



Commonwealth of Virginia

VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY

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FY 2026 Stormwater Local Assistance Fund (SLAF) Solicitation Supplemental Instructions

This document provides supplemental instructions for the FY 2026 Stormwater Local Assistance Fund (SLAF) Project Application. It is intended to provide information to assist applicants in completing an application and is organized to mirror the sections of the application.

Note that the supplemental instructions only provide information on the content of the application. Instructions for completing the application through the [my DEQ Portal](#) can be found [here](#).

☐ Organizational Data

Provide the project name as it appears (or will appear) on the design plans. Provide the contact information for the locality and for the engineering firm that will be designing the project if available. **Please note, the SLAF reimbursable portion of construction contingencies cannot exceed 5% of the physical construction cost. Also, the SLAF reimbursable portion of the Architecture/Engineering Basic Fees cannot exceed 35%.**

Documentation: Commonwealth of Virginia substitute [W-9 form](#) must be provided.

☐ Project Budget and Proposed Funding

Provide total cost of the project and the amount of SLAF funds requested. Provide the source(s) and amount(s) of local match funds. Check the box on each line if these funds have been committed for this project. Provide the total amount of local match funds. SLAF grants typically provide up to 50% of eligible project costs, with higher percentages available to localities with high or above average fiscal stress according to the Commission on Local Government.

☐ Water Quality Data

Provide the latitude and longitude with datum for the center of the project, in decimal degrees. Provide the name of the stream / waterbody that is being addressed by the project. Provide the river basin for the above-mentioned stream / waterbody.

☐ Project Description and Statement of Need

Provide a description of the proposed project – do not reference attachments without providing a description, including the type of project (new BMP, BMP retrofit, stream restoration, etc.), area treated by the BMP in acres, length of restoration, any TMDL or impaired waterbody addressed by

the project, if the project is relevant to a TMDL Implementation Plan, and other relevant information pertaining to the project.

Describe the need for the proposed project. Needs should be in the areas of restoring, protecting, or preventing pollution in State waters.

[If the project is a stream restoration, you must also provide a brief written description of the site selection process for the project, including documentation (e.g. Rosgen stream channel classification, BANCS assessment, watershed studies, conceptual design plans, existing BMPs within the watershed, etc.) and photographs of the reach of stream to be restored.]

☐ Pollutant Reduction

The established methodology for calculating the TP and TN reductions is outlined in Attachment A of the [SLAF Guidelines](#).

Documentation: To verify pollutant reduction calculations, the following information is required with the application:

1. Provide a brief narrative explaining which pollution reduction calculation methodology was selected, and why it is appropriate for the projects.
2. [Project Calculations Worksheet](#) – Fill out the top portion of this worksheet (Project Calculations Submitted at SLAF Application).
3. All supporting documentation and calculations must be provided in a concise or bulleted format for the pollutant reduction calculations.

For stream restoration, this includes soil bulk density and nutrient concentration, BANCS Assessment summary tables and computation worksheets, etc. in accordance with the Chesapeake Bay Program Unified Stream Restoration Guide, September 2021.

For BMPs and BMP Retrofits, this includes:

- a. New BMP or BMP Retrofit Type.
- b. Contributing drainage area size and land cover statistics.
- c. The applicable pollutant loading values for the contributing drainage area, i.e.: Table 3, Appendix I, Chesapeake Bay TMDL Special Condition Guidance Memo No. 20-2003, or VRRM Site Data Tab.
- d. Identification of the existing and post-retrofit pollutant reduction efficiency and the source, i.e.: VESM Handbook, Chesapeake Bay Program Retrofit Adjustor Curves, Chesapeake Bay Program Established Efficiencies.
- e. Any downward modifications and justification.

☐ Readiness-To-Proceed

For items 1-6, choose all project status options that accurately reflect the current status of the project.

Documentation for Stormwater Quality Projects: Provide documentation of all project status options that apply.

- For item 1, provide final design plans and local approval.
- For item 2, provide design plans, unless plans have already been provided for item.
- For item 3, provide concept engineering plan.

- For item 4, provide executed contract and task order or local approval of in-house engineering.
- For item 5, provide Capital Improvement Plan, TMDL Action Plan, or other evidence of public notice.
- For item 6, provide local match confirmation and documentation of land/easement acquisition or that land and easement acquisitions are not required.

Documentation for Non-Point Source Nutrient Credit Purchases:

- For item 1, provide documentation of signed contract with indication that credits are immediately available.
- For item 2, provide documentation of signed contract with indication that credits are available within 6 months.
- For item 3, provide documentation of written contract.
- For item 4, provide documentation of written proposals for the purchase of credits.
- For item 5, provide local match confirmation.

☐ **Small MS4s**

Provide whether or not the applicant is regulated under the General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems.

☐ **Local Funding**

Provide whether or not the applicant has established a dedicated local funding/revenue mechanism for stormwater capital projects and provide documentation if affirmative.

☐ **Assurances and Certifications**

Provide name, title, organization, signature, and date of the application submitter and the locality representative.

☐ **Attachments**

Provide all appropriate attachments.

Commonwealth of VA [W-9 Form](#) from DEQ SLAF website – Required

Documentation Supporting Site Selection and Pollutant Reduction Calculations – Required

- Provide all documentation needed to support site selection and pollution reduction calculations.

[Project Calculations Worksheet](#) - Required

- Fill out the top section (Project Calculations Submitted at SLAF Application) of the project calculation worksheet for the practice type being constructed: Structural BMP, Urban Stream Restoration & Outfall Stabilization, or Living Shoreline. It is important to complete all portions of the worksheet and to show your calculations.

[Project Information Worksheet and Supporting Documentation](#) - Required

- Fill out Project Information Worksheet including Project Name, Locality (City/County/Town), brief project description (keep it brief, and do not reference attachments), locality W-9 address,

authorized project coordinator, authorized grant signatory and anticipated project schedule. Select Applicable BMP practices from the drop-down menu. For project budget, update the budget items, total estimated cost, estimated SLAF eligible cost and the grant amount eligible for reimbursement.

- Provide all documentation to substantiate the project budget, such as professional services task orders, engineer's opinion of probable cost, and appraisals/basic administrative reports, etc.

Documentation of Dedicated Revenue Source for Stormwater Management Program

- If applicable, provide documentation substantiating the dedicated revenue source for the applicant's Stormwater Management Program.

SLAF Application Hard Copy Submittal Requirements

Project Type – Stream Restoration

1. [Project Calculations Worksheet](#)
2. **Project statistics (bulletized list)**
 - Overall length of restoration
 - Contributing watershed size
 - Percent impervious, turf, and forest/open space
 - Summary of total nutrient and sediment estimated credit
3. **Laboratory soil analysis results**
 - a. Soil Bulk Density (lb/ft³)
 - b. Soil TN concentration (lb/ton)
 - c. Soil TP concentration (lb/ton)
4. **Protocol 1 - Bank Assessment for Non-point source Consequences of Sediment (BANCS) Assessment Worksheets, table, or summary spreadsheet**
 - Right & Left Bank stationing or reach ID
 - Length (ft)
 - Bank Height
 - BEHI Rating
 - NBS Rating
 - Predicted Rate of: Bank Erosion (ft/yr), Erosion Amount (ft³/yr), Erosion Rate (T/yr), and TN, TP, and Solids (T/yr) estimated (50% effectiveness) credit
5. **Color coded erosion rate potential corresponding to BANCS assessment on half-size plan sheet**
 - No Rating or Armored
 - Very Low, Moderate
 - High
 - Very High
 - Extreme
6. **Location of soil samples on half-size plan sheet (include descriptor top, mid, and bottom of bank description)**
7. **Total Pollutant Reduction Credit corresponding to applicable Bay Program Crediting Protocol**

Project Type – Best Management Practice (BMP) Retrofit

1. [Project Calculations Worksheet](#)
2. **Project statistics (bulletized list)**
 - BMP retrofit type (Existing BMP type/proposed BMP type) or new BMP (treating existing urban land)
 - Contributing drainage area size
 - Percent impervious, turf, and forest in contributing drainage area
3. **Any downward modifications to the existing BMP performance (with brief description)**
 - Summary of total nutrient and sediment estimated credit
4. **Pollutant loading data from the Virginia Runoff Reduction Method (VRRM), Table 3, Appendix I, of the Chesapeake Bay TMDL Special Condition Guidance Memo No. 20-2003 (CAST), or other source of pollutant loading and crediting estimates**
5. **Retrofit Design or Retrofit Concept Plan on half-size plan sheet**