CHESAPEAKE BAY RESTORATION FUND ADVISORY COMMITTEE

GRANT APPLICATION

Save this PDF document to your computer before filling it out.

April 2, 2019 - Version 2.1

Attachment 7

CHESAPEAKE BAY RESTORATION FUND ADVISORY COMMITTEE
Project Application

Requesting Organization	
Name:	Hampton Roads Planning District Commission
Address:	723 Woodlake Drive, Chesapeake, VA 23320
Federal Identification Number (FIN):	54-1545555
Project Lead or Coordinator	
Name:	Katie Cullipher
Email Address:	kcullipher@hrpdcva.gov
Title:	Principal Environmental Education Planner
Address:	723 Woodlake Drive, Chesapeake, VA 23320
Telephone Number:	757-420-8300
Signature:	
Description of Organization	
*If your organization type is not listed in the dropdown menu, please type it in manually.	
Type of Organization:	State or Local Government Agency

(Organization Purpose and Description of Past Related Project, if any) (Limit: 1500 Characters)

The Hampton Roads Planning District Commission (HRPDC), one of 21 Planning District Commissions in the Commonwealth of Virginia, is a regional organization representing this area's 17 local governments.

The mission of the HRPDC is to:
• Serve as a forum for local elected officials and chief administrators to deliberate and decide issues of regional importance;
• Provide the local governments and citizens of Hampton Roads credible and timely planning, research and analysis on matters of mutual concern; and
• Provide leadership and offer strategies and support services to other public and private, local and regional agencies, in their efforts to improve the region's quality of life.

The HRPDC serves as a resource of technical expertise to its member local governments. It provides assistance on local and regional issues pertaining to Economics, Emergency Management, Housing, Planning, and Water Resources, and provides a robust environmental education and outreach program called askHRgreen.org.

We have previously used funds from the Chesapeake Bay Restoration Fund Grant Program to:
• Expand the regional "Bay Star Homes" program
• Launch a new green business recognition program called Bay Star Business
• Host regional workshops focused on rain barrel construction, native plants, tree planting and care, and soil testing
• Extend a regional pet waste station grant program designed to decrease bacteria discharges to local waterways
• Create a "Green Learning" education guide based on SOLs for elementary-aged students
• Fund environmental eduction mini grants for stormwater projects involving K-12 students

Brief Description of Project

The description provided below is the primary basis for consideration of this application. Advisory committee staff will use this description as the official summary for committee members' review. Staff **WILL NOT** look through additional submitted materials to formulate a description of your proposed project. (Limit: 1500 Characters)

Our local government partners have identified the following projects as a means for increasing awareness and promoting best management practices:

Pet Waste Station Grants. This project engages homeowners associations and civic leagues in reducing bacteria and nutrient pollution in local waterways. Successful applicants receive a free pet waste station but must sign a maintenance agreement and conduct outreach about the importance of picking up pet waste. All neighborhoods, community groups and property managers with the ability to install, maintain, and promote the purpose of pet waste stations are encouraged to participate in this regional program.

Fundraiser Car Wash Kits. This project addresses polluted stormwater discharges from fundraiser car washes. The program would target community car washes - particularly those held by school groups. Groups will be asked to check out a car wash kit before holding a car wash fundraiser. The kit is filled with the equipment needed to block storm drains and divert wash water to pervious areas, allowing the wash water to soak into the ground instead of running off into gutters and storm drains. The kits would be available free of charge to any groups in Hampton Roads.

Rain Barrel Workshops. We would like to host four rain barrel workshops to help residents build affordable rain barrels. Participants will also receive information about local water quality, sources of pollution, best management practices, and a Virginia native plant.

Project Budget

Amount Requested from Restoration Fund:	$24,130.50
Total Project Budget:	$24,130.50

Please provide an itemized budget describing all estimated expenditures and all sources and amounts of funding; indicate which budget items are proposed to receive restoration funding below. (Limit: 1500 Characters)

Pet waste stations 50 @ $159.99 = $7,999.50

Fundraiser Car Wash Kits:
Drain Cover Seals 15 @ $300.00 = $4,500.00
Hydra Barriers 15 @ $300.00 = $4,500.00
Pacific Hydrostar submersible pump 15 @ $60.00 = $900.00
100' Lead Free Hoses 15 @ $35.00 = $525.00
Extension Cord with GFCI 15 @ $140.00 = $2,100.00
Spray Nozzle 15 @ $10 = $150.00
Plastic storage tote 15 @ $20.00 = $300.00

Rain Barrel Workshops:
Rain Barrels 60 @ $22.00 = $1,320.00
Rain Barrel assembly kits (all metal fittings) 60 @ $20.00 = $1,200.00
Adhesive for rain barrel assembly 4 @ $9 = $36.00
Native Plants 60 @ $10.00 = $600.00

Project Schedule

Indicate when project activities will occur or specific tasks will be completed, not to exceed one year.

Rain barrel workshops will be held in fall 2021 (2) and spring 2022 (2) at different locations around Hampton Roads.

Ongoing - Applications to the Pet Waste Station Grant Program are accepted online on a rolling basis. Upon receipt of an application, locality partners follow up with applicants regarding placement and delivery of stations.

Fundraiser car wash kits will be assembled for the 2021-2022 school year and made available to check out at convenient locations in each participating locality.

Project Evaluation

Describe how the project's success or effectiveness will be evaluated. (Limit: 2000 Characters)

Pet Waste Stations:
The project's success will be evaluated by the number of applications to the Pet Waste Station Grant program, distribution of the stations across the watersheds of the Chesapeake Bay, and successful installation and maintenance of the stations by the applicants. The application requires a detailed needs assessment, installation and maintenance planning, as well as an opportunity for further engagement with the organization via askHRgreen.org and the locality.

Fundraiser Car Wash Kits.:
The project's success will be assessed by the number of kits created and distributed, outreach efforts to local schools and community groups, and tracking the actual usage data for each kit to see if groups are voluntarily using this BMP to reduce water quality impacts.

Rain Barrel Workshops:
Success will be measured by the number of residents who attend the workshops and sign up for the Bay Star Homes program. Long wait lists are common for these very popular workshops.

Promotion of the License Plate
Describe plans for promoting the sale of the license plate.
Funding attribution on project materials and news releases. Postings via askHRgreen.org and HRPDC website and social media outlets that include details on purchasing plates, tax deduction and benefits of buying the plates. Links to DMV site with information about the Chesapeake Bay plates on askHRgreen.org and hrpdcva.gov

EDI Payment Agreement
For Grant and Locality Payments

This agreement is entered into as of this_____day of_____, 20____ between the Commonwealth of Virginia ("Commonwealth"), and the City/County/Town/Grantee/Locality of _____ _____ ("GRANTEE/LOCALITY").

GRANTEE/LOCALITY hereby authorizes the Commonwealth to make payments by utilizing, at the Commonwealth's option, electronic data interchange ("EDI"). GRANTEE/LOCALITY acknowledges and agrees that the terms and conditions of all agreements between the GRANTEE/LOCALITY and the Commonwealth concerning the method and timing of payment shall be amended to the extent provided in this Agreement.

The EDI payment shall be deemed completed when the GRANTEE's/LOCALITY's Depository Institution receives or has control of the payment. The Electronic Payment Information Form is an integral part of this agreement.

If CTX is chosen, GRANTEE/LOCALITY understands and acknowledges that the Commonwealth will deliver the remittance data to GRANTEE's/LOCALITY's designated Depository Institution. If CCD+ is chosen, the Commonwealth agrees to provide the remittance data via the Internet.

The GRANTEE/LOCALITY shall provide the Commonwealth written notification of any change in the depository institution, payment instructions, or remittance data instructions at least 15 days in advance of such change. Such notification shall be delivered to the Department of Accounts via:

- E-mail to: edi@doa.virginia.gov,
- Fax to: (804) 414-9896, or
- U.S. Mail to: Virginia Department of Accounts, eCommerce Unit, P.O. Box 1971, Richmond, VA 23218-1971

A "Trading Partner Notification of Change" form can be printed from DOA's website (www.doa.virginia.gov), the changed information filled in, and the form faxed or mailed to the fax number or address above, respectively.

In the event of duplicate payment, overpayment, fraudulent payment, or payment made in error, GRANTEE/LOCALITY agrees to return any such payment to the Commonwealth, after the Commonwealth first provides information to the GRANTEE/LOCALITY documenting any duplicate payment, overpayment, fraudulent payment, or payment in error.

The Commonwealth shall be responsible for making all payments required pursuant to this Agreement and for any loss of payment prior to the point at which the GRANTEE's/LOCALITY's Depository Institution shall receive or have control of the payment, except that GRANTEE/LOCALITY shall be responsible for any loss which may arise by reason of any error, mistake, or fraud regarding the information provided herein, or any subsequent changes. Any other loss shall be borne by the Commonwealth, except to the extent that such loss arises by reason of the negligence or willful misconduct of the GRANTEE/LOCALITY. In the event that payment has not been received by GRANTEE/LOCALITY, GRANTEE/LOCALITY shall notify the Commonwealth immediately in writing and the Commonwealth shall have ten (10) business days from the date of receipt of such notice in which to make said payment. Until the expiration of that period, GRANTEE/LOCALITY agrees that it will not have or pursue any rights or remedies against the Commonwealth for any failure to make payment, including without limitation, actual, incidental, or consequential damages.

Signature: _____
Print Name: _____
Title: _____
Date: _____

AGENCY, GRANTEE, LOCALITY, and NON-STATE AGENCY ELECTRONIC PAYMENT INFORMATION FORM

***Agency, Grantee, Locality, or Non-State Agency Information*:**
Name _____
(THIS MUST BE THE NAME REGISTERED WITH THE IRS FOR THE TAXPAYER ID)

Check one: Locality _____ Grantee _____ State Agency _____ Non-state agency _____

Is another company fiscal agent for your organization? Yes _____ No _____

Purpose of Account (General, Utilities, Education, Etc.) _____

Taxpayer ID Number (include EDI suffix if pre-assigned)_____

Mailing Address (Street or P.O. Box)_____

(City)_____(State)_____(Zip Code)_____ _____

Contact Person _____ E-mail_____

Area Code/Telephone No. (include extension) _____
Payment Format Desired (Required – must select one): CCD+ _____ CTX _____

Fax Telephone No. _____

***Bank Information*:**
Name of Bank _____

Address of Bank (Street or P.O. Box)_____

(City)_____(State)_____(Zip Code)_____

Check one: Checking _____ Savings _____

ACH Transit Routing Number for Bank (9 digits) _____

Bank Account Number (ACH) _____ (If your bank merged in the last year, please confirm the Transit Routing Number and the Bank Account Number with them before submitting this form.)

Bank Contact Name_____ E-mail_____

Bank Area Code & Telephone Number _____

Form **W-9**

Commonwealth of Virginia
Substitute W-9 Form

Revised December 2017

Request for Taxpayer Identification Number and Certification

Section 1 -Taxpayer Identification

☐ **Social Security Number (SSN)**

☐ **Employer Identification Number (EIN)**

___ ___ ___ ___ ___ ___ ___ ___ ___

Please select the appropriate Taxpayer Identification Number (EIN or SSN) type and enter your 9 digit ID number . The EIN or SSN provided must match the name given on the "Legal Name" line to avoid backup withholding. If you do not have a Tax ID number, please reference "Specific Instructions - Section 1." If the account is in more than one name, provide the name of the individual who is recognized with the IRS as the responsible party.

Dunn & Bradstreet Universal Numbering System (DUNS) (see instructions)

___ ___ ___ ___ ___ ___ ___ ___ ___

Legal Name:

Business Name:

Entity Type		**Entity Classification**		**Exemptions (see instructions)**
☐ Individual	☐ Corporation	☐ Professional Services	☐ Medical Services	Exempt payee code (if any): (from backup withholding) _____
☐ Sole Proprietorship	☐ S-Corporation	☐ Political Subdivision	☐ Legal Services	
☐ Partnership	☐ C-Corporation	☐ Real Estate Agent	☐ Joint Venture	
☐ Trust	☐ Disregarded Entity	☐ VA Local Government	☐ Tax Exempt Organization	Exemption from FATCA reporting code (if any): _____
☐ Estate	☐ Limited Liability Company	☐ Federal Government	☐ OTH Government	
☐ Government	☐ Partnership	☐ VA State Agency	☐ Other	
☐ Non-Profit	☐ Corporation			

Contact Information

Legal Address:	Name:	
	Email Address:	
City: State : Zip Code:	Business Phone:	
Remittance Address:	Fax Number:	
	Mobile Phone:	
City: State : Zip Code:	Alternate Phone:	

Section 2 - Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined later in general instructions), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See instructions titled Certification

Printed Name:		
Authorized U.S. Signature:		Date:

How to submit this application

1. Make sure this PDF document is saved to your computer.
   - Please use a PDF editing program such as Adobe Acrobat Reader or Apple Preview to fill out this application packet.
   - If you initially clicked on the link to the application packet in Google Chrome, the application packet will only be displayed in your web browser. You will be unable to save the document or submit an application.

2. Send the application to Gwen Foley by email.

3. Create a new email message addressed to gfoley@dls.virginia.gov

4. Attach your completed and saved application packet to the email and send it.