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# COMMONWEALTH OF VIRGINIA

## 2020 Grant Manual for the Virginia Dam Safety, Flood Prevention and Protection Assistance Fund

*2020 Grant Funding*

*Applications due: 4 p.m., February 28, 2020*

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



November 1, 2019

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## Part I: Introduction and Overview

### Purpose of this Manual

The purpose of this manual is to provide guidance regarding the policies, criteria, conditions, and procedures for determining project eligibility and awarding grants from the Virginia Dam Safety, Flood Prevention and Protection Assistance 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](#).

### Dam Safety, Flood Prevention and Protection Assistance Fund (Fund) Overview and Authority

The 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 Department of Conservation and Recreation (DCR) is authorized to make this grant available to communities, as outlined in §10.1-603.19:

§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 (dams), 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.

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).

## Definitions

Some of the terms used in this grant manual and in §10.1-603 of the *Code of Virginia* have specific meanings that may vary from other contexts. 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.
- “Project” for the Dam Safety program means the design, repair, and safety modifications of a dam or impounding structure, as defined in §10.1-604, and identified in dam safety reports generated pursuant to §10.1-607 or §10.1-609; or the mapping and digitization of dam break inundation zones. The term includes, without limitation, the construction, modification, or repair of dams, levees, flood walls, channel improvements, or diversions. (see note below)
- “Project” for the Flood Prevention and Protection program means (see note below):
  - The development and implementation of activities or measures performed to eliminate, prevent, reduce, or mitigate damages caused by flooding
  - The development and implementation of activities or measures to identify flood hazards
  - The evacuation, relocation, and retrofitting of flood-prone structures
  - Flood warning and response systems
  - Redevelopment, acquisition, and open-space use of flood-prone areas
  - Hydrologic and hydraulic studies of floodplains with historic and predicted floods
  - Remapping of regulated flood hazard areas
  - The assessment of flood risks
  - The development of flood hazard mitigation strategies and plans, flood prevention and protection studies
- "Flood prevention or protection" means the construction of dams, levees, flood walls, channel improvements or diversions, local flood proofing, evacuation of flood-prone areas or land use controls which reduce or mitigate damage from flooding.

- "Flood prevention or protection studies" means hydraulic and hydrologic studies of floodplains with historic and predicted floods, the assessment of flood risk and the development of strategies to prevent or mitigate damage from flooding.

*Note: Due to the limited amount of funds available, not all of the projects defined in this section of Part I are eligible for funding under this grant. See project descriptions in Part III and IV for project types that are currently eligible for funding.*

## **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 and administered by DCR through the Dam Safety Program in DCR's Division of Dam Safety and Floodplain Management, 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 Virginia Dam Safety Program's goal is to enhance public safety by administering an effective program that assists dam owners in protecting their dams and to ensure they are properly and safely constructed, maintained and operated.

## **Virginia Floodplain Management Program**

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 Floodplain Management Program's objectives are to prevent loss of life, reduce property damage caused by flooding, and conserve the natural and beneficial floodplains of the Commonwealth. The Program pursues these objectives by assisting localities in understanding flood risks, providing outreach and education, promoting participation in the National Flood Insurance Program (NFIP), and encouraging proactive floodplain management.

## Part II: General 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 or D.
- For Floodplain projects, each applicant may only submit one application.
- 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.
- If the project is for a dam, the dam must either be under a Regular or Conditional Operation Certificate or General Permit prior to disbursement. The Certificate or Permit application may be submitted at the time of reimbursement request.
- If the project is for a dam, a current PE Inspection and an Emergency Action or Emergency Preparedness Plan (EAP/EPP) must be received by DCR prior to reimbursement. The PE Inspection, EAP or EPP may be submitted at the time of reimbursement request.
- No analysis or study will be approved if methodology used to conduct analysis or study does not meet Dam Safety Regulations and Floodplain Management Regulations.
- *All dam safety grant deliverables must be submitted through the Dam Safety Inventory System (DSIS). DSIS forms and data are located at <https://www.dcr.virginia.gov/dam-safety-and-floodplains/ds-dsis>.*
- **A total of approximately \$1,000,000 is available for grants during this grant cycle. A maximum of \$400,000 is available for Flood Prevention and Protection projects and at least \$600,000 is available for Dam Safety projects. Maximum grant amount per project will be determined based on scoring, amounts requested from eligible projects, and available funds.**
- **All successful “private entity” applicants will be required to provide identifying tax information (SSN/EIN) at the time of acceptance of award. All grant reimbursements are taxable and reportable to the IRS.**
- Due to the limited amount of funds available, not all of the projects defined in the Definitions section of Part I are eligible for funding under this grant.

- Each application submitted must be for a discrete project to be completed after the beginning of the application period and not later than 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 November 1, 2019 shall not be eligible for funding.**
- No project or portion thereof identified in a previously awarded and reimbursed application is eligible for funding. For Dam Safety projects, this does not prohibit grant awards to a dam owner for a different project on their dam (see Part III for eligible projects), or necessary updates to a prior funded Emergency Plan (EAP or EPP), Dam Break Inundation Zone (DBIZ) study, etc.
- 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, incomplete applications, 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.
- For Dam Safety projects, 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 November 1, 2019 through 4:00 p.m. on February 28, 2020.**
- In order for a grant to be authorized, an eligible project shall satisfy the following general conditions:
  - A complete application meeting the requirements set forth in this manual has been submitted to DCR within the specified application period.
  - 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, will be forwarded to DCR **prior to the close of the application period.** Resolutions not received prior to the close of the application period will cause the application to be disqualified.
  - The applicant has provided satisfactory assurances of funding availability to fully fund the project through completion in order to qualify for cash matching funds. This must include signed, written verification as outlined in requirements for the Dam Safety Budget Narrative (page 13) or Flood Prevention and Protection Budget Narrative (page 20).
  - Project maintenance and management plans are required for ongoing flood prevention and protection projects that will require future maintenance, such as flood warning and

response systems, signs, or flood risk tools. A maintenance plan for these projects must be provided demonstrating that they will be maintained after the lifetime of this grant for a minimum of five years.

- **All legal dam owners must sign the grant application. If only one owner applies, the applicant owner must submit proof of signatory authority signed by all legal dam owners.**
- 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.

## **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](mailto:dam@dcr.virginia.gov).

Files should be saved as follows:

- Dam Safety projects: Dam inventory number.pdf (example: 190054.pdf). If multiple applications for the same inventory number then please use 190054-1.pdf.
- Floodplain projects: LocalityNameFP.pdf (example: LoudounCountyFP.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:

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, 24<sup>th</sup> 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 November 1, 2019. **All applications must be RECEIVED by 4:00 p.m. eastern time on February 28, 2020.** 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 Appendix C for Dam Safety or Appendix D for Flood Prevention and Protection 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 or via email at [dam@dcr.virginia.gov](mailto:dam@dcr.virginia.gov).

## **2. Project Application Contents**

### ***Organizational Information***

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

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

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

### ***Budget Narrative (as an attachment to the Application Form)***

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

## **3. 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 and rank each complete application to determine its merits in accordance with the criteria set out in this manual pursuant to the scoring criteria contained in Appendix C or D.

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 the execution of a grant agreement and funding.

#### **4. 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 be completed after the beginning of the application period and not later than 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 (Appendix F) must be received not later than 90 days prior to the expiration of the original agreement, and the approved project must have commenced within the first nine months of the original agreement period.

#### **5. Reporting and Close-Out Guidelines for Grant Recipients**

Where applicable, 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 to DCR through the Dam Safety Inventory System (DSIS) as a requirement for receipt of this grant.* Although not required, printed materials may also be submitted to DCR.
- All documents must be provided in PDF and/or a Microsoft Word compatible format, including any embedded maps or other figures/illustrations.
- 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.
- 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.
- 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).
  - If derived from CAD or another non-GIS workflow, data must be converted into a GIS format.
  - See the Virginia Soil and Water Conservation Board's Guidance Document for specific requirements and direction for mapping - [Dam Break Inundation Zone Modeling and Mapping Procedures](#) (PDF) (09/16).

#### **6. Grant Award and Administration**

- A. After approval by the Virginia Soil and Water Conservation Board at the meeting tentatively scheduled for April 2020, a letter will be sent from DCR to the applicants, and notice of awards will be posted on the DCR Dam Safety and Floodplain Management

Grants web page at <http://www.dcr.virginia.gov/dam-safety-and-floodplains/dsfpm-grants>.

- B. 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:

Kimberly S. Adams  
Virginia Resources Authority  
1111 E. Main Street, Suite 1920  
Richmond, VA 23219  
[kadams@virginiareources.org](mailto:kadams@virginiareources.org)  
(804) 616-3449

**Grant agreements not signed and returned to VRA within 90 days as required will have grant funds rescinded.**

- C. Within 30 days after the dam safety project is completed the applicant shall submit digital copies of the completed engineering work to the Regional Dam Safety Engineer for approval. Exhibit D Form of Requisition along with the Certificate of the Consulting Engineer Form, both included in the grant agreement, must be included with the dam safety project submittal to the Regional Engineer. Electronic submittals shall be made to [dam@dcr.virginia.gov](mailto:dam@dcr.virginia.gov). Names and mailing addresses of DCR's Regional Dam Safety Engineers are available online at <http://www.dcr.virginia.gov/dam-safety-and-floodplains/dsfpmcontx>.
- D. After the flood prevention project is completed, the applicant shall email the completed work to [dam@dcr.virginia.gov](mailto:dam@dcr.virginia.gov) along with the completed Certificate of Approval Floodplain Management form for review and approval by DCR Floodplain Management staff.
- E. Submit **reimbursement requests within 90 days following passage of the authorized project completion date** including completed and signed Exhibit E Reimbursement Request Form, signed Exhibit D Form of Requisition along with the Certificate of the Consulting Engineer Form or signed Certificate of Approval Floodplain Management all located in the Grant Agreement, proof of payment (cancelled checks, bank statements, accounting system reports, etc.) and invoices to [dam@dcr.virginia.gov](mailto:dam@dcr.virginia.gov) or:  
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, 24<sup>th</sup> Floor  
Richmond, Virginia 23219

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

If the project was awarded for DBIZ Analysis, Mapping, and Digitization, or for EAP 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.

## **7. Virginia Resources Authority 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 and Grant Agreement. 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 will be included as Exhibit E in the Grant Agreement.

## Part III: Dam Safety Projects

### Dam Safety Project Descriptions

The purpose of this category is to assist dam owners in 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 or General Permit 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 or Permit, detailed documentation must be provided to demonstrate the steps being taken to bring the dam under Certificate or Permit. This may include copies of correspondence with Virginia Dam Safety Program staff or previously submitted operation and maintenance certificate applications. ***Please note, no reimbursement will be approved for any dam without a current Regular or Conditional Operation and Maintenance Certificate. Also note, no reimbursement will be approved for any dam without a current PE Inspection or EAP/EPP. These required documents may be submitted with the reimbursement request.***
- Eligible projects include: (**Only one project type may be selected**)
  - Dam Break Inundation Zone Analysis, Mapping, and Digitization
  - Probable Maximum Precipitation Impact Analysis and Certification
  - Emergency Plan Development (EAP Emergency Action Plan or EPP Emergency Preparedness Plan)
  - Professional Engineer Inspection

### Dam Safety Scope of Work Narrative

All applications must include a Scope of Work Narrative that clearly describes the proposed project, its different elements, and any activities associated with it, including supporting documentation as necessary.

The Scope of Work Narrative shall address all of the following elements:

- ***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.
  - Identify if project impacts any of the following: Major public street or road; secondary public street or road; private public street or road; limited use public street or road; private road or driveway; service or access road; public water or sewer treatment; public water system; public sewer system; public pump or lift

station; electric; gas; cable; communications; business structures; industrial structures; public structures (school, library, fire, police, etc.)

- **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 of how or 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, 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. ***Please note no analysis or study will be approved for reimbursement if methodology used to conduct analysis or study does not meet Dam Safety Regulations and Floodplain Management standards.***
- **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.

## **Dam Safety Budget Narrative**

Each application must include a Budget Narrative detailing all proposed expenditures. Localities and entities seeking funding shall also attach a resolution or other documentation authorizing the request for funding. 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. Up to four hours of engineering costs associated with entering data into DSIS is allowable.
- **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.

Where a resolution is not applicable, a pledge agreement is required for each contribution, signed by the authorized representative of the contributing organization and the applicant organization, if different, 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, loans 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.**

## Part IV: Flood Prevention and Protection Projects

### Flood Prevention and Protection Project Descriptions

The purpose of this category is to assist local governments with flood prevention or protection studies to prevent loss of life and reduce property damage caused by flooding. Per §10.1-603.16 of the *Code of Virginia*, flood prevention or protection studies means hydraulic and hydrologic studies of floodplains 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.
- Examples listed under the eligible projects below are not comprehensive and do not include all possible activities for each eligible project type. These examples are meant to provide guidance as to the type of projects that can be funded.
- Eligible projects include: **(select all that apply)**
  - Planning for flood risk by revising existing flood-related plans, resiliency plans, or comprehensive plans, or drafting new flood-related plans. This does not include hazard mitigation plans.
    - *Example: Updating a local comprehensive plan to reduce future development in floodplains or creating a new resiliency plan to address multiple challenges in the community including resiliency to flood events.*
  - Revising floodplain ordinances to maintain compliance with the NFIP or to incorporate higher standards that may reduce the risk of flood damage. This must include establishing processes for implementing the ordinance, including but not limited to, permitting, record retention, violations, and variances.
    - *Example: 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 to correct issues identified in a Corrective Action Plan.*
  - Creating tools or applications to identify, aggregate, or display information on flood risk.
    - *Example: Making a web map that allows users to learn about their flood risk, or creating a crowd sourced mapping platform that gathers data points about real-time flooding.*
  - Conducting hydrologic and hydraulic studies of floodplains. Applicants who create new maps must apply for a Letter of Map Revision or a Physical Map Revision through the Federal Emergency Management Agency (FEMA).
    - *Example: Conducting a hydrologic and hydraulic study for an area that had not been studied because the watershed is less than one square mile, modeling the floodplain in an area that has a lot of letters of map change that suggest the current map might not be fully accurate, or doing a detailed flood study for an A Zone.*
  - Developing flood warning and response systems, which may include gauge installation, to notify residents of potential emergency flooding events.



- *Example: Installing a river gauge to monitor water levels, setting up a camera to show real-time flood levels online, creating emergency alert applications, or installing an integrated siren system to warn residents when to evacuate.*
- Increasing outreach efforts related to flood risk, such as creating and distributing educational materials, creating and install signs, developing web pages, or conducting community open houses.
  - *Example: Creating web pages about flood risk on the local government website, sending out a brochure about flood risk with utility bills, installing high water mark signs, or holding an open house to present on how residents can mitigate their flood risk.*

## **Additional Flood Prevention and Protection Project Conditions**

In addition to the eligibility information and criteria outlined in Part II, flood prevention and protection projects must also meet the following criteria:

- 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 as outlined in the Flood Prevention and Protection Scope of Work Narrative, Project Information section below.
- 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*.
- Each applicant may only submit one application.

## **Flood Prevention and Protection Scope of Work Narrative**

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

The Scope of Work Narrative shall address all of the following elements:

- ***Project Information:*** As required by §10.1-603.20 A (1) of the *Code of Virginia*, describe in detail the area to be studied or protected including the following. Note that information should be provided on the community in which the project is taking place, even if it is not the community applying for this grant.
  - Population
    - Provide population data for the community in which the project is taking place, and estimate the number of residents that will be impacted by this project.
  - Value of property to be protected
  - Historic flooding data and hydrologic studies projecting flood frequency

- Provide information on the flood risk of the project area, including whether the project is in a mapped floodplain, what flood zone it is in, and when it was last mapped. If the property or area around it has been flooded before, share information on the dates of past flood events and the amount of damage sustained.
- Estimated cost-benefit ratio of the project
  - Where feasible, compare the cost of the project with the projected loss avoidance. Not all projects will lend themselves to this kind of analysis. In those cases, estimate benefits using quantitative data as much as possible, and supplementing with qualitative information to give a full picture of the project's benefits.
- The ability of the locality to provide its share of the cost
  - This must include an estimate of the total project cost, a description of the source of the funds being used, evidence of the applicant's ability to pay for the project in full prior to 50 percent reimbursement, and a signed pledge agreement from each contributing organization.
- The administration of local floodplain management regulations
  - DCR will determine if the community is in good standing with the NFIP. Provide DCR with a link to the current floodplain ordinance, or attach a PDF or Word document.
- Other necessary information to establish project or study priority
  - Repetitive Loss and/or Severe Repetitive Loss Properties
    - Do not provide the addresses for these properties, but include an exact number of repetitive loss and/or severe repetitive loss structures within the project area. Work with the local floodplain administrator or emergency manager to find this information. If they do not have a list of repetitive loss/severe repetitive loss structures, DCR can assist them in accessing these lists.
  - Residential and/or Commercial Structures
    - Describe the residential and commercial structures impacted by this project, including how they contribute to the community such as historic, economic, or social value. Provide an exact number of residential structures and commercial structures in the project area.
  - Critical Facilities
    - If there are critical facilities within the project area, describe each facility. Critical facilities are those that provide services and functions essential to the community, including hospitals, fire stations, police stations, storage facilities for critical records, power plants, and wastewater treatment plants, among others.
- ***Need for Assistance:*** Identify and describe any relevant issues or problems that will be addressed by the project.
  - Explain the community's financial and staff resources. How many relevant staff members (floodplain administrators, planners, emergency managers, building

officials, engineers) does the community have? To what relevant software does the community have access? What are the community's capabilities?

- DCR will consider the project area's social vulnerability index score when reviewing grant applications. The Social Vulnerability Index, available through [ADAPT Virginia's Virginia Vulnerability Viewer](#) will be used for this review.
  - This index is based on census tract data; the index score for the census tract that contains the project area should be used. If the project area falls within multiple census tracts, please provide the scores for all census tracts. The highest score for the project area will be used for scoring the application.
  - For more information on social vulnerability, [please see ADAPT Virginia's fact sheet](#).
- **Alternatives:** Briefly describe alternatives to the proposed activity that have been considered. How were they different? How does the cost and benefit of other alternatives compare to the proposed activity? 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 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, etc.) in the last five years, please identify those projects and describe any problems with meeting the obligations of the grant.
- **Maintenance Plan:** For ongoing projects or projects that will require future maintenance, such as flood warning and response systems, signs, or flood risk tools, a maintenance plan for the projects must be provided demonstrating that they will be maintained after the lifetime of this grant for a minimum of five years.
- **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. Appendix D must be completed and submitted with the application.

1. Is the applicant a local government (including counties, cities, towns, municipal corporations, authorities, districts, commissions, or political subdivisions created by the General Assembly or pursuant to the Constitution or laws of the Commonwealth, or any combination of these)?
2. Does the local government have a flood mitigation plan approved by the Director and has provided satisfactory evidence of plan implementation?
  - a. *Documentation: In Virginia, flood mitigation plans are part of the locally adopted hazard mitigation plan. The applicant must provide a letter from FEMA stating that the local hazard mitigation plan has been approved or similar documentation, if approval is pending.*
3. Has this or any portion of this project been included in any application previously funded by the Fund?
  - a. *Documentation: DCR tracks applications. The applicant can request this information from DCR in advance, or DCR can verify this for the applicant once the application is received.*
4. Has the applicant provided evidence of an ability to provide the required match funds?
  - a. *Documentation: As outlined in the Flood Prevention and Protection 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 a signed pledge agreement from each contributing organization.*
5. Applicant's NFIP status
  - a. Is the applicant a participant of the NFIP and in good standing?
    - i. *Documentation: DCR will determine if the community is in good standing with the NFIP. If so, no documentation is required. The applicant can request this information from DCR in advance, or DCR can verify this for the applicant once the application is received.*
  - b. If the applicant has current violations, is on probation, or is suspended from the NFIP, has satisfactory evidence of how the proposed project will remedy this been provided?
    - i. *Documentation: If the community is not in good standing and is using the proposed project to address an existing violation, explain in detail what the violation is and how this project will address it. Provide a copy of the Corrective Action Plan provided by DCR or FEMA identifying the violations, if applicable.*
  - c. If the applicant is not participating in the NFIP, has satisfactory evidence of how the proposed project will aid in the application to join the program been provided?
    - i. *Documentation: If the community hopes to join the NFIP, explain in detail how the proposed project will assist in that effort. Provide a*

*copy of the resolution to join the NFIP adopted by the community and a copy of the NFIP application, if applicable.*

6. Will the proposed project comply with the local floodplain ordinance?
  - a. *Documentation: Provide a map of the area, showing what flood zone the proposed project is in. If the project includes any development in the floodplain (any manmade change to improved or unimproved real estate, including constructing buildings, erecting structures, installing signs, filling, paving, grading), explain how this will be done to meet the requirements for that particular flood zone, as outlined in the local floodplain ordinance.*
7. Does the proposed project support a goal in the local hazard mitigation plan?
  - a. *Documentation: Provide a narrative that details how the project supports the plan. If the proposed project is explicitly outlined in the local hazard mitigation, include an excerpt of that section and cite it clearly. If the project is not explicitly listed, but supports one or more of the goals or objectives of the plan, cite and list the relevant goals and objectives.*
8. Does the proposed project support a goal in the community's comprehensive plan?
  - a. *Documentation: Provide a narrative that details how the project supports the plan. If the proposed project is explicitly outlined in the comprehensive plan, include an excerpt of that section and cite it clearly. If the project is not explicitly listed, but supports one or more of the goals or objectives of the plan, cite and list the relevant goals and objectives.*
9. Is the project area socially vulnerable?
  - a. *Documentation: Provide the social vulnerability index score for the project area. This information can be found on [ADAPT Virginia's Virginia Vulnerability Viewer](#). This index is based on census tract data; the index score for the census tract that contains the project area should be used. If the project area falls within multiple census tracts, please provide the scores for all census tracts. The highest score for the project area will be used for scoring the application.*
10. Is the proposed project part of an effort to remedy the community's probation or suspension from the NFIP?
  - a. *Documentation: Information provided for 5b above, or additional documentation to clearly describe how the proposed project is helping remedy the community's probation or suspension from the NFIP. This does not include a violation in a community that is not on probation or suspended from the NFIP.*
11. Eligible Projects
  - a. *Documentation: The project type(s) must be included on the application form and in the Scope or Work Narrative. Additional documentation is not required.*

## Flood Prevention and Protection Budget Narrative

Each application must include a Budget Narrative detailing all proposed expenditures. Localities seeking funding shall also attach a resolution or other documentation authorizing the request for funding. 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, estimated costs must be provided for each one.
- ***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.

Where a resolution is not applicable, a pledge agreement is required for each contribution, signed by the authorized representative of the contributing organization and the applicant organization, if different, 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 for each selected project type. **In-kind services, 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.**

## **Additional Funding Resources:**

### **Private Entities:**

#### **Virginia Small Business Financing Authority**

(VSBFA) - <https://www.sbsd.virginia.gov/virginia-small-business-financing-authority/>

Contact: Anna Mackley, Chief Credit Officer & Operations Manager  
[anna.mackley@sbsd.virginia.gov](mailto:anna.mackley@sbsd.virginia.gov)

#### **Virginia Community Capital (VCC) - <https://www.vacommunitycapital.org/>**

Contact page for the lending team: <https://www.vacommunitycapital.org/about/staff/lending/>

### **Local Governments:**

#### **USDA Rural Development Virginia Office - <https://www.rd.usda.gov/va>**

State Director: [Elizabeth Walker Green](#) 804-287-1552

Community Programs: [Janice Stroud-Bickes](#) 804-287-1615

# Appendix A: Application Form for Dam Safety Projects

Virginia Department of Conservation and Recreation

Dam Safety, Flood Prevention and Protection Assistance Fund Grant Program

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

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

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

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

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

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

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

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

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

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

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

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

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

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



**Project Type (select only one project type):**

- Dam Break Inundation Zone Analysis, Mapping, and Digitization
- Probable Maximum Precipitation Impact Analysis and Certification
- Emergency Plan Development (EAP Emergency Action Plan or EPP Emergency Preparedness Plan)
- Professional Engineer Inspection

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

**Dam Name:** \_\_\_\_\_

**Dam Inventory Number:** \_\_\_\_\_

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

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

**Name of Dam Owner:** \_\_\_\_\_

**Signature of Dam Owner:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Phone No:** \_\_\_\_\_

**Name of Dam Owner:** \_\_\_\_\_

**Signature of Dam Owner:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Phone No:** \_\_\_\_\_

**Name of Dam Owner:** \_\_\_\_\_

**Signature of Dam Owner:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Phone No:** \_\_\_\_\_

# Appendix B: Application Form for Flood Prevention and Protection Projects

Virginia Department of Conservation and Recreation  
Dam Safety, Flood Prevention and Protection Assistance Fund Grant Program

Name of Community: \_\_\_\_\_

Name of Community Representative: \_\_\_\_\_

Signature of Community Representative: \_\_\_\_\_

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

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

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

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

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

Contact Person (If different from representative): \_\_\_\_\_

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

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

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

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

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

**Project Type (select all that apply):**

- Planning for flood risk by revising existing flood-related plans, resiliency plans, or comprehensive plans, or drafting new flood-related plans. This does not include hazard mitigation plans.
- Revising floodplain ordinances to maintain compliance with the NFIP or to incorporate higher standards that may reduce the risk of flood damage. This must include establishing processes for implementing the ordinance, including but not limited to, permitting, record retention, violations, and variances.
- Creating tools or applications to identify, aggregate, or display information on flood risk.
- Conducting hydrologic and hydraulic studies of floodplains. Applicants who create new maps must apply for a Letter of Map Revision or a Physical Map Revision through the Federal Emergency Management Agency (FEMA).
- Developing flood warning and response systems, which may include gauge installation, to notify residents of potential emergency flooding events.
- Increasing outreach efforts related to flood risk, such as creating and distributing educational materials, creating and install signs, developing web pages, or conducting community open houses.

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

**NFIP Community Identification Number (CID):** \_\_\_\_\_

**Is Project Located in an NFIP Participating Community?**     Yes     No

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

**Flood Zone(s) (If Applicable):** \_\_\_\_\_

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

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

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

# Appendix C: Scoring Criteria for Dam Safety Projects

Virginia Department of Conservation and Recreation

Dam Safety, Flood Prevention and Protection Assistance Fund Grant Program

Name of Applicant: \_\_\_\_\_

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

Dam Inventory Number: \_\_\_\_\_

Dam Name:		Dam Inventory Number:	
Eligibility Information			
Criterion	Description	Check One	
<b>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)?</b>			
Local Government	Eligible for consideration under this category		
Private Entity	Eligible for consideration under this category		
Other	Not eligible for consideration under this category		
<b>2. Has this or any portion of this project been included in any application previously funded by Fund? This does not include necessary updates to EAP, DBIZ, etc.</b>			
Yes	Not eligible for consideration under this category		
No	Eligible for consideration under this category		
<b>3. Has the applicant provided evidence of an ability to provide the required match funds?</b>			
Yes	Eligible for consideration under this category		
No	Not eligible for consideration under this category		
<b>4. 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)</b>			
Yes	Eligible for consideration under this category		
No	Not eligible for consideration under this category		

Dam Name:		Dam Inventory Number:	
Scoring Information			
Criterion		Point Value	Points Awarded
<b>5. What is the hazard classification or size of the dam? (select one)</b>			
High	Confirmed spillway deficiency	30 pts	
Significant	Confirmed spillway deficiency	15 pts	
Low	Confirmed spillway deficiency	8 pts	
Large Dam (Capacity $\geq$ 50,000 Ac-Ft or Height $\geq$ 100 Ft)	No hazard class determination	20 pts	
Medium (Capacity $\geq$ 1,000 & < 50,000 Ac-Ft or Height $\geq$ 40 & < 100 Ft)	No hazard class determination	10 pts	
Small (Capacity $\geq$ 15 & < 1,000 Ac-Ft or Height $\geq$ 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	
<b>6. Number of residential units within the probable dam break inundation zone of the dam?</b>			
101 or more		20 pts	
21-100		15 pts	
11-20		10 pts	
1-10		5 pts	
0 (or undetermined)		0 pts	
<b>7. Will public roadways, public utilities, and/or commercial structures be impacted within the dam's probable dam break inundation zone?</b>			
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	
<b>8. What is the zoning of the property located within the dam's dam break inundation zone?</b>			
Residential/Commercial/Industrial or equivalent		5 pts	

Dam Name:		Dam Inventory Number:	
Scoring Information			
Criterion		Point Value	Points Awarded
Agricultural or equivalent		3 pts	
Other		1 pts	
Unknown		0 pts	
<b>9. What is the public use of the impoundment created by the dam?</b>			
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	
<b>10. Eligible Projects (Select only one)</b>			
Dam Break Inundation Zone Analysis, Mapping, and Digitization		50 pts	
Probable Maximum Precipitation Impact Analysis and Certification		45 pts	
Emergency Plan Development (EAP Emergency Action Plan or EPP Emergency Preparedness Plan)		50 pts	
Professional Engineer Inspection		45 pts	
<b>Total Points</b>			

# Appendix D: Scoring Criteria for Flood Prevention and Protection Projects

Virginia Department of Conservation and Recreation  
 Dam Safety, Flood Prevention and Protection Assistance Fund Grant Program

Name of Applicant: \_\_\_\_\_

Applicant Name:		
Eligibility Information		
Criterion	Description	Check One
<b>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)?</b>		
Yes	Eligible for consideration under this category	
No	Not eligible for consideration under this category	
<b>2. Does the local government have a flood mitigation plan approved by the Director and has provided satisfactory evidence of plan implementation?</b>		
Yes	Eligible for consideration under this category, every 5 years	
No	Eligible for consideration under this category, every 10 years	
<b>3. Has this or any portion of this project been included in any application previously funded by Fund?</b>		
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	
<b>4. Has the applicant provided evidence of an ability to provide the required match funds?</b>		
Yes	Eligible for consideration under this category	
No	Not eligible for consideration under this category	

<b>Applicant Name:</b>		
<b>Eligibility Information</b>		
<b>Criterion</b>	<b>Description</b>	<b>Check One</b>
<b>5. Applicant's NFIP Status</b>		
<b>a. Is the applicant a participant of the NFIP and in good standing?</b>		
Not applicable	Applicant is not a community (i.e. Planning District Commission)	
Yes	Eligible for consideration under this category	
No	Not eligible for consideration under this category, unless answered "Yes" to 5b or 5c below	
<b>b. If the applicant has current violations, is on probation, or is suspended from the NFIP, has satisfactory evidence of how the proposed project will remedy this been provided?</b>		
Not Applicable	Applicant is in good standing, does not participate in the NFIP, or is not a community (i.e. Planning District Commission)	
Yes	Eligible for consideration under this category	
No	Not eligible for consideration under this category	
<b>c. If the applicant is not participating in the NFIP, has satisfactory evidence of how the proposed project will aid in the application to join the program been provided?</b>		
Not Applicable	Applicant participates in the NFIP or is not a community (i.e. Planning District Commission)	
Yes	Eligible for consideration under this category	
No	Not eligible for consideration under this category	
<b>6. Will the proposed project comply with the local floodplain ordinance?</b>		
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	
<b>Project Eligible for Consideration</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No



Applicant Name:		
Scoring Information		
Criterion	Point Value	Points Awarded
<b>7. Does the proposed project support a goal in the local hazard mitigation plan?</b>		
Yes	5 pts	
No	0 pts	
<b>8. Does the proposed project support a goal in the community's comprehensive plan?</b>		
Yes	5 pts	
No	0 pts	
<b>9. Is the project area socially vulnerable? (Based on <a href="#">ADAPT VA's Social Vulnerability Index Score.</a>)</b>		
Very High Social Vulnerability (More than 1.5)	20 pts	
High Social Vulnerability (1.0 to 1.5)	15 pts	
Moderate Social Vulnerability (0.0 to 1.0)	10 pts	
Low Social Vulnerability (-1.0 to 0.0)	5 pts	
Very Low Social Vulnerability (Less than -1.0)	0 pts	
<b>10. Is the proposed project part of an effort to remedy the community's probation or suspension from the NFIP?</b>		
Yes	30 pts	
No	0 pts	
<b>11. Eligible Projects (Select all that apply)</b>		
Planning for flood risk by revising existing flood-related plans, resiliency plans, or comprehensive plans, or drafting new flood-related plans. This does not include hazard mitigation plans.	10 pts	
<i>Creating a new plan that addresses flood risk within the community.</i>	5 pts	
Revising floodplain ordinances to maintain compliance with the NFIP or to incorporate higher standards that may reduce the risk of flood damage. This must include establishing processes for implementing the ordinance, including but not limited to, permitting, record retention, violations, and variances.	20 pts	
<i>Correcting a noncompliant floodplain ordinance.</i>	15 pts	
<i>Creating a floodplain ordinance as part of an application to join the NFIP.</i>	10 pts	

Applicant Name:		
Scoring Information		
Criterion	Point Value	Points Awarded
Creating tools or applications to identify, aggregate, or display information on flood risk.	10 pts	
Conducting hydrologic and hydraulic studies of floodplains. Applicants who create new maps must apply for a Letter of Map Revision or a Physical Map Revision through the Federal Emergency Management Agency (FEMA).	25 pts	
<i>Remapping existing A Zones to AE Zones with a regulatory floodway.</i>	15 pts	
<i>Mapping unstudied areas.</i>	5 pts	
Developing flood warning and response systems, which may include gauge installation, to notify residents of potential emergency flooding events.	20 pts	
Increasing outreach efforts related to flood risk, such as creating and distributing educational materials, creating and installing signs, developing web pages, or conducting community open houses.	15 pts	
<i>Promoting flood insurance.</i>	5 pts	
Total Points		

# Appendix E: Documentation Checklist for Flood Prevention and Protection Projects

Virginia Department of Conservation and Recreation  
 Dam Safety, Flood Prevention and Protection Assistance Fund Grant Program

Name of Applicant: \_\_\_\_\_

Scope of Work Narrative	
Supporting Documentation	Included
Detailed map of the project area(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
FIRMette of the project area(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Historic flood damage data and/or images	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
A link to or a copy of the current floodplain ordinance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Maintenance plan for project addressing a minimum of 5 years	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Copy of the Corrective Action Plan identifying NFIP violations	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Copy of resolution to join the NFIP	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Copy of application to join the NFIP	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
A link to or a copy of the current FEMA-approved local hazard mitigation plan	<input type="checkbox"/> Yes <input type="checkbox"/> No
A link to or a copy of the current comprehensive plan	<input type="checkbox"/> Yes <input type="checkbox"/> No
Social vulnerability index score for the project area from <a href="#">ADAPT VA's Virginia Vulnerability Viewer</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Completed Scoring Criteria Sheet in Appendix D	<input type="checkbox"/> Yes <input type="checkbox"/> No
Budget Narrative	
Supporting Documentation	Included
Resolution or other documentation authorizing the request for funding	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signed pledge agreement from each contributing organization	<input type="checkbox"/> Yes <input type="checkbox"/> No
Detailed breakdown of how this funding is proposed to be allocated	<input type="checkbox"/> Yes <input type="checkbox"/> No

# Appendix F: Extension Request Form

Virginia Department of Conservation and Recreation  
Dam Safety, Flood Prevention and Protection Assistance Fund Grant Program

## *Request to Amend Contract between Virginia Resources Authority and Grant Recipient of the 2020 Dam Safety, Flood Prevention and Protection Assistance Fund Grant*

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](mailto:dam@dcr.virginia.gov). If email is not available, please mail to:

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, 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: \_\_\_\_\_

Type of Project (Check one):    Dam Safety    Flood Prevention and Protection

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

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

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. Please attached additional documentation as needed.

Justification for Extension
<p style="text-align: center;">DRAFT</p>

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

\_\_\_\_\_  
Date Requested

\_\_\_\_\_  
Grant Recipient Printed Name

\_\_\_\_\_  
Title

**DCR 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
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