
COMMONWEALTH OF VIRGINIA

2021 Grant Manual for the Virginia Community Flood Preparedness Fund

2021 Grant Funding

Applications Due: 4 p.m., MMDDYYYY (TBD)

Developed by the Department of Conservation and Recreation
in cooperation with the Virginia Resources Authority



Virginia Department of Conservation & Recreation



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Part I: Introduction and Overview

Purpose of this Manual

The purpose of this manual is to provide guidance regarding the policies, criteria, conditions, and procedures for determining project eligibility and awarding grants from the Virginia Community Flood Preparedness Fund to local governments per [§10.1-603.25 et seq. of the Code of Virginia](#) and as required by the [Clean Energy and Community Flood Preparedness Act](#) (the Act). While the statute authorizes loans in addition to grants, this grant round will be for grants only.

A. Virginia Community Flood Preparedness Fund (Fund) Overview and Authority

The Fund was established to provide support for regions and localities across Virginia to reduce the impacts of flooding, including flooding driven by climate change. The Fund will prioritize projects that are in concert with local, state, and federal floodplain management standards, local resilience plans, and the Virginia Coastal Resilience Master Plan. The Fund will empower communities to complete vulnerability assessments, and develop and implement action-oriented approaches to bolster flood preparedness and resilience. The following conditions shall apply to the use of moneys allocated from the Fund:

1. Localities shall use moneys in the Fund primarily for the purpose of implementing flood prevention and protection projects and studies in areas that are subject to recurrent flooding as confirmed by a locality-certified floodplain manager.
2. Moneys in the Fund may be used to mitigate future flood damage and to assist inland and coastal communities across the Commonwealth that are subject to recurrent or repetitive flooding.
3. No less than 25 percent of the moneys disbursed from the Fund each year shall be used for projects in low-income geographic areas (defined in the definitions section below)
4. Priority shall be given to projects that implement community-scale hazard mitigation activities that use nature-based solutions to reduce flood risk

The Fund consists of all sums that are designated for deposit in the Fund from revenue generated by the sale of emissions allowances pursuant to subdivision C 1 of §10.1-1330, all sums that may be appropriated to the Fund by the General Assembly, all receipts by the Fund from the repayment of loans made by it to local governments, all income from the investment of moneys held in the Fund, and any other sums designated for deposit to the Fund from any source, public or private, including any federal grants and awards or other forms of assistance received by the Commonwealth that are eligible for deposit in the Fund under federal law, shall be designated for deposit to the Fund.

Interest earned on moneys in the Fund shall remain in the Fund and be credited to it. Any moneys remaining in the Fund, including any appropriated funds and all principal, interest accrued, and

payments, at the end of each fiscal year shall not revert to the general fund but shall remain in the Fund. All loans and grants provided under this article shall be deemed to promote the public purposes of enhancing flood prevention or protection and coastal resilience.

The Department, in consultation with the Secretary of Natural Resources and the Special Assistant to the Governor for Coastal Adaptation and Protection, through this grant manual have established guidelines regarding the distribution and prioritization of loans and grants, including loans and grants that support flood prevention or protection studies of statewide or regional significance.

The Department shall administer and direct distribution of loans and grants from the Fund. **While grants and loan instruments are available to the Department for use under the Fund, only applications for grant funds will be accepted during this application period. In the future, the Fund may also provide loans. Details will follow in future grant manuals.**

Please note that the Fund will grow and evolve over time. Future grant manuals will include additional financing mechanisms, including loans; additional project types; additional points for projects identified by the Coastal Resilience Master Plan (when completed) and other potential changes. *

B. Commonwealth Resilience Planning Principles

Regardless of region, the CFPF will:

1. Acknowledge climate change and its consequences, and base decision making on the best available science.
2. Identify and address socioeconomic inequities and work to enhance equity through adaptation and protection efforts.
3. Utilize community and regional scale planning to the maximum extent possible, seeking region-specific approaches tailored to the needs of individual communities.
4. Understand fiscal realities and focus on the most cost-effective solutions for the protection and adaptation of our communities, businesses, and critical infrastructure. The solutions will, to the extent possible, prioritize effective natural solutions.
5. Recognize the importance of protecting and enhancing green infrastructure in all regions and in the coastal region, natural coastal barriers, and fish and wildlife habitat by prioritizing nature-based solutions.

C. Definitions

Some of the terms used in this grant manual and in § 10.1-603.24 of the *Code of Virginia* have specific meanings that may vary from other contexts. For the purposes of this manual and the Fund:

"Authority" means the Virginia Resources Authority (VRA).

“Community Resilience Plan” is a plan developed specifically to address current and future conditions that lead to or result from flooding. A plan should ultimately contain the elements described in this manual and may reside within a local comprehensive plan or as a stand-alone plan and can include elements from existing plans such as Capital Improvement Plans, Comprehensive Plans, FEMA approved Hazard Mitigation Plans or Regional Plans.

"Cost," as applied to any project financed under the provisions of this article, means the total of all costs incurred by the local government as reasonable and necessary for carrying out all works and undertakings necessary or incident to the accomplishment of any proposed project.

"Department" means the Virginia Department of Conservation and Recreation.

"Flood prevention or protection" means the construction of hazard mitigation projects, acquisition of land, or implementation of land use controls that reduce or mitigate damage from coastal or riverine flooding.

"Flood prevention or protection study" means the conduct of a hydraulic or hydrologic study of a flood plain with historic and predicted floods, the assessment of flood risk, and the development of strategies to prevent or mitigate damage from coastal or riverine flooding.

"Fund" means the Virginia Community Flood Preparedness Fund created pursuant to § 10.1-603.25. of the Code of Virginia

“Locality-certified floodplain manager” means a Certified Floodplain Manager according to the Association of State Floodplain Managers (<https://www.floods.org/certification-program-cfm/>) who is in the employ of a local government

"Local government" means any county, city, town, municipal corporation, authority, district, commission, or political subdivision created by the General Assembly or pursuant to the Constitution of Virginia or laws of the Commonwealth.

"Low-income geographic area" means any locality or geographic area within a locality that may cross municipal or county boundaries, that has a median household income that is not greater than 80 percent of the local median household income, or any area in the Commonwealth designated as a qualified opportunity zone by the U.S. Secretary of the Treasury via his delegation of authority to the Internal Revenue Service.

"Nature-based solution" means an approach that reduces the impacts of flood and storm events through the use of environmental processes and natural systems. A nature-based solution may provide additional benefits beyond flood control, including recreational opportunities and improved water quality.

“National Flood Insurance Program (NFIP)” means the Program as established by the United States Congress through the passage of the National Flood Insurance Act of 1968, as amended.

“Projects” includes all phases of proposed uses of the fund including plan development, permitting, research, and data gathering as well as implementation and installation.

“Recurrent or Repetitive Flooding” the flooding effects of rain effects, storm surges, and tidal flooding that occur on a regular or frequent basis including areas with repetitive loss properties as defined by the Federal Emergency Management Agency under the National Flood Insurance Program.

“Resilience Plan” means a locally adopted plan that describes the community’s approach to flooding. For more detail refer to page 15 of this manual.

“Virginia Coastal Resilience Master Plan Framework” means the document released by Governor Northam on October 22, 2020

(<https://www.governor.virginia.gov/media/governorvirginiagov/governor-of-virginia/pdf/Virginia-Coastal-Resilience-Master-Planning-Framework-October-2020.pdf>)

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Part II: General Department Grant Eligibility Criteria and Application Procedures

A. Department Conditions and Limitations for Making Grants and Loans

1. Grant assistance and loans will be awarded by category on a competitive scoring basis for eligible projects that meet the general conditions of this section and the specific criteria set out in the project category descriptions. Scoring criteria to be utilized for each project category are contained in Appendix B.
2. Grant matching requirements are as follows. Green infrastructure percentage is determined by the relevant percent of project implementation cost.
 - a. Planning and Capacity Building– Fund 75%/Match 25%
 - b. Flood Prevention and Protection Studies – Fund 50%/Match 50%
 - c. Projects where 90%-100% is nature-based/green infrastructure- Fund 75%/Match 25%
 - d. Projects where 60%-89% is nature-based/green infrastructure- Fund 65%/Match 25%
 - e. Projects where 40%-59% is nature-based/green infrastructure- Fund 55%/Match 45%
 - f. Projects where less than 39% is nature-based/green infrastructure – Fund 50%/Match 50%
3. For Low-Income Localities that meet the standards in the Definitions section of this document, the following requirements shall apply:
 - a. Planning and Capacity Building– Fund 90%/Match 10%
 - b. Flood Prevention and Protection Studies – Fund 90%/Match 10%
 - c. Projects where 90%-100% is nature-based/green infrastructure- Fund 75%/Match 25%
 - d. Projects where 60%-89% is nature-based/green infrastructure- Fund 65%/Match 25%
 - e. Projects where 40%-59% is nature-based/green infrastructure- Fund 55%/Match 45%
 - f. Projects where less than 39% is nature-based/green infrastructure – Fund 50%/Match 50%

*Should a locality still not be able to find match funds for planning and study grants-contact the Department of Conservation and Recreation. (*Contact Information TBD*)

4. A completed resilience plan will be required before a locality can apply for and receive funding from the Project category. Planning, study, and capacity-building grants will be available to any locality prior to having met the requirements of the Resilience Plan as defined in this document.
5. Grant funds will be disbursed on a reimbursement basis and may be drawn down quarterly or after the completion of the approved project.
6. A total of \$18 million is available for grants during this grant cycle. Of this amount, a minimum of 25% will be reserved for proposals that address low-income communities. The maximum grant amount per project will be determined based on scoring, amounts requested from eligible projects, and available funds. Based on the amount of funds available, it is possible not all projects or applications received will receive funding.
7. Minimum grant awards by category will be as follows: Projects \$50,000; Studies, Plans, and Capacity Building \$25,000. Project grants will not be capped and final awards will be determined based on available funds
8. Each application submitted must be for a discrete project to be completed after the beginning of the application period and not later than 3 years from the date of an executed agreement or by an approved extension date approved by the Department. These specified dates constitute the required “project completion date”. Reimbursement requests must be submitted within 90 days following passage of the authorized project completion date.
9. No project or portion thereof identified in a previously awarded and reimbursed application from the Department is eligible for funding.
10. The Department, the Chief Resilience Officer, the Special Assistant for Coastal Adaptation and Protection, and the Virginia Resources Authority (VRA) reserve the right to provide funding at a level less than requested by the applicant, or to refuse to fund an applicant’s request. Reasons for such determinations include, but are not limited to, incomplete applications or resilience plans, low project ranking, the attainability of the proposal, total funding determined to be necessary to complete the project, failure to complete the project by the specified completion date, and total available funding.
11. **Applications will be accepted beginning (MMDDYYYY TBD) and ending at 4:00 p.m. on (MMDDYYYY TBD).**
12. For a grant or loan to be authorized, an eligible project shall satisfy the following general conditions:
 - a. A complete application meeting the requirements set forth in this manual has been submitted to the Department within the specified application period.

- b. The locality has authorized requesting assistance from the Fund and identifying the availability of matching funds or a statement indicating that authorization is pending, and once approved, will be forwarded to the Department **prior to the close of the application period**. Authorizations not received prior to the close of the application period will cause the application to be disqualified.
- c. Where project completion is dependent on a variety of funding sources, including from the Fund, the locality has provided satisfactory assurances of all necessary funds to **fully** finance the project. This must include signed, written verification as outlined in requirements for the Budget Narrative on page 20.
- d. For projects that will require future maintenance, a maintenance and management plan for the projects must be provided demonstrating how the project will be maintained **at local expense**, over the lifespan of the projects.
- e. If a grant is sought for a study, project, or activity that will be carried out in concert with a federal agency, the applicant must have authorization to enter into any necessary written agreement with the federal agency endorsing the study, project, or activity, including any provisions for cost-sharing. A copy of the agreement must be submitted with the application.

B. Application and Selection Process

1. General Submittal Information and Deadline

A complete electronic file with all required attachments is the preferred method of submission. **All electronic applications** should be submitted in a PDF format to cfpf@dcr.virginia.gov.

Files should be saved as follows:

- CID51XXXX_LocalityName_CFPF.pdf
 - (example: CID510090_LoudounCounty_CFPF.pdf).
- If multiple applications for the locality then please use
 - CID510090_LoudounCounty_CFPF-1.pdf; LoudounCountyCFPF-2.pdf. etc.

If electronic submittal is not possible, please submit 3 complete copies of each application (including one originally-signed copy), together with all attachments and supporting documentation, to the Virginia Department of Conservation and Recreation at the address below:

Virginia Department of Conservation and Recreation
Attention: Virginia Community Flood Preparedness Fund
Division of Dam Safety and Floodplain Management
600 East Main Street, 24th Floor
Richmond, Virginia 23219

Please ensure signature pages are completed prior to submitting electronically or mailing. Applications without signatures will be considered incomplete and will be removed from funding

consideration. Applications will be accepted beginning on (TBD). **All applications must be RECEIVED by 4:00 p.m. eastern time on (TBD).** Applications received after this deadline **will not be considered.**

It is important that applications be printed on one-sided pages. All pages must be sized to 8.5 x 11 inches. Photographs are acceptable. All photos and images and their captions must be on 8.5 x 11-inch paper and be of a quality suitable for reproduction by a photocopier. It is not necessary to submit 3 sets of original images, but all reproduced images must be clear and discernable. Images and photos will not be returned.

Applications will be scored, ranked, and funded based on scoring criteria in Appendix B and the availability of funds.

General Application Inquiries: For any questions regarding the application process, please contact the Department of Conservation and Recreation, Division of Dam Safety and Floodplain Management at (804) 371-6095 or via email at cfpf@dcr.virginia.gov.

2. Project, Study, Capacity Building and Planning Application Contents

Organizational Information

The Application Form (Appendix A) contains general organizational information, including the title, category, and location of the project, the amount of grant funds requested, and contact information for the applicant or the applicant's designated contact person.

Scope of Work Narrative (as an attachment to the Application Form)

The requirements for the project's Scope of Work Narrative are outlined in Part III of this manual. A completed scoring criteria sheet must also be included to support the Scope of Work Narrative.

Budget Narrative (as an attachment to the Application Form)

The Budget Narrative establishes the proposed budget for the project. It should include evidence of the source of funds available to fully fund the project to qualify for cash matching funds. A description of the Budget Narrative is outlined in Part III of this manual.

3. Application Review and Approval

Qualifying projects in each category are selected for funding on a competitive scoring basis. The Department will use the following procedure in determining the qualification of an application.

Department of Conservation and Recreation (Department) Review

The Department will review the applications for completeness in accordance with the eligible grant categories and application requirements. Department staff, in consultation with the Secretary of Natural Resources and the Special Assistant to the Governor for Coastal Adaptation and Protection, will additionally review and rank each complete application to determine its merits in accordance with the criteria set out in this manual pursuant to the scoring criteria contained in Appendix B.

Virginia Resources Authority (VRA) Review

Following the project acceptance and approval, and pending further necessary submittals, the application will be forwarded to VRA for the execution of a grant agreement and funding.

4. Project Commencement and Schedule for Completion

Projects, studies, capacity building, and planning activities will be required to be completed after the beginning of the application period and not later than 36 months following the issuance of a signed agreement between the applicant and VRA on behalf of the Department. Projects with a longer time horizon should be submitted in phases.

If a project, study, capacity building, or planning activity does not commence in a timely fashion to allow completion within the agreement period, funding will be withdrawn from the project and the applicant may reapply during the next funding round, should funds be available. Such funds may be redistributed to other qualifying projects at the discretion of the Department, the Chief Resilience Office, and the Governor's Special Assistant for Coastal Adaptation and Protection.

An extension may be granted at the discretion of the Department; however, all extension requests (Appendix D) must be received no later than 90 days prior to the expiration of the original agreement, and the approved project must have commenced within the first nine months of the original agreement period.

5. Reporting and Close-Out Guidelines for Grant Recipients

Where applicable, the Department will conduct project inspections as necessary to ensure conformance to grant terms. **Final project deliverables defined in the approved Scope of Work are due to the Department within 30 days following the project end date, unless another date is approved by the Department.**

- a. ***All materials shall be provided digitally to the Department at cfpf@dcr.virginia.gov.***
- b. All documents must be provided in PDF and/or a Microsoft Word compatible format, including any embedded maps or other figures/illustrations.
- c. All engineering files (including hydrologic and hydraulic studies) and assumptions necessary to replicate various analyses or other calculations need to be provided in a format compatible with the software used to perform those calculations; likewise, all output files are also required.
- d. All tabular information not included in the engineering files above, whether contained within any report or appendix, which was used as the basis for any calculation, shall be provided in a Microsoft Excel compatible format or Microsoft Access compatible format.
- e. All map data shall be delivered as a geodatabase or individual shapefiles. Additionally, maps shall be provided in a PDF format if not already included embedded within the report(s).
 - o If derived from CAD or another non-GIS workflow, data must be converted into a GIS format.

- See the Virginia Soil and Water Conservation Board's Guidance Document for specific requirements and direction for mapping - [Dam Break Inundation Zone Modeling and Mapping Procedures](#) (PDF) (09/16).
- f. If digital submittal is not possible, printed materials, together with all attachments and supporting documentation, may be submitted to the Virginia Department of Conservation and Recreation at the address below:

Virginia Department of Conservation and Recreation
Attention: Virginia Community Flood Preparedness Fund
Division of Dam Safety and Floodplain Management
600 East Main Street, 24th Floor
Richmond, Virginia 23219

6. Grant Award and Administration

- After application approval, a letter will be sent from the Department to the applicants, and notice of awards will be posted on the Department Dam Safety and Floodplain Management Grants web page at <https://www.dcr.virginia.gov/dam-safety-and-floodplains/>
- VRA will email Grant Agreements to recipients using the email address provided in the original application. If no email address was provided, the Grant Agreements will be sent via U.S. mail. Recipients shall return the signed Grant Agreement within 90 days of receipt to:

Virginia Resources Authority
1111 E. Main Street, Suite 1920
Richmond, VA 23219

- **Grant agreements not signed and returned to VRA within 90 days as required will have grant funds rescinded.**
- Within 30 days after the project, study, capacity building, or planning activity is completed the applicant shall submit digital copies of the completed work to cfpf@dcr.virginia.gov along with the completed Certificate of Approval Floodplain Management form for review and approval by Department staff.
- **Final reimbursement requests must be submitted within 90 days following passage of the authorized project completion date** including completed and signed Exhibit E Reimbursement Request Form, signed Exhibit D Form of Requisition along with the signed Certificate of Approval Floodplain Management all located in the VRA Grant Agreement, proof of payment (canceled checks, bank statements, accounting system reports, etc.) and invoices to cfpf@dcr.virginia.gov or:

Virginia Department of Conservation and Recreation
Attention: Virginia Community Flood Preparedness Fund
Division of Dam Safety and Floodplain Management
600 East Main Street, 24th Floor
Richmond, Virginia 23219

- Invoices must be detailed and specific to the project awarded and provide sufficient detail to determine the work and hours actually completed related to the approved project.

7. Virginia Resources Authority Disbursement of Grant Funds

Grant funds shall be disbursed on a quarterly basis. For low-income, limited capacity communities, there will be an allowable offer of an advance of one-quarter upfront to be offset against actual expenditures at the end of the grant award.

All requests for disbursement shall be delivered to the Department for approval according to the reimbursement terms of the grant manual and Grant Agreement. The Department shall forward the approved request to VRA for payment to the applicant. VRA will not disburse funds prior to receipt of a fully executed Grant Agreement signed by the grant recipient and subsequently signed by VRA's Executive Director. Where applicable, the Department will conduct site visits and inspections to monitor project compliance. A checklist for reimbursement will be included as Exhibit E in the VRA Grant Agreement.

Part III: Eligible Activities Descriptions: Projects, Studies, Capacity Building and Planning

A. Capacity Building and Planning

While certain localities and regions have taken major steps in developing and implementing comprehensive approaches to flood preparedness and resilience, many areas have yet to establish the necessary foundation for such activities, often because of a lack of resources. Therefore, it will be Commonwealth's policy to encourage and assist in funding locality-level flood resilience plans.

The Fund will provide planning grants to help any locality, that does not yet have such a plan, to develop one to help address its flood resilience needs in a comprehensive manner. A completed resilience plan during this grant round that addresses items 1-5 below will be required before a locality can apply for and receive funding from the Project category. Planning, study, and capacity-building grants will be available to any local government prior to the adoption of a resilience plan.

A plan for purposes of the CFPF during this first grant round will meet the following criteria:

1. It is project-based with projects focused on flood control and resilience.
2. It incorporates nature-based infrastructure in specific projects.
3. It includes considerations of all parts of a locality regardless of socioeconomics or race.
4. It includes coordination with other projects, plans, and activities and has a clearly articulated timeline or phasing for plan implementation.
5. Is based on the best available science, and incorporates climate change, sea-level rise, and storm-surge (where appropriate), and current flood maps.

A plan can be either one document or a combination of documents, as long as they are unified and appropriate references are included in the application. Once DCR certifies a locality has met the minimum requirements, that determination will stand for a period of three years.

A local government can satisfy this requirement through a unified plan or several existing plans. For example, if a comprehensive plan and hazard mitigation plan together satisfy this, so long as appropriate reference and documentation are included, this requirement will be met.

In the future, DCR expects that plans will be updated and refined to ensure a full picture of a local government's circumstances and priorities and therefore should eventually address the following:

1. The latest science, data, and information, including the Virginia Flood Risk Management Standard as adopted pursuant to Executive Order 24. These may include projections adopted by the Governor, the General Assembly, or the Chief Resilience Officer as official state policy and may include other data collected through state-initiated or adopted studies and standards.

2. Characterization of the community including population, economics, cultural and historic resources, dependence on the built environment and infrastructure and the risk posed to such infrastructure by flooding from tidal, storm, or other weather and climate events; identification of vulnerable populations and linkage to FEMA “Lifelines”.
3. Identification and recognition of the importance of historic and cultural resource preservation by promoting strategies in the resilience plan that encourage survey and documentation of archaeological and architectural resources and incorporate professional historic preservation standards.
4. Plans should also include key governmental and community contacts that support preparation and protection activities.
5. Floodplain management planning that promotes community preparedness by incorporating potential measures, practices, and policies to reduce loss of life, injuries, damage to property and facilities, public expenditures, and other adverse effects of flooding in the area impacted by the project; plans for flood fighting and evacuation; and public education and awareness of flood risks. Floodplain management planning should also address the adaptation of historic buildings, structures, and sites to be more resilient to flooding risk in a manner that will preserve their historic character and meet established professional historic preservation standards.
6. Dam safety risk data must be incorporated into the local hazard mitigation plan and provided to the Virginia Department of Emergency Management (VDEM) as an update to the state hazard mitigation plan. Resilience plans must incorporate dam risk. Updates must include the following:
 - a. Describes how the state dam safety agency, other agencies, and stakeholders participated in the planning process and contributed expertise, data, studies, information, etc. relative to high hazard dams within the community
 - b. Addresses all dam risks for high hazard dams in the project area.
 - c. Includes mitigation goals to reduce long-term vulnerabilities from high hazard dams that pose an unacceptable risk to the public.
 - d. Prioritizes mitigation actions to reduce vulnerabilities from high hazard dams that pose an unacceptable risk to the public.
 - e. Identifies current and potential sources of funding to implement mitigation actions and activities for high hazard dams that pose an unacceptable risk to the public.
 - f. Generally, describes and analyzes the effectiveness of local mitigation policies, programs, and capabilities that address high hazard dams that pose an unacceptable risk to the public.

Capacity Building: Grantees may seek to secure services or personnel necessary to develop plans, programs, and projects within the defined project period and scope of eligible activities to

implement actions necessary to meet any requirements defined in this manual including sufficient training for a local employee to become a Certified Floodplain Manager (CFM).

B. Flood Prevention and Protection Projects and Studies

The purpose of this category is to assist local governments with flood prevention or protection activities to prevent loss of life and reduce property damage caused by flooding. Flood prevention or protection means the construction of hazard mitigation projects, acquisition of land, or implementation of land use controls that reduce or mitigate damage from coastal or riverine flooding. Flood prevention or protection study means the conduct of a hydraulic or hydrologic study of a flood plain with historic and predicted floods, the assessment of flood risk, and the development of strategies to prevent or mitigate damage from coastal or riverine flooding.

Eligible applicants are limited to local governments. Nothing in the program prevents multiple localities from submitting joint-proposals.

Examples listed under the eligible projects below are not comprehensive and do not include all possible activities for each eligible project type. These examples are meant to provide guidance as to the type of projects that can be funded. While the grant recipient, and therefore responsible party, is defined in Code, nothing in these guidelines prevents projects from serving a smaller geographic area within the defined locality, particularly low-income areas. Projects undertaken by municipal corporations, authorities, districts, commissions, or political subdivisions created by the General Assembly or pursuant to the Constitution or laws of the Commonwealth, or any combination of these must be consistent with resilience plans and efforts in the locality where the project takes place. Letters of support from affected localities must be included with the application.

1. Projects involving construction or acquisition – must include a long-term operations and maintenance plan:
 - a. Acquisition of property consistent with an overall comprehensive local or regional plan for purposes of allowing inundation, retreat, or acquisition of structures. Applicants should also determine if lands are included in the ConserveVirginia Floodplain and Flooding Resilience layer. This could include purchase of easements or property in fee simple to allow for migration of wetlands or allow for green spaces or related methods to “store” floodwater and allow for slow release. It may also include outright purchase of structures and properties and conversion of land to open space that would mitigate damage from tidal or riverine flooding in a particular area.
 - b. Construction or modification of existing infrastructure or construction of gray or green infrastructure necessary to reduce or mitigate flood risk. For example, based on a comprehensive review of community infrastructure, the applicant might identify needs including enhancement of existing wetlands to increase storage and protection to adjacent lands, evaluating the needs for levees or other structures to protect vital property and infrastructure.

- c. Stream restoration or stabilization. Returning streams to their natural state along with natural floodplain allows for reduced volume and velocity and allow for natural dissipation of floodwaters
 - d. Revising floodplain ordinances to maintain compliance with the NFIP or to incorporate higher standards that may reduce the risk of flood damage. This must include establishing processes for implementing the ordinance, including but not limited to, permitting, record retention, violations, and variances. This may include revising a floodplain ordinance when the community is getting new Flood Insurance Rate Maps (FIRMs), updating a floodplain ordinance to include floodplain setbacks or freeboard, or correcting issues identified in a Corrective Action Plan.
 - e. Creating tools or applications to identify, aggregate, or display information on flood risk or creating a crowd-sourced mapping platform that gathers data points about real-time flooding. This could include a local or regional web-based mapping product that allows local residents to better understand their flood risk.
 - f. Conducting hydrologic and hydraulic studies of floodplains. Applicants who create new maps must apply for a Letter of Map Revision or a Physical Map Revision through the Federal Emergency Management Agency (FEMA). For example, a locality might conduct a hydrologic and hydraulic study for an area that had not been studied because the watershed is less than one square mile. Modeling the floodplain in an area that has numerous letters of map change that suggest the current map might not be fully accurate, or doing a detailed flood study for an A Zone.
2. Studies and Data Collection of Statewide and Regional Significance: The Act allows for funding of studies of statewide and regional significance and proposals will be considered for the following types of studies:
- a. Updating precipitation data and IDF information (rain intensity, duration, frequency estimates) including such data at a sub-state or regional scale on a periodic basis.
 - b. Regional relative sea-level rise projections for use in determining future impacts and address eligibility requirements.
 - c. Impact analysis either statewide or regionally on state transportation, water supply, water treatment, impounding structures, or other significant and vital infrastructure on both their significance to community needs and their potential impact on flooding events.
 - d. Riverine rainfall modeling statewide or regionally.
 - e. Statewide or regional stream gauge monitoring to include expansion of existing gauge networks.
 - f. New or updated delineations of areas of recurrent flooding, stormwater flooding, and storm surge vulnerability in coastal areas that include projections for future conditions based on sea-level rise, more intense rainfall events, or other relevant flood risk factors.

- g. Regional flood studies in riverine communities that may include watershed-scale evaluation, updated estimates of rainfall intensity, or other information.
- h. Hydrologic and hydraulic studies of floodplains.
- i. Other proposals that will significantly improve protection from flooding on a statewide or regional basis.

C. Scope of Work Narrative

All applications must include a Scope of Work Narrative that clearly describes the proposed project, study, capacity building or planning activity, its different elements, and any activities associated with it, including supporting documentation as necessary. It may be helpful to review the checklist in Appendix C to ensure that the application includes all the required elements.

The Scope of Work Narrative for all projects, studies, capacity building, and planning activities shall address all the following elements:

1. **Project Information:** Describe in detail the area to be studied or protected including the following. Note that information should be provided on the community in which the project is taking place, even if it is not the community applying for this grant. Projects undertaken by municipal corporations, authorities, districts, commissions, or political subdivisions created by the General Assembly or pursuant to the Constitution or laws of the Commonwealth, or any combination of these must be consistent with resilience plans and efforts in the locality where the project takes place. Letters of support from affected localities must be included with the application
 - Population
 - Provide population data for the community in which the project is taking place, including identification of any environmental justice community and number and estimate the number of residents that will be impacted by this project.
 - Value of property to be protected
 - Historic flooding data and hydrologic studies projecting flood frequency
 - Provide information on the flood risk of the project area, including whether the project is in a mapped floodplain, what flood zone it is in, and when it was last mapped. If the property or area around it has been flooded before, share information on the dates of past flood events and the amount of damage sustained.
 - The ability of the locality to provide its share of the cost
 - This must include an estimate of the total project cost, a description of the source of the funds being used, evidence of the locality's ability to pay for the project in full or quarterly prior to reimbursement, and a signed pledge agreement from each contributing organization.

- The administration of local floodplain management regulations
 - The Department will determine if the community is in good standing with the NFIP. If applicable, provide the Department with a link to the current floodplain ordinance, or attach a PDF or Word document.
 - Other necessary information to establish project or study priority
 - Repetitive Loss and/or Severe Repetitive Loss Properties
 - Do not provide the addresses for these properties, but include an exact number of repetitive loss and/or severe repetitive loss structures within the project area. Work with the local floodplain administrator or emergency manager to find this information. If they do not have a list of repetitive loss/severe repetitive loss structures, the Department can assist them in accessing these lists.
 - Residential and/or Commercial Structures
 - Describe the residential and commercial structures impacted by this project, including how they contribute to the community such as historic, economic, or social value. Provide an exact number of residential structures and commercial structures in the project area.
 - Critical Facilities
 - If there are critical facilities within the project area, describe each facility. Critical facilities are those that provide services and functions essential to the community, including hospitals, fire stations, police stations, storage facilities for critical records, power plants, and wastewater treatment plants, among others.
2. **Need for Assistance:** Identify and describe any relevant issues or problems that will be addressed by the project.
- Explain the community's financial and staff resources. How many relevant staff members (floodplain administrators, planners, emergency managers, building officials, engineers) does the community have? To what relevant software does the community have access? What are the community's capabilities?
 - The Department will prioritize low-income geographic areas for funding. Low-income geographic area means any locality or geographic area within a locality that may cross municipal or county boundaries, that has a median household income that is not greater than 80 percent of the local median household income, or any area in the Commonwealth designated as a qualified opportunity zone by the U.S. Secretary of the Treasury via his delegation of authority to the Internal Revenue Service.
 - The Department will consider the project area's social vulnerability index score when reviewing grant applications. The Social Vulnerability Index, available through [ADAPT Virginia's Virginia Vulnerability Viewer](#), will be used for this review.
 - This index is based on census tract data; the index score for the census tract that contains the project area should be used. If the project area falls within multiple

census tracts, please provide the scores for all census tracts. The average score for the project area will be used for scoring the application.

- For more information on social vulnerability, please see [ADAPT Virginia's fact sheet](#).

3. **Alternatives:** Briefly describe two alternatives to the proposed activity that have been considered. One alternative should be no action, and one alternative should be another project type that could reasonably address the issue identified. Explain these alternatives and the reason the proposed project was selected. Include how the two alternatives differ from the proposed activity, and how the cost and benefit of the alternatives compare to the proposed activity.
4. **Goals and Objectives:** Identify and describe the goals and objectives of the project. Include a description of the expected results of the completed project and explain the expected benefits of the project. This may include financial benefits, increased awareness, decreased risk, etc.
5. **Approach, Milestones, and Deliverables:** Outline a plan of action laying out the scope and detail of how the proposed work will be accomplished with a timeline identifying expected completion dates. Determine milestones for the project that will be used to track progress. Explain what deliverables can be expected at each milestone, and what the final project deliverables will be. Identify other potential project partners.
 - If assistance is sought for a project that will be carried out in concert with a federal agency, provide evidence of an agreement with the federal agency endorsing the project.
6. **Relationship to Other Projects:** Where applicable, briefly describe the relationship between this project and other past, current, or future resilience projects. If the applicant has received or applied for any other grants or loans, please identify those projects, and describe any problems with meeting the obligations of the grant and how the obligations of this project will be met.
7. **Maintenance Plan:** For ongoing projects or projects that will require future maintenance, such as infrastructure, flood warning, and response systems, signs, websites, or flood risk applications, a maintenance and management plan for the projects must be provided demonstrating how they will be maintained after the lifetime of this grant for a minimum of five years. Ongoing operation and maintenance will be the financial responsibility of the grantee and will not be eligible for monies from the fund.
8. **Criteria:** Describe how the project meets each of the applicable scoring criteria contained in Appendix B, and provide the required documentation where necessary. Documentation can be incorporated into the Scope of Work Narrative or included as attachments to the application. Appendix B must be completed and submitted with the application.

For local governments that are not towns, cities, or counties, the documentation provided for the criteria below should be based on the community or communities in which the project is located and/or directly impacts.

1. Is the applicant a local government (including counties, cities, towns, municipal corporations, authorities, districts, commissions, or political subdivisions created by the General Assembly or pursuant to the Constitution or laws of the Commonwealth, or any combination of these)?
2. Does the local government have an approved resilience plan meeting the criteria as established by this grant manual? Has it been attached or a link provided?
3. For local governments that are not towns, cities, or counties, have letters of support been provided from affected communities?
4. Has the applicant provided evidence of an ability to provide the required match funds?

Documentation: As outlined in the Budget Narrative section below, the applicant must include an estimate of the project cost, a description of the source of the funds being used, evidence of the applicant's ability to pay for its share of the project, and signed authorization or a pledge agreement from each contributing organization.

D. Budget Narrative

Each application must include a Budget Narrative detailing all proposed expenditures. The following items must be included in the Budget Narrative:

- **Estimated total project cost:** This amount must reflect the total cost of bringing the project to completion. Estimates for all work to be completed by third parties (engineers, contractors, etc.) on the specified project should be included. If multiple project types are selected, a detailed breakdown of how the funding is proposed to be allocated must be included for each selected project type.
- **Amount of funds requested from the Fund:** This is the total amount of any grant assistance sought from the Fund. Include a detailed breakdown of how this funding is proposed to be allocated. This amount cannot exceed 75 percent of estimated total project cost. For communities designated as low-income geographic areas, 100 percent of the estimated total project costs should be included.
- **Amount of cash funds available:** This amount, when combined with the amount of funding requested from the Fund, must reflect the total estimated project cost to demonstrate that all necessary funding has been secured to complete the project. Include a description of the source of these funds and evidence of the applicant's ability to obtain these funds to complete the project.

- Authorization to request for funding: Localities seeking funding shall also attach signed documentation authorizing the request for funding.

Where a local authorization is not applicable, a pledge agreement is required for each contribution, signed by the authorized representative of the contributing organization and the applicant organization, which must include:

- The name, address, and telephone number of the contributor;
- The name of the applicant organization;
- The title of the project for which the cash contribution is made;
- The source of funding for the cash contribution;
- The dollar amount of the cash contribution; and
- A statement that the contributor will pay the cash contribution during the agreement period.

Loans or grant funds awarded from the Fund may NOT be utilized as match funds. Monies used to match other federal and non-federal funding streams are NOT allowed as a match for this grant program.

Appendix A: Application Form for Flood Prevention and Protection Projects, Studies, Capacity Building or Planning

Virginia Department of Conservation and Recreation
Virginia Community Flood Preparedness Fund Grant Program

Name of Community: _____

Name of Authorized Community Official: _____

Signature of Authorized Community Official: _____

Mailing Address (1): _____

Mailing Address (2): _____

City: _____ State: _____ Zip: _____

Telephone Number: (____) _____ Cell Phone Number: (____) _____

Email Address: _____

Contact Person (if different from authorized official): _____

Mailing Address (1): _____

Mailing Address (2): _____

City: _____ State: _____ Zip: _____

Telephone Number: (____) _____ Cell Phone Number: (____) _____

Email Address: _____

Project Type (select applicable project):

Projects and Studies

- Acquisition of property consistent with an overall comprehensive local or regional plan for purposes of allowing inundation, retreat, or acquisition of structures. This could include the purchase of easements or property in fee simple to allow for migration of wetlands or allow for green spaces or related methods to “store” floodwater and allow for slow release. It may also include outright purchase of structures and properties and conversion of land to open space that would mitigate damage from tidal or riverine flooding in a particular area.
- Construction or modification of existing infrastructure or constructing of gray or green infrastructure necessary to reduce or mitigate flood risk. For example, based on a comprehensive review of community infrastructure, the applicant might identify needs including dam or other impoundment removal, stormwater management facility redesign or expansion, enhancement of existing wetlands to increase storage and protection to adjacent lands, evaluating the needs for levees or other structures to protect vital property and infrastructure.
- Stream restoration or stabilization. Returning streams to their natural state along with natural floodplain allows for reduced volume and velocity and allow for natural dissipation of floodwaters.
- Revising floodplain ordinances to maintain compliance with the NFIP or to incorporate higher standards that may reduce the risk of flood damage. This must include establishing processes for implementing the ordinance, including but not limited to, permitting, record retention, violations, and variances. This may include revising a floodplain ordinance when the community is getting new Flood Insurance Rate Maps (FIRMs), updating a floodplain ordinance to include floodplain setbacks or freeboard, or correcting issues identified in a Corrective Action Plan.
- Creating tools or applications to identify, aggregate, or display information on flood risk or creating a crowd-sourced mapping platform that gathers data points about real-time flooding. This could include a locally or regionally based web-based mapping product that allows local residents to better understand their flood risk.
- Conducting hydrologic and hydraulic studies of floodplains. Applicants who create new maps must apply for a Letter of Map Revision or a Physical Map Revision through the Federal Emergency Management Agency (FEMA). For example, a locality might conduct a hydrologic and hydraulic study for an area that had not been studied because the watershed is less than one square mile. Modeling the floodplain in an area that has numerous letters of map change that suggest the current map might not be fully accurate or doing a detailed flood study for an A Zone.
- Developing flood warning and response systems, which may include gauge installation, to notify residents of potential emergency flooding events. This could include installing a river gauge to monitor water levels, setting up a web-accessible camera to show real-time flood levels online, creating emergency alert applications, or installing an integrated siren system

to warn residents in the event of the need for evacuations. Costs associated with expanding an existing regional or statewide network will also be eligible.

- Increasing outreach efforts related to flood risk, such as creating and distributing educational materials, creating and installing signs, developing web pages, or conducting community open houses. A locality or group of localities may wish to create web pages about flood risk on their government's website, sending out brochures about flood risk with utility bills or other regular communications with citizens, installing high water mark signs, or holding open houses to present methods that residents could employ to mitigate their flood risk
- Studies and Data Collection of Statewide and Regional Significance
- Revisions to existing resilience plans and modifications to existing comprehensive and hazard mitigation plans
- Capacity Building
- Other relevant flood prevention and protection project or study

Location of Project (Include Maps): _____

NFIP Community Identification Number (CID): _____

Is Project Located in an NFIP Participating Community? Yes No

Is Project Located in a Special Flood Hazard Area? Yes No

Flood Zone(s) (If Applicable): _____

Flood Insurance Rate Map Number(s) (If Applicable): _____

Total Cost of Project: _____

Total Amount Requested (May not be more than 50% of Total Cost of Project): _____

Appendix B: Scoring Criteria for Flood Prevention and Protection Projects, Studies, Capacity Building and Planning

Virginia Department of Conservation and Recreation
Virginia Community Flood Preparedness Fund Grant Program

Applicant Name:		
Eligibility Information		
Criterion	Description	Check One
1. Is the applicant a local government (including counties, cities, towns, municipal corporations, authorities, districts, commissions, or political subdivisions created by the General Assembly or pursuant to the Constitution or laws of the Commonwealth, or any combination of these)?		
Yes	Eligible for consideration	
No	Not eligible for consideration	
2. Does the local government have an approved resilience plan and has provided a copy or link to the plan with this application?		
Yes	Eligible for consideration under all categories	
No	Eligible for consideration for studies, capacity building, and planning only	
3. If the applicant is <u>not</u> a town, city, or county, are letters of support from all affected localities included in this application?		
Yes	Eligible for consideration	
No	Not eligible for consideration	
4. Has this or any portion of this project been included in any application previously funded by DCR?		
Yes	Not eligible for consideration	
No	Eligible for consideration	
5. Has the applicant provided evidence of an ability to provide the required matching funds?		
Yes	Eligible for consideration	
No	Not eligible for consideration	
N/A	Match not required	
Project Eligible for Consideration		<input type="checkbox"/> Yes <input type="checkbox"/> No

Applicant Name:			
Scoring Information			
Criterion	Point Value	Points Awarded	
7. Eligible Projects (Select all that apply)			
Acquisition of property consistent with an overall comprehensive local or regional plan for purposes of allowing inundation, retreat, or acquisition of structures. This could include the purchase of easements or property in fee simple to allow for migration of wetlands or allow for green spaces or related methods to “store” floodwater and allow for slow release. It may also include outright purchase of structures and properties and conversion of land to open space that would mitigate damage from tidal or riverine flooding in a particular area.	50 pts		
Construction or modification of existing infrastructure or constructing of gray or green infrastructure necessary to reduce or mitigate flood risk. For example, based on a comprehensive review of community infrastructure, the applicant might identify needs including dam or other impoundment removal, stormwater management facility redesign or expansion, enhancement of existing wetlands to increase storage and protection to adjacent lands, evaluating the needs for levees or other structures to protect vital property and infrastructure.	See below		
€ Projects where 90%-100% is nature-based/green infrastructure	45		
€ Projects where 60%-89% is nature-based/green infrastructure	40		
€ Projects where 40%-59% is nature-based/green infrastructure	35		
€ Projects where less than 39% is nature-based/green infrastructure	30		
Stream restoration or stabilization. Returning streams to their natural state along with natural floodplain allows for reduced volume and velocity and allow for natural dissipation of floodwaters	45 pts		
Revising floodplain ordinances to maintain compliance with the NFIP or to incorporate higher standards that may reduce the risk of flood damage. This must include establishing processes for implementing the ordinance, including but not limited to, permitting, record retention, violations, and variances. This may include revising a floodplain ordinance when the community is getting new Flood Insurance Rate Maps (FIRMs), updating a floodplain ordinance to include floodplain setbacks or freeboard, or correcting issues identified in a Corrective Action Plan.	20 pts		
Creating tools or applications to identify, aggregate, or display information on flood risk or creating a crowd-sourced mapping platform that gathers data points about real-time flooding. This could include a locally or regionally based web-based mapping product that allows local residents to better understand their flood risk	10 pts		

Conducting hydrologic and hydraulic studies of floodplains. Applicants who create new maps must apply for a Letter of Map Revision or a Physical Map Revision through the Federal Emergency Management Agency (FEMA). For example, a locality might conduct a hydrologic and hydraulic study for an area that had not been studied because the watershed is less than one square mile. Modeling the floodplain in an area that has numerous letters of map change that suggest the current map might not be fully accurate or doing a detailed flood study for an A Zone	15 pts	
Studies and Data Collection of Statewide and Regional Significance	40 pts	
Revisions to existing resilience plans and modifications to existing comprehensive and hazard mitigation plans	10 pts	
Capacity Building	5 pts	
Other relevant flood prevention and protection project or study	10 pts	
8. Is the project area socially vulnerable? (Based on ADAPT VA's Social Vulnerability Index Score.)		
Very High Social Vulnerability (More than 1.5)	15 pts	
High Social Vulnerability (1.0 to 1.5)	12 pts	
Moderate Social Vulnerability (0.0 to 1.0)	8 pts	
Low Social Vulnerability (-1.0 to 0.0)	0 pts	
Very Low Social Vulnerability (Less than -1.0)	0 pts	
9. Is the proposed project part of an effort to join or remedy the community's probation or suspension from the NFIP?		
Yes	10 pts	
No	0 pts	
10. Is the proposed project in a low-income geographic area as defined in this manual?		
Yes	10 pts	
No	0 pts	
11. Projects eligible for funding may also reduce nutrient and sediment pollution to local waters and the Chesapeake Bay and assist the Commonwealth in achieving local and/or Chesapeake Bay TMDLs. Does the proposed project include implementation of one or more best management practices with a nitrogen, phosphorus, or sediment reduction efficiency established by the Virginia Department of Environmental Quality or the Chesapeake Bay Program Partnership in support of the Chesapeake Bay TMDL Phase III Watershed Implementation Plan?		
Yes	5 pts	
No	0 pts	
Total Points		

Appendix C: Checklist for Flood Prevention and Protection Projects, Studies, Capacity Building and Planning

Virginia Department of Conservation and Recreation
 Virginia Community Flood Preparedness Fund Grant Program

Name of Applicant: _____

Scope of Work Narrative	
Supporting Documentation	Included
Detailed map of the project area(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
FIRMette of the project area(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Historic flood damage data and/or images	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
A link to or a copy of the current floodplain ordinance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Locality financed maintenance and management plan for project extending a minimum of 5 years from project close	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
A link to or a copy of the current FEMA-approved local hazard mitigation plan	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
A link to or a copy of the current comprehensive plan	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Social vulnerability index score(s) for the project area from ADAPT VA's Virginia Vulnerability Viewer	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If applicant is not a town, city, or county, letters of support from affected communities	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Completed Scoring Criteria Sheet in Appendix B	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Budget Narrative	
Supporting Documentation	Included
Authorization to request funding from the Fund	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Signed pledge agreement from each contributing organization	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Detailed breakdown of how this funding is proposed to be allocated	<input type="checkbox"/> Yes <input type="checkbox"/> No

Appendix D: Extension Request Form

Virginia Department of Conservation and Recreation
Virginia Community Flood Preparedness Fund Grant Program

***Request to Amend Contract between Virginia Resources Authority and Grant Recipient of the
YYYY Virginia Community Flood Preparedness Fund Grant***

All projects are required to be completed after the beginning of the application period and not later than 24 months following the issuance of a signed agreement between the applicant and VRA on behalf of the Department. A one-year extension may be granted at the discretion of the Department provided such request is **received not later than 90 days prior to the expiration of the original agreement**. Requests should be emailed to cfpf@dcr.virginia.gov. If email is not available, please mail to:

Virginia Department of Conservation and Recreation
Attention: Virginia Community Flood Preparedness Fund
Division of Dam Safety and Floodplain Management
600 East Main Street, 24th Floor
Richmond, Virginia 23219

Grant Recipient: _____

Contact Name: _____

Mailing Address (1): _____

Mailing Address (2): _____

City: _____ State: _____ Zip: _____

Is this a new address? Yes No ***Has the Contact Name changed?*** Yes No

Telephone Number: (____) _____ Cell Phone Number: (____) _____

Email Address: _____

Grant Number: _____

Title of Project: _____

NFIP CID: _____

Total Cost of Project: _____

Total Amount Awarded: _____

Current Grant End Date: _____

Requested New End Date: _____

Please provide a detailed explanation for the extension request including the reason work will not be completed during the initial grant period and a timeline for completion if approved. Please attach additional documentation as needed.

Justification for Extension	

Grant Recipient Signature

Date Requested

Grant Recipient Printed Name

Title

THE DEPARTMENT Use Only

Virginia Department of Conservation and Recreation	Date Approved	Date Denied
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Printed Name	Title
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Reason for Denial

VRA Use Only

Virginia Resources Authority	Date Received	Date Grant Modified
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