



Clean Water Heritage Grants

APPLICATIONS DUE SEPTEMBER 30, 2019

The goal of the Clean Water Heritage Stormwater Maintenance and Repair Grant Program is to promote the maintenance of privately owned neighborhood drainage systems and private 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 in order to protect citizens and property. Roof and footing drains and privately installed on-lot drainage structures 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.

Available Grants

- **Inventory & Inspection Grants** – Inventorying and mapping the existing drainage structures and inspecting the system for operating condition. Results are for planning future maintenance or for inclusion in a homeowners association (HOA) reserve study. Inspection may include a photo record or pipe video and documentation in GIS.
- **Repair & Maintenance Grants** – Repairs to maintain a drainage system as originally designed. Repairs do not include upgrades to improve the system function.
- **BMP Repair & Maintenance Grants** – Repairs to maintain a BMP as originally designed. Only non-routine maintenance or repairs will be considered.

PLEASE READ THIS APPLICATION PACKET CAREFULLY.

FAILURE TO DO SO MAY RESULT IN AN INELIGIBLE APPLICATION.

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 Stormwater 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://property.jamescitycountyva.gov/JamesCity/Account/Logon> . 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 Declaration of Covenants, Inspection /Maintenance of Drainage System Form. If an agreement was not previously executed and available, applicants can download the form at <https://www.jamescitycountyva.gov/DocumentCenter/Home/View/2148>.
3. Written authorization from the property owners, either the HOA or private owners, to apply and negotiate the grant conditions.
4. For BMP repairs, applicants must request a copy of the latest BMP inspection report from Stormwater Division. Only non-routine maintenance repairs will be considered.

General Conditions for Applicants

1. All work must be completed within the timeframe specified in the executed grant agreement.
2. All drainage repairs will be accomplished in accordance with the James City County Stormwater Drainage Conveyance Systems (Non-BMP related) General Design and Construction Guidelines.
<https://www.jamescitycountyva.gov/DocumentCenter/Home/View/2156>
3. All BMP maintenance and repairs will be accomplished in accordance with the approved as-built or construction files for the BMP.
<https://documents.jamescitycountyva.gov/sites/stormwater/SitePages/Home.aspx>
4. All BMP maintenance and repairs will be accomplished in accordance with the James City County BMP Operations and Maintenance Manual.
5. Projects will require local environmental permitting. Successful applicants will be advised of permit requirements.
6. Costs associated with the design, permitting, construction and inspection of the proposed project can be funded as part of the project costs.
7. All applicants will be notified whether or not their applications have been accepted for matching grants.
8. Reimbursement will be provided to the grantee upon completion of the project and receipt of a completed "Project Reimbursement Form."
9. James City County reserves the right to inspect funded projects during construction to ensure compliance with County guidance and policies.
10. For assistance with this application or to request a copy of the latest BMP inspection report, call the Stormwater Division at 757-259-1441 or email John.Fuqua@jamescitycountyva.gov.

Special Conditions for Applicants

Neighborhoods without Mandatory Homeowners Associations (Non-HOAs)

1. For drainage repairs, a generic, or undedicated, drainage easement must be present on the subdivision plat and include, in whole or in part, the structure(s) needing repair. Alternatively, an outfall from a public roadway must be present that discharges runoff to private property during storms.
2. For BMP repairs, the facility must be designated as a water quality facility and have an assigned number on record with the Stormwater Division. Furthermore the facility must be released from the Engineering and Resource Protection Division, with approved as-built or construction plans on file.(NOTE: this is flexible depending on the age of the BMP & the quality of the file data)
3. Prior to award of a grant, property owners adjacent to the structure(s) needing repair must provide the County with a one-time, temporary permission to access the infrastructure and the easement for the purpose of repair. The County and/or its designee will provide technical assistance for the repair. The County will not accept the drainage structures into the County's system.
4. Prior to award of a grant, a non-HOA neighborhood funded for inventory and mapping, must provide to the County the right to enter and inspect the stormwater and drainage facilities located in the generic easements that serve the neighborhood on private property. Access is necessary for the County and/or its designee to map and assess the infrastructure condition.
5. The County will manage contracts for non-HOA projects with more than one owner.

Neighborhoods with Mandatory Homeowners Associations (HOAs)

1. Participating HOAs must have a responsible and active association board.
2. Through this application, participating HOAs agree to manage the repair or inspection project, securing 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 HOA must accept the lowest responsive and responsible qualified bid.
3. Through this application, participating HOAs funded for inventory and inspection provide to the County the right to enter and inspect the stormwater and drainage facilities located in the drainage easements that serve the neighborhood.

Funding Criteria

Applications will be evaluated using the following criteria including 270 maximum points.

Intended Result	Maximum Value
PROPOSED PROJECT WILL:	
Reduce potential for human <i>injury or illness</i>	30
Mitigate damage from runoff due to failed structure(s)	30
Mitigate impacts from ongoing erosion	30
Mitigate offsite impacts from failed structures	30
Address damage potential to residential lots	30
Address damages per residential lot	30
Address runoff contributed from off-site	30
Implements an HOA reserve study	30
Supports long-term maintenance of drainage system	30

Eligibility and Grant Amounts

Category	Inventory & Inspection	Maintenance & Repairs	BMP Maintenance & Repair
Matching Monies Available	Up to \$6,000 per award 75% - 25% split (JCC – Owner)	Minimum of \$2,500 up to maximum of \$50,000 per award 50%-50% split	Minimum of \$2,500 up to maximum of \$7,500 per award 50%-50% split
Who Can Apply?	<ul style="list-style-type: none"> • Non-HOA Neighborhoods • HOAs with Public Roads • HOAs with Private Roads 		
Program Description	To aid drainage system owners in the inventory, inspection and maintenance of their facilities	To assist stormwater facility owners in the maintenance and repair of system components	To assist stormwater facility owners in the maintenance and repair of system components
Examples	A map of drainage structures with a condition assessment for each structure/ component	Replacement of broken concrete, crushed pipes, clearing of trees, resealing inlets or manholes, etc.	Replacing the trash rack, sealing the riser, lining the barrel, repairing emergency and/or principal spillway, planting a buffer, etc.
Projects Not Eligible	Facilities within the VDOT right-of-way	<ul style="list-style-type: none"> • Facilities within the VDOT right-of-way, • new drainage facilities not included in the original development plan and • projects disturbing one acre or more of area 	Projects without a water quality benefit



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Project Title: _____

Name of Organization: _____

Address: _____

Contact Person: _____

Email: _____

Neighborhood (check one): Non-HOA HOA

a. If Non-HOA: Are all property owners listed and have all signed the application? Yes No

b. If HOA: Does this neighborhood maintain the road system? Yes No

Applying for (check one): _____ Inventory and Inspection

_____ Maintenance and Repair

_____ BMP Maintenance and Repair

Project Location Street Address(s): _____

Project Description:

a. Briefly describe the problem:

b. Attach location map: JCC Real Estate System, Google Maps, Other

c. Is an easement present on the plat for the facilities in question? Yes No

1) To whom is the easement dedicated? _____

d. Attach photographs of problem.

List any consultants (engineers, surveyors) providing services for this repair:

Name: _____ Phone: _____

Address: _____ Email: _____

Name: _____ Phone: _____

Address: _____ Email: _____

Name: _____ Phone: _____

Address: _____ Email: _____

Describe prior actions taken, if any, to address the problem or improve the facility.

Estimated Project Cost (including any design, permitting, engineering costs): _____

Funding Requested in this application: _____

Estimated Start Date: _____

Estimated Completion Date: _____

I/We, the undersigned, certify that the information provided in this form is true and accurate to the best of my/our knowledge and that I/we have signed with full authority of the _____ HOA/neighborhood.

Print: _____ Sign: _____

Print: _____ Sign: _____

For Non-HOA Applicants Only: I/We understand that work will not begin on any funded repair until the County is in receipt of our, the property owners, share of project costs, totaling at least 50% of the total project cost and the necessary access permissions have been provided by the affected property owners to the County and/or its designee.

Print: _____ Sign: _____

Print: _____ Sign: _____

Print: _____ Sign: _____

Print: _____ Sign: _____



Application Checklist

1. Are you an authorized agent (authorized to sign contracts) of an HOA? yes no

2. If you are representing an HOA, is the HOA active (holds meetings, elects officers, collects dues, etc.?) yes no

3. Are you an owner of private property on which the repair work is proposed? yes no

4. If this application is for a drainage system repair, is the system designed to collect and convey stormwater from multiple properties? yes no

5. If this application is for a drainage system repair, is the drainage system within an easement or right of way owned by the Virginia Department of Transportation (VDOT)? yes no

6. Have the proposed repairs been evaluated by a third party professional? yes no
 If yes, attach any report or summary to this application.

7. Is there a recorded easement or common area owned by the HOA at the location of the proposed repair work? yes no

8. Is there an easement to provide for construction access to the location of the proposed repair work? yes no

9. Do any of the proposed repairs involve adding drainage structures to the existing drainage system? yes no

10. What is the current balance of your community’s reserve fund? \$ _____
 What percent is available for this effort? _____

11. Has any portion of the proposed repair work been initiated or contractually obligated? yes no

12. Is the proposed work area within a wetlands, Resource Protection Area (RPA), conservation easement, or other restricted area? yes no

13. Is a map or schematic of the problem or proposed improvement attached? yes no





Clean Water Heritage Grant Project Reimbursement Form

Project Title: _____

Payment Address: _____

Estimated Project Budget: _____

Materials/Billed Labor	Total Project Cost	*Requested Funding
Total		
Date		

To be filled out upon project completion and submitted with receipts and photo documentation of the project or inspection forms, whichever is applicable, to: **Stormwater Division, 101-E Mounts Bay Road, Williamsburg, VA 23185** *Please note that James City County will maintain the information contained in this application solely for the James City County Stormwater Maintenance and Repair Grant Program and not for sale or marketing purposes. Submission is not a guarantee of acceptance. James City County reserves the right to photograph the site and any volunteer event participants for publicity purposes. Please be aware that photos are for County use only and may be used in future brochures, pamphlets, flyers or on County social media.*