



# **FLOOD MITIGATION PILOT GRANT PROGRAM**

## **Policies and Procedures Manual**

**Version 1.1  
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## 1.0 DEFINITIONS

Clearly defining terms associated with the City’s Flood Mitigation Pilot Grant Program helps to alleviate confusion. Accordingly, the process by which grants are administered, reviewed and evaluated, and the definitions and terminology associated with these activities, should be clearly documented and accessible to Applicants and the City. Listed below are common terms and their definitions being used throughout this Policies and Procedures Manual:

“**APEX**” shall mean the City of Alexandria’s Permitting and Land Use System. This system is being used to facilitate the Application, eligibility review and funding processes, including providing real-time status tracking and communication.

“**Applicant**” shall mean a property owner that has applied for a City Flood Mitigation Pilot Grant.

“**Application**” shall mean the City’s Flood Mitigation Pilot Grant Program online application form, and any and all supporting documentation which must be submitted by the Applicant or added to an Applicant’s file by City staff in order to be considered for a grant.

“**Approved List of Practices**” shall mean products and services eligible for reimbursement under the City’s Flood Mitigation Pilot Grant Program.

“**Basement**” shall mean any property area having its floor subgrade (below ground level on all sides).

“**City**” shall mean the City of Alexandria.

“**Consultant**” shall mean external flood program experts that are subcontracted by the City to assist with Pilot Program administration.

“**Coverage Period**” shall mean the period of time between July 8, 2019 and present day.

“**Flood Mitigation**” shall mean action(s) taken to *reduce* or *eliminate* long-term risk to life and property from a flood event.

“**Flood Preparedness**” shall mean action(s) taken to *prepare for* a flood event.

“**Floodproofing**” shall mean any combination of structural and nonstructural additions, changes, or adjustments to properties, which reduces the risk of flood damage.

“**Grant**” shall mean the financial support issued by the City to reimburse Applicants for expenses identified on the Approved List of Practices. The City will reimburse Applicants for 50% of eligible expenses, up to a maximum total of \$5,000.

“**Grant Program**” or “**Program**” shall mean the City of Alexandria’s Flood Mitigation Pilot Grant Program.

“**Property Owner**” or “**Owner**” shall mean owners of 33% or more of a property identified on the Application.

“**T&ES**” shall mean the City of Alexandria’s Transportation and Environmental Services Department.

## 2.0 PILOT PROGRAM SUMMARY

Starting in July 2021 and as part of the City’s Flood Action Alexandria ([www.alexandriava.gov/FloodAction](http://www.alexandriava.gov/FloodAction)) initiative, the City is offering financial assistance through matching reimbursement grants to property owners for purchasing and/or installing flood mitigation and floodproofing measures for properties that have been impacted by flash flooding events dating back to July 8, 2019. This assistance will be known as the City of Alexandria’s Flood Mitigation Pilot Grant Program (the “Pilot Program” or “Program”).

### 2.1. Background

Beginning in 2020, City representatives conducted a series of “Neighborhood Engagement” meetings and related studies to determine the type and extent of flooding issues facing property owners within the City after several severe flash flood events occurred from July 2019 through September 2020. During these meetings, it was apparent that implementing flood mitigation, preparedness, and floodproofing measures was the quickest and most cost-effective solution to protect property owners and structures from the effects of flash flooding, as the City continues to implement more comprehensive stormwater infrastructure solutions including neighborhood spot improvement projects and capital improvement projects. The City continues its ongoing sewer maintenance program and the sanitary sewer Backflow Preventer Grant Program.

The City successfully worked with the Virginia General Assembly to usher in legislative changes in the Virginia code to explicitly enable municipalities to provide grant funding for flood mitigation, preparedness and floodproofing efforts to private property owners effective July 1, 2021 (SB 1309 Local stormwater assistance; flood mitigation and protection <https://lis.virginia.gov/cgi-bin/legp604.exe?ses=212&typ=bil&val=Sb1309>). This legislation enables Virginia localities to adopt grant programs that can reimburse private property owners for improving flood resilience.

### 2.2. Goal

The Pilot Program’s overall goal is to financially reimburse property owners who have made improvements to their properties in order to mitigate future damage from flash flooding events.

The Pilot Program has been designed and will be implemented so that both the City and property owner achieve outcomes beneficial to their specific goals. For the City, this means delivering grant funds to property owner who took efforts to increase overall community resiliency. For the property owner, this means being reimbursed for products and/or services that will provide a return on both the City’s and their own investment.

### 2.3. Scope

The Policies and Procedures Manual is intended to serve as a resource for Applicants to understand City policies and mechanisms related to applying for, being deemed eligible for, and ultimately receiving a Flood Mitigation Pilot Grant.

The Pilot Program is modeled after the City’s Backflow Preventer Grant Program (learn more at [www.alexandriava.gov/105378](http://www.alexandriava.gov/105378)), which offers reimbursement to property owners install backflow preventers. The Pilot Program started in August 2021 and will be continuously evaluated as applications are received. For example, funding levels will be evaluated and

potentially adjusted annually through the City Council's budget process. This program is funded by the City's Stormwater Utility Fee (learn more at [www.alexandriava.gov/93591](http://www.alexandriava.gov/93591)).

## 2.4. Concept

The Pilot Program's overall concept is divided into three separate phases. These phases include:

- Application Phase
- Initial Completeness and Eligibility Phase
- Final Review, Approval and Funding Phase.

Details pertaining to each Phase are explained in Section 5.0.

## 2.5. Administration, Record-Keeping and Accounting

The City's Transportation & Environmental Services (T&ES), Stormwater Management Division will have ultimate responsibility for Pilot Program administration and accountability. Administration and accountability will be possible through timely communications and accurate recordkeeping. Documentation and relevant files, including application information, electronic communications, file notes, funding decisions and other records will be maintained within the City's APEX system, as well as on internal T&ES tracking sheets.

Following a uniform, systematic workflow ensures both the City and property owner are aware of the processes and their obligations. This in turn leads all parties to have confidence that Pilot Program outcomes are fair and equitable.

**The City has established [Floodgrant@alexandriaVA.gov](mailto:Floodgrant@alexandriaVA.gov) as a unique program email to facilitate Program communications.**

### 3.0 GENERAL PILOT PROGRAM INFORMATION

General Pilot Program information is presented below:

Total funding available:	<i>Up to \$750,000 (Pilot Year allocation).</i>
Funding maximum per Applicant:	<i>Up to \$5,000.</i>
Funding cost share:	<i>50% City 50% Property owner</i>
Flooding types covered:	<i>Stormwater runoff Sanitary sewer backups</i>
Eligible structures:	<i>Open to residential, non-profit and commercial properties, as well as Condominium Associations and Homeowner Associations, applying on behalf of more than one property.</i>
Applicant:	<i>Owner of the property that experienced flooding.</i>
Ownership eligibility:	<i>Property owners only.</i>
Coverage Period	<i>Flood damage must have occurred after July 2019.</i>
Additional eligibility requirements/Pilot Year:	<i>Demonstrated loss. Evidence to show that structures have been damaged by floods during any storm events dating to July 2019.</i>
Damage documentation required:	<i>Documentation of purchase such as receipts, invoices, statements, etc. must be submitted.</i>
Damage documentation recommended:	<i>Additional documentation may include, but is not limited to, photographs, Alex311 service requests, and/or insurance claims.</i>
Program administration:	<i>City of Alexandria Transportation &amp; Environmental Services (T&amp;ES), Stormwater Management Division.</i>

## 4.0 APPROVED LIST OF PRACTICES

The Approved List of Practices was developed by the City based on best practices for flood mitigation in consultation with an outside consultant with a long history in developing and administering similar grant programs. This list identifies eligible flood mitigation practices along with their descriptions and a quick snapshot of the City's permit review/application requirements for each. In total, these practices:

- Help mitigate flooding on private property.
- Reduce the overall damage to property from flooding through flood protection.

For the purposes of understanding which practice might be required to undergo the City's permit review/application requirements, please review the following City considerations:

- Department of Code Administration (Code) review may be required to ensure flood mitigation projects maintain compliance with Virginia's Uniform Statewide Building and Maintenance Codes (USBC) and the City Code nuisance and development provisions. Learn more at [alexandriava.gov/Code](http://alexandriava.gov/Code).
- Historic Preservation Division of the Department of Planning & Zoning, which supports the Board of Architectural Review (BAR), review may be required if you make a permanent change to your property, visible from the public right-of-way ONLY for properties which are located within the local historic district and/or is a City Council-designated 100 year-old building. If you are unsure if this applies to your property, you may check the property's status using the Historic Preservation Viewer. Learn more at [alexandriava.gov/Preservation](http://alexandriava.gov/Preservation).
- Transportation & Environmental Services (T&ES) requires a Grading Plan for exterior private land disturbance greater than 2,500 square feet and/or changes to grade of one (1) foot or greater. Any disturbance within the public right-of-way requires a T&ES permit. Learn more at [alexandriava.gov/engineering](http://alexandriava.gov/engineering).

The Approved List of Practices is included as Appendix A and is also presented on the City's webpage ([www.alexandriava.gov/121974](http://www.alexandriava.gov/121974))

**Other types of flood mitigation practices (outside of the Approved List of Practices) may be considered on a case-by-case basis and may be incorporated into the Program if warranted.**

## 5.0 PILOT PROGRAM PHASES

As presented in Section 5.0, the Pilot Program’s lifecycle has a Property owner Application Phase, an Initial Completeness and Eligibility Phase and a Final Eligibility Review, Approval and Funding Phase. Each Phase is further described below.

### 5.1. Application Phase

During the Application Phase, property owners will make various decisions on whether they believe their property will be eligible for grant funding. This phase may culminate in a property owner formally applying for a grant.

#### 5.1.1. Ownership and Flooding History

The Program is open to residential, non-profit and commercial property owners, as well as Condominium Associations and Homeowner Associations, applying on behalf of more than one property that sustained direct damage as a result of severe flooding and raised water levels during the Coverage Period (July 2019 through present).

#### 5.1.2. Approved List of Practices

As presented in Section 4.0, the Approved List of Practices is a list of goods and services eligible for reimbursement under the Pilot Program. This list consists of seven “Affected Property Areas” divided into 26 “Practices,” each of which can be used to help protect City property owners against flooding impacts.

#### 5.1.3. Documentation

In order to be eligible for grant funding, an Applicant **must submit receipts or other documentation related to the purchasing of products and/or services identified within the Approved List of Practices.**

In addition to receipts, Applicants are strongly encouraged to also submit documentation to further prove their loss and strengthen their claim. Additional documentation may include, but is not limited to, photographs , Alex311 service requests, and/or insurance claims.

Receipts and/or additional documentation for flood mitigation practices and services must be dated after July 2019.

#### 5.1.4. City Approval and Permits

Before the City approves and Applicant for grant funding, the City will check to determine whether the proper permits and/or approvals if required, were obtained. For example, many items on the Approved List of Practices, such as installing french drains and building flood walls, require property owners to engage with City Code Administration (Code) and/or the Historic Preservation Division of the Department of Planning & Zoning (further explained in Section 5.2.4 – 5.2.7).

Therefore, prior to applying, an Applicant should contact Code or BAR to ensure permitting requirements if needed, have been satisfied. If actions requiring permits were undertaken without the needed approvals, those expenses will not be eligible for grant reimbursement. In addition, the City may request the property owner retroactively apply for permit(s) and cover all costs associated with compliance.



### **5.1.5. Application Process**

The City will accept web-based grant applications via its Permitting & Land Use System (APEX). A step by step Flood Mitigation Grant Program Submission Guide is presented as Appendix B.

## **5.2. Initial Completeness and Eligibility Review Phase**

During the Initial Completeness and Eligibility Review Phase, the City will review the Application for initial completeness – making sure the Application is filled out correctly – and perform initial eligibility checks regarding home ownership, property type, documentation provided and whether or not city permits or reviews were required and obtained.

### **5.2.1. General Information Check**

City personnel will crosscheck information provided in the Application against established City records. This will include determining if general information (name, address, etc.) is provided and accurate. If the Application contains the required general information, a Documentation Check will be conducted. If errors or omissions are identified, the Application will be returned to the Applicant for revision and resubmission.

### **5.2.2. Documentation Check**

If the General Information Check is complete, the City will then conduct a Documentation Check. During the Documentation Check, City personnel will review materials submitted by the Applicant through Apex. During the Documentation Check, City personnel will review items including receipts or other information confirm for goods and services indicating the prices paid for the Approved List of Practices. Documentation of costs is required in order to receive grant program funds .

The Documentation Check will also review any additional items submitted by the Applicant to further strengthen their overall Application. This may include photographs, insurance claims, case numbers, or other materials that could assist the City determine the date flooding occurred, its severity, and the products and/or services purchased to respond to or prepare for/mitigate against future flash flooding events. Finally, the City will check that receipts and other documentation is dated after July 2019. Documentation reviewed may include:

- Receipts
- Photographs
- Designs/Drawings
- Email records
- Alex311 request for services
- Insurance claims/correspondence

As noted previously, receipts and/or additional documentation for flood mitigation practices and services should be dated after July 2019. If errors or omissions are identified, the Application will be returned to the Applicant for revision and resubmission.

### Approved List of Practices Review:

The City will check the completeness and eligibility of the products and services purchased against the Approved List of Practices (See Appendix A) and identify the Affected Property Area and the Practice identified. As noted previously, there are seven Affected Property Areas and 26 Practices representing various actions a property owner can take to prepare for, respond to or mitigate against future flash flood/sewer back up events.

If the Application contains receipts or other documentation for at least one of the Practices identified above, it will move forward in the Initial Completeness and Eligibility Review Phase. If errors or omissions are identified, the Application will be returned to the Applicant for revision and resubmission.

#### 5.2.3. Waiver Acknowledgement

The City will then check to determine if the Applicant acknowledged the City's waiver language is presented below:

*I (we), certify under penalty of law, that I (we) have paid in full for the installation of floodproofing measures at the above-named property. As a condition of accepting the reimbursement allowance, I (we), if requested by the City, will permit the City to verify said installation without delay, prior to receiving the reimbursement allowance.*

*Further, as a condition of accepting the reimbursement allowance, I (we) agree to accept full responsibility for operation and maintenance of floodproofing measures, funded in part by this grant program. I (we) agree to hold the City and its agents and employees harmless for and waive any and all damages, accidents, casualties, occurrences or claims which might arise or be asserted against the City for the construction, installation, operation, presence, existence, or maintenance of the floodproofing measures.*

*Such waiver is applicable only to claims related to the floodproofing measures and any services provided in association with the Flood Mitigation Pilot Grant Program.*

If the Applicant acknowledges and agrees to the City's Waiver, the Application will move forward in the Initial Completeness and Eligibility Review Phase.

If the waiver is not acknowledged in the Application, the Application will be returned to the Applicant for revision and resubmission.

#### 5.2.4. City Permit Review

City permits and plan reviews are required for all new and for most renovated and altered structures within the City of Alexandria.

Because many activities and projects identified on the Approved List of Practices are permanent in nature, they likely involve altering either a structure or a property's landscape. This in turn may require property owners to engage with either Code Administration and/or the Department of Planning & Zoning. Specifically, if your property:

- (a) lies within the local historic district and/or
- (b) is a City Council-designated 100-year-old building,

The Board of Architectural Review may need to be involved in the project review and approval if:

- (a) it is a permanent change (i.e., not temporary) and
- (b) visible from the public right-of-way.

Code Administration review may be required to ensure mitigation projects maintain compliance with Virginia's Uniform Statewide Building and Maintenance Codes (USBC) and the City Code nuisance and development provisions.

If the Applicant has met the requirements of Code Administration, BAR and other City Permitting agencies, it will into the Final Review, Approval and Funding Phase. If errors or omissions are identified, the Application will be returned to the Applicant for revision and resubmission.

Additional discussion of potential City permits is presented below:

### 5.2.5. Board of Architectural Review

The Historic Preservation Division (<https://www.alexandriava.gov/Preservation>) of the Department of Planning & Zoning supports the Board of Architectural Review through the application of the local historic district regulations, provides technical preservation and architectural assistance to property owners, promotes historic preservation initiatives throughout the city, and conducts ongoing public community outreach. The Historic Preservation Viewer (<https://geo.alexandriava.gov/Html5Viewer/Index.html?viewer=historicpreservationviewer>) is a viewer that visualizes historic areas and 100 year old buildings within the City of Alexandria.

***Key Consideration triggering BAR Review:***

**“Will the proposed work be permanent and visible from the public right-of-way?”**

### 5.2.6. Code Administration

The Alexandria Department of Code Administration (<https://www.alexandriava.gov/Code>) works in concert with other City agencies and our customers (residents, tenants, business owners, building owners, architects, engineers, builders, tradesmen, contractors, developers, etc.) as part of the safe building team.

Code Administration assists customers with compliance related to Virginia's Uniform Statewide Building and Maintenance Codes (USBC) and the City Code nuisance and development provisions. This is accomplished through permit processing, plan review, timely and consistent inspections, and education regarding the requirements of the referenced codes. The department contains the five divisions of Permit Center, Property Maintenance Inspections, New Construction Inspections, Plan Review Services, and Administrative Services.

***Key Consideration triggering Code Administration Review:***

**“Will the proposed work alter, demo, renovate, and/or create a permanent addition to an existing building or structure?”**

### 5.2.7. Additional Resources

#### **Building Codes** < [www.alexandriava.gov/26824](http://www.alexandriava.gov/26824)>

Standards and requirements for construction, maintenance, and occupancy of buildings in the interest of health, safety, and welfare of the public.

City. For questions, contact Preservation staff at [Preservation@alexandriava.gov](mailto:Preservation@alexandriava.gov) or 703.746.3833

#### **Permit Center** <[www.alexandriava.gov/PermitCenter](http://www.alexandriava.gov/PermitCenter)>

The City's multi-department Permit Center allows residents, businesses, contractors, and visitors to obtain construction related permits at one central location. The permit center includes staff members from Code Administration, Finance, Planning & Zoning, and Transportation & Environmental Services; and also offers small business and residential facilitators to assist homeowners and small businesses through the construction permitting process. Please review the Permit Requirements webpage <[www.alexandriava.gov/55414](http://www.alexandriava.gov/55414)> for more information.

#### **Hiring a Contractor** <[www.alexandriava.gov/54484](http://www.alexandriava.gov/54484)>

The State of Virginia allows the property owner to perform all of the construction work without having to hire a licensed contractor. However, many property owners do not have the time or the knowledge to tackle such an undertaking, and therefore hire a contractor to do all or part of the work.

**Permit fees and associated costs are eligible for reimbursement under the Pilot Grant Program.**

## 5.3. Final Review, Approval and Funding Phase

The Final Eligibility Review, Approval and Funding Phase will be completed by T&ES staff and involves a final review of the Application, a check of funding requests against what is allowable and available, and the approval and award of grants to Applicants.

### 5.3.1. Final Review

A Final Review of information provided in the Application will be conducted by T&ES staff. This review will include reviewing for a final time to ensure ownership information, the dates of loss, and the documentation provided are within eligibility parameters.

T&ES staff will also review the Application to determine if the correct amount of funding is being requested and whether it matches what can be approved. This is done by carefully reviewing receipts, pictures and other documentation to determine if the amount requested is acceptable to the City. This is a critical quality assurance step, as it protects the Pilot Program against fraud, waste and abuse.

If errors or omissions are identified during the Final Review, the Application will be returned to the Applicant for revision and resubmission.

### 5.3.2. Approval and Funding

If T&ES staff deem an Application complete, and the funding requests match both the receipts and associated Approved List of Practices, the Application will be approved.

Once approved, the City will notify the Applicant that the Application has been approved and that the City's Finance Department will initiate issuing grant funds in line with the requested amount. Funds will be delivered either electronically or in check form to Applicants.

## 6.0 APPEALS PROCESS

If an Applicant would like to appeal the City's eligibility ruling, they may do so by emailing the [floodgrant@alexandriava.gov](mailto:floodgrant@alexandriava.gov). The City will confirm receipt of appeal within 24-business hours.

If the Applicant is determined to be eligible after the appeal is processed, the City will notify the Applicant via email that their Application has been deemed eligible. This would then move Applicants back to Approval and Funding Stage (see Section 5.3.2).

## 7.0 FREQUENTLY ASKED QUESTIONS

A list of Frequently Asked Questions related to the Program is presented in Appendix C.

## **APPENDICES**



## **APPENDIX A**

### **APPROVED LIST OF PRACTICES**



## Eligible Flood Mitigation Practices: Flood Mitigation Pilot Grant Program



The purpose of this document is to provide a list of eligible flood mitigation practices, their description, and a quick snapshot of the City’s permit review/application requirements for each practice. These practices are supported through the [Flood Mitigation Pilot Grant Program](#). Several types of practices are considered through this Program to help mitigate flooding on private property and reduce the overall damage to property from flooding through flood protection. Other types of practices may be considered on a case-by-case basis and may be incorporated into the Program if warranted. For the purposes of understanding which practice might be required to undergo the City’s permit review/application requirements, please review the information in the table below. Approvals and/or permits are required prior to applying for the Flood Mitigation Pilot Grant Program at this time.

### City Review Considerations

- 1) Department of Code Administration (Code) review may be required to ensure mitigation projects maintain compliance with Virginia's Uniform Statewide Building and Maintenance Codes (USBC) and the City Code nuisance and development provisions. Learn more at [alexandriava.gov/Code](http://alexandriava.gov/Code).
- 2) Historic Preservation Division of the Department of Planning & Zoning, which supports the Board of Architectural Review (BAR), review may be required if you make a permanent change to your property, visible from the public right-of-way ONLY for properties which are located within the local historic district and/or is a City Council-designated 100 year-old building. If you are unsure if this applies to your property, you may check the property’s status using the [Historic Preservation Viewer](#). Learn more at [alexandriava.gov/Preservation](http://alexandriava.gov/Preservation).
- 3) Transportation & Environmental Services (T&ES) requires a Grading Plan for exterior private land disturbance greater than 2,500 square feet and/or changes to grade of one (1) foot or greater. Any disturbance within the public right-of-way requires a T&ES permit. Learn more at [alexandriava.gov/engineering](http://alexandriava.gov/engineering).

### Eligible Practices

Property Area	Practice	Description	City Review Considerations
Windows	Permanent glass protection materials	Permanent glass protection materials can prevent flood damage from extreme rain and other weather events.	Code; BAR
	Basement window protection	Fixed, translucent, water-tight covers installed on near grade or below grade basement windows.	Code; BAR

Property Area	Practice	Description	City Review Considerations
	Custom window wells	A window well should have a central drain that is either connected to an interior or exterior drain tile system or to a line that runs to a stormwater drain or out to daylight. Installing a new drain requires some digging and either reinstalling or replacing the window well liner. Also, for the best protection against floods, a window well should be custom fit and made of steel-reinforced polycarbonate plastic.	Code; BAR
<b>Doorways</b>	Permanent doorway flood gate or panel	Doorway floodgates are physical barriers that attach to external doorframe and can be quickly deployed. Floodgates prevent water from entering through the doorway and can be an easier and faster alternative to sandbags.	Code; BAR
	Temporary doorway flood gate or panel	Doorway floodgates are physical barriers that prevent water through the doorway.	N/A
<b>General Flood stoppage equipment</b>	Flood Socks	Flood socks are lightweight and flexible absorbent socks designed for residential use. Provides protection from shallow ponding of less than 6-inches. If deployed at a basement or garage entrance, these socks stop leaks and water seeps quickly and effectively.	N/A
	Quick Dams™, or similar	Quick Dams™ are a proprietary product ideal (no product is endorsed by the City) for redirecting flowing water away from an area. The product's specialized cover lets water in, and an internal absorbent holds water to inflate the dam quickly. This technology acts as a replacement for sandbags.	N/A
	Sandless Sandbags	Sandless sandbags are compact, lightweight bags that expand by filling them with water. Once filled, they act as a flood wall barrier.	N/A
<b>Basement</b>	Battery-back up for sump pump	A battery backup for a sump pump provides protection against power outages only and ensure a sump pump will continue to work regardless of electric status.	N/A
	Install drain tiles below basement floor	A drain tile is a sub-surface drain placed below the basement floor that alleviates ground water pressure build up and carries away the ground water that causes it. Consisting of perforated flexible plastic pipe buried in a bed of washed gravel, interior drain tile (placed on the inside perimeter of the footings) connects to a sump	Code

Property Area	Practice	Description	City Review Considerations
		pit so that water that would otherwise end up on the basement floor is discharged from the basement by a sump pump.	
	Flood vents	Flood vents are small openings that allow floodwater to pass through and drain out of an enclosed area of the home (e.g., garage, crawlspace, etc.) reducing the risk of damage to the structure by the pressure of floodwaters.	Code
<b>Utility Protection</b>	Utility Flood Covers	Fast-installing, plastic utility flood covers are designed to protect your utilities from flood and water damage. These covers, which can be installed in minutes, can keep up to 4-ft. of flood water out while keeping your furnace, boiler or hot water heater dry.	N/A
	Concrete blocks for Inside Use	Elevating large appliances in a basement or other areas vulnerable to flooding onto concrete blocks can reduce the risk of water damage in a flood event.	Code
	Elevate electrical outlets and switches	All outlets, switches, sockets and circuit breakers should be at least one foot above "flood level" to avoid significant electrical damage in the case of a flood.	Code
	Elevate utilities and service equipment	If possible, relocate the main components a home's heating, ventilation, and air conditioning (HVAC) systems to a higher floor or the attic. Consider raising other major appliances, such as washers, dryers, and hot water heaters, out of basement areas. If relocation or elevation is not possible, homeowners can protect HVAC and appliances in-place by using low floodwalls and shields.  For external utilities consider elevating using riders and cement blocks.	Code
<b>General Preventative / Protective equipment</b>	Flood alert system	Flood alert systems can notify the homeowner when water first enters an area. This can enable the homeowner to take immediate response actions to avoid more extensive flood damage.	N/A
	Install drain tiles	A drain tile is a sub-surface drain placed below the basement floor that alleviates hydrostatic pressure and carries away the ground water that causes it. Consisting of perforated flexible plastic pipe buried in a bed of washed gravel, interior drain tile (placed on the inside perimeter of the footings) connects to a sump pit so that water	Code

Property Area	Practice	Description	City Review Considerations
		that would otherwise end up on the basement floor is discharged from the basement by a sump pump.	
	Portable Submersible Water Pump and Hoses	A submersible water pump and hose can be used to prevent accumulation of flood water entering a building, or remove water after a flood event, mitigating damage to the building or supplies and expedites the recovery process.	Code
	Flood-resistant building materials	Flood resistant building materials include cement board, vinyl and rubber flooring, concrete, lime plaster and decay-resistant wood. These are defined as any building product [material, component or system] capable of withstanding direct and prolonged contact with floodwaters without sustaining significant damage. The term "prolonged contact" means at least 72 hours, and the term "significant damage" means any damage requiring more than cosmetic repair.	Code
	Concrete sealer	Waterproofing compounds such as polyurethane can be applied to interior concrete surfaces to decrease their water absorbency.	N/A
<b>Exterior</b>	Protective Walls and/or Stairs	Brick, cinder block or similar materials formed into a wall or similar barrier (i.e., stair or "step up") to help to prevent the intrusion of flood waters.	BAR; T&ES
	Perform surface grading	Surface grading can prevent flood waters from reaching an area by redirecting storm water. This is typically done by grading a slope away from a residential structure at a grade of at least 0.5 inch per foot for 10 feet and the soil must be tramped (mechanically compacted) to prevent later settling.	Code; T&ES
	Install earthen berm	An earthen berm is a small hill covered with grass or other plants that is built to divert runoff so that it will not affect a certain area. As opposed surface grading, this involves building "up" instead of grading "down."	Code; T&ES
	Install impermeable (water resistant) material around the foundation of the structure	Reduce intrusion of surface flood waters to the below ground structure by the installation of impermeable material around the foundation.	Code, BAR; T&ES

Property Area	Practice	Description	City Review Considerations
	Disconnect basement stairwell drain	Disconnecting stairwell drains that connected to sanitary sewer laterals external to the structure or to the sanitary piping internal to the structure and connecting can reduce the chance of sewer backups occurring.	Code

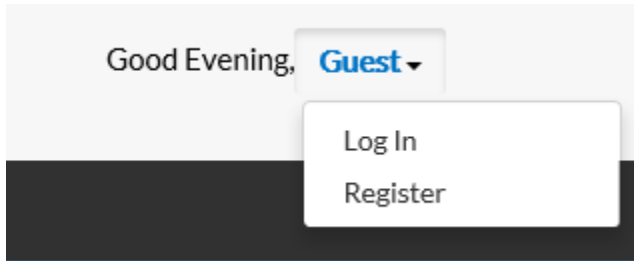
The Flood Mitigation Pilot Grant Program was launched through the Flood Action Alexandria initiative to address flooding issues that arise in our community. Visit [alexandriava.gov/FloodAction](http://alexandriava.gov/FloodAction) to learn more.

## **APPENDIX B**

# **FLOOD MITIGATION GRANT PROGRAM SUBMISSION GUIDE**

## Flood Mitigation Grant Program Submission Guide

1. Register at the link: [https://apex.alexandriava.gov/energov\\_prod/selfservice#/home](https://apex.alexandriava.gov/energov_prod/selfservice#/home)
2. Select Register in the upper right-hand corner:



3. Log into your email address and confirm your account and fill out the required fills.
4. Once you are registered, log in using your email address as the username and enter your password.
5. Once you are logged in, click on Apply.
6. Click on All Plans (42)
7. In the search bar, enter Flood Mitigation Grant



### **PLANS**

- › Replacement of a Noncomplying Structure Request
- › Shed or Fence Application
- › Mechanical Equipment Placement Waiver Request
- › Board of Architectural Review (BAR) Administrative Application
- › Board of Architectural Review (BAR) Certificate of Appropriateness Application
- › **All (42)**



## Application Assistant

Search for application names and keywords

flood

**Flood Mitigation Grant**

8. Select the Flood mitigation Grant Application and click on the Apply button on the right side of the screen.

### Flood Mitigation Grant

Apply

Category Name:

Flood Mitigation Grant

Description:

Flood Mitigation Grant (FLDG)

9. Add the location where the work as been performed. Click the plus sign in the blue box. Add the address number and the street name but leave out the Direction (N, S,E,W) and Street, Road, Drive, etc. so you will find your address. The abbreviations are very sensitive and may lead to you not locating your address. NOTE: Use the last option to search.

Location

Add  
Location

+

REQUIRED

## Address Information

Search  

10. When the addresses populate, click on add on the right side of the screen.

301 KING ST, ALEXANDRIA, VA 22314

Add

11. Click next to move to the next screen.
12. Add the description of the flood mitigation work that was completed that you are requesting to be reimbursed for.

### PLAN DETAILS

\* Plan Type

Flood Mitigation Grant



Description

13. Click on Next to move to the next screen once you have completed your description.  
(NOTE: There is unlimited characters for the description.)
14. Add a contact that you would like to have access to the application. You will automatically be added as the applicant.



15. Click Next once you have added any others or if you have no one else besides you.
16. On the Application Eligibility section, enter in all information that is relevant to your application.
17. Once you have entered all the information needed, click Next to move to the next screen.
18. Click on the plus sign to add each attachment that is needed to approve the application.



19. Once you have added all attachments, click Next to move to the next screen.
20. The last screen will be for you to review prior to submitting. Once you review, Click Submit at the top right-hand corner.


21. Once you submit, you will be able to see the progress page.

Plan Number: FLDG2021-00071

[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

<b>Type:</b> Flood Mitigation Grant	<b>Status:</b> Submitted - Online	<b>Project Name:</b>
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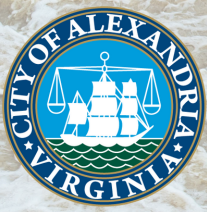
- Summary
- Locations
- Fees
- Reviews
- Inspections
- eReviews
- Attachments
- Contacts
- Sub-Records
- Holds
- Meetings
- More Info

<b>Progress</b>  0% Completed	<b>Workflow</b> <ul style="list-style-type: none"><li><input type="radio"/> Application submittal</li><li><input type="radio"/> Completeness review</li></ul>	<b>Actions</b>
--	---	----------------

22. If you have any questions regarding the steps on the submission of this application or you want to verify that you submitted correctly, please contact Felicia Montoney at [Felicia.Montoney@alexandriava.gov](mailto:Felicia.Montoney@alexandriava.gov).

## **APPENDIX C**

### **FREQUENTLY ASKED QUESTIONS**



# Flood Mitigation Pilot Grant Program FAQs

***Please refer to the following frequently asked questions to learn more about the City's Flood Mitigation Pilot Grant Program. For more information visit: [alexandriava.gov/121974](http://alexandriava.gov/121974).***

***I spent money floodproofing my property. What is the maximum amount of funding I could receive, if eligible?***

The Pilot Program will provide up to 50% of the total costs of the measure(s) and associated costs, up to a maximum amount of \$5,000.

***What types of properties are eligible under the pilot program?***

The program is open to all residential and commercial properties, as well as condominium associations and homeowner's associations, applying on behalf of more than one property.

***I've determined I'm eligible to apply based off the criteria. How do I get started with the application process?***

The first step is to register for an account in [APEX](#). View [this document](#) to learn more about registering for an APEX account. Once you have registered, click on "Apply" then search for "Flood Mitigation Grant".

***How does the application process work for condominium associations/homeowner's associations and how will funds be dispersed?***

Applications should include a letter of support from the association on behalf of the owners. Funds will be dispersed directly to the association, not an individual in the community. The cap remains at \$5,000 for project(s) submitted by a condominium association or homeowner's association.

***I applied for the program. How long will it take for my application to be processed?***

Since this is a pilot program, the timing is still being worked out and the applicant can track the progress of the application after they submit it in APEX. Applications will be processed in the order they are received in an ongoing basis.

***My home or business isn't located within a floodplain, but it has still experienced flooding from a storm event in the past. Am I eligible to apply?***

Yes. As long as a property suffered damage from flooding and/or sewer backups related to heavy rainfall after July 8, 2019, and the property owner has initiated work that falls under the [Approved List of Practices](#) and has receipts showing the total cost, reimbursement is allowable.

***The program was launched in August 2021, but I installed flood mitigation measures prior to that. Am I still eligible for the program?***

The pilot program is backdated, so practices installed after July 8, 2019 are eligible. Check out [the eligibility criteria](#) for more information.

***I own multiple properties across the City. Can I submit applications for each address?***

Eligibility is being determined on a "property" basis. Therefore, an applicant can submit applications for multiple properties.

***My property has experienced flooding in the past, but I haven't purchased any items on the Approved List of Practices yet. Can I purchase items now and apply?***

Goods and services must already be purchased and installed *prior* to submitting an application.

***I want to participate in the program; however, I don't want to outlay significant funds without an assurance that I get reimbursed. Can the City advance funds to facilitate my purchases?***

Since this is a reimbursement grant program, applicants must make actual purchases prior to being eligible for reimbursement. The City will not reimburse applicants for quotes or proposals during the pilot phase.

***I've already paid someone to complete flood mitigation on my property. Can I apply for the grant program?***

Please review the pilot program eligibility questions and [Approved List of Practices](#) to determine if you are eligible for funding through this program.

***My property flooded and I spent money on flood mitigation; however, I do not have proof of my expenses. Can I still be reimbursed?***

Because the pilot program uses City funds, care must be taken to ensure public money is appropriately allocated. Therefore, it is critical that you submit proof of expenses (such as receipts) as a requirement of the program.

***After my property previously flooded, I completed flood mitigation that I believe will protect my property. However, the measure(s) I completed are not included on the "Approved List of Practices" list. Am I eligible for reimbursement?***

Please email [stormwater@alexandriava.gov](mailto:stormwater@alexandriava.gov) if you don't see the practice you completed. The City will consider other types of practices on a case-by-case basis.

***If I have work done next month, can I still apply for the program?***

Once the work is complete and you have reviewed the eligibility questions for the pilot program, you may then apply for the program.

***I spent money on flood mitigation but didn't reach the \$5,000 threshold and plan on doing more work later on. Will I be able to re-apply and get more funding up to \$5,000?***

The City encourages property owners to apply for projects already installed. If you choose to apply now, not using the full \$5,000/property and then choose to apply again, at this point, the City can not assure you that money will still be available, as we are taking project reimbursement requests as they come in, with priority given to those with documented impacts after the 2019 storms to present.

***Are you limiting the program to a certain number of properties? How will funding be allocated?***

The fiscal year 2022 budget includes \$750,000 for the grant program and the maximum award amount is \$5,000. Applications will be reviewed for funding on a first come, first serve basis. During the pilot phase, the City will be continuously evaluating both the available funding and eligibility requirements to make adjustments as needed. The program budget for fiscal year 2023 will be determined during the budget process.

***Are the required APEX permit fees considered eligible costs?***

All costs associated with the practice are eligible.

***If I have any questions about my application or the pilot program in general, who do I contact?***

Please send your questions via email to [stormwater@alexandriava.gov](mailto:stormwater@alexandriava.gov).

***Is there a resource for selecting a contractor?***

Yes. The City maintains a webpage applicants can visit for information: [alexandriava.gov/54484](http://alexandriava.gov/54484).