



SUBMISSION FORM

All submission forms must include the following information. Separate submission forms must be turned in for each eligible program. **Deadline: July 1, 2021.** Please include this submission form with the electronic entry. If you do not receive an email confirming receipt of your entry within 3 days of submission, please contact [Gage Harter](#).


PROGRAM INFORMATION

County: James City County
Program Title: Clean Water Heritage Grant Program
Program Category: Environmental

CONTACT INFORMATION

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SIGNATURE OF COUNTY ADMINISTRATOR OR DEPUTY/ASSISTANT COUNTY ADMINISTRATOR

Name: Scott Stevens
Title: County Administrator
Signature: 

James City County
Virginia Association of Counties (VACo)
Achievement Awards 2021 Submission

Submitted to
Virginia Association of Counties (VACo)
Achievement Awards
gharter@vaco.org
Attn: Gage Harter, VACo Director of Communications

James City County Stormwater and Resource Protection Division
General Services Department
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June 30, 2021



Executive Summary

The James City County (JCC) Stormwater and Resource Protection (SRP) Division manages a program called the Clean Water Heritage Grant Program 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. JCC matches the costs with neighborhoods for each of the grants. The grant program provides a 50% - 50% match up to \$50,000 per project for drainage maintenance and repair grants. BMP maintenance and repair grants provide a 50% - 50% match up to \$7,500 and for inspection grants there is a 75% - 25% (County/HOA) split up to \$6,000 per project.

The Clean Water Heritage Grant Program has been a successful program to support HOAs with stormwater infrastructure inspections and maintenance. The grant program is more than just a matching grant, it provides support to neighborhoods and HOAs from the first phone call or email all the way through the process to the grant reimbursement at project completion. During the life of the project, from discussing potential projects for submitting a grant application to grant award, staff will provide technical advice, support, coordination and direction.

Over the past six years, total funding for the Clean Water Heritage Grant Program is \$1,294,636. Through FY20, this grant program has funded 135 stormwater infrastructure projects in neighborhoods throughout James City County, dramatically improving local neighborhood stormwater infrastructure and providing support to neighborhoods in managing stormwater resources.

State the problem, challenge faced by the locality

Neighborhood drainage systems include structures such as inlets, pipes, vegetated or paved swales and outfall structures, located outside of the VDOT right-of-way, which move runoff originating on or off-site safely through residential areas in order to protect citizens and property.

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.

Subdivisions developed in James City County include stormwater infrastructure and BMPs, installed by the developer per the approved plans, and are part of the overall design of the development. Upon completion of the subdivision, the County requires submittal and approval of construction record drawings for the stormwater infrastructure prior to release of the bonds and sureties held during construction. A signed Declaration of Covenants identifying responsibility for maintenance of the drainage system is also required by the County. Upon release of sureties, and depending on the subdivision documents, the developer turns over responsibilities for this stormwater infrastructure to the Homeowners Associations (HOAs).

HOAs do not always have the funds available to inspect their existing drainage structures, and make needed repairs to maintain the neighborhood drainage systems and BMPs. The Clean Water Heritage Grant Program provides matching grant funds to assist HOAs with the inventory, inspection, maintenance, and repair of their stormwater system components and facilities. The following table provides information on the different types of grants and amounts available through the program.

Table 1 - CWH Grant Categories and Amounts

Category	Amount
Inspection	Up to \$6,000 per award 75% - 25% split (JCC – Owner)
Maintenance & Repairs	Minimum of \$2,500 up to maximum of \$50,000 per award 50% - 50% split
BMP Maintenance & Repair	Minimum of \$2,500 up to maximum of \$7,500 per award 50% - 50% split

How the program fulfilled the award criteria (innovation, partnering or collaboration and a model for other localities)

The Clean Water Heritage Grant Program has been an effective means to support HOAs with stormwater infrastructure inspections and maintenance. The program began in Fiscal Year 2016 and has provided over \$1,294,636 in grant funding for a total of \$3,035,529 in project costs, to over 55 neighborhoods and HOAs. The grant program is truly a collaboration or partnering between James City County and HOAs. Each year there are approximately 20 projects funded through this program. During the life of the project, from discussing potential projects for submitting a grant application to grant award, staff will provide technical advice, support, coordination and direction. One key to the program's success is the partnership between County staff and each HOA in evaluating potential projects, assistance with grant applications, development of grant packages including assistance through the bid process and the life of the project. During the past year, several Virginia localities have reached out to James City County with questions about the grant program including funding and how it is run. Many Virginia localities, especially counties without stormwater utilities as a source of funding, struggle with ways to provide assistance to neighborhoods in regards to stormwater infrastructure maintenance.

Tell how the program was carried out, including financing and staffing, and program's results

A Stormwater Program Advisory Committee (SPAC) was established in 2008 to support and provide guidance to the Board of Supervisors and JCC divisional staff in the development, implementation, and promotion of the County's stormwater program. SPAC works collaboratively with the Stormwater and Resource Protection (SRP) Division to implement programs including the CWH Grant Program including assisting staff with prioritizing neighborhood grant applications annually.

The CWH Grant Program began in Fiscal Year 2016. The Division Director worked with staff, the County Attorney, County Administration, and SPAC to develop the program. Funding for the program is provided through James City County general funds in the SRP Division's Operating Budget. For Fiscal Year 2021, \$264,006 was budgeted for the grant program. The program has been primarily overseen and managed by one staff person, a Stormwater Coordinator/Watershed Planner, in the Division with the support of other Division staff and SPAC.

CWH grants are awarded each fiscal year. HOAs submit the application form to the Stormwater Division which then compiles and prioritizes the grant request applications. Once the application period closes, staff compiles the application requests and presents them to SPAC, which votes each year to approve the grants awarded.

Once the grants are approved each fiscal year, staff works with each HOA to develop the grant package for the project based on an understanding of the HOA's grant request goals. The grant package includes the project narrative, bid sheet, and drawings/figures of the project location. The HOAs must use the grant package as the bid documents and solicit bids from at least three (3) contractors. Staff and the HOA will review the bids together, after the due date, to review and select a contractor. The selected bid will be used by staff to form up the grant agreement which will require a signature from the HOA President or other authorized person signing on behalf of the HOA.

The signed grant agreements for all projects in each fiscal year are then submitted to the County Attorney and County Administrator for review and approval. Once awarded, the HOA has one (1) year to complete the project from the date it is signed by the County Administrator. The HOA will coordinate with the selected contractor to schedule the work. County staff will visit project sites during completion of the work, but each project is the HOA's project, to be managed by the HOA. Once the project is complete, the HOA will submit the project reimbursement form along with the invoice from the contractor to the County who will then initiate reimbursement.

During the life of the project, from discussing potential projects for submitting a grant application to grant award, staff will provide technical advice, support, coordination and direction.

Through FY20, this grant program has funded 135 stormwater infrastructure projects in neighborhoods throughout James City County, dramatically improving local neighborhood stormwater infrastructure and providing support to neighborhoods in managing stormwater resources. Over the past six years, total funding for the Clean Water Heritage Grant Program is \$1,294,636. The Clean Water Heritage Grant Program is an example of leveraging limited resources for safety, general welfare and better water quality of all County residents. Many of the projects to date funded through the program are in the County's most urbanized watershed containing older subdivisions.