



## **Board on Conservation and Development of Public Beaches**

### **Grant Proposal Application And Sand Use Evaluation Questionnaire**

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## **Board on Conservation and Development of Public Beaches**

### **PURPOSE**

The intent of this document is to provide direction to applicants and requirements of grantees governing the use of State grant funds, as mandated under the Public Beach Conservation and Development Act of 1980.

### **BOARD ADDRESS**

All correspondence and completed applications must be submitted to the:

Board on Conservation and Development of Public Beaches  
203 Governor Street, Suite 206  
Richmond, Virginia 23219  
Phone: (804) 786-3998  
Fax: (804) 786-1798

### **LOCAL EROSION ADVISORY COMMISSIONS**

Localities wishing to participate under the Act must establish an Advisory Commission pursuant to Section 10.1-711 of the Code and in accordance with the guidelines below. For purposes of developing a project under the Act, any county shall be deemed to have jurisdiction over all public beaches within the county, including those public beaches within a town; provided a resolution from the town authorizing the county to act in its behalf is submitted to the Board. For a town or city which has exercised its option to establish an Advisory Commission, all of the public beaches within that town or city shall be deemed under the jurisdiction of that town or city.

#### **Appointment and Membership**

The Advisory Commission in a locality shall be appointed by the local governing body. Terms of office, removal from office, reappointment and appointments to fill vacancies shall be matters decided by the local governing body; provided, however, that the local governing body shall adopt a procedure to ensure that any vacancy occurring on the Advisory Commission is filled within a reasonable period of time. Appointees of the Advisory Commission shall consist of at least five (5) persons. Appointees may be members of any other governmental or quasi-governmental board or commission that is otherwise permissible under law. An Advisory Commission appointee **may not** be a member of any of the following: the Board on Conservation and Development of Public Beaches, the Virginia Soil and Water Conservation Board, the Marine Resources Commission, and the Board of Conservation and Recreation. An Advisory Commission shall organize itself, shall notify the Board of its existence and membership, and shall designate one of its members or other official as a point of contact with the Board. An Advisory Commission shall bear the responsibilities and duties imposed upon them by Section 10.1-711 of the Code of Virginia and such other responsibilities and duties, consistent with the law, which from time to time may be imposed upon them by the local governing body or the Board, and as stated in other sections of these guidelines.

## **PROCEDURES FOR SUBMITTAL AND REVIEW OF GRANT PROPOSALS**

The application is developed in two steps. First, a locality must submit a proposal as outlined in the **PREPROPOSAL APPLICATION (APPENDIX B)**. This document will aid the Board in budgeting and prioritizing requests for funds.

A locality which receives notice of acceptance of its preproposal may then submit a fully engineered and costed proposal to the Board in accordance with the procedures outlined in the **PROPOSAL APPLICATION (APPENDIX C)**. This document will aid the Board in budgeting and prioritizing requests for funds.

Applications received by the Board will be distributed to the Board members and the Technical Advisor for review prior to a formal meeting at which time the Board will determine which preproposals meet its criteria and are eligible for funding. To ensure adequate time for review, preproposals and proposals must be received by the Board a minimum of three (3) weeks prior to the meeting where they will be considered. **The Board has the option of postponing the consideration of preproposals and proposals not received prior to the 3-week review period. Application submissions should include one (1) original and ten (10) copies.** The decision of the Board will be forwarded to the chief elected official or authorized contact of the locality with a copy to the Advisory Commission.

Preproposals should serve as the basis for preparation of the fully engineered proposal. The anticipated long-term beneficial effects of each funded project will be determined by the Board with the advice and assistance from the Technical Advisor. Each locality will be responsible for assuring public access to any funded project beach throughout the anticipated useful life of the project. Yearly meeting schedules will be announced in advance.

### **Preproposal Selection Criteria**

As provided for under Section 10.1-710 of the Code of Virginia, the Board shall consider the following items in determining a locality's eligibility for grant funds:

1. Present and future beach ownership;
2. Erosion caused by public navigational works;
3. Intensity of use;
4. Availability of public beaches in the vicinity;
5. Evidence of a locality's ability and willingness to develop a long term capacity to combat erosion
6. Rate of erosion;
7. Actions of a locality which lead to, or may result in, the erosion of beaches;
8. Such other matters as the Board shall deem sufficient for consideration.

Presently, the Board also considers:

9. Accessibility of the beach for use by the general public;
10. Benefits to the state and the locality derived from the execution of the project.

### **GRANT FUND ADMINISTRATION**

The mandated features of this State matching grant program are:

1. Grants to a locality may not exceed 30 percent of the amount appropriated to the public beach assistance fund for the biennium, unless otherwise provided for in the current General Appropriations Act.
2. The State will provide the funds to localities on a 50-50 matching basis with either one lump sum or in successive fiscal year payments within the biennium.
3. State funds may be combined with local funds to match Federal grants, provided the local amount is at least as much or more than one-half of the combined State and local share and the conditions of items 1 and 2 are met. Federal funds shall not be used by localities to match funds given under this program.

For purposes of this program, the costs of engineering design work, construction performance and beach response monitoring, whether conducted by the locality itself or by a private firm under contract with the locality, may be included as part of the local match.

Payment may be requested in one initial payment or on a fiscal year basis. Any residue funds at the end of the grant period will revert to the Board. In any period in which funds are not appropriated by the General Assembly, multiple year grants will terminate without further obligation on the Commonwealth for funding.

#### **Funding Period**

The funding period of any approved grant request from a locality for beach erosion control is to be on a fiscal year basis in accordance with the Code of Virginia, Sections 2.1-197 and 2.1-202.

#### **Terms of Payment**

The Board chairman, with Board approval, will direct the Department of Conservation and Recreation to periodically forward payments to the recipient locality, with payment to be executed in accordance with the approved grant application.

#### **Right to Withdraw Grant**

The Board will require the return of Public Beach Assistance funds from a locality for unsatisfactory project compliance.

## **Examination of Local Records**

The Board or its duly authorized representative, shall have access to and the right to examine all of a locality's financial records, documents and papers related to the expenditure of a grant by the locality for beach erosion control, pursuant to the Public Beach Conservation and Development Act, Sections 10.1-705 through 10.1-711.

## **Reporting Requirements**

The Board will require that timely financial reports be prepared by a recipient locality and submitted to the Board for all funds, expended or unexpended and in any event at least at the end of each fiscal year. Fiscal year reports should be received by the Board no later than July 31<sup>st</sup> of each year.

## **MONITORING PROGRAM**

Each participating locality **must** submit an outline of a beach response monitoring program with its proposal application. All monitoring programs must be coordinated with the Technical Advisor. Items for consideration in developing such a program are:

1. Beach profiles referenced to a know benchmark, preferably mean sea level. Beach profile lines should be extended as far offshore as feasible. Depending on the site, additional bathymetric profiles extending from beach profile lines to an appropriate distance offshore may be necessary.
2. Surface sediment samples from the beach and offshore along the profile lines.
3. Photography, both aerial and ground. (VIMS, under contract to DCR, periodically takes aerials of public beaches. Copies of these aerials are available from VIMS at reproduction cost.)
4. Time frame. The monitoring program should contain at least one set of data points before the installation of a project. Updates along profile lines should be timed to reflect changes in the system. Each locality should be prepared to monitor pre and post storm beach response.
5. Monitoring data is to be periodically submitted to the Board for analysis and archival. The Board will periodically provide localities with a technical beach assessment based upon the submitted monitoring data.

Each locality should develop a reasonable monitoring program which reflects beach changes, but is not an excessive financial burden to the locality. Assistance from the Technical Advisor is available in determining the minimum requirements for an acceptable monitoring program.

## **LOCALITY RESPONSIBILITY**

The locality must agree to be responsible for all aspects of a funded beach enhancement program. Prior to commencement, the locality must start its monitoring program. The locality must notify the Board of the beginning of project commencement. The Board will direct the

Technical Advisor to inspect the operation from time to time. The Technical Advisor will notify the locality of intended inspection dates and times. Periodically, the locality will be required to appear before the Board to provide details concerning project progress.

### **ENVIRONMENTAL REVIEW**

It is the locality's responsibility to contact the appropriate environmental regulatory agencies, which must issue permits and certifications, during project proposal development. The locality must comply with all pertinent environmental regulations and conditions to receive a grant from the Board. Early application for the necessary permits is recommended. No grant application will be approved for payment until the required permits are presented to the Board.

### **STANDARD CONTRACT PROVISION**

There shall be a statement of each Application concerning nondiscrimination because of race, religion, color, sex or national origin, plus a statement to the fact that the Grantee is an Equal Opportunity Employer.



**PUBLIC BEACH CONSERVATION AND DEVELOPMENT ACT**

**(Chapter 7, Title 10.1, Code of Virginia)**

**Grant Application**

Grant Agreement Contract Between

The City  
County of \_\_\_\_\_  
Town  
And

The Board on Conservation and Development of Public Beaches.  
This application for grant funds and grant agreement contract, hereinafter referred to as the  
“Application”, is made and entered into be mutual agreement between

The Locality of \_\_\_\_\_

Hereinafter referred to as “Applicant” and the Board on Conservation and Development of  
Public Beaches, hereinafter referred to as the “Board”.

The Applicant’s address is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_

## APPENDIX A - DEFINITIONS

The following words and their meanings, as used in these guidelines, are defined as follows:

1. Act - means the Public Beach Conservation and Development Act
2. Advisory Commission - means a Local Erosion Advisory Commission created pursuant to Section 10.1-711 and these guidelines.
3. Board, Public Beach Board - means the Board on Conservation and Development of Public Beaches as established by Section 10.1-705 of the Code of Virginia.
4. DCR - means the Department of Conservation and Recreation
5. Grant Period - for any application, may be for 1, 2, or 3 fiscal years, but may not exceed 3 fiscal years.
6. Locality - a county, city, or town which is eligible for a Grant under these guidelines.
7. MHW - mean high water.
8. MLW - mean low water.
9. Project - means a Beach Enhancement Proposal approved by the Board.
10. Public Beach - means a sandy beach located on a tidal shoreline suitable for bathing in a city, county or town and open to indefinite public use.
11. Technical Advisor - the Public Beach Board Advisor, an employee of the Department of Conservation and Recreation (DCR) who assists localities and reviews the technical aspects of projects submitted to the Board.
12. VIMS - means the Virginia Institute of Marine Science.

## APPENDIX B - PREPROPOSAL APPLICATION

Any eligible locality may prepare an Application in accordance with the procedures outlined in the **PREPROPOSAL APPLICATION** section below.

### **BOARD ADDRESS**

All completed applications must be submitted to the:

Board on Conservation and Development of Public Beaches  
203 Governor Street, Suite 206  
Richmond, Virginia 23219  
Phone: (804) 786-3998  
Fax: (804) 786-1798

**Applications must be received by the Board no later than 3 weeks prior to the Board meeting where they will be considered.**

The applicant shall define and establish priorities for the locality's beach areas as a part of its preproposal to be submitted to the Board. The preproposal should be a succinct description of the locality project, including the following:

1. Name, address and telephone number of point of contact within the locality.
2. General project description: A short one or two paragraph statement about the proposed project including:
  - a. project location
  - b. type of project; i.e. nourishment, breakwaters, etc.,
  - c. type and possible locations of structures, if applicable,
  - d. volume of nourishment, if applicable,
  - e. source of nourishment, if known, and,
  - f. short statement outlining why the project is needed.
3. Long range plan phrase: A statement identifying whether this project is part of a long range plan; and if so what phase it represents. First time preproposals should indicate whether a long range plan is being developed.
4. Ownership and public beach compliance: The locality must submit sufficient proof of ownership of the public beach and/or proof of easements allowing the use of the beach by the general public.
5. Matching fund source: Suitable sources of matching funds outlined in the section on **GRANT FUND ADMINISTRATION** (pg. 6) of these guidelines should be broken down and described.

6. Estimate of project cost: Provide a reasonable estimate of the total amount of funds required to complete the project. In addition, this total cost should be broken down to indicate the portion requested from the Public Beach Assistance Fund from all other sources.
7. Map of the project area: A suitable scale map delineating project limits, possible locations of proposed structures, location of nourishment area, and source of nourishment, if known.
8. Estimate of project start-up and completion dates.
9. Monitoring plan: Each locality must include a plan for monitoring the response of the beach as described in the **MONITORING PROGRAM** section of the guidelines.
10. Additional information: Locality may submit additional information to justify its proposed program.
11. A copy of the local Erosion Advisory Commission recommendations.
12. Signatories: Signature of the chief elected official or authorized chief executive of the locality.

Any eligible locality may prepare an Application in accordance with the procedures outlined in the **PROPOSAL APPLICATION** sections below.

## **APPENDIX C - PROPOSAL APPLICATION**

### **Proposal Elements**

The following information is necessary to fully consider a proposal. Additional information may be prescribed after review of the preproposal.

The final proposal submitted by a locality may contain any combination of the following activities, provided all information requested for an activity is included.

#### **Nourishment:**

1. Name, address and telephone number of point of contact within the locality.
2. Location map defining limits of the project.
3. Plan view of the topography, bathymetry and access points, MHW and MLW lines.
4. Selected cross-sectional views showing existing conditions and a proposed cross-sectional view superimposed.
5. Estimate of the volume of material to be used.
6. Over-fill requirements: This is an expression of the expected amount of material to be retained versus that placed on the beach.
7. Source of nourishment material.
8. Grain size analysis of the existing beach material (from backshore, foreshore and nearshore).
9. Grain size analysis of proposed beach fill.
10. Description of the method of transporting beach fill.
11. Rationale for the approach over the next most likely candidate.
12. Detailed cost estimate.
13. Starting date and duration of project.
14. Sequence of fill installation, if more than one area is to be treated.

15. Source of matching funds: This section should confirm, amplify or modify, as necessary, matching fund source information contained in the preproposal.
  - a. Federal contribution
  - b. Local contribution
16. Permits: Attach evidence of having applied for all necessary environmental permits.
17. Design life and annual maintenance cost.
18. Signatories: Signature of the chief elected official or authorized chief executive of the locality.

**Structural Alternatives (groins, jetties, breakwaters, sills):**

1. Name, address and telephone number of point of contact within locality.
2. Location map.
3. Plan view with topography, bathymetry and access points, MHW and MLW lines.
4. Engineering plans detailing:
  - a. length
  - b. height
  - c. shape
  - d. penetration
  - e. spacing and orientation
  - f. installation sequence
  - g. material used to construct structure with details of size and shape
5. Detailed cost estimate.
6. Starting date and duration of project.
7. Source of matching funds: This section should confirm, amplify or modify, as necessary, matching fund source information contained in the preproposal.
8. Permits: Attach evidence of having applied for all necessary environmental permits.
9. Design life and annual maintenance cost.
10. Signatories: Signature of the chief executive official or authorized chief executive of the locality.

## **Dune Restoration/Establishment**

1. Name, address and telephone number of point of contact within the locality.
2. Location map defining project limits.
3. Plan view the topography, location of sand fences, cross-overs, and MHW line.
4. Selected cross-sectional views showing existing conditions and a proposed cross-section of the dune.
5. Type of plants to be used.
6. Type of fertilizer to be used.
7. Application dates of fertilization.
8. Detailed cost estimate.
9. Starting date and duration of project.
10. Source of matching funds: This section should confirm, amplify or modify, as necessary, matching fund source information contained in the preproposal:
  - a. Federal contribution
  - b. Local contribution
11. Permits: Attach evidence of having applied for all necessary environmental permits.
12. Design life and annual maintenance cost.
13. Signatories: Signature of the chief elected official or authorized chief executive of the locality.

## APPENDIX D – SAND ALLOCATION PROCEDURE

The Commonwealth of Virginia has been blessed with many miles of sandy beaches that provide boundless recreational opportunities. In many areas, the wider beaches and adjacent dunes provide an added benefit of storm and flood protection. However, the combined affect of rising sea level and shoreline erosion is threatening the very existence of many of our beaches. To prevent this loss, efforts to identify critical areas and maximize State and Local resources are paramount. Clearly, the importance of protecting shorelines and providing recreational beaches cannot be overstated.

Since its creation by the 1980 General Assembly, the Board on Conservation and Development of Public Beaches has actively worked with local governments to promote beach management, and administered a grant fund to assist localities with beach conservation and development projects. Undeniably, the program has lead to the expansion and improvement of existing public beaches. The success of future projects depends on the development and utilization of State-owned beach-quality sand resources. The magnitude of the problem and the unacceptable situation that faces us if we fail to continue to protect the beaches emphasizes the need for a concerted effort.

The Secretary of Natural Resources, pursuant to Section 10.1-704 of the Code of Virginia, is responsible for ensuring that State-owned beach-quality sand is utilized in a manner that best serves the citizens of the Commonwealth. To accomplish this goal, the Secretary has directed the Department of Conservation and Recreation, through its Division of Soil and Water Conservation, to develop and implement a process for equitable allocation of State-owned sand resources. Through the allocation process, the Board on Conservation and Development of Public Beaches will solicit the involvement of local planners and engineers, and the scientific community, in recommending the use of sand to the Secretary of Natural Resources. This process will provide increased opportunities for local participation in beach development and maintenance. Efforts will focus on improved management of State resources as well as providing quality technical information to local officials charged with beach management. Local input concerning proposed uses for sand in beach development plans will be central to the process.

To enable the Public Beach Board to make informed recommendations, information will be requested from local officials concerning the details of each project. Questions have been compiled into what will be called the “**SAND USE EVALUATION QUESTIONNAIRE.**” The questionnaire will address beach ownership, public access, funding sources and local long-range planning as it pertains to each local project. A copy of the questionnaire is attached.

In addition to the questionnaire, the Division of Soil and Water Conservation, with the assistance of the Virginia Institute of Marine Science, will compile a “**TECHNICAL ASSESSMENT**” for each project. Considerations will center around sediment compatibility, site conditions and project design. Localities implementing projects, in which the U.S. Army Corps of Engineers are participating, will be asked to provide evidence of site acceptance by the Corps prior to Board allocation recommendations. For projects not involving the Corps of Engineers participation, localities may request sand allocation from the Board prior to receiving Federal, State or Local permits. After careful consideration of the merits of each local project, the Board will make an allocation recommendation to the Secretary of Natural Resources. The sand

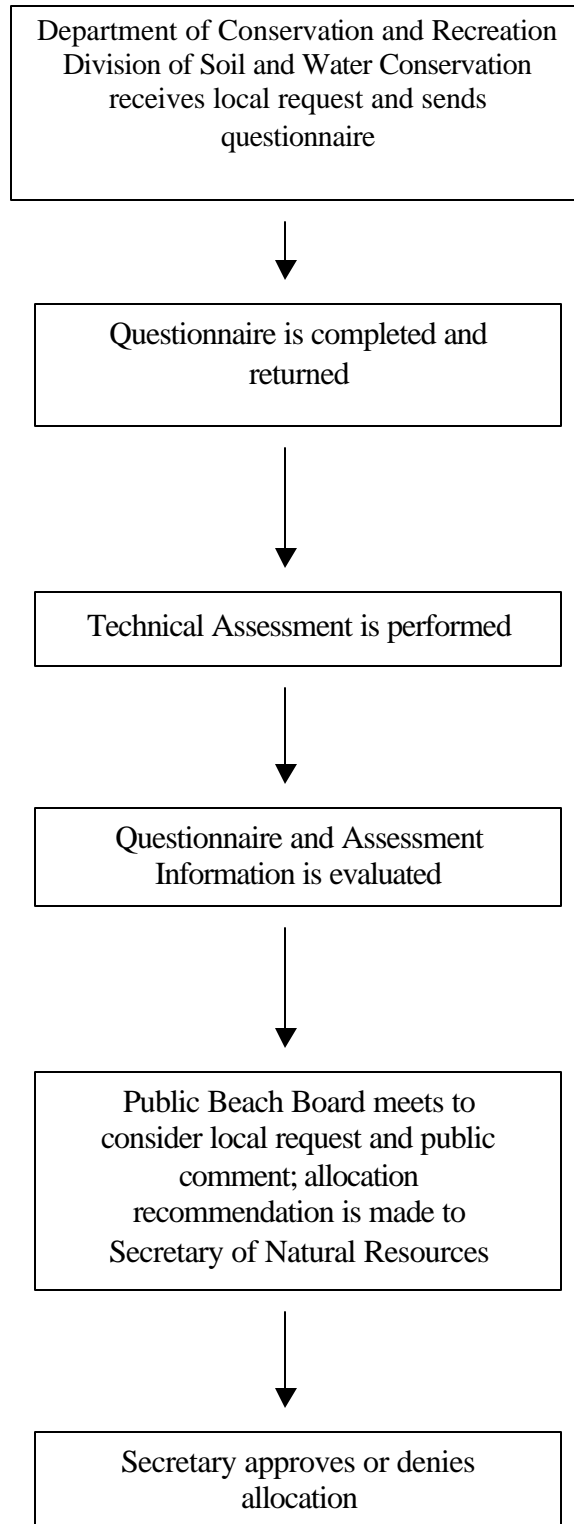


allocation process should not be construed in any way to circumvent the normal resource evaluation and permitting procedures required by the various regulatory agencies.

For answers to your questions concerning the allocation process or to initiate a request for sand allocation, contact:

Department of Conservation and Recreation  
Division of Soil and Water Conservation  
203 Governor Street, Suite 206  
Richmond, Virginia 23219  
Phone: (804) 786-3998  
Fax: (804) 786-1798

## SAND ALLOCATION PROCEDURE



SAND USE EVALUATION QUESTIONNAIRE

The Board on Conservation and Development of Public Beaches asks that you provide the following information to enable the proper evaluation of your request for State-owned sand resources. The information you provide should be numbered to correspond to the questions.

Please return your information to the:

Department of Conservation and Recreation  
203 Governor Street, Suite 206  
Richmond, Virginia 23219

If you have any questions, please call (804) 786-3998 or Fax (804) 786-1798.

1. Please provide the following information for the individual responsible for coordinating this project within your locality.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_

2. Please provide a location map and plan view (vertical view) of your proposed project. Indicate the length of shore, in feet, to be affected.
3. For every 2,000 foot increment of project length, please provide a “typical” beach profile. The profile should be drawn to scale and based on survey data recorded within the past six months. On each “typical” drawing, show the design profile that is to be constructed by the nourishment project. Supporting information such as berm elevations, berm width, beach slopes and access points should be included on the drawing.
4. Is the project site a public beach? (“Public beach” means a sandy beach located on tidal shoreline suitable for bathing in a city, county or town and open to indefinite public use.) Please describe how this project compares to the list of beach nourishment priorities you may have previously provided to the Public Beach Board. If priorities have changed, please provide an updated listing.
5. Please provide information concerning the number of public access points and the physical nature of each of the accessways (paths, wooden walkovers, etc.). Access points should be clearly indicated on the plan view map requested in question 2. Also list and locate existing support facilities such as public restrooms, picnic areas and concessions on the map.

6. Please provide information concerning vehicular accessibility and parking facilities including the number of parking spaces available on adjacent lots and streets. Is public transportation available for beach goers? If yes, include route patterns and service frequency.
7. Does a locally approved long-range plan exist for this site? If yes, please describe what phase of the plan this project represents and send a copy of your plan when you return this questionnaire.
8. Please identify the funding sources you would use to finance this project. Be specific as to the dollar amounts and programs from various local, state or federal sources.
9. Please describe how the completed project is to be maintained over the next 10 years. Be sure to include an estimate of necessary sand renourishment. Also, we ask that you indicated what future funding sources you will utilize and the estimated annual cost.
10. Please provide copies of any investigations or studies (consultant's reports, technical studies, etc.) that you have participated in to locate and define beach nourishment resources. Of particular interest are investigations covering state-owned bottomlands. Please include a listing of the projects by year and local funds expended.
11. What do you consider to be the next most logical source of sand for your project if this source is not available? Please provide the rationale for your interest in this source over the next most-likely source.
12. Please provide a letter from the Local Erosion Advisory Commission or Board of Supervisors as to their position concerning the proposed project.
13. Your completed questionnaire should be signed by the chief elected official or authorized chief executive in your locality.

## TECHNICAL ASSESSMENT

Upon receipt of the “**SAND USE EVALUATION QUESTIONNAIRE**”, a technical assessment for each nourishment site shall be compiled by the Department of Conservation and Recreation, Division of Soil and Water Conservation. Analyses and assessments will rely on support provided by the College of William and Mary, Virginia Institute of Marine Science.

The technical assessment shall involve an evaluation of the following:

1. An estimate of the rate of erosion and/or sediment budget for the project site.
2. A comparison of the “native sand” on the project site to the source material.
  - a. Overfill ration
  - b. Grain composition (shell frag, quartz, etc.)
  - c. Appearance (color, size, shape, etc.)
3. An assessment of the sand use as proposed by the locality in its design plan. (Recreation, storm protection, dune building, etc.).
4. Is the volume of material requested appropriate for this site? Adequate? Too much or too little? Why?
5. An estimate of the design life of the project.