental need.

Funding can be applied to project planning, design, and construction for existing or new projects. Work should begin within 60 days of award notification, and projects must be constructed and completed by December 31, 2024.

## ***BMP Selection***

Applicants should implement BMPs approved by [DEQ's BMP Clearinghouse](#). Projects on public property or property owned by a non-profit organization are preferred, and projects on private property may be considered on sites with high restoration outcomes. Site boundaries must be clearly defined and verified to ensure that no part of the proposed BMP is located on an adjacent property that is not participating in the program. Native plantings should reference the [Virginia Plant Atlas](#).

Recognizing the value of installing multiple BMPs at the same site at the same time, applicants may apply for and be approved for multiple applications. The program does not fund planning, technical assistance, or public education initiatives that do not directly lead to the physical construction of a BMP.

Eligible stormwater BMP project examples are listed below.

- *Green Infrastructure*. Implementing green roofs, rain gardens, bioswales, and permeable pavements and other improvements to capture and absorb stormwater, reducing runoff and filtering pollutants.
- *Riparian Buffers*. Establishing vegetated buffers along waterways to stabilize banks, reduce erosion, filter pollutants, and provide habitat.
- *Constructed Wetlands*. Creating or restoring wetlands to capture, store, and treat stormwater.
- *Pervious Surfaces*. Using porous materials for pavements, driveways, and sidewalks to allow water infiltration and reduce runoff.
- *Vegetated Swales*. Incorporating vegetated channels or ditches along roads or in developments to slow, capture, and filter stormwater runoff.
- *Stormwater Bioretention*. Constructing bioretention basins to temporarily store and slowly release stormwater, allowing sediment and pollutants to settle out before discharge.
- *Vegetated Conveyance*. Mimicking natural drainage patterns by creating shallow, vegetated channels to slow and treat stormwater runoff.
- *Water Harvesting and Reuse*. Collecting stormwater for irrigation, toilet flushing, or other non-potable uses, reducing demand on municipal water supplies.
- *Erosion Control Measures*. Implementing erosion control practices such as silt fences, straw wattles, and mulching to prevent sediment from entering waterways.
- *Urban Tree Canopy Expansion and Conservation Landscaping*. Increasing tree planting and native vegetative planting in to enhance stormwater infiltration and reduce runoff.

## Funding and Match

The program provides 100% project funding and requires no match. Reimbursement is applied after the completion of the project. Participants must complete the project no later than December 20, 2024, have an in-field verification conducted by the CSPDC, and submit a Project Completion Report by January 10, 2025 to receive reimbursement. The grant request minimum is \$500, and the grant maximum is \$3,500. Funds may be combined with other grant or cost-share resources for a new or on-going project.

While a cash or non-cash match is not required for funding, preference will be given to applications that demonstrate an in-kind match, which may include volunteer time or donated services and items.

## Application Process

Applicants with multiple project ideas are encouraged to contact CSPDC staff. Project construction must be final by December 20, 2024. Contact CSPDC WIP Coordinator Zach Beard at zach@cspdc.org with questions.

### Timeline

Below are important application and project dates:

- **Wednesday, February 28, 2024.** Application available on the [CSPDC WIP website page](#).
- **Friday, March 29, 2024.** Application in-take period closes at 5:00 p.m.
- **Friday, April 12, 2024.** Projects are reviewed and selected. Awards announced.
- **Friday, April 19, 2024.** Project start date pending signed agreement.
- **Thursday, August 15, 2024.** Mid-point project status update.
- **Tuesday, December 20, 2024.** Project construction complete.
- **Friday, January 10, 2025.** Project Completion Report submission deadline.

### Project Evaluation

CSPDC staff will pre-screen each application to ensure requirements are met, and work with the applicant if there are any questions. CSPDC staff, in consultation with regional Soil and Water Conservation District programs, will evaluate each project based on the following:

- *Project design.* BMP design is adequately documented.
- *Project readiness.* BMPs that are ready to be constructed and can be completed by December 20, 2024.
- *Non-MS4 status.* Priority will be given to non-regulated areas; however, MS4 areas are encouraged to apply.
- *Alignment with Chesapeake Bay pollution reduction goals.* Needs address the Virginia Chesapeake Bay WIP goals to reduce nutrient and sediment run-off.

- *Non-match documentation.* While match is not required, projects that demonstrate community.
- *On-going monitoring and maintenance.* Demonstrate that future maintenance of BMP facilities will be addressed.

## ***Post-Project Completion***

After the project is complete, the recipient and the CSPDC have the following responsibilities:

### ***Recipient***

- Complete the project construction by December 20, 2024.
- Recognize DEQ's Chesapeake Bay WIP program and goals in any publicity materials.
- Submit a Project Completion Report, receipts for work completed, and before and after images of the completed project by January 8, 2025.

### ***CSPDC Responsibilities***

- Provide progress report to DEQ for interim and final WIP reports.
- Ensure the completed project is entered into the VA BMP Warehouse and confirm the submission with DEQ.

# Watershed Wellness Mini-Grant Application

Application is due on Friday, March 29 at 5:00 p.m. An online application is available at the [CSPDC WIP webpage](#).

## 1. Project Sponsor

- a. Name
- b. Address

## 2. Project Manager

- a. Name, title
- b. Phone number
- c. Email

## 3. Project Title

## 4. Site Conditions and Needs

Describe the existing site, site conditions, and stormwater needs. Identify any right-of-way and property boundary issues, and any existing utilities. Note the proximity to waterways or stormwater systems. Ensure the project complies with local ordinances and policies. Attach an aerial image of the site and photos of the site (maximum 250 words).

## 5. Project Description

Provide an explanation of the proposed project improvements that address water quality or run-off benefits, any project partners, and how the project compliments any existing plans or initiatives. Attach a project sketch that illustrates the layout and areas treated (maximum 250 words).

## 6. Project Schedule and Readiness

Provide an outline of project start date, milestones, and completion date. The project must be complete by December 31, 2024 to receive reimbursement (maximum 100 words).

- a. Is this project part of a larger multi-phased project? Y/N
- b. Has design work started? Y/N

## 7. Budget

Outline the project budget in the table below.

<b>Description of Budget Items</b> (List resources to complete the project)	<b>Grant Funds</b> (Amount of funding for this item)	<b>Other Funds</b> (Describe other cash funds for the project)	<b>In-kind Funds</b> (Value of donated goods, services, or volunteer labor)	<b>Total</b>

## 8. Project Maintenance

Describe how the project will be maintained after construction (maximum 100 words).

## 9. Attachments

*Required attachments:*

- Aerial site map
- Pre-project images of the site
- Project sketch illustrating improvements

*Optional attachments:*

- Detailed design or construction plans
- Cost estimates
- Resolutions of support or letters of support



# Watershed Wellness Mini-Grant Project Completion Report

Submit by Friday, January 10, 2025 to CSPDC WIP Coordinator Zach Beard at zach@cspdc.org

**1. Project Title:**

**2. Project Completion Date:**

**3. Images of completed project are attached: Y/N**

**4. Explain any changes to the project scope since the original application if applicable.**

**5. Final Budget**

List the final project budget items below. Attach receipts for each item.

Description of Budget Items	Receipt Attached Y/N	Total
Total Reimbursement Request		

**6. Match Funds**

List any match funds for the project if applicable, which can include personnel, travel, supplies, contractual, in-kind services, or other match.

Description of Match	Total

**6. Share your thoughts on the Watershed Wellness Mini-Grant Program. What worked well, and what could be improved?**

**7. By signing, I agree that the above information is correct to the best of my knowledge.**

Project Manager Name: \_\_\_\_\_

Date: \_\_\_\_\_