



Neighborhood Stormwater Infrastructure Grant Notice of Funding Opportunity 2023

The goal of the Neighborhood Stormwater Infrastructure Grant Program is to promote the repair and maintenance of neighborhood drainage systems and stormwater management facilities (BMPs) in a manner that best supports the safety and general welfare of all County residents.

What is a Neighborhood Drainage System?

Neighborhood drainage systems include structures such as inlets, pipes, vegetated or paved swales and outfall structures, located outside of the VDOT roadway, which move runoff originating on or off-site safely through residential areas to protect citizens and property. Roof and footing drains, privately installed on-lot drainage structures, and driveway culverts are not considered part of a neighborhood drainage system.

What is a Stormwater Management Facility (BMP)?

Stormwater management facilities, also known as best management practices or BMPs, include structures that reduce the quantity of storm runoff and improve the water quality of the runoff. BMP components include, but are not limited to, inlets, pipes, vegetated or paved swales, ponds, bioretention features, embankments, outfalls and energy dissipation structures.

Who Will be Reviewing Your Grant Application?

The Stafford County Environmental Division will be reviewing all applications. During the review process, applications will be scored based on the criteria listed in the funding criteria section of this document. Grants will be awarded to eligible projects which score the highest and will be dependent on available funding.

Available Grants

- **Inventory, Inspection & Engineering Study Grants** – Includes inventorying, mapping and inspecting existing drainage structures and developing engineering-based solutions to address deficiencies. Results are for planning future maintenance and improvements and can be included in a homeowner's association (HOA) reserve study. Engineering studies must be signed and sealed by a licensed engineer who has the knowledge and experience to design such improvements and is licensed by the state of Virginia.
- **Repair, Maintenance & Improvement Grants** – Includes repairs to maintain a drainage system as originally designed and improvements to inadequate drainage systems (improvements shall be based on an engineering study).



- **BMP Repair, Maintenance & Improvement Grants** – Includes repairs to maintain a BMP as originally designed and improvements to inadequate BMPs (improvements shall be based on and engineering study). Only non-routine maintenance, repairs and improvements will be considered.

Documents and Information Needed to Complete This Application:

The following items will be necessary in order to successfully complete this application. Incomplete applications will not be considered. Potential applicants are encouraged to meet with Stafford County's Environmental Division staff in advance of the application due date.

1. A copy of the subdivision plat showing the area in question. These can usually be found at <https://staffordcountyva.gov/1879/Land-Records>. The purpose of the plat is to determine the responsible party for any easements in the vicinity of the proposed project.
2. A signed copy of the maintenance agreement for the stormwater management system. If an agreement was not previously executed and available, applicants can request a template maintenance agreement from the County's Environmental Division.
3. Written authorization from the property owners, either the HOA or private owners, to apply and negotiate the grant conditions.
4. For BMP repairs and improvements, applicants must request a copy of the latest BMP inspection report from Stafford County's Environmental Division. Only non-routine maintenance repairs and improvements will be considered.
5. A minimum of three competitive bids must be secured and copies of the bids or quotes must be provided with the completed application.

General Conditions for Applicants:

1. All work must be completed within the timeframe specified in the executed grant agreement.
2. A drainage easement must be present on the subdivision plat and include, the structure(s) needing repair.
3. If no easement exists, the recordation of a new public drainage easement may be required, if eligible, prior to executing the grant agreement.
4. Applicants agree to secure a minimum of three competitive bids. The County reserves the right to review and approve the bid documents prior to securing quotes and to review solicited quotes upon receipt. The applicant must accept the lowest responsive and responsible qualified bid.



5. For BMP repairs and/or improvements, the facility must have an assigned number on record. The facility shall be released with approved as-built or construction plans on file.
6. All drainage repairs and/or improvements shall be accomplished in accordance with the Stafford County [Stormwater Management Design Manual](#).
7. All BMP maintenance and repairs shall be accomplished in accordance with the approved as-built or construction files for the BMP.
8. All maintenance, repairs and improvements shall be accomplished in accordance with the Virginia Stormwater Management Program (VSMP) <https://www.deq.virginia.gov/water/stormwater>.
9. Projects shall require environmental permitting. Applicants shall be advised of permit requirements.
10. Costs associated with the design, permitting, construction and inspection of the proposed project can be funded as part of the project costs.
11. The project shall be completed within 24 months. Applicants shall contact Department of Development Services, Environmental Division staff to request an extension.
12. Reimbursement will be provided to the grantee upon completion of the project and approval of a completed "Project Reimbursement Form."
13. Stafford County reserves the right to inspect projects during construction to ensure compliance with County guidance and policies.
14. Applicants must be current on all real estate, personal property and utility taxes and fees.
15. For assistance with this application or to request a copy of the latest BMP inspection report, call the Environmental Division at (540) 658-8830 or email NSIGrant@staffordcountyva.gov.

Special Conditions for Applicants:

Neighborhoods without Mandatory Homeowners Associations (Non-HOAs)

1. Prior to the award of a grant, a non-HOA neighborhood must provide the County the right to enter and inspect the stormwater and drainage facilities located in the generic easements and written approval from all affected property owners. Access is necessary to map and assess the infrastructure condition. The County will not accept the drainage structures into the County's system.



Neighborhoods with Mandatory Homeowners Associations (HOAs)

1. Participating HOAs must have a responsible and active association board.
2. Prior to award of a grant, HOAs must provide to the County the right to enter and inspect the stormwater and drainage facilities located in the drainage easements that serve the neighborhood. Access is necessary to map and assess the infrastructure condition.

Funding Criteria:

Applications will be evaluated using the following criteria including 100 maximum points

Intended Result (The project...)	Maximum Value
Supports long-term maintenance of drainage system.	5
Provides water quality benefit.	5
Mitigates current roadway, structure and/or crawl space flooding.	5
Incorporates nature-based solutions.	5
Mitigates impacts from ongoing erosion.	5
Addresses damage potential to residential lots.	5
Reduces the potential for human injury or illness.	10
Mitigates damage and offsite impacts from failed stormwater structures.	10
Project area is within a public easement.	10
Implements an HOA reserve study.	10
Project has an engineering study to prove benefits of improvements.	10
Matching funds available.	10
Has been partially or completely constructed.	10

Annual Process:

Solicitation	Begins April 1 st
Pre-Application	April 1 st to May 1 st
Notice of Eligibility	April 1 st to May 15 th
Application	May 1 st to August 30 th
Notice of Award	August 1 st to September 30 th
Project Completion	2 years from Notice of Award



Final Invoice

2 years from Notice of Award

Ineligible Grant Costs:

1. Salaries and other expenses of employees are not allowable expenses for reimbursement under the program. In addition, the cost of Force Account Labor is ineligible.
2. Administrative costs such as supplies, rent, grant administration, and/or travel.
3. Changes in the approved project scope without Stafford County's written concurrence.
4. Change orders not attributable to the stormwater project or involving duplication of effort or work.
5. Any cost or expenditure that is determined to be unnecessary and/or unreasonable.
6. Costs to operate or maintain the project.
7. Any interest costs associated with funds borrowed for the planning, design, or construction of the project.
8. Costs associated with post-construction monitoring of the project.



Eligibility and Grant Amounts:

Grant Category	Inventory, Inspections & Engineering Studies	Maintenance, Repairs & Improvements	BMP Maintenance, Repairs & Improvements
Matching Monies Available	Up to \$6,000 per award 75% - 25% split (Stafford County – Owner)	Minimum of \$2,500 up to maximum of \$25,000 per award 50%-50% split (Stafford County – Owner)	Minimum of \$2,500 up to maximum of \$7,500 per award 50%-50% split (Stafford County – Owner)
Period of Performance	Reimbursement may be available if completed within 2 years of the application date.		
Who Can Apply	<ul style="list-style-type: none"> • Non-HOA Neighborhoods • HOAs with Public Roads • HOAs with Private Roads • Persons who own private property with public stormwater infrastructure. 		
Program Description	<p>To aid drainage system owners in the inventory, inspection and maintenance of their facilities.</p> <p>To assist system owners in acquiring an engineering study of system or BMP improvements.</p>	<p>To assist drainage system owners in the maintenance, repair and improvement of their facilities.</p> <p>Only non-routine maintenance, repairs and improvements will be considered.</p>	<p>To assist stormwater facility owners in the maintenance, repair and improvement of their BMP facilities.</p> <p>Only non-routine maintenance, repairs and improvements will be considered.</p>
Projects Not Eligible	<ul style="list-style-type: none"> • Facilities within the VDOT right-of-way. • Non-residential projects. • Private drainage infrastructure (e.g. driveway culverts). 	<ul style="list-style-type: none"> • Facilities within the VDOT right-of-way. • Non-residential projects. • New facilities not included in the original plan of development. • Private drainage infrastructure (e.g. driveway culverts). 	<ul style="list-style-type: none"> • Facilities within the VDOT right-of-way. • Non-residential projects. • New facilities not included in the original plan of development. • Private BMPs.
Prerequisites	<p>Infrastructure must be within public easements or service more than one property.</p> <p>If infrastructure is not located within a public easement, a public easement must be recorded.</p>	<p>Infrastructure must be within public easements or service more than one property.</p> <p>If infrastructure is not located within a public easement, a public easement must be recorded.</p> <p>Changes from the original development plan are considered improvements and may require an engineering study.</p>	<p>The facility owner shall have a recorded maintenance agreement with Stafford County.</p> <p>If infrastructure is not located within a public easement, a public easement must be recorded.</p> <p>Changes from the original development plan are considered improvements and may require an engineering study.</p>

