

# 2026 DEQ Citizen Water Quality Monitoring Grant Application

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*Deadline August 31, 2025*

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# Cover Page

1. Name of applicant organization:

2. Contact information. Please include names and emails for all persons who will be responsible for project activities.

Primary contact name:		
Primary contact phone number:		
Primary contact email:		
Additional contact name & email:		
Additional contact name & email:		
Mailing address for grant payment and correspondence:	Street Address:	
	City & State:	Zip Code:

3. Brief description of monitoring activities/project (please limit to 5 sentences):

4. Intended project start and end dates. These dates will be used to review/approve QAPPs, where applicable, on a rolling basis. (Projects cannot start prior to January 1, 2026, or end after December 31, 2026):

TO

5. Grant Type Requested (**select only one**):

☐ Mini-Grant (up to \$1,000): complete application part 1, budget proposal workbook tab 2- Proposed Budget, monitoring plan workbook tabs 2-3, Data Use Authorization Form (if applicable), COV W9 form

☐ Regular Grant (up to \$5,000): complete application parts 1 & 2, budget proposal workbook tab 2- Proposed Budget, monitoring plan (all tabs), Data Use Authorization Form, COV W9 form

☐ Coordination Grant (up to \$11,000): complete application parts 1-3, budget proposal workbook tab 2- Proposed Budget, monitoring plan (all tabs), Data Use Authorization Form, COV W9 form

6. Amount requested (please enter the total request sum from the budget proposal)

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7. Are you a returning grantee or applicant?

☐ RETURNING GRANTEE ☐ RETURNING APPLICANT ☐ NEW APPLICANT

8. If you are a returning grantee, please briefly share any success stories or outcomes from previous DEQ Citizen Monitoring Grant Program support.

Please refer to the *Request for Applications* for application submission requirements and guidelines.

☐ By checking this box, and typing my name  
or on the signature line, I approve of this  
application and serves as my digital signature

\_\_\_\_\_  
Signature of Organization's Chief Officer

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## Part 1: Project Description

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*Required for all grant applicants*

1. What are the goals and purpose of this project? Returning grantees should provide the purpose and goals for this iteration of the project, i.e., for the monitoring year for which you are applying. (10 points)

2. Please summarize/explain the budget request and how that funding from DEQ would help achieve the vision for this project? (10 points)

3. Is DEQ the primary source of funding for this project? (7 points)

☐ YES

☐ NO

a. Please describe how this project would continue in the future without DEQ funding.

4. Will water quality samples be collected for this project? (45 points total)

☐ YES

☐ NO (If no, please skip to question 5)

a. Will the water samples be collected on a publicly accessible waterbody<sup>1</sup>? (4 points)

☐ YES, ALL

☐ NO

☐ YES, MOST

b. Please list the primary users of data generated in this project and describe how the data will be used by these entities. (4 points)

c. **Please complete the Data Use Authorization Form** based upon your answers from the questions above. Consult *Attachment A: Levels of Volunteer Collected Water Quality Data in Virginia* from the RFA for more information. (7 points)

Please keep in mind that Regular and Coordination grant projects must generate at least one parameter of Level II or Level III data, and data must be authorized for use for at least the purposes of options 4 & 5 on the Data Use Form.

<sup>1</sup> Please email [citizenwater@deq.virginia.gov](mailto:citizenwater@deq.virginia.gov) with any questions about public accessibility.

- d. **Please complete the Monitoring Plan Workbook tabs 2-3 (Site Descriptions and Parameters & Methodology).** Begin by carefully reading the instructions tab. *Only Regular and Coordination grant applicants should complete tab 4, Site Selections. (30 points)*

5. If the grant **will not be used** to collect water quality samples, please explain how your project will improve/impact volunteer water quality monitoring efforts in Virginia. *(30 points)*

6. **Please complete tab 2- Proposed Budget, in the budget proposal workbook.** Please carefully read the instructions in the budget workbook, as well as the relevant information in the Program Requirements section of the RFA. *(25 points)*

7. Will your organization be receiving DEQ grant funds from another applicant organization? If yes, please be sure to document this carefully in the budget proposal. *(3 points)*

☐ YES

☐ NO

8. Will your organization be requesting DEQ grant funding that will go to another applicant organization? If yes, please be sure to document this carefully in the budget proposal. *(3 points)*

☐ YES

☐ NO

9. How will this project meet the requirement for volunteers to receive training and access to equipment purchased with grant funds? (Volunteers are project participants who are not paid for their work). (15 points)

10. How many volunteers will be engaged in this project? (3 points)

11. Does this project include partnership or involvement from other organizations/agencies? (5 points)

☐ YES

☐ NO

- a. If yes, please describe the nature of the partnership, especially as it pertains to the funded activities in this grant.

12. Is the proposed project new, or a continuation of an existing project? (2 points)

☐ NEW PROJECT

☐ CONTINUATION OF EXISTING PROJECT

13. How does your project help realize one or more of the six Citizen Monitoring Grant Program objectives outlined in the RFA? (12 points)

**For Questions 14-15 Please provide detailed answers.** Applicants *may choose* to evaluate their project using the [VA EJScreen+](#). The communities of color and low-income communities data layers in the tool reflect the [VA Environmental Justice Act](#) definitions for environmental justice. VA EJScreen+ is similar in use to the Environmental Data Mapper and you can reference the EDM guide attached to the RFA, or the [VA EJScreen+ Help and Resources website](#) to perform many of the same actions in both applications. Please email [citizenwater@deq.virginia.gov](mailto:citizenwater@deq.virginia.gov) for more information.

Please do not rely on screen captures of the results alone to complete these questions.

Pertinent information may include:

- descriptions of how project activities will benefit low-income communities, underserved communities, or state or federally recognized tribal areas
- descriptions of challenges faced by communities in the project area that do not fit within the definitions included in the VA Environmental Justice Act



14. Does your project take place in any environmental justice communities (i.e., low income or communities of color), or fence line communities (i.e., areas containing all or part of environmental justice communities and that present an increased risk to its residents due to its proximity to a major source of pollution)? (15 points)

☐ YES

☐ NO

a. If yes, please specifically describe the disproportionate impacts, or challenges, facing the communities in the affected project areas.

15. Will this project meaningfully involve individuals from low income and communities of color in the project activities? (15 points)

☐

YES

☐

NO

a. If yes, please describe the involvement.

b. If no, please describe the ways (if any) that the project educates the community on water quality principles and provides monitoring support for underserved communities.

**-MINI GRANT APPLICANTS STOP HERE-**

## Part 2: Site Selection & Quality Assurance

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*Required for Regular and Coordination grants only*

**For assistance with questions 1-3 below, please refer to the Environmental Data Mapper User Guide (RFA Attachment B) or visit the [EDM help and resources webpage](#).**

1. Please complete the Site Selection tab in the Monitoring Plan Workbook, ensuring that all other tabs in the workbook are also complete (Site Descriptions, Parameters & Methodology, and Site Selections). (15 points)
2. Are any of your proposed monitoring stations co-located with stations visible on the Environmental Data Mapper? (12 points)

☐ YES

☐ NO

- a. If yes, is there a reason for the co-location?

3. Is there any overlap or duplication in sample locations for this project with that of *another applicant organization with whom you partner?* (12 points)

Unique sites must be covered by an independent QAPP developed by the applicant. It is the responsibility of the applicants to submit QAPP documentation and ensure coverage for duplicated sites.

☐ YES

☐ NO

- a. If yes, please provide reasoning, a list of overlapping sites, and the affiliated organization(s).

4. Please select the applicable statement below for your organization regarding QAPP (Quality Assurance Project Plan) development. (2 points)

☐ Developing a new QAPP to submit to DEQ for this project

☐ Revising a previously submitted QAPP for this project and resubmitting to DEQ

5. Please briefly describe the training provided to volunteers to fulfill the project goals and QAPP methodology for this project. (15 points)

6. Does your organization already have volunteers trained in the methodology for this project? (5 points)

☐ YES

☐ NO

**Skip to question 8 if a laboratory will not be used to analyze samples.**

7. If a laboratory is being used to analyze samples, does it have a valid Virginia Environmental Laboratory Accreditation Program (VELAP) certificate, or was inspected by DEQ within the past two years? (10 points)

☐ YES

☐ NO

a. If yes, please provide the following where applicable:

Facility Name & Location

VELAP certificate number or DEQ inspection date

b. If the lab used for sample analysis **does not have** a valid VELAP certificate, or has not been inspected by DEQ, have the laboratory SOPs and QA/QC procedures been submitted to DEQ, either previously or with this proposal package?

☐ YES

☐ NO

SOP and QA/QC submission date

8. Based on the designated use information requested in the Site Selections tab of the monitoring plan, please describe how your monitoring efforts for this project assist DEQ in gathering more data on those waterbodies with impairments, or those described as not assessed/insufficient info. For waterbodies that are fully supporting, please discuss the benefit of continuing to monitor. Please be specific. *(15 points)*

**-REGULAR GRANT APPLICANTS STOP HERE-**

## Part 3: Special Conditions

*Required for Coordination grants only*

**Please ensure your organization meets the eligibility criteria found in the RFA.**

1. Please select the grant track below that suits your organization based upon the criteria outlined in the RFA. (15 points)

☐

Coordination Driven

☐

Data Driven

*Questions 2 & 3 are grant track dependent. While you may choose to answer both questions, you will receive points only on the question linked to your selection in question 1.*

2. **Coordination Driven applicants:** List the sub-organizations who will be involved in the project activities funded by this grant, as well as the approximate number of active volunteers this project will involve *from each sub-organization*. (15 points)

3. **Data Driven applicants:** Please describe how your project will meet the data quantity requirements for the Data Driven track. If applicable, you may provide supporting information from previous monitoring. *(15 points)*

4. Please describe your organization's QA/QC protocols as they pertain to station information and monitoring plan management. *(30 points total)*
- a. How does your organization confirm monitoring station coordinates and ensure station descriptions reflect the current/proposed monitoring being conducted by your organization and affiliated sub-organizations? *(12 points)*



- b. How does/will your organization confirm station information is accurate prior to submitting data? (12 points)

- c. How long do you maintain records affiliated with monitoring projects? (6 points)

5. QAPPs are required to include targeted goals for data/sample completeness. How will you evaluate your project's data completeness at the close of the project? (7 points)

6. What role did volunteers play in developing the monitoring plan submitted for this project? (12 points)

**-END OF APPLICATION-**