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# COMMONWEALTH OF VIRGINIA

## 2023 Funding Manual for the Virginia Community Flood Preparedness Fund

*2023 Funding Round*  
*Applications Due: 11:59 p.m.,*  
November 12, 2023

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



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## **Part I: Introduction and Overview**

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### **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 and loans from the Virginia Community Flood Preparedness Fund to local governments per [§10.1-603.25 and §10.1-603.29 of the Code of Virginia](#); and as required by the [Clean Energy and Community Flood Preparedness Act](#) (the Act).

The manual describes the activities and projects that are eligible to receive funds, the conditions under which they are eligible, the process used to award grants, and how eligible applicants may apply.

### **Community Flood Preparedness Fund (Fund) Overview & Authority**

The Fund was established to provide support for regions and localities across Virginia to reduce the impacts of flooding. The Fund will prioritize projects that are in concert with local, state, and federal floodplain management standards, and local, regional, and statewide resilience plans. The Fund will empower communities to complete vulnerability assessments and develop and implement action-oriented approaches to bolster flood preparedness and resilience. The Code states that 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 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, as 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 of the Code of Virginia, 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.

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 grants and loans provided under this article shall be deemed to promote the public purposes of enhancing flood prevention, protection, and flood resilience for all communities within the Commonwealth.

As the name and statutory framework indicate, the Community Flood Preparedness Fund is focused on community-scale infrastructure-oriented projects. In this way, it complements the Resilient Virginia Revolving Fund (RVRF), which focuses on property-scale projects. For additional information on the RVRF, please refer to its grant manual.

The Department and the Secretary of Natural and Historic Resources, in consultation with the Virginia Resources Authority, have established this grant manual to establish policy and procedures 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.

## **A. Commonwealth Resilience Planning Principles**

Regardless of region, the CFPF will be guided by the following principles detailed in the Coastal Resilience Master Planning Framework:

1. Acknowledge the consequences of climate change, 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 for low-income and underserved communities.
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 public infrastructure. The solutions will, to the extent possible, prioritize effective natural solutions.
5. Recognize the importance of protecting and enhancing nature-based solutions in all regions, natural coastal barriers, and fish and wildlife habitat by prioritizing nature-based solutions.

Additionally, the Chief Resilience Officer has identified the following principles to guide the Commonwealth's approach to flood resilience:

1. We are committed to addressing challenges relating to flooding and resiliency.
2. We must address these challenges with programs that work for all impacted parts of Virginia.
3. The programs we implement must work together as parts of comprehensive, cohesive plans.
4. These programs and plans must be developed and implemented with transparency and input from the public.

## **B. 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:

“Activity” means one stage of a project, plan, or study. Each activity consists of one or more actions that, upon completion, will lead to the next project stage. Taken together as a series, the activities will result in the final deliverable. Each activity has a defined start and end, as well as a deadline or period in which it must be completed.

“Capacity Building” means improving the ability of a local government through training of existing staff, hiring personnel, contracting with expert consultants or advisors, and other related actions that allow a local government to assess flood risk and resilience capabilities and to identify and mitigate flood risk and flood impacts.

“Community Scale project” means a flood prevention and protection project that provides flood prevention or protection benefits to no less than 25% of the designated census block of the project location.

“Code” means the Code of Virginia.

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

“Critical facilities (and critical infrastructure)” means assets, systems, and networks, whether physical or cyber, which are so vital to the United States, the Commonwealth of Virginia, or its local jurisdictions that their incapacitation or destruction would have a debilitating effect on physical security, economic vitality, public health or safety, or any combination of thereof at a national, state, or local level. This includes structures from which essential services and

functions for victim survival, continuation of public safety actions, and disaster recovery are performed or provided. Disaster or inclement-weather shelters, emergency operation centers; public health, public drinking water, sewer and wastewater facilities are considered critical facilities.

“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.

“Eligible Applicants” are local governments, as defined below. The program allows eligible applicants to join together to submit joint proposals.

“Flood prevention or protection benefits” means the physical benefits provided by a project to reduce flood risk to structures, neighborhoods, and critical infrastructure.

"Flood prevention or protection study" means the conduct of a hydraulic or hydrologic study of a floodplain 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 or CFPF" means the Virginia Community Flood Preparedness Fund created pursuant to § 10.1-603.25 of the Code of Virginia.

“Hybrid Solution” means a project that incorporates nature-based and hardened solutions to achieve an outcome that is primarily nature-based.

“Certified floodplain manager” means a Certified Floodplain Manager (CFM) according to the Association of State Floodplain Managers (<https://www.floods.org/certification-program>) who is in the employ of a local government. Contractors hired to assess projects, but not employed by the locality or regionally for a group of localities are allowable.

"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..

“Locality” means the area under the jurisdiction of a local government.

“Low Impact Development” means systems and practices which use or mimic natural processes, and results in the infiltration, evapotranspiration, or use of stormwater in order to protect water quality and associated aquatic habitats.

"Low-income geographic area" means any locality, or community within a locality, 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. This includes a project that reduces these impacts by protecting, restoring, or emulating natural features.

"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.

"Project" means activities that include the development of flood protection facilities, acquisition of land, restoration of natural features or other activities that involve design, construction, or installation of facilities. Activities such as design and specifications development necessary to ensure projects meet their intended purpose will be considered part of the project.

"Pre-Award Costs " means costs incurred prior to the effective date of the award where such costs are necessary for efficient and timely performance of the scope of work. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the award and only with the written approval of the Department. If charged to the award, these costs must be identified in the application budget narrative.

"Recurrent or Repetitive Flooding" means the flooding effects of rain events, 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. Repetitive loss and/or severe repetitive loss often occurs outside of the SFHA and to properties not captured in NFIP reporting. All flooding involving these properties should be tracked and addressed by the community. Communities shall maintain all records of flooding in perpetuity.

"Resilience Plan" means a locality-adopted plan that describes the entire local government's approach to flooding and meets the criteria outlined in Appendix F.

"Underserved Communities" means populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life. As used in this document, underserved communities also include communities environmentally overburdened, which are communities adversely and disproportionately affected by environmental and human health harms or risks.

“Underserved Populations” means populations identified as part of the Underserved Communities definition.

“VRA” means the Virginia Resources Authority

“Virginia Coastal Resilience Master Plan” means the document described in § 10.1-658.E.

## **Part II: General Department Grant Eligibility Criteria and Application Procedures**

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### **A. Department Conditions and Limitations for Making Grants and Loans**

#### **1. Availability of Funding and Allocation**

Grant assistance and/or loans will be awarded by category on a competitive scoring basis for eligible projects or activities that meet the general conditions of this section and the specific criteria set out for each category of funding. Scoring criteria for each project or activity category is contained in Appendix D.

The total amount of funds awarded in any grant or loan round, the amount of funds allocated across grant or loan categories, and final determinations of grant or loan awards are determined by the Department in consultation with the Secretary of Natural and Historic Resources and Special Advisor for Coastal Adaptation and Protection. For this funding round, the following amounts are available:

- a. \$50,000,000 in grants for Capacity Building and Planning, Studies, and Projects.
- b. \$25,000,000 in long-term loans for Projects
- c. \$10,000,000 in short-term loans for up-front costs associated with Projects

The Code requires that no less than 25 percent of the moneys disbursed from the Fund each year shall be used for projects in low-income geographic areas. Priority will be given to activities providing flood prevention and protection to low-income geographic areas and underserved populations. The award amount per project will be determined based on scoring, amounts requested from eligible activities and projects, and available funds. Based on the amount of funds available and the viability of the projects, it is possible not all projects or applications received will receive funding or funding at the amounts requested.

#### **2. Reservation of Rights**

The Department, the Secretary of Natural and Historic Resources, the Special Assistant to the Governor for Coastal Adaptation and Protection, and the Virginia Resources Authority



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 feasibility of the proposal, total funding determined to be necessary to complete the project, an anticipated inability to complete the project by the specified completion date, and total available funding.

### 3. Grant and Loan Terms and Conditions

Grant and loan terms and conditions are described in detail for each category in Part III.

### 4. Submission and Scope

**Applications will be accepted beginning September 13, 2023 and ending at 11:59 p.m. on November 12, 2023 via the WebGrants portal.**

Each application submitted must be for a discrete activity or project. The activity or project must begin on or after the application period and be completed not later than 3 years from the date of an executed agreement or by an extension date approved by the Department. The specified dates constitute a required "activity/project completion date". Reimbursement requests shall be submitted within 90 days following passage of the authorized completion date. Projects that are proposed to extend longer than 3 years must be submitted in phases to be eligible for funding. Previously identified phases of the project that extend beyond 36 months may be submitted in future applications. Studies, planning and capacity building proposals may also be submitted in phases.

No discrete activity, project, nor portion thereof identified in a previously awarded grant that was reimbursed, or loan that was provided, by the Department or the Authority from the Community Flood Preparedness Fund is eligible for funding.

Local governments may contract or provide subgrant agreements with public, private, and non-profit organizations or entities to execute approved activities or projects.

### 5. Eligible Costs

Awarded funds may be used for all reasonable incurred direct costs associated with the planning and completion of an activity. Indirect costs are not an eligible use of funds.

The Fund does not allow supplanting of salaries for *existing* staff. New positions may be funded to hire new staff or create new organizational roles to support activities identified in this manual. Existing salaries can be used as match instead.

Pre-award or startup costs may be allowed with approval from the Department. Up to 15% of the total grant award may be provided for low-income geographic areas and 10% for all

other jurisdictions. Pre-award or startup costs must be explicitly requested within the application. All monies dispersed will be subject to the requirements outlined in the final agreement with VRA.

Up to 50% of the maintenance cost or 5% of total award, whichever is less may be allowed from the Fund to be used for project maintenance. Applicants must itemize the cost of maintenance within the application. Projects that fail before the projected lifespan must be replaced at grantee expense or funds repaid to the Department.

## 6. Disbursement

Grant funds will be disbursed on a reimbursement basis and may be drawn down quarterly or after the completion of the approved project, except for approved pre-award and startup costs approved subject to this manual.

Project loan and long-term loan funds will be disbursed based on the loan agreement negotiated with VRA and the requirements of the locality. Though also subject to the terms of a loan agreement, Short Term Loans will generally be payable once a loan agreement is finalized and signed.

## 7. General Conditions

For a grant or loan to be authorized, the following general conditions must be satisfied:

- 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 local government has authorized the request for assistance from the Fund and has also authorized the availability of identified matching funds. A statement indicating that authorization is pending, and once approved, will be forwarded to the Department **prior to the close of the application period is acceptable**. Authorizations not received prior to the close of the application period will cause the application to be disqualified for the current round of funding. In-kind match may be used in lieu of cash funds for match.
- c. Where project completion is dependent on a variety of funding sources, including from the Fund, the local government 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 in Part IV.B.
- d. For projects that will require future maintenance, a maintenance, management, and monitoring plan for the projects must be provided demonstrating how the project will

be maintained with funds secured by the grant recipient independent of the Fund over the lifespan of the project. The plan must also outline procedures for monitoring the project, replacement at the project owner's expense should the project fail under normal operating conditions during the course of its expected operational lifespan, and reporting over the life of the project.

- e. If a grant or loan is sought for capacity building and planning activity, studies or a project 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 application, including any provisions for cost-sharing. A copy of the agreement must be submitted with the application.
- f. **Funds awarded may be used as match for other sources of funding; however, funds awarded from the Fund (including loans) may NOT be used as match for other monies from the Fund. Monies used to match awards from the Fund may not be used as match for other grants.**

#### 8. Match Requirement

Match may be cash or in-kind contributions of property, structures, and services including labor, contributed during the period of performance. Match must be adequately documented, necessary and reasonable to achieve project or activity objectives.

Local staff working to deliver the project or activity may be considered as in-kind match on a prorated basis if providing direct services for the grant-funded project or activity but will not be charged to the project's budget expenditures as a line-item request to the Department.

In-kind match does not include:

- (1) An interest in land or water;
- (2) The value of any structure completed before the beginning of the period of performance, unless the Department approves the activity as a pre-award or startup cost;
- (3) Costs or in-kind contributions that have been or will be counted as satisfying the cost-sharing or match requirement of another grant, cooperative agreement, or contract, unless authorized by the Department; or
- (4) Funds received from a previous CFPF award.

Applicants must maintain records, receipts, descriptions of services or products utilized, and explanation of valuation and methodology for determining in-kind matching funds.

Examples of in-kind descriptions include:	Explanation
Space and equipment	The community will provide office space of 800 square feet for two new staff supporting the project or activity. Office includes 2 computers and workstations with internet access, telecommunications, meeting room, audio, and video system. Monthly rental cost is \$1,000.00 and includes building security and cleaning. 28 months of estimated use for \$28,000.00 total value.
Supplies	<p>The community will provide 10 boxes of printer paper at a retail cost of \$35 per box for a value of \$350.</p> <p>The community will provide miscellaneous office supplies to include pens, pencils, staplers, and staples for an estimated value of \$50.</p> <p>The community will provide access to our copier, shredder, fax and filing cabinets. Estimated value 6,000 pages at \$0.05 each for a value of \$300. Total contributions are \$700</p>
Labor - Volunteer	The community will provide 1 volunteer at \$15 per hour averaging 10 hour per week, for a duration of 10 weeks. Total value of volunteer services is \$1,500.
Labor – Salary	The community will provide 1 local staff member to perform the activities and execute the project being funded. Staff will spend 20% of their time on grant funded activities and tasks. Current staff salary is \$50,000 annually. Period of performance is 3 years or 36 months. Total value of staff salary is $\{(50 \times .2) \times 3\} = \$30,000$

## B. Application and Selection Process

### 1. General Submittal Information and Deadline

A complete electronic file with all required attachments **is the required method of submission**. **All electronic applications** should be submitted via the WebGrants Portal <https://vadcr.webgrantscloud.com/index.do>.

With Department approval, hard-copy applications may be submitted mailed to:

600 East Main Street, 4<sup>th</sup> floor  
 Richmond, VA 23219  
 Attn: CFPF/RVRF Grant Submittal

For proposals that can only be submitted in paper format, 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 4 sets of original images, but all reproduced images must be clear and discernable. Images and photos will not be returned.

**The deadline for Department approval of hard-copy submission is ten business days prior to application submission deadline.**

**All applications must be made using the forms provided by the Department in this manual.**

Files should be saved as follows:

- CID51XXXX\_LocalgovernmentName\_CFPF.pdf  
(Example: CID510090\_LoudounCounty\_CFPF.pdf).
- If multiple applications for the local government, then please use  
CID510090\_LoudounCounty\_CFPF-1.pdf; LoudounCountyCFPF-2.pdf. etc.

“Community Identification Number (CID#)” is a 6-digit designation identifying each National Flood Insurance Program (NFIP) community. The first 2 numbers are the state code. Virginia’s state code is “51”. The next 4 digits are the Federal Emergency Management Agency (FEMA)-assigned community number and can be found in FEMA Community Status Book (<https://www.fema.gov/cis/VA.html>).

The CID# applies to the local government where the work is being done, not necessarily where the applicant is based. Where no CID# has been assigned, CID# will be 510 plus the three-digit FIPS code and Department designation (example for City of Richmond – 510760-DCR1).

Please ensure **signature pages** are completed prior to submitting. Applications without signatures will be considered incomplete and will be removed from funding consideration for the current round.

Applications will be accepted beginning on September 13, 2023. **All applications must be RECEIVED by 11:59 p.m. eastern daylight savings time November 12, 2023. Applications received after this deadline will not be considered.**

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

All applications will be posted on the Department’s website, with the exception of non-public financial information. Applicants should flag any additional confidential information.

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

## **2. Application Contents: Project, Study, Capacity Building and Planning**

### ***Organizational Information***

The Application Form (Appendix A) contains general organizational information, including the title, category, and location of the project, the amount of grant or loan funds requested, and contact information for the applicant or the applicant's designated contact person. For applicants seeking loans, certain financial information must also be provided.

### ***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 IV of this manual.

The scoring criteria can be found as part of Appendix D and attributed to the appropriate application type. Applicants may attach letters of support from impacted stakeholders as a part of 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, including the required matching funds, pre award or startup costs, and maintenance costs (if applicable). A description of the Budget Narrative is outlined in this manual. Applicants must use the form provided in Appendix B as a part of their Budget Narrative submission.

## **3. Application Review and Approval Process**

Qualifying activities and 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.

### ***Initial Department Review***

The Department will provide an initial review of grant applications for completeness in accordance with the eligible grant or loan categories and submission requirements, as well as compliance with floodplain regulations. The Department will then provide applications to the established Review Committee with recommended scoring.

### ***Committee Review***

Pursuant to the Department's commitment to transparency in the administration of the CFPF, an advisory Review Committee will be established to provide input on application scoring. The

Review Committee will include individuals from outside of the Department. The Review Committee will review and rank each complete application to determine its merits in accordance with the criteria set out in this manual and pursuant to the scoring criteria contained in Appendix D for each categories (Capacity Building and Planning, Projects, and Studies). The Review Committee will provide scoring, ranking and recommendations to the Department.

***Department, SNHR and SACAP Consultation***

The Director, in consultation with the Secretary of Natural Resources and the Special Assistant to the Governor for Coastal Adaptation and Protection, will perform a final review and consider recommendations provided by the Review Committee to finalize awards.

***Virginia Resources Authority Review***

Following final acceptance and approval, and pending further necessary submittals, an approval letter for a grant or the application for a loan will be forwarded to VRA for the execution of a grant agreement or the review and subsequent execution of a loan agreement. Loan funding requires a repayment plan based on a reliable revenue stream and appropriate security.

**4. Required Commencement and Completion Schedule**

Eligible activities must commence after the award is made and must be completed not later than 36 months following the issuance of a signed agreement between the applicant and VRA on behalf of the Department. Projects, capacity building and planning, and studies with a longer time horizon should be submitted in phases.

If funded activities do not commence in a timely fashion to allow completion within the agreement period, funding will be withdrawn and the applicant may reapply during the next grant round, should funds be available. Such funds may be redistributed to other qualifying projects at the discretion of the Department in consultation with the Secretary of Natural and Historic Resources and the Special Assistant to the Governor for Coastal Adaptation and Protection.

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

Activities which commence after the first nine months but prior to one year from the original agreement date, may be considered for funding at the discretion of the Department. Any activity which will commence after nine months must provide a narrative detailing the schedule delays or constraints to substantiate the request within the application.

## 5. Reporting and Close-Out Guidelines

Where applicable, the Department will conduct project inspections as necessary to ensure conformance to grant or loan terms. **Final project deliverables defined in the approved Scope of Work are due to the Department within 90 days following the project end date unless another date is approved by the Department.**

- a. *All deliverables and associated materials shall be provided digitally to the Department via the WebGrants Portal (<https://vadcr.webgrantscloud.com/index.do>), or mail with prior approval from the Department.*
- 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).
- 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. Award Administration

After application approval, a preliminary award letter will be sent from the Department to the applicants, and notice of awards will be posted on the Department's Floodplain Management Flood Resilience Grant Funds web page at <https://vadcr.webgrantscloud.com/index.do>.

If agreeable to the applicant, the grant agreement will be executed via DocuSign. Otherwise, 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 may be rescinded.**

A draft Financing Agreement will be sent to recipients after credit approval. VRA will coordinate a loan closing schedule with the recipient and their bond counsel.

Within 90 days of the completion of awarded activities, the applicant shall submit digital copies of the completed work to the WebGrants Portal or other method approved by the Department, along with the completed Certificate of Approval Floodplain Management form.

Certificate of Approval will be provided with award documents from VRA for review and final approval by the Department.

- a. Where applicable, final reimbursement requests must be submitted within 90 days following passage of the authorized project completion date; this request must include completed and signed Reimbursement Request Form, signed Form of Requisition along with the signed Certificate of Approval Floodplain Management, proof of payment (canceled checks, bank statements, accounting system reports, etc.) and invoices WebGrants portal.
- b. With Department approval, hard-copy requests may be mailed to:

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

All forms are located in the VRA grant or loan agreement.

Invoices must be detailed and specific to the project awarded, and must provide sufficient information to determine the work (and hours) completed is directly related to the approved project. Proof of payment shall be required.

## **7. Virginia Resources Authority Disbursement of Funds**

Funds may be disbursed on a quarterly basis. For low-income communities, up to 15% of the award may be advanced upfront as startup costs to the recipient to be offset against actual expenditures at the end of the award. For all other communities, 10% may be advanced as startup costs. A request for award advance must be submitted to the department with quarterly report.

All requests for reimbursement shall be provided to the Department for approval according to the reimbursement terms of the manual and award 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 or financing agreement signed by the 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 in the VRA award agreement.

## **Part III: Award Categories**

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### **A. Capacity Building and Planning**

While certain local governments and regions have taken significant 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. It is imperative that such planning activities take place.

To encourage sound flood preparedness and resilience planning, the Fund will provide local governments grants for capacity building and planning efforts, prioritizing those that complete vulnerability assessments and create or update resilience plans, as defined in this manual.

#### **Total Amount Available:**

\$50,000,000 in grant funding (shared with Studies and Projects categories). The number of grants awarded for this purpose will be dependent on available funds.

#### **Grant Terms**

##### **Match**

For low-income geographic areas – Fund 90%/Match 10%\*

For all other areas – Fund 75%/Match 25%

##### **Minimums and Maximums**

Grant Minimum - \$5,000

Grant Maximum – No maximum

\*Upon request, match may be waived for grants \$50,000 or less

### **Additional Information**

The Fund will strive to provide capacity building and planning grants to help any local government that does not have a plan or capacity to create and implement a resilience plan, or to develop one which addresses flood resilience needs in a comprehensive manner.

Applicants may seek funds to secure services or personnel necessary to develop plans, programs, and activities within the defined project period. This may include efforts for increased capacity to prepare for flooding disasters such as evaluation of new locality wide property management systems, policy and procedure revisions, comprehensive evacuation plans, etc.

A plan for purposes of the CFPF during this grant round will meet the criteria as defined in Part I.B and Appendix F of this manual. More details on resilience plan requirements are included in Appendix F to help localities assess the need for capacity building and planning assistance.

## **B. Studies**

To assist the Commonwealth and its local governments, the Fund will provide grants for various studies designed to improve long term planning and effectiveness of resilience plans and projects.

### **Total Amount Available:**

\$50,000,000 in grant funding (shared with Capacity Building and Planning, and Projects categories). The number of grants awarded for this purpose will be dependent on available funds.

### **Grant Terms**

#### **Match**

For low-income geographic areas – Fund 90%/Match 10%\*

For all other areas – Fund 50%/Match 50%

#### **Minimums and Maximums:**

Minimum Grant Amount: \$5,000

Maximum Grant Amount: No maximum

\*Upon request, match may be waived for grants \$50,000 or less

### **Additional Information**

Examples of applicable projects include:

- a. Studies to revise floodplain ordinances in order to maintain compliance with the NFIP or to incorporate higher standards that may reduce the risk of flood damage. This shall include establishing processes for implementing the ordinance, including but not limited to, permitting, record retention, violations, and variance procedures. 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.
- b. Hydraulic or hydrologic studies of a floodplain 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.
- c. Hydrologic and hydraulic studies of floodplains to clarify or update by FEMA Flood Insurance Rate maps (FIRMS).
- d. Studies and Data Collection of Statewide and Regional Significance: Funding of studies of statewide and regional significance and proposals will be considered for the following types of studies:
  1. 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.
  2. Regional relative sea level rise projections for use in determining future impacts.
  3. Vulnerability analysis either statewide or regionally to state transportation, water supply, water treatment, impounding structures, or other significant and vital infrastructure from flooding.
  4. Flash flood studies and modeling in riverine regions of the state.
  5. Statewide or regional stream gauge monitoring to include expansion of existing gauge networks.

6. 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.
7. Regional flood studies in riverine communities that may include watershed-scale evaluation, updated estimates of rainfall intensity, or other information.
8. Regional hydrologic and hydraulic studies of floodplains.
9. Studies of potential land use strategies that could be implemented by a local government to reduce or mitigate damage from coastal or riverine flooding. Other proposals that will significantly improve protection from flooding on a statewide or regional basis.

## C. Flood Prevention and Protection Projects

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 project means any project to reduce coastal, riverine, or inland flooding. Design and specifications development is considered a project. **Applicants may apply for, and be awarded, both grants and loans for a project. Caps listed for grants and loans are not cumulative across funding types – i.e., an applicant may receive \$7,500,000 in grants and \$7,500,000 in long-term loans.**

**Eligible project costs include pre-award, startup, and maintenance activities. Costs must be identified and itemized within the budget narrative.**

### **Total Amount Available:**

\$50,000,000 in grant funding (shared with Capacity Building and Planning, and Studies categories)

\$25,000,000 in long-term loans

\$10,000,000 in short-term loans

### **Grant Terms**

**Match\* for grants Low Income Geographic Areas:**

Projects that will result in nature-based solutions - Fund 95%/Match 5%  
Projects that will result in hybrid solutions - Fund 90%/Match 10%  
All other Projects Fund 85%/Match 15%

Match for grants to all other areas:

Projects that will result in nature-based solutions - Fund 70%/Match 30%  
Projects that will result in hybrid solutions - Fund 60%/Match 40%  
All other Projects - Fund 50%/Match 50%

Minimums and Maximums

Grant Minimum: \$50,000  
Grant Maximum: \$7,500,000

\*Upon request, match may be waived for grants \$1,000,000 or less.

***No applicant shall be awarded more than \$7,500,000 in total for grants.***

Long-Term Loan Terms

Standard loan terms will be made at an interest rate of 2.0% with an administrative fee of 0.20% for a total Costs of Funds of 2.20%. Loan terms may be for 20 -years or less after estimated project completion and not longer than the expected design life of the project. Such loans will be appropriately secured by a general obligation pledge, certain revenues, or an annual appropriation, subject to VRA underwriting criteria.

Loans for Low-Income Geographic Areas will be made at an interest rate of 1.0% with an administrative fee of 0.20% for a total Costs of Funds of 1.20%. Loan terms may be for 20 years or less after estimated project completion or less term after estimated project completion and not longer than the expected design life of the project. Such loans will be appropriately secured by a general obligation pledge, certain revenues, or an annual appropriation, subject to VRA underwriting criteria.

Applicants may stack grants and long-term loans for a project; however, loans from the CFPF may not be used as match for CFPF grants. Long-term loans are not required to be paired with a grant.

Long-term Loan Minimum: \$500,000

Long-term Loan Maximum: \$7,500,000 per applicant

### **Short-Term Loan Terms**

Short-Term Loans are designed to cover up-front costs of projects. Loans must be paired with an approved project grant and will be extended for a period of no more than 36 months, at an annual interest rate of no more than 1.0% for projects in low-income geographic areas or Underserved Communities, and 2.0% for projects in all other areas. Note that these loans are distinct from upfront startup grant funds..

Short-term Loan Minimum: \$100,000

Short-term Loan Maximum: Up to 20% of the total project grant award.

### **Additional Information**

All projects that demonstrate a primary purpose of prevention or protection to reduce coastal, riverine, or inland flooding will be considered, subject to the following:

- 1) All project applications must have an approved resilience plan (see below for additional details), and approval by a Certified Floodplain Manager (CFM) must be included in the application.
- 2) All project applications must include studies, data, reports that demonstrate proposed project minimizes flood vulnerabilities and does not create flooding, increase flooding, or cause adverse impact to other properties.
- 3) All project applications, including property acquisitions, must demonstrate, through data and analysis, the flood protection benefits and projected lifespan of the project. Projects with an expected useful lifespan of less than ten years will not be considered.
- 4) All projects must have a minimum expected useful life of 10 years. All project applications must include maintenance, management and monitoring plans tied to the lifespan of project.
- 5) All projects occurring within the regulatory floodway must demonstrate no-rise and be certified by a Professional Engineer. If rise has been determined within the regulatory floodway, then a Letter of Map Change shall be required prior to reimbursement.
- 6) Projects on private property will not be considered unless the project provides (i) a community-scale benefit, or (ii) a public benefit and is within an easement granted to the local government that allows for the construction and maintenance of the project.

- 7) Projects that would result in development that is not in accordance with the National Flood Insurance Program will not be considered.
- 8) Costs associated with the dredging of waterways will not be considered unless the dredging provides demonstrable flood reduction to the SFHA surrounding the waterway.
- 9) Land acquisition projects must be tied to flood mitigation benefits. Documentation (proposed easement, maintenance agreement, deed language, etc.) must be provided which ensures the property will be maintained in perpetuity as an open space or conservation area, with the exception that flood control structures may be built on the property.

Additionally, any relocation strategy must be achievable within the period of performance and approved by the Department, address depressed housing values when buy outs are used, and provide a pathway to relocation for all individuals residing in the occupied structures, including tenants.

In some instances, the Department may require the applicant to enter into a Deed of Easement or other legally binding document, giving the Commonwealth certain property rights in perpetuity.

- 10) When calculating required match, the nature-based solution percentage will be based on the degree to which a completed project is comprised of a nature-based solution. Removal of existing infrastructure or structures may be necessary to achieve the nature-based solution. Where removal of infrastructure or structures and the nature-based solution would occur in the same grant period, the applicant should apply under the nature-based solutions category. Projects that consist solely of acquisition of developed land, where flood mitigation activities or projects will occur in the future, should apply under the “other projects” category.
- 11) While the locality, and therefore responsible party, is defined in the Code of Virginia, projects may serve a smaller geographic area within the local government, particularly low-income geographic areas, and underserved communities. 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 local government where the project takes place. Letters of support from affected localities must be included with the application. Applicants may also wish to include letters of support from impacted community stakeholders.

**Examples of eligible projects include:**



- Nature-based solutions including but not limited to: wetland restoration, floodplain restoration, swales and settling ponds, living shorelines and vegetated buffers.
- Additional flood control solutions including, but not limited to: floodwalls, levees, berms, flood gates, structural conveyances and storm water systems, and medium to large scale Low Impact Development (LID) in urban areas
- Dam repair or removal to mitigate the risks of catastrophic flooding and loss of life or property damage
- Beneficial reuse of dredge materials for flood protection
- Demolition of structures within flood-prone areas, or relocation of structures within flood-prone areas to other areas
- Preservation and creation of open space in perpetuity for the purposes of flood mitigation including:
  - property acquisition and demolition/relocation, and
  - easements and the permanent conservation of lands identified as having flood resilience value by ConserveVirginia Floodplain and Flooding Resilience layer or a similar data driven analytic tool.

**Details on Required Resilience Plans for Project Grant Applicants**

A local government must have a Department-approved resilience plan to be considered for funding under the Project Category. Further information on resilience plans are included in Appendix F.

A plan can be either one document or a combination of documents that meet the elements described in the definitions section of this manual. In either case, a stand-alone plan, or a document that includes the compiled elements of multiple plans or documents should include an executive summary that specifically identifies and summarizes relevant elements as outlined below and in Appendix F. Once the Department certifies a local government has met the minimum requirements that determination will stand for a period of three years.

The resilience plan may be submitted before or concurrently with the submission of a project plan, however it is recommended that the resilience plan be submitted prior to project application. This will allow time for any changes or corrections necessary to meet the requirements of the Fund prior to application deadlines. Resilience plans should be clearly identified with the name of the local government in the file name (example: CID#. Essex.resilienceplan) and submitted to [cfpf@dcr.virginia.gov](mailto:cfpf@dcr.virginia.gov). The CID# is unique to each county, city, or town in Virginia.

If multiple eligible entities are included in one application, applicants should list all localities with their CID#s, for example:

CID510XXX-KellerTown\_CID510XXX-MelfaTown\_CID510XXXPainterCFPF-1

## Part IV: Required Application Components

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### **A. Organizational Information**

See Appendix A for the project application form. In addition to the Application Form, applicants should attach Scope of Work Narrative and a Budget Narrative as described below.

### **B. Scope of Work Narrative**

All applications shall contain an activity or project narrative that clearly describes the proposed activity or project, including the need for the activity or project, and goals and objectives. Supporting documentation should be included as necessary.

At a minimum, the Scope of Work Narrative for all applications may include the following:

#### **General Requirements**

1. Needs and problems:
  - a. Specific problem being solved (not just that flooding exists or may occur in the future).
  - b. Factors which contribute to the identified problem.
  - c. Why the project is needed either locally or regionally.
  - d. How the project decreases the risk to public safety through flood risk reduction.
  - e. How the project protects or conserves natural resources.
  - f. Who is protected.
  - g. The safety threats, or environmental concerns related to flood risk.
  - h. Groups to be targeted who might directly benefit from this flood risk reduction effort.
  - i. What would happen (or not happen) if the applicant does not receive funding.
  - j. Alternatives analysis of the viability of the project, how selected project reduces risk to populations at risk of flooding. Provide examples of current or previous related projects, data, outcomes etc. that justify the approach chosen. Include how long and how much protection to be achieved.
2. Goals and Objectives:
  - a. Goals should be listed as an outcome or result and solve the problem or need identified.
  - b. Objectives must be specific, measurable and timebound.
  - c. Objectives be achievable within the agreement period.
3. Work Plan:
  - a. What are the major activities and tasks.
  - b. Who is responsible for completing the activities and tasks.
  - c. What is the timeframe for accomplishing activities and tasks.
  - d. Identify the required partners to ensure success and where they are represented in the workplan.

- e. Deliverables
  - f. Maintenance plan tied to the identified viability of the project. Plan for sustaining the project after the agreement period (if applicable).
4. Evaluation
- a. Indicators of success.
  - b. Data that will be collected and how the data will be used to measure success.
  - c. How was cost effectiveness evaluated and measured against the expected outcomes?
  - d. What products, services, meetings, outreach efforts etc. will be conducted and how will success be measured?
  - e. Project progress monitoring plan to ensure project meets the requirements of the agreement and is delivered on time. Outline how delays or other findings may be used to modify or improve outcomes/deliverables.

**In addition to the components above, the following category-specific components shall be required:**

## **Supporting Documents for Capacity Building & Planning Applications**

Assess capacity and planning needs and assets to include:

- a. Resource needs identification – financial, human, technical assistance, training.
- b. Plan for developing, increasing, or strengthening knowledge, skills, and abilities of existing or new staff. This may include training of existing staff, hiring personnel, contracting with expert consultants or advisors.
- c. Resource development strategies. Where capacity is limited by funding, what strategies will be developed to increase resources in the local government? (This may include work with non-governmental organizations, or applying for grants, loans, or other funding sources.
- d. Policy management and/or development.)
- e. Stakeholder identification, outreach, and education strategies.

## **Supporting Documents for Study Applications**

- a. The specific type of study proposed including whether the study is new or updates a prior study.
- b. The relationship of the study to the local government’s needs for flood prevention and protection, equity, community improvement, identification of nature-based solutions or other priorities contained in this manual.
- c. The qualifications of the individuals or organizations charged with conducting the study or the elements of any request for proposal that define those qualifications.
- d. The expected use of the study results in the context of the local resilience plan or, in the case of regional plans, how the study improves any regional approach.

- e. If applicable, how the study may improve Virginia’s flood protection and prevention abilities in a statewide context.
- f. Other necessary information to establish project priority
- g. 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 for NFIP insured structures. Please note, that repetitive loss and/or severe repetitive loss often occurs outside of the SFHA and to properties not captured in NFIP reporting. All flooding involving these properties should be tracked and addressed by the community. 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.
- h. Critical Facilities/Infrastructure – If there are critical facilities/infrastructure within the project area, describe each facility.

## Supporting Documents for Project Applications

*Please note* some of these elements are more detailed versions of those outlined as General Requirements in this section.

***Project Information:*** Describe in detail the area to be studied or protected including the following. *Note that information should be provided on the local government(s) in which the project is taking place, even if that local government it is not the grant applicant.* 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 local government where the project takes place. Letters of support from affected local governments must be included with the application. Applicants may also wish to include letters of support from impacted community stakeholders.

- a. *Population* – Provide population data for the local government in which the project is taking place, including identification of any low-income geographic area and the estimated number of residents that will be impacted by this project.
- b. *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.

- c. *No adverse impact* – Studies, data, reports must demonstrate proposed project minimizes flood vulnerabilities and does not create flooding or increased flooding (adverse impact) to other properties.
- d. *The ability of the local government 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 local government’s ability to pay for the project in full or quarterly prior to reimbursement, and a signed pledge agreement from each contributing organization.
- e. Benefit-cost analysis must be submitted with project applications over \$2,000,000. In lieu of using the FEMA benefit-cost analysis tool, applicants may submit a narrative to describe in detail the cost benefits and value. The narrative must explicitly indicate the risk reduction benefits of a flood mitigation project and compares those benefits to its cost-effectiveness.

<https://www.fema.gov/grants/tools/benefit-cost-analysis>)

- f. *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 of the ordinance.
- g. *Other necessary information to establish project priority*
  - i. 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 for NFIP insured structures. Please note, that repetitive loss and/or severe repetitive loss often occurs outside of the SFHA and to properties not captured in NFIP reporting. All flooding involving these properties should be tracked and addressed by the community.
  - 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.
  - ii. Critical Facilities/Infrastructure
    - If there are critical facilities/infrastructure within the project area, describe each facility.

**Need for Assistance:** Identify and describe any relevant issues or problems that will be addressed by the project.

- a. Explain the local government’s financial and staff resources.

- i. Identify relevant staff members (floodplain administrators, planners, emergency managers, building officials, engineers) employed with the local government.
  - ii. Identify relevant software the local government has access to.
  - iii. Explain the local government's capabilities.
- b. The Department will prioritize low-income geographic areas for funding.
- i. The Department will consider the project area's social vulnerability index score when reviewing grant applications. The Social Vulnerability Index layer, available through [Virginia Flood Risk Information System \(VFRIS\)](#), will be used for this review.
  - ii. This index is based on census block data; the index score for the census block that contains the project area should be used. If the project area falls within multiple census blocks, please provide the scores for all census blocks. The average score for the project area will be used for scoring the application.
  - iii. For more information on social vulnerability, please see [ADAPT Virginia's fact sheet](#).

**Alternatives:** If the project proposed does not employ a nature-based or hybrid solution and the total project cost is greater than \$2 million, describe at least one alternative that could reasonably address the issue identified. Please also consider the No Action Option as a third alternative as part of the analysis. Explain these alternatives and the reason the proposed project was selected.

**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.

**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.

**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 through the CFPF, please identify those projects, and, if applicable, describe any problems that arose with meeting the obligations of the grant and how the obligations of this project will be met.

**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, management, and monitoring plan for the projects must be provided

demonstrating how they will be maintained, managed, and monitored after the lifespan of this award for a minimum of ten years or the expected lifespan of the project, whichever is longer.

**Criteria:** Describe how the project meets each of the applicable scoring criteria contained in Appendix D and provide the required documentation where necessary. Documentation can be incorporated into the Scope of Work Narrative or included as attachments to the application.

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

*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.*

## **C. Budget Narrative- Required for All Categories**

Each application must include a detailed Budget Narrative explaining all proposed expenditures. A budget narrative is applicable to requests from any category of grants in this manual. **Applicants must submit a budget narrative via the WebGrants Portal.**

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. At a minimum this should include a breakdown of salaries, including any position requested, position title, 100 percent of salary amount and percent directly dedicated to grant activity fringe benefits, travel, equipment, supplies, construction, contracts, and any other direct costs. The budget narrative must include details and costs for each budget category sufficient to determine reasonableness and allowability.

***Indirect costs are not eligible for funding.*** Salaries of existing staff are ineligible; however, salaries of staff who provide direct and documented support to the grant effort may be considered as match. Please refer to the match requirements in Part III of this manual. For

local governments designated as low-income geographic areas, 100 percent of the estimated total project costs should be included.

***Amount of 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:** Local governments 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 match contribution is made;
- The source of funding for the match contribution;
- The dollar amount of the match contribution; and
- A statement that the contributor will pay the match contribution during the agreement period.

**Note: Grant and loan funds may be used as match for other sources of funding; however, grant and loan funds awarded from the Fund may NOT be utilized as match funds for other monies from the Fund. Monies used to match grants from the Fund may not be used as match for other grants.**



Applicants must have prior approval from the Department to submit applications, forms, and supporting documents by mail in lieu of the WebGrants portal.

## Appendix A: Application Form for Grant and Loan Requests for All Categories

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

**Name of Local Government:**

**Category Being Applied for (check one):**

Capacity Building/Planning

Project

Study

**NFIP/DCR Community Identification Number (CID)** \_\_\_\_\_

**Name of Authorized Official and Title:** \_\_\_\_\_

**Signature of Authorized Official:** \_\_\_\_\_

**Mailing Address (1):** \_\_\_\_\_

**Mailing Address (2):** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone Number: (\_\_\_\_) \_\_\_\_\_ Cell Phone Number: (\_\_\_\_) \_\_\_\_\_**

**Email Address:** \_\_\_\_\_

**Contact and Title (If different from authorized official):** \_\_\_\_\_

**Mailing Address (1):** \_\_\_\_\_

**Mailing Address (2):** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone Number: (\_\_\_\_) \_\_\_\_\_ Cell Phone Number: (\_\_\_\_) \_\_\_\_\_**

**Email Address:** \_\_\_\_\_

Is the proposal in this application intended to benefit a low-income geographic area as defined in the Part 1 Definitions? Yes \_\_\_\_ No \_\_\_\_

**Categories (select applicable activities that will be included in the project and used for scoring criterion):**

**Capacity Building and Planning Grants**

- Floodplain Staff Capacity.
- Resilience Plan Development
  - Revisions to existing resilience plans and modifications to existing comprehensive and hazard mitigation plans.
  - Resource assessments, planning, strategies, and development.
    - Policy management and/or development.
    - Stakeholder engagement and strategies.
- Other: \_\_\_\_\_

**Study Grants (Check All that Apply)**

- Studies to aid in updating 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, freeboard, or other

higher standards, RiskMAP public noticing requirements, or correcting issues identified in a Corrective Action Plan.

- Revising other land use ordinances to incorporate flood protection and mitigation goals, standards, and practices.
- Conducting hydrologic and hydraulic (H&H) studies of floodplains. *Changes to the base flood, as demonstrated by the H&H must be submitted to FEMA within 6 months of the data becoming available.*
- Studies and Data Collection of Statewide and Regional Significance.
- Revisions to existing resilience plans and modifications to existing comprehensive and hazard.
- Other relevant flood prevention and protection project or study.

**Project Grants and Loans (Check All that Apply – Hybrid Solutions will include items from both the “Nature-Based” and “Other” categories)**

**Nature-based solutions**

- Acquisition of property (or interests therein) and/or structures for purposes of allowing floodwater inundation, strategic retreat of existing land uses from areas vulnerable to flooding; the conservation or enhancement of natural flood resilience resources; or acquisition of structures, provided the acquired property will be protected in perpetuity from further development, and where the flood mitigation benefits will be achieved as a part of the same project as the property acquisition.
- Wetland restoration.
- Floodplain restoration.
- Construction of swales and settling ponds.
- Living shorelines and vegetated buffers.
- Permanent conservation of undeveloped lands identified as having flood resilience value by *ConserveVirginia* Floodplain and Flooding Resilience layer or a similar data driven analytic tool, or the acquisition of developed land for future conservation.
- Dam removal.
- Stream bank restoration or stabilization.
- Restoration of floodplains to natural and beneficial function.

**Other Projects**

- Structural floodwalls, levees, berms, flood gates, structural conveyances.
- Storm water system upgrades.
- Medium and large-scale Low Impact Development (LID) in urban areas.

- Developing flood warning and response systems, which may include gauge installation, to notify residents of potential emergency flooding events.
- Dam restoration.
- Beneficial reuse of dredge materials for flood mitigation purposes
- Removal or relocation of structures from flood-prone areas where the land will not be returned to open space.
- Acquisition of property (or interests therein) and/or structures for purposes of allowing floodwater inundation, strategic retreat of existing land uses from areas vulnerable to flooding; the conservation or enhancement of natural flood resilience resources; or acquisition of structures, provided the acquired property will be protected in perpetuity from further development, and where the flood mitigation benefits will **not be** achieved as a part of the same project as the property acquisition.
- Other project identified in a DCR-approved Resilience Plan.

**Location of Project or Activity (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** \_\_\_\_\_

**Amount Requested as Grant** \_\_\_\_\_

**Amount Requested as Project Loan (not including short-term loans for up-front costs)**  
\_\_\_\_\_

**Amount Requested as Short-Term loan for Up-Front Costs (not to exceed 20% of amount requested as Grant) \_\_\_\_\_**

**For projects, planning, capacity building, and studies in low-income geographic areas: Are you requesting that match be waived?  Yes  No**

**Additional Information for Loan Requests**

**Requested Loan Security: \_\_\_\_\_**

(General Obligation, Lease, Revenue, Special Fund Revenue, and/or Moral obligation from other government entity)

**Desired loan term: \_\_\_\_\_**

**Since the date of your latest financial statements, did the applicant issue any new debt? \_\_\_\_\_**  
(If yes, provide details)

**Is there any pending or potential litigation by or against the applicant? \_\_\_\_\_**

**Attach five years of current audited financial statements (FY18-22) or refer to website if posted**  
(Not necessary for existing VRA borrowers)

**Attach FY2024 adopted budget or refer to website**

**Attach current Capital Improvement Plan**

**Attach adopted Financial Policies**

**Attach a list of the ten largest employers in the Applicant's jurisdiction.**

**Attach a list of the ten largest taxpayers in the Applicant's jurisdiction**



## Appendix C: Checklist All Categories

*(Benefit-cost analysis must be included if the proposed Project is over \$2 million.)*

Virginia Department of Conservation and Recreation

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- Detailed map of the project area(s) (Projects/Studies)
  
- FIRMette of the project area(s) (Projects/Studies)
  
- Historic flood damage data and/or images (Projects/Studies)
  
- A link to or a copy of the current floodplain ordinance
  
- Non-Fund financed maintenance and management plan for project extending a minimum of 10 years from project close
  
- A link to or a copy of the current comprehensive plan
  
- Social vulnerability index score(s) for the project area from VFRIS SVI Layer
  
- If applicant is not a town, city, or county, letters of support from affected localities
  
- Letter of support from impacted stakeholders
  
- Budget Narrative
  
- Supporting Documentation, including the Benefit-Cost Analysis tool/narrative (for projects over \$2 million)
  
- Authorization to request funding from the Fund from governing body or chief executive of the local government

Signed pledge agreement from each contributing organization

Detailed budget and narrative for all costs



## Appendix D: Scoring Criteria

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Virginia Department of Conservation and Recreation  
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### SCORING CRITERIA PER CATEGORY

#### Projects

Eligible Projects, up to 30 points.

- Acquisition (30)
- Wetland/floodplain restoration, Construction of swales and settling ponds, Living shorelines and vegetated buffers, Permanent conservation of undeveloped lands identified as having flood resilience value by *ConserveVirginia's* floodplain and flooding Resilience layer or a similar data driven analytic tool, Dam removal, Stream bank restoration or stabilization, Restoration of floodplains to natural and beneficial function. (25)
- Other nature-based approach (20)
- Hybrid approach resulting in nature-based solution (15)
- All other projects (10)

Social Vulnerability Index Score, up to 10 points.

- Very High Social Vulnerability (More than 1.5) (10)
- High Social Vulnerability (1.0 to 1.5) (8)
- Moderate Social Vulnerability (0.0 to 1.0) (5)
- Low Social Vulnerability (-1.0 to 0.0) (0)
- Very Low Social Vulnerability (Less than -1.0) (0)

Community scale of benefits, up to 30 points.

- More than one census block (30)
- 50-100% of census block (25)
- 25-49% of census block (20)
- Less than 25% of census block (0)

Expected lifespan of project, up to 10 points.

- 10 -14 Years (3)
- 15 - 20 Years (5)
- Over 20 Years (10)

Remedy for NFIP probation or suspension (yes 5, no 0)

Proposed project part of a low-income geographic area (yes 10, no 0)

Proposed project implements a Chesapeake Bay TMDL BMP (yes 5, no 0)

### **Studies**

Revising floodplain ordinances to maintain compliance with the NFIP or to incorporate higher standards that may reduce the risk of flood damage, 30 points.

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, 25 points.

Conducting hydrologic and hydraulic studies of floodplains. Applicants who create new maps must apply for a Letter of Map Change through the Federal Emergency Management Agency (FEMA), 15 points.

Studies and Data Collection of Statewide and Regional Significance. Funding of studies of statewide and regional significance and proposals will be considered for the studies listed below, Up to 45 points.

- 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. (45)
- Regional relative sea level rise projections for use in determining future impacts. (45)
- Vulnerability analysis either statewide or regionally to state transportation, water supply, water treatment, impounding structures, or other significant and vital infrastructure from flooding. (45)
- Flash flood studies and modeling in riverine regions of the state. (45)
- Statewide or regional stream gauge monitoring to include expansion of existing gauge networks. (45)
- 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. (45)
- Regional flood studies in riverine communities that may include watershed scale evaluation, updated estimates of rainfall intensity, or other information. (45)
- Regional hydrologic and hydraulic studies of floodplains. (45)
- Studies of potential land use strategies that could be implemented by a local government to reduce or mitigate damage from coastal or riverine flooding. (40)
- Other proposals that will significantly improve protection from flooding on a statewide or regional basis (35)

Social Vulnerability Index Score, up to 10 points.

- Very High Social Vulnerability (More than 1.5) (10)
- High Social Vulnerability (1.0 to 1.5) (8)
- Moderate Social Vulnerability (0.0 to 1.0) (5)
- Low Social Vulnerability (-1.0 to 0.0) (0)
- Very Low Social Vulnerability (Less than -1.0) (0)

Remedy for NFIP probation or suspension (yes 5, no 0)

Proposed project part of a low-income geographic area (yes 10, no 0)

Proposed project implements a Chesapeake Bay TMDL BMP (yes 5, no 0)

### **Capacity Building and Planning**

Eligible Capacity Building and Planning Activities. Up to 100 points.

Development of a new resilience plan (95)

Revisions to existing resilience plans and modifications to existing comprehensive and hazard mitigation plans (60)

Resource assessments, planning, strategies, and development (40)

Policy management and/or development (35)

Stakeholder engagement and strategies (35)

Goal planning, implementation, and evaluation (25)

Long term maintenance strategy (25)

Other proposals that will significantly improve protection from flooding on a statewide or regional basis approved by the Department (15)

Social Vulnerability Index Score, up to 10 points.

- Very High Social Vulnerability (More than 1.5) (10)
- High Social Vulnerability (1.0 to 1.5) (8)
- Moderate Social Vulnerability (0.0 to 1.0) (5)
- Low Social Vulnerability (-1.0 to 0.0) (0)
- Very Low Social Vulnerability (Less than -1.0) (0)

Community scale of benefits, up to 30 points.

- More than one census block (30)
- 50-100% of census block (25)
- 25-49% of census block (20)
- Less than 25% of census block (0)

Remedy for NFIP probation or suspension (yes 5, no 0)

Proposed project part of a low-income geographic area (yes 5, no 0)

# Appendix E: Extension Request Form

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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  
2023 Virginia Community Flood Preparedness Fund Grant or Loan***

All projects are required to be completed no later than 36 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 submitted through the WebGrants Portal *and* emailed to [cfpf@dcr.virginia.gov](mailto: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, 24<sup>th</sup> 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/DCRCID:

\_\_\_\_\_

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

**DEPARTMENT Use Only**

\_\_\_\_\_  
Virginia Department of Conservation and Recreation      Date Approved      Date Denied

\_\_\_\_\_  
Printed Name      Title

Reason for Denial

**VRA Use Only**

\_\_\_\_\_  
Virginia Resources Authority      Date Received      Date Grant Modified



## Appendix F: Elements of Resilience Plans

The contents of a resilience plan for the purpose of this grant round must include the following elements.

1. It is project-based with projects focused on flood control and resilience.
2. It incorporates nature-based infrastructure to the maximum extent possible.
3. It includes considerations of all parts of a locality regardless of socioeconomics or race, and addresses flood resilience needs of underserved populations within the community.
4. It identifies and includes all flooding occurring in all areas of the community, not just within the SFHAs, and provides the number and location of repetitive loss and severe repetitive loss properties. Repetitive loss and/or severe repetitive loss often occurs outside of the SFHA and to properties not captured in NFIP reporting. All flooding should be tracked and addressed by the community.
5. If property acquisition and/or relocation guidelines are included, the guidelines include equitable relocation strategies for all affected and where land is acquired. Property acquisitions must remain undeveloped, as permanent open space and under ownership or easement by the locality in perpetuity, except that flood control structures may be built on the property.
6. It includes a strategy for debris management.
7. It includes administrative procedures for substantial development/substantial improvement of structures within the SFHA.
8. It includes coordination with other local and inter-jurisdictional projects, plans, and activities and has a clearly articulated timeline or phasing for plan implementation.
9. Is based on the best available science, and incorporates climate change, sea level rise, and storm surge (where appropriate), and current flood maps.

Plans may refer to a previously adopted “stand alone” plan that meets the resilience plan definition or references the elements of other plans or documents that when compiled address the minimum requirements of a resilience plan. This may include sections cited from a local comprehensive plan, other land use plan, ordinance, local hazard mitigation plan, other plans developed to address flooding and resilience, and plans developed for the local government by a third party. This may also include regional strategies or plans in which a local government is party. In either case, a stand-alone plan, or a document that includes the compiled elements of multiple plans or documents should include an executive summary that specifically identifies the source of information and summarizes relevant the elements as outlined in this Appendix.

The following list of elements, plans and considerations are provided to help guide the development and identification of strategies/documents necessary for a successful resilience plan.



- Strategic polices for local government-wide flood protection and prevention that include considerations of all parts of a locality regardless of socioeconomics or race, and address flood resilience needs of underserved populations within the community.
- Proposed projects that enables communities to adapt to and thrive through natural or human hazards.
- Documentation of existing social, economic, natural, and other conditions present in the local government.
- Review of the vulnerabilities and stressors, both natural and social in the local government.
- Forward-looking goals, actionable strategies, and priorities that incorporate protections for all impacted parts of a locality.
- Strategies that guide growth and development away from high-risk locations that may include strategies in comprehensive plans or other land use plans or ordinances or other studies, plans or strategies adopted by a local government.
- Proposed acquisition of land or conservation easements or identification of areas suitable for conservation particularly areas identified as having high flood attenuation benefit by *ConserveVirginia* or similar data driven tools. Documentation (proposed easement, maintenance agreement, deed language, etc.) must be provided which ensures the property will be owned and maintained by the locality in perpetuity as an open space or conservation area, except that flood control structures may be built on the property. Additionally, any relocation strategy must be achievable and approved by the Department, address depressed housing values when buy outs are used, and provide a pathway to relocation for all individuals residing in the occupied structures, including tenants.
- Identification of areas suitable for property buyouts in frequently flooded areas. Documentation (proposed easement, maintenance agreement, deed language, etc.) must be provided which ensures the property will be owned and maintained by the locality in perpetuity as an open space or conservation area.

Additionally, any relocation strategy must be achievable and approved by the Department, address depressed housing values when buy outs are used, and provide a pathway to relocation for all individuals residing in the occupied structures, including tenants.

- Identification of critical facilities and their vulnerability throughout the local government such as water and sewer or other types identified as “lifelines” by FEMA.

- Identified ecosystems/wetlands/floodplains suitable for permanent protection.
- Identified incentives for restoring riparian and wetland vegetation.
- A framework for implementation, capacity building and community engagement.
- Strategies for creating knowledgeable, inclusive community leaders and networks.
- A community dam safety inventory and risk assessment posed by the location and condition of dams.
- A characterization of the community including:
  - Population, economics, cultural and historic resources,
  - Dependence on the built environment and infrastructure and, the risks posed to such infrastructure, and
  - Characteristics of flooding from climate change, riverine flooding, sea level rise, tidal events or storm surges or other weather.
- Strategies to address other natural hazards, where applicable, that would cause, affect or result from flooding events including:
  - Earthquakes.
  - Storage of hazardous materials
  - Landslides/mud/debris flow/rock falls.
  - Dam failures
  - Prevention of wildfires that would result in denuded lands making flooding, mudslides or similar events more likely.
  - Preparations for severe weather events including tropical storms or other severe storms including winter storms.