**Commonwealth of Virginia**

2018 Grant Manual for the

Virginia Dam Safety, Flood Prevention

and Protection Assistance Fund

*2018 Grant Funding*

*Applications due: 4 p.m., March 30, 2018*

Developed by the Department of Conservation and Recreation

in cooperation with the Virginia Resources Authority





February 9, 2018

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***Part A: Background and Introduction***

**Introduction**

The purpose of this manual is to provide guidance regarding the policies, criteria, conditions, and procedures for determining project eligibility and awarding grants from the Virginia Dam Safety, Flood Prevention and Protection Assistance Fund (the “Fund”) to local governments and private entities for specified dam safety and floodplain management issues pursuant to §10.1-603.16 et seq. of the *Code of Virginia*. The specific purpose is for the issuance of grants to provide assistance to the local government in the development and implementation of flood prevention or protection studies, engineering costs for a specific regulated dam, for a specific eligible project, for the work to occur during the executed agreement period, in accordance with authorities set out in §10.1-603.19 A and §10.1-603.19 C (ii) of the *Code of Virginia*.

§10.1-603.19 A. The Director may make grants or loans to any local government for the purpose of assisting the local government in the development and implementation of flood prevention or protection projects, or for flood prevention or protection studies.

§10.1-603.19 C. The Director may, in order to protect public safety and welfare, make … (ii) grants to local governments and private entities for the determination of the hazard classification for impounding structures, dam break analysis, the mapping and digitization of dam break inundation zones, incremental damage analysis, and other engineering requirements such as emergency action plan development.

**Definitions**

For the purposes of this manual and the Fund, “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 or laws of the Commonwealth, or any combination of two or more of these entities. “Private entities” means dam owners, whether individuals, partnerships, corporations, or other nongovernmental entities. This additionally includes, but is not limited to, homeowners' associations, planned unit developments as defined in §15.2-2201, and common interest communities as defined in §54.1-2345 of the *Code of Virginia* when recognized as dam owners.

**Virginia Dam Safety, Flood Prevention and Protection Assistance Fund**

The Virginia Dam Safety, Flood Prevention and Protection Assistance Fund was established to:

1. Provide matching grants to local governments (including Soil and Water Conservation Districts) and to private entities owning existing regulated dams to improve dam safety. This includes matching grants to local governments for orphan dams that are within their jurisdiction. State-owned and federally-owned dams, or dams not regulated pursuant to the Dam Safety Act (§10.1-604 et seq. of the *Code of Virginia*) are ineligible.

2. Provide matching grants to any local government for the purpose of assisting the local government with improvements to flood prevention or protection.

The Fund consists of monies appropriated by the General Assembly, assessments made on flood insurance premium income pursuant to §38.2-401.1 of the *Code of Virginia*, funds returned in the form of interest and loan principal by recipients of funding, income from the investment of monies contained in the Fund, and other public and private funds eligible for deposit.

The Fund is permanent and non-reverting and is administered and managed by the Virginia Resources Authority (VRA) in cooperation with the Department of Conservation and Recreation (DCR). Section 10.1-603.19 F of the *Code of Virginia* specifies that “[t]he total amount of expenditures for grants in any fiscal year shall not exceed 50 percent of the total noninterest or income deposits made to the Fund during the previous fiscal year, together with the total amount collected in interest or income from the investment of monies in the Fund from the previous fiscal year as determined at the beginning of the fiscal year.” Subsection G states that “[a]ny grants made from the Fund shall require [a minimum of] a 50 percent project match by the applicant. Any loans made from the Fund shall require a minimum of a 10 percent project match by the applicant.”

The Director of DCR will determine the type and amounts of funding available prior to each funding period, and will specify the categories that will be considered for grant assistance. The Director is authorized to make expenditures in accordance with §10.1-603.16 et seq. and the terms of this Guidance Document following approval of Department funding recommendations by the Virginia Soil and Water Conservation Board (Board).

**Virginia Dam Safety Program**

Provisions of the Virginia Dam Safety Act, (§10.1-604 et seq. of the *Code of Virginia*) and its attendant regulations (4 VAC 50-20-10 et seq.) promulgated by the Virginia Soil and Water Conservation Board, promote the proper and safe design, construction, operation, and maintenance of dams in the Commonwealth. The Act applies to dams that are twenty-five feet or higher and that create a maximum impoundment capacity of fifteen acre-feet or greater, and dams that are six feet or higher and create a maximum impoundment capacity of fifty acre-feet or greater. Exceptions are dams operated primarily for agricultural purposes which are less than 25 feet in height or which create a maximum impoundment capacity smaller than 100 acre feet, dams owned or licensed by the United States government, dams licensed by the State Corporation Commission that are subject to a safety inspection program, water or silt retaining dams approved pursuant to §45.1-222 or 225.1 of the *Code of Virginia* (mining or quarry dams permitted by Department of Mines, Minerals, and Energy), and obstructions in a canal used to raise or lower water. The Dam Safety Program’s goal is to enhance public safety by administering an effective program that assists dam owners in protecting their dams.

**Virginia Floodplain Management Program**

The Virginia Flood Damage Reduction Act of 1989 is administered by DCR through the Floodplain Management Program in DCR’s Division of Dam Safety and Floodplain Management. DCR serves as the coordinator of all flood protection programs and activities in the Commonwealth, as set out in §10.1-602.2 of the *Code of Virginia*. The Program’s objectives are to prevent loss of life, reduce property damage caused by flooding, and conserve the natural and beneficial riverine and coastal floodplains of the Commonwealth. The Program pursues these objectives by assisting localities in identifying flood risks, in communicating those risks to residents, and in managing development in identified flood hazard areas.

***Part B: DCR Grant Eligibility Criteria and Application Procedures***

**DCR Conditions and Limitations for Making Grants**

* Grant assistance will be awarded by category on a competitive scoring basis for eligible projects that meet the general conditions of this section **and the specific criteria set out in the project category descriptions.** Scoring criteria to be utilized for each project category are contained in Appendix C.
* Per §10.1-603.19 G. of the *Code of Virginia*, any grants made from the Fund shall require [a minimum of] a 50 percent match by the applicant.
* Grant funds will be disbursed on a reimbursement basis and only after the completion of the approved project.
* **A total of approximately $900,000 is available for grants during this grant cycle. Maximum grant amount per project will be determined based on scoring, amounts requested from eligible projects, and available funds.**
* **Each application submitted must be for a discrete project to be completed within 12-months of an executed agreement or by an approved extension date. These specified dates constitute the required “project completion date”. Reimbursement requests must be submitted within 90 days following passage of the authorized project completion date.**
* **Projects completed prior to February 9, 2018 shall not be eligible for funding.**
* **No project or portion thereof identified in a previously awarded and reimbursed application is eligible for funding. This does not prohibit grant awards to a dam owner for a different project on their dam (see Page 7 for eligible projects). Additionally, necessary updates to a prior funded EAP, DBIZ etc. are allowable.**
* DCR, VRA, and the Board, in their discretion, 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, project ranking, attainability of the proposal, credit worthiness of the applicant, total funding determined to be necessary to complete the project, failure to complete the project by the specified completion date, and total available funding.
* Should ownership of the dam change, the grant does not transfer. This does not include legal name changes where the new name remains clearly tied to the grant recipient.
* **Applications will be accepted February 9, 2018 through 4:00 p.m. on March 30, 2018.**
* In order for a grant to be authorized, an eligible project shall satisfy the following general conditions:
* An application meeting the requirements set forth in this manual has been submitted to DCR within the specified application period.
* The applicant has provided satisfactory assurances of cash match funding (must include signed, written verification), property ownership, and adequate project maintenance and management (where applicable).
* Where applicable, the applicant [if a locality or entity (for example, a corporation or homeowner’s association)] has formally adopted a resolution requesting assistance from the Fund or a statement indicating that a resolution will be proposed, and once approved, forwarded to and acceptable to DCR prior to the close of the application period.
* If a grant is sought for a study, project, or activity that will be carried out in concert with a federal agency, the applicant must have entered into, or have adopted a resolution to enter into, any necessary written agreement with the federal agency endorsing the study, project, or activity, including any provisions for cost-sharing.
	+ In order for a grant to be authorized for a flood prevention or protection study, the following additional conditions apply:
* Per §10.1-603.20 A (4) of the *Code of Virginia*, a local government is eligible to receive a grant once every five years, provided that it has a flood mitigation plan approved by the Director and has demonstrated satisfactory evidence of plan implementation.
* Per §10.1-603.20 A (4) of the *Code of Virginia*, lacking an approved flood mitigation plan a local government is eligible for a grant once every ten years.
* Per §10.1-603.20 A (1) of the *Code of Virginia* the applicant shall describe in detail the area to be studied or protected including the following:
	+ - Population;
		- Value of property to be protected;
		- Historic flooding data and hydrologic studies projecting flood frequency;
		- Estimated cost-benefit ratio of the project;
		- The ability of the locality to provide its share of the cost;
		- The administration of local flood plain management regulations; and
		- Other necessary information to establish project or study priority.
* In addition, the locality must provide written assurance it will satisfactorily maintain any structure financed, in whole or in part, through grants provided under §10.1-603.20 A (2) of the *Code of Virginia*.

***If the local government is on probation, suspended from, or not participating in the National Flood Insurance Program (NFIP), the locality must demonstrate satisfactory evidence of how the proposed project will remedy existing NFIP violations or aid in the locality’s application to join the NFIP.***

**Project Categories**

1. **Dam Safety**

The purpose of this category is to assist dam ownersin bringing their regulated dams into compliance with the Dam Safety Act (§ 10.1-604 et seq. of the *Code of Virginia*) and the Virginia Impounding Structure Regulations (4VAC5-20-10 et seq.).

* Eligible applicants include local governments and private entities.
* Eligible applicants should have maintained a Conditional or Regular Operation and Maintenance Certificate during the past twelve months and shall provide such proof of a Certificate when available. If the applicant’s dam is not under a Certificate, detailed documentation must be provided to demonstrate the steps being taken to bring the dam under Certificate. This may include correspondence related to bringing their dam into compliance.
* Eligible projects include: **(Check the One Applicable Project Box)**
* Dam Break Inundation Zone Analysis, Mapping, and Digitization
* Probable Maximum Precipitation Impact Analysis and Certification
* Hazard Classification Analysis and/or ACER TM-11
* Emergency Action Plan Development
* Spillway Capacity Analysis
* Incremental Damage Analysis for Reduction of Required Spillway Design Flood
* Alternatives Analysis for Spillway Capacity and Stability
* Flood Warning and Response Systems such as IFLOWS
* **Engineering and Design for one of the following**:
* Wave Berm Reconstruction
* Graded Filter Drain and/or Toe Drains/Underdrains
* Principal and/or Emergency Spillway and/or Trash Rack Repair/Replacement
* Geotechnical Analysis for Dam/Spillway Stability
* Outlet Basin Repair
* Gate Valve Evaluation and Repair; Includes Other Water Elevation Control Mechanisms
* Repair of Erosion or Deterioration of Dam and/or Appurtenant Structures
1. **Flood Prevention and Protection**

The purpose of this category is to assist local governments with flood prevention or protection studies. Per § 10.1-603.16 of the Code of Virginia flood prevention or protection studies means hydraulic and hydrologic studies of flood plains with historic and predicted floods, the assessment of flood risk and the development of strategies to prevent or mitigate damage from flooding.

* Eligible applicants are limited to local governments.
* Eligible projects include: **(Check the One Applicable Project Box)**
* The assessment of flood risks through the revision of existing flood-related plans, such as floodplain ordinances, resiliency plans, or flood mitigation strategies
* Creating tools and/or applications to identify, aggregate, and/or display information on flood risk, or preparing and submitting an application to join the Community Rating System
* Conducting hydrologic and hydraulic studies of floodplains with historic and predicted floods to improve the accuracy of flood maps and better determine flood risk.
* The remapping of regulated flood hazard areas, including the application for a Letter of Map Revision through the Federal Emergency Management Agency (FEMA).
* The development of flood hazard mitigation strategies and plans
* The development of flood prevention and protection studies

**Application and Selection Process**

1. **General Submittal Information and Deadline**

**A complete electronic file with all required attachments is the preferred method of submission. Applications should be submitted in a PDF format to** **dam@dcr.virginia.gov****. Files should be saved as follows: Dam inventory number.pdf (example 190054.pdf). If multiple applications for the same inventory number then please use 190054-1.pdf.**

**If no inventory number applies, i.e. floodplain projects, files should be saved with the locality name as follows: LoudounCountyFP.pdf. If multiple applications for the same locality then please use LoudounCountyFP-1.pdf.**

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

*Address:* Virginia Department of Conservation and Recreation

Attention: Dam Safety, Flood Prevention and Protection Assistance Fund

Division of Dam Safety and Floodplain Management

600 East Main Street, 24th Floor

Richmond, Virginia 23219

Please ensure signature pages are completed prior to submitting electronically or mailing. Applications without signatures will be considered incomplete and will be removed from funding consideration. Applications will be accepted beginning on February 9, 2018. ***All applications must be RECEIVED by 4:00 p.m. on March 30, 2018***. Applications received after this deadline will not be considered.

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

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

***General Application Inquiries*:** Contact the Department of Conservation and Recreation, Division of Dam Safety and Floodplain Management at (804) 371-6095.

1. **Project Application Contents (See Appendix A for the Application Form)**

***Section I – Organizational Information***

Section I of the Application Form contains general organizational information, including the title, category, and location of the project, the amount of grant funds requested, and contact information for the applicant or the applicant’s designated contact person.

***Section II - Scope of Work Narrative (as an attachment to the Application Form)***

The requirements for the project’s Scope of Work narrative are outlined in Section II of the Application Form. The Scope of Work narrative should describe how the project meets each of the relevant scoring criteria contained in Appendix C, as well as how it accomplishes specific goals, objectives, strategies, conditions, or tasks. The roles and responsibilities of sponsors and cooperators should be identified. The specific activities, anticipated completion dates, reports, publications, maps, or other tangible accomplishments of the project that can be measured should be described.

***Section III – Funding (as an attachment to the Application Form)***

Section III of the Application Form establishes the proposed budget for the project. It should include evidence of the source of the required **cash** match funds.

1. **Application Review and Approval**

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

Department of Conservation and Recreation (DCR) Review

Applications will be reviewed by DCR’s Division of Dam Safety and Floodplain Management for completeness in accordance with the eligible grant categories and application requirements. Division staff will additionally review each complete application to determine its merits in accordance with the criteria set out in this manual. In the event of a scoring tie between eligible projects of equal priority pursuant to the scoring criteria contained in Appendix C, funding will be divided proportionately (in accordance with total amounts requested) among the projects.

The Division of Dam Safety and Floodplain Management staff will advance recommendations to the Deputy Director for review and will meet with the Director as needed to discuss the recommendations made in accordance with the criteria set out in this manual.

Virginia Soil and Water Conservation Board Review

The Director of DCR will recommend qualified projects for funding to the Board. The Board will consider the Director’s recommendations and approve projects for funding in accordance with the criteria set out in this manual.

Virginia Resources Authority (VRA) Review

Following the Board’s approval, and pending further necessary submittals, the application will be forwarded to VRA for qualification according to its underwriting criteria, the execution of a grant agreement, and funding. **All applications must qualify pursuant to VRA’s criteria in order to be eligible for funding.**

1. **Project Commencement and Schedule for Completion**

Since the readiness of projects to proceed is a critical factor in maintaining the integrity of the program, projects will be required to commence and to be completed within the twelve months following the issuance of a signed agreement between the applicant and VRA on behalf of DCR. If a project does not commence in a timely fashion to allow completion within the agreement period, funding will be withdrawn from the project and the applicant may reapply during the next funding round. Such funds may be redistributed to other qualifying projects at the discretion of the Board. A one-year extension may be granted at the discretion of DCR; however, all extension requests must be received not later than 90 days prior to the expiration of the original agreement (Appendix D) and the engineering work must have commenced within the first nine months of the original agreement period.

1. **Reporting and Close-Out Guidelines for Grant Recipients**

Following execution of a grant agreement, successful applicants must submit quarterly reports to DCR at dam@dcr.virginia.gov by October 15th, January 15th, April 15th, and July 15th for the previous quarter, unless an alternative reporting schedule is agreed to in writing by DCR. Quarterly reports provide needed information regarding the status of the funded project. Failure to submit required quarterly reports will delay reimbursements and may result in funding being withdrawn. Appendix B contains the quarterly reporting form that is required to be submitted.

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

All materials shall be provided digitally **and** in print to DCR as a requirement for receipt of this grant. Reports must be provided in either PDF and/or a Microsoft Word compatible format, including any embedded maps or other figures/illustrations. Any 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. All tabular information not included in the engineering files above, whether or not 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. Dam break inundation maps, i.e. the cartographic product, should be provided in print **and** PDF format if not already included embedded within the report(s). Though these inundation PDF map deliverables shall not substitute for the underlying data in a well formed, georeferenced, and properly projected GIS format; if derived from CAD or another non-GIS workflow, at minimum the inundation areas, building footprints and elevation data will need to be converted into a GIS compatible format. The coordinates of flood warning and response systems shall also be provided. See the Virginia Soil and Water Conservation Board's Guidance Document for specific requirements and direction for mapping - [Dam Break Inundation Zone Modeling and Mapping Procedures](http://www.dcr.virginia.gov/dam-safety-and-floodplains/document/dcr-vswcb-038.pdf) (PDF) (09/16).

1. **Grant Administration**
2. After **approval** by the Virginia Soil and Water Conservation Board at the meeting tentatively scheduled for May 17, 2018, notice of awards will be posted on the DCR website at [www.dcr.virginia.gov](http://www.dcr.virginia.gov) under Dam Safety and Floodplain Management.
3. Virginia Resources Authority (VRA) will email Grant Agreements to recipients using the email address provided in the original application. If no email address is provided, the Grant Agreements will be sent via U.S. mail. Recipients shall return the signed Grant Agreement within 90 days of receipt to:

*Address:*

Kimberly S. Adams

Virginia Resources Authority

1111 E. Main Street, Suite 1920

Richmond, VA 23219

kadams@virginiaresources.org

(804) 616-3449

1. Quarterly reports must be submitted as outlined in Appendix B.
2. After the dam safety project is completed, the recipient shall submit the engineering work to the Regional Dam Safety Engineer for approval. Name and mailing address of your Regional Dam Safety Engineer is available online at <http://www.dcr.virginia.gov/dam_safety_and_floodplains/dsfpmcontx.shtml>. Electronic submittals shall be made at: dam@dcr.virginia.gov.
3. After the flood prevention project is completed, submit the work to DCR Floodplain Management staff for approval. Name and mailing addresses for the DCR Floodplain Management staff are available online at <http://www.dcr.virginia.gov/dam-safety-and-floodplains/floodplain-directory>. Electronic submittals shall be made at: dam@dcr.virginia.gov.
4. Submit **reimbursement requests within 90 days following passage of the authorized project completion date** including completed and signed Reimbursement Forms found in Appendix E, the written project approval from the Regional Dam Safety Engineer or DCR Floodplain Management staff, proof of payment (cancelled checks, bank statements, accounting system reports, etc.), invoices, the signed Form of Requisition in the Grant Agreement, and the signed Certificate of the Consulting Engineer Form in Grant Agreement to dam@dcr.virginia.gov or:

*Address:*

Virginia Department of Conservation and Recreation

Attention: Dam Safety, Flood Prevention and Protection Assistance Fund

Division of Dam Safety and Floodplain Management

600 East Main Street, 24th Floor

Richmond, Virginia 23219

If the project was awarded for **Dam Break Inundation Zone Analysis, Mapping, and Digitization,** or for **Emergency Action Plan Development,** evidence must be provided that the map has been additionally filed with the local planning department and the EAP with the local emergency management coordinator and the Virginia Department of Emergency Management prior to reimbursement approval.

If the project was awarded for **Remapping of Regulated Flood Hazard Areas,** evidence must be provided that data has been submitted to FEMA through a Letter of Map Revision application prior to reimbursement approval.

***Part C: Guidelines Regarding Grant Procurement via the Virginia Resources Authority***

**Virginia Resources Authority (VRA) Specific Conditions and Limitations for Grants**

1. **Disbursement of Grant Funds**

Grant funds shall be disbursed on a reimbursement basis only. All requests for disbursement shall be delivered to DCR for approval according to the reimbursement terms of the grant manual. DCR shall forward the approved request to VRA for payment to the applicant. VRA will not disburse funds prior to receipt of a fully executed Grant Agreement signed by the grant recipient and subsequently signed by VRA’s Executive Director. Where applicable, DCR will conduct site visits and inspections to monitor project compliance. A checklist for reimbursement is include as Appendix E.**Appendix A: Application Form**

Virginia Department of Conservation and Recreation

Dam Safety, Flood Prevention and Protection Assistance Fund Grant Program

**Section I - Organizational Information**

**Name of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

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

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

**Fax Number (\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Contact Person (If different from applicant) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

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

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

**Fax Number (\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

*Application Form Page 1 of 5*

**Project Category** (**Check one**): □ Dam Safety □ Flood Prevention and Protection

**Type of Applicant** (**Check one**): □ Public Government Entity □ Private Entity

**Project Type (Check the One Applicable Project Box):**

**(NOTE: A separate application is necessary for each project funding request)**

**Dam Safety (for government and private entities)**

* Dam Break Inundation Zone Analysis, Mapping, and Digitization
* Probable Maximum Precipitation Impact Analysis and Certification
* Hazard Classification Analysis and/or ACER TM-11
* Emergency Action Plan Development
* Spillway Capacity Analysis
* Incremental Damage Analysis for Reduction of Required Spillway Design Flood
* Alternatives Analysis for Spillway Capacity and Stability
* Flood Warning and Response Systems such as IFLOWS
* **Engineering and Design for one of the following**:
* Wave Berm Reconstruction
* Graded Filter Drain and/or Toe Drains/Underdrains
* Principal and/or Emergency Spillway and/or Trash Rack Repair/Replacement
* Geotechnical Analysis for Dam/Spillway Stability
* Outlet Basin Repair
* Gate Valve Evaluation and Repair; Includes Other Water Elevation Control Mechanisms
* Repair of Erosion or Deterioration of Dam and/or Appurtenant Structures

**Flood Prevention and Protection (for government entities only):**

* The assessment of flood risks through the revision of existing flood-related plans, such as floodplain ordinances, resiliency plans, or flood mitigation strategies
* Creating tools and/or applications to identify, aggregate, and/or display information on flood risk, or preparing and submitting an application to join the Community Rating System
* Conducting hydrologic and hydraulic studies of floodplains with historic and predicted floods to improve the accuracy of flood maps and better determine flood risk.
* The remapping of regulated flood hazard areas, including the application for a Letter of Map Revision through the Federal Emergency Management Agency (FEMA).
* The development of flood hazard mitigation strategies
* The development of flood prevention and protection studies

*Application Form Page 2 of 5*

**Location of Project (Include Maps):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Dam Safety Projects**

**Dam Name (If Applicable):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dam Inventory Number (If Applicable):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dam Owner (If Applicable):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Flood Plain Projects**

**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:** \_\_\_\_\_\_\_\_\_\_\_

**Flood Insurance Rate Map Number(s) (If Applicable):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Cost of Project:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Section II – Scope of Work Narrative**

**Please attach** the scope of work for the project, including supporting documentation as necessary. *Localities and entities seeking funding should additionally attach a resolution or other documentation authorizing the request for funding.* **All applicants must include completed score sheets found in Appendix C to indicate the potential score of their application.** **In addition, the description should include the following**:

1. **Category 1, Dam Safety:**
* ***Objectives and Need for Assistance*:** Identify and describe any relevant issues or problems that will be addressed by the project.
	+ The applicant must attach a copy of a current Conditional or Regular Operation and Maintenance Certificate when available or detailed documentation to demonstrate the steps being taken to bring the dam under Certificate and into compliance.
* ***Results or Benefits Expected*:** Briefly discuss the expected results and benefits of the project. The proposal should describe how the project is part of a complete approach to addressing dam deficiencies, such as those required in the Conditional Operations and Maintenance Certificate, where applicable, or flood impacts. Include a discussion and evidence that any structure or project receiving funding will be maintained following project completion.

*Application Form Page 3 of 5*

* ***Approach*:** Briefly outline a plan of action pertaining to the scope and detail of how the proposed work will be accomplished, the work products (deliverables) to be developed, projected completion dates (i.e. final reports, workshops, GIS layers or data sets, etc.). and applicable milestones. Identify other potential project partners and any agreements with those partners.
* ***Alternatives*:** Briefly describe any alternatives to the proposed activity that have been considered and the reason the project was selected.
* ***Criteria:***Describe how the project meets each of the applicable scoring criteria contained in Appendix C. ***Appendix C must be completed and submitted with the application.***
1. **Category 2, Flood Protection and Prevention:**
* ***Objectives and Need for Assistance*:** Identify and describe any relevant issues or problems that will be addressed by the project.
	+ Include a detailed map of the area that is the subject of the application, evidence of participation in the National Flood Insurance Program (NFIP), and a copy of the locality’s floodplain ordinance.
	+ If the locality is on probation, suspended from, or not participating in the NFIP, the locality must demonstrate satisfactory evidence of how the proposed project will remedy existing NFIP violations or aid in the locality’s application to join the NFIP
* ***Results or Benefits Expected*:** Briefly discuss the expected results and benefits of the project. Where applicable, include a discussion and evidence that any structure or project receiving funding will be maintained following project completion.
* ***Approach*:** Briefly outline a plan of action pertaining to the scope and detail of how the proposed work will be accomplished with expected completion dates and applicable milestones. 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 projects. If the applicant has received or applied for any other grants or loans of this nature (i.e. Hazard Mitigation Grant Program, Pre-Disaster Mitigation Grants, Repetitive Loss Reduction Grant, etc.) in the last five years, please identify those projects and describe any problems with meeting the obligations of the grant.
* ***Alternatives*:** Briefly describe any alternatives to the proposed activity that have been considered and the reason the project was selected.

*Application Form Page 4 of 5*

* ***Criteria:***Describe how the project meets each of the applicable scoring criteria contained in Appendix C. ***Appendix C must be completed and submitted with the application.***

**Section III – Funding**

1. **Budget Narrative:**

**Please attach** a Budget Narrative detailing all proposed expenditures. The following items must be included:

* ***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.
* ***Amount of funds requested from the Fund*:** This is the total amount of any grant assistance sought from the Fund. Include a detailed breakdown on how this funding is proposed to be allocated. This amount cannot exceed 50 percent of estimated total project cost.

***Amount of cash match funds available*:** This amount, when combined with the amount of funding requested from the Fund, must reflect the total estimated project cost in order 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 in order to complete the project.

A pledge agreement is required for each contribution, signed by the authorized organizational representative of the contributing organization and the applicant organization, which must include:

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

A detailed breakdown of how this funding is proposed to be allocated must also be included. ***In-kind services and loan or other grant funds awarded from the Fund may not be utilized as match funds. Monies used to match other funding streams are also not allowed as match for this grant program.***

*Application Form Page 5 of 5*

**Appendix B: Quarterly Reporting Instructions and Form**

**Instructions**

* The information presented on each quarterly report, when combined, should be sufficient to indicate the status of the complete project for which funding is being received.
* For each category/column, provide a brief description.
	+ **Brief Description of Activity:** Describe the discrete project that will be discussed in the entries that follow.
	+ **Progress Achieved During this Quarter:** Summarize any actions taken during the quarter toward completing the funded activity, and the results of those actions.
	+ **Progress Anticipated During Next Quarter:** Summarize what actions are expected to occur during the upcoming quarter that will further move the funded activity toward completion.
	+ **Anticipated Completion Date for this Activity and Remaining Steps:** Insert the approximate date by which the funded activity is expected to be completed, as well as a summary of what actions remain to be completed to bring this activity to completion.
		- Attach additional sheets as necessary to complete any discussion. The grant number and dam inventory number (if applicable) must be included on any additional sheets submitted.
* All files should be named as follows:
	+ Dam Inventory Number - Grant Number – MMDDYYYQE
		- For example 019008-DSFP10118-09302018QE
	+ Community Name - Grant Number – MMDDYYYQE (if no inventory number)
		- For example LoudounCounty-DSFP10118-09302018QE
	+ This file name must be included in the subject line of the email.
* Submit completed quarterly reporting forms by e-mail (preferred), fax, or mail as follows:

*E-mail:*

dam@dcr.virginia.gov

*Fax:*

(804) 371-2630 Attn: Dam Safety, Flood Prevention and Protection Assistance Fund

*Address:*

Virginia Department of Conservation and Recreation

Attention: Dam Safety, Flood Prevention and Protection Assistance Fund

Division of Dam Safety and Floodplain Management

600 East Main Street, 24th Floor

Richmond, Virginia 23219

**QUARTERLY REPORTING FORM**

**DAM SAFETY, FLOOD PREVENTION AND PROTECTION ASSISTANCE FUND**

**Grant Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Calendar Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Quarter Ended: 9/30 \_\_\_\_\_\_\_ 12/31 \_\_\_\_\_\_\_ 3/31 \_\_\_\_\_\_ 6/30 \_\_\_\_\_**

**Owner/Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project Category \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Type \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NFIP CID** (If Applicable) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FIRM Number** (if applicable) **\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dam Name** (If Applicable) **\_\_\_\_\_\_\_\_\_\_\_\_ Inventory Number** (if applicable) **\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Brief Description of Activity** |  |
| **Progress Achieved During this Quarter** |  |
| **Progress Anticipated During Next Quarter** |  |
| **Anticipated Completion Date for this Activity and Remaining Steps** |  |

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix C: Application Scoring Criteria**

**CATEGORY 1: DAM SAFETY**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|

|  |  |  |
| --- | --- | --- |
| ***Inventory No.*** | ***Dam Name:*** | ***Page 1 DS*** |
| ***Criterion*** | ***Description*** | ***Check One*** |

***Current Information:*** |
| 1. **Is the applicant a local government (including counties, cities, towns, municipal corporations, authorities, districts, commissions, or political subdivisions created by the General Assembly or pursuant to the Constitution or laws of the Commonwealth, or any combination of these) or a private entity (including dam owners, whether individuals, partnerships, corporations, homeowners association, or other nongovernmental entities)?**
 |
| Local Government | Eligible for consideration under this category |  |
| Private Entity | Eligible for consideration under this category |  |
| 1. **Has this or any portion of this project been included in any application previously funded by DSFPPAF? This does not include necessary updates to EAP, DBIZ, etc.**
 |
| Yes | Not eligible for consideration under this category |  |
| No | Eligible for consideration under this category |  |
| 1. **Has the applicant provided evidence of an ability to provide the required match funds?**
 |
| Yes | Eligible for consideration under this category |  |
| No | Not eligible for consideration under this category |  |
| 1. **Has the applicant maintained proper Certification during the past twelve months or provided sufficient documentation regarding efforts to bring the dam into compliance? (Include copy)**
 |
| Yes | Eligible for consideration under this category |  |
| No | Not eligible for consideration under this category |  |
| 1. **If the project is located in a Special Flood Hazard Area and the locality participates in the NFIP, will the proposed project comply with the local floodplain ordinance?**
 |
|

|  |  |  |
| --- | --- | --- |
| Not Applicable | Not located in a Special Flood Hazard Area |  |

 |
| Yes | Eligible for consideration under this category |  |
| No | Not eligible for consideration under this category |  |
|

| ***Criterion*** | ***Description*** | ***Point Value*** | ***Points Awarded*** |
| --- | --- | --- | --- |

 |
| 1. **What is the hazard classification or size of the dam? (select one)**
 |
| High | Confirmed spillway deficiency | 30 pts |  |
| Significant | Confirmed spillway deficiency | 15 pts |  |
| Low | Confirmed spillway deficiency | 8 pts |  |

|  |  |  |
| --- | --- | --- |
| ***Inventory No.*** | ***Dam Name:*** | ***Page 2 DS*** |
|

| ***Criterion*** | ***Description*** | ***Point Value*** | ***Points Awarded*** |
| --- | --- | --- | --- |

 |
| Large Dam (Capacity ≥ 50,000 Ac-Ft or Height ≥ 100 Ft) | No hazard class determination | 20 pts |  |
| Medium (Capacity ≥ 1,000 & < 50,000 Ac-Ft or Height ≥ 40 & < 100 Ft) | No hazard class determination | 10 pts |  |
| Small (Capacity ≥ 15 & < 1,000 Ac-Ft or Height ≥ 6 & < 40 Ft) | No hazard class determination | 4 pts |  |
| High | Adequate spillway capacity | 10 pts |  |
| Significant | Adequate spillway capacity | 5 pts |  |
| Low | Adequate spillway capacity | 2 pts |  |
| 1. **Number of residential units within the probable dam break inundation zone of the dam?**
 |
| 101 or more |  | 20 pts |  |
| 21-100 |  | 15 pts |  |
| 11-20 |  | 10 pts |  |
| 1-10 |  | 5 pts |  |
| 0 (or undetermined) |  | 0 pts |  |
|

| ***Criterion*** | ***Point Value*** | ***Points Awarded*** |
| --- | --- | --- |

 |
| 1. **Will public roadways, public utilities, and/or commercial structures be impacted within the dam’s probable dam break inundation zone?**
 |
| Public Roadways, public utilities, and commercial structures | 10 pts |  |
| Any two of the above | 7 pts |  |
| One of the above | 4 pts |  |
| None of the above | 0 pts |  |
| Unknown | 0 pts |  |
| 1. **What is the zoning of the property located within the dam’s dam break inundation zone?**
 |
| Residential/Commercial/Industrial or equivalent | 5 pts |  |
| Agricultural or equivalent | 3 pts |  |
| Other | 1 pts  |  |
| Unknown | 0 pts |  |

|  |  |  |
| --- | --- | --- |
| ***Inventory No:*** | ***Dam Name:*** | ***Page 3 DS*** |
|

|  |  |  |  |
| --- | --- | --- | --- |
|

| ***Criterion*** | ***Point Value*** | ***Points Awarded*** |
| --- | --- | --- |

 |

 |
| 1. **What is the public use of the impoundment created by the dam?**
 |
| Public water supply and public recreation access | 5 pts |  |
| Public water supply only | 3 pts |  |
| Public recreational access only | 2 pts |  |
| No public access or use | 0 pts |  |
| 1. **Engineering Activities (Select one)**
 | ***Point Value*** | ***Points Awarded*** |
| Dam Break Inundation Zone Analysis, Mapping, and Digitization | 50 pts |  |
| Probable Maximum Precipitation Impact Analysis and Certification | 45 pts |  |
| Hazard Classification Analysis and/or ACER TM-11 | 50 pts |  |
| Emergency Action Plan Development | 50 pts |  |
| Spillway Capacity Analysis | 45 pts |  |
| Incremental Damage Analysis for Reduction of Required Spillway Design Flood | 20 pts |  |
| Alternatives Analysis for Spillway Capacity and Stability | 40 pts |  |
| Flood Warning and Response Systems such as IFLOWS | 10 pts |  |
| **Engineering and Design for one of the following**: |  |  |
| Wave Berm Reconstruction | 30 pts |  |
| Graded Filter Drain and/or Toe Drains/Underdrains | 30 pts |  |
| Principal and/or Emergency Spillway and/or Trash Rack Repair/Replacement | 35 pts |  |
| Geotechnical Analysis for Dam/Spillway Stability | 30 pts |  |
| Outlet Basin Repair | 10 pts |  |
| Gate Valve Evaluation and Repair; Includes Other Water Elevation Control Mechanisms | 10 pts |  |
| Repair of Erosion or Deterioration of Dam and/or Appurtenant Structures | 15 pts |  |
| **Total Points** |  |

**CATEGORY 2: FLOOD PREVENTION & PROTECTION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|

|  |  |
| --- | --- |
| ***Locality Name:*** | ***Page 1 FP***  |
| ***Criterion*** | ***Description*** | ***Check One*** |

 |
| ***Current Information:*** |
| 1. **Is the applicant a local government (including counties, cities, towns, municipal corporations, authorities, districts, commissions, or political subdivisions created by the General Assembly or pursuant to the Constitution or laws of the Commonwealth, or any combination of these)?**
 |
| Yes | Eligible for consideration under this category |  |
| No | Not eligible for consideration under this category |  |
| 1. **Does the local government have a flood mitigation plan approved by the Director and has provided satisfactory evidence of plan implementation?**
 |
| Yes | Eligible for consideration under this category, every 5 years |  |
| No | Eligible for consideration under this category, every 10 years |  |
| 1. **Has this or any portion of this project been included in any application previously funded by DSFPPAF?**
 |
| Yes (within 5 years) | Not eligible for consideration under this category |  |
| Yes (within 10 years) | Eligible for consideration under this category, if answered “Yes” to number 2 above |  |
| Not eligible for consideration under this category, if answered “No” to number 2 above |  |
| No | Eligible for consideration under this category |  |
| 1. **Has the applicant provided evidence of an ability to provide the required match funds?**
 |
| Yes | Eligible for consideration under this category |  |
| No | Not eligible for consideration under this category |  |
| 1. **Is the applicant currently under suspension or probation from the NFIP or is not participating in the NFIP and has demonstrated satisfactory evidence of how the proposed project will remedy existing NFIP violations or aid in the locality’s application to join the NFIP?**
 |
| Not Applicable  | Locality participates in NFIP and is in good standing. Eligible for consideration under this category |  |
| Yes | Eligible for consideration under this category |  |
| No | Not eligible for consideration under this category |  |
| 1. **If the project is located in a Special Flood Hazard Area and the locality participates in the NFIP, will the proposed project comply with the local floodplain ordinance?**
 |
| Not Applicable | Project not located in a Special Flood Hazard Area |  |
| Yes | Eligible for consideration under this category |  |
| No | Not eligible for consideration under this category |  |
| ***Locality Name:*** | ***Page 2 FP*** |
|

| ***Criterion*** | ***PointValue*** | ***Points Awarded*** |
| --- | --- | --- |

 |
| 1. **Does the proposed project conform to the local hazard mitigation plans?**
 |
| Yes  | 5 pts |  |
| No  | 0 pts |  |
| 1. **If repetitive loss and/or severe repetitive loss properties are located within the area that is the subject of the proposal, how many are there?**
 |
| 50 or more | 15 pts |  |
| 10-49 | 10 pts |  |
| 1-9 | 5 pts |  |
| 1. **If residential or commercial structures are located within the area that is the subject of the proposal, how many are there?**
 |
| 10 or more | 5 pts |  |
| 0-9 | 0 pts |  |
| 1. **Are critical facilities and/or public infrastructure located within the area that is the subject of the proposal?**
 |
| Yes | 5 pts |  |
| No | 0 pts |  |
| 1. **Has the project area been the subject of a flood-related loss in the past?**
 |
| Yes, within the past 10 years | 10 pts |  |
| Yes, but greater than 10 years ago | 5 pts |  |
| No | 0 pts |  |

|  |  |
| --- | --- |
| ***Locality Name:*** | ***Page 3 FP*** |
| 1. **Eligible Activities (Select one)**
 |
| The assessment of flood risks through the revision of existing flood-related plans, such as floodplain ordinances, resiliency plans, or flood mitigation strategies | 25 pts |  |
| Conducting hydrologic and hydraulic studies of floodplains with historic and predicted floods to improve the accuracy of flood maps and better determine flood risk | 20 pts |  |
| The remapping of regulated flood hazard areas, including the application for a Letter of Map Revision through the Federal Emergency Management Agency (FEMA) | 20 pts |  |
| The development of flood hazard mitigation strategies | 18 pts |  |
| The development of flood prevention and protection studies | 18 pts |  |
| Creating tools and/or applications to identify, aggregate, and/or display information on flood risk, or preparing and submitting an application to join the Community Rating System | 15 pts |  |
| **Total Points** |  |

**Appendix D: Extension Request Form**

Amendment to Contract between Virginia Resources Authority and Grant Recipient of 2018 Grant from the Dam Safety, Flood Prevention & Protection Assistance Fund

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

*Address:*

Virginia Department of Conservation and Recreation

Attention: Dam Safety, Flood Prevention and Protection Assistance Fund

Division of Dam Safety and Floodplain Management

600 East Main Street, 24th Floor

Richmond, Virginia 23219

Grant Recipient \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Telephone Number (\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax Number (\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grant Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NFIP CID (If Applicable)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dam Name (If Applicable) \_\_\_\_\_\_\_\_\_\_ Dam Inventory Number (If Applicable) \_\_\_\_\_\_\_\_\_\_\_

Total Cost of Project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Amount Awarded \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Grant End Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Requested New End Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Justification for Extension: Please provide a detailed explanation for extension request including reason work will not be completed during the initial grant period and a timeline for completion if approved.**

|  |
| --- |
|  |

Signatures:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grant Recipient Date Requested

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Virginia Department of Conservation & Recreation Date Approved Date Denied

|  |
| --- |
| Reason for Denial: |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Virginia Resources Authority Date Received Date Grant Modified

**Appendix E: Reimbursement Forms**

All projects are required to commence and to be completed within the twelve months following the issuance of a signed agreement or within the approved extension period if applicable. Grant funds will be disbursed on a reimbursement basis after the completion of the approved project. **Reimbursement requests must be submitted within 90 days following passage of the authorized project completion date** and only afterthe recipient has submitted the engineering work to the Regional Dam Safety Engineer for approval or if a flood prevention or protection project, has submitted necessary project deliverables to the DCR Floodplain Management staff. Requests for reimbursement, along with all supporting documentation, should be emailed to dam@dcr.virginia.gov. If email is not available, please mail to:

*Address:*

Virginia Department of Conservation and Recreation

Attention: Dam Safety, Flood Prevention and Protection Assistance Fund

Division of Dam Safety and Floodplain Management

600 East Main Street, 24th Floor

Richmond, Virginia 23219

Grant Recipient \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Telephone Number (\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax Number (\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grant Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NFIP CID (If Applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dam Name (If Applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dam Inventory Number (If Applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved Grant End Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Cost of Project \_\_\_\_\_\_\_\_\_\_\_

Total Amount Awarded \_\_\_\_\_\_\_\_\_\_\_ Amount Requested for Reimbursement \_\_\_\_\_\_\_\_\_\_\_\_

**Required Attachments for Reimbursement**

Grant Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NFIP CID (If Applicable)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dam Name (If Applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dam Inventory Number (If Applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the signed Form of Requisition from the grant agreement attached? Yes \_\_\_ No \_\_\_

Are proof of payment (cancelled checks, bank statements, accounting system reports etc.) and related invoices attached? Yes \_\_\_ No \_\_\_

Has the attached Certificate of the Consulting Engineer Form been reviewed and approved by the DCR Dam Safety engineer? Yes \_\_\_ No \_\_\_

*If a Dam Safety Project:* Is the Certificate of the Consulting Engineer Form attached? Yes \_\_\_ No \_\_\_

*If a Flood Project:* Is the project located in a Special Flood Hazard Area? Yes \_\_\_ No \_\_\_

Is documentation of compliance with the local floodplain ordinance attached? Yes \_\_\_ No \_\_\_

Authorized Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***DCR Use Only: Approval***

Amount to be Reimbursed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***DCR Use Only: Denial***

Authorized Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Denial \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_