

INTRODUCED: January 10, 2022

AN ORDINANCE No. 2022-012

To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to execute a Grant Agreement between the Virginia Resources Authority and the City of Richmond for the purpose of receiving grant funds in the amount of up to \$103,500.00 to fund a levee improvement project.

Patron – Mayor Stoney

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: JAN 24 2022 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That the Chief Administrative Officer, for and on behalf of the City of Richmond, be and is hereby authorized to execute a Grant Agreement between the Virginia Resources Authority and the City of Richmond for the purpose of receiving grant funds in the amount of up to \$103,500.00 to fund a levee improvement project. The Grant Agreement shall be approved as to form by the City Attorney and shall be substantially in the form of the document attached to this ordinance.

§ 2. This ordinance shall be in force and effect upon adoption.

A TRUE COPY:
TESTE:
Camille D. Reed
City Clerk

AYES: 9 NOES: 0 ABSTAIN: _____

ADOPTED: JAN 24 2022 REJECTED: _____ STRICKEN: _____

RECEIVED

By City Attorney's Office at 2:47 pm, Dec 21, 2021

RECEIVED

By CAO Office at 4:23 pm, Dec 15, 2021

2021-514



CITY OF RICHMOND

INTRACITY CORRESPONDENCE

O&R REQUEST

DATE: December 15, 2021

EDITION: 1

TO: The Honorable Members of City Council

THROUGH: The Honorable Levar M. Stoney, Mayor

THROUGH: J.E. Lincoln Saunders, Chief Administrative Officer

THROUGH: Sheila White, Director Finance

THROUGH: Jason May, Director Budget

THROUGH: Robert C. Steidel, Deputy City Administrator, Operations

THROUGH: April Bingham, Director, DPU

FROM: Patrick Bradley, Deputy Departmental Director, Senior, DPU

RE: Virginia Community Flood Preparedness Fund Grant

ORD. OR RES. No. _____

PURPOSE: To authorize the Chief Administrative Officer to accept funds in the amount not to exceed 90% of the demonstrated total cost of the Manchester and Shockoe Bottom Neighborhoods Project (the "Local Project") or \$103,500, whichever is lesser, from the Virginia Resources Authority, as administrator of the Virginia Community Flood Preparedness Fund ("CFPF"), and to amend the FY2022 Stormwater Operations and Management Budget by increasing the amount appropriated to the Stormwater Operations and Management Budget by \$103,500 for the purpose of a levee improvement project.

REASON: To accept a grant to aid the development of a project for the refurbishment of the City of Richmond's Northside and Southside levee systems. The City must execute the attached grant agreement and return it to the Virginia Resources Authority no later than January 25, 2022 in order to receive the CFPF Grant (the "Grant") to obtain up to \$103,500 in reimbursement funds for the Local Project.

RECOMMENDATION: Authorize the Chief Administrative Officer to execute this Grant Agreement.

BACKGROUND: An exhaustive survey of Richmond's Northside and Southside levees has not been performed since the early 1990s. Further, there is no digital drawing information for the system as a whole. To continue the successful operation of these levees, the City must establish a digital baseline to document its levee system's condition. The Local Project's collection of data will allow the City to update response plans for emergency flooding, develop educational strategies, engage with communities affected by the levees, aid with visualization of below grade components, assist the City in meeting FEMA regulatory requirements as an accredited levee system, and help the City plan for the future. Acceptance of the Grant will aid in the implementation of the Local Project.

FISCAL IMPACT / COST: By accepting this grant, the Stormwater Utility will receive up to \$103,500 to mitigate the financial impact to their ratepayers.

FISCAL IMPLICATIONS: An up to \$103,500 increase in estimated revenues to the Stormwater Utility.

BUDGET AMENDMENT NECESSARY: Yes, to increase the FY2022 Stormwater Operations and Maintenance budget account 0810-91002-70123-1409-SV1405-00-000000-000000-000000-000000 by \$115,000.

REVENUE TO CITY: Up to 90% of Local Project cost or \$103,500, whichever is lesser.

DESIRED EFFECTIVE DATE: On adoption.

REQUESTED INTRODUCTION DATE: January 10, 2022

CITY COUNCIL PUBLIC HEARING DATE: January 24, 2022

REQUESTED AGENDA: Consent

RECOMMENDED COUNCIL COMMITTEE: Finance

CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES: Virginia Department of Conservation and Recreation and Virginia Resources Authority

AFFECTED AGENCIES: DPU

RELATIONSHIP TO EXISTING ORD. OR RES.: None

REQUIRED CHANGES TO WORK PROGRAM(S): None

O&R Request

Page 3 of 3

ATTACHMENTS: Virginia Community Flood Preparedness Fund Grant Agreement CFPF 21-01-14-S, Virginia Community Flood Preparedness Fund Grant Award Letter CFPF 21-01-14-S, ACH Direct Deposit of Grant Disbursements Authorization Agreement

STAFF: Patrick Bradley, Deputy Departmental Director, Senior, DPU, 804-646-6964

GRANT AGREEMENT

Between

VIRGINIA RESOURCES AUTHORITY,

**as Administrator of the
Virginia Community Flood Preparedness Fund**

And

CITY OF RICHMOND

Department of Conservation and Recreation

CFPF-21-01-14-S

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EXHIBITS

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Exhibit F.	Quarterly Report Form and Instructions
Exhibit G.	Extension Request Form and Instructions

GRANT AGREEMENT

THIS GRANT AGREEMENT is made as of this **first day of November 2021** between the **VIRGINIA RESOURCES AUTHORITY**, a public body corporate and a political subdivision of the Commonwealth of Virginia (the "Authority"), as administrator of the **VIRGINIA COMMUNITY FLOOD PREPAREDNESS FUND**, and the **CITY OF RICHMOND**, a **LOCAL GOVERNMENT** (the "Grantee").

Pursuant to Article 1.3, Chapter 6, Title 10.1 of the Code of Virginia of 1950, as amended (the "Act"), the General Assembly created a fund known as the "Virginia Community Flood Preparedness Fund" (the "Fund"). In conjunction with the Department of Conservation and Recreation (the "Department"), the Authority administers and manages the Fund. Following consultation with the Authority, the Secretary of Natural Resources and the Special Assistant to the Governor for Coastal Adaptation and Protection, the Department from time to time directs loans and grants from the Fund and authorizes the Authority to disburse monies to local governments in Virginia to fund the costs of flood prevention or protection projects and studies all within the meaning of the Act.

The Grantee has requested a grant from the Fund and such grant has been approved by the Department, as evidenced by Exhibit A to this Agreement. The Grantee will use the grant monies from the Fund to finance that portion of the Project Costs not being paid from other sources as set forth in the Project Budget.

ARTICLE I

DEFINITIONS

The capitalized terms contained in this Agreement shall have the meanings set forth below unless the context requires otherwise and any capitalized terms not otherwise defined herein shall have the meaning assigned to such terms in the Act:

"Act" means Article 1.3, Chapter 6, Title 10.1 of the Code of Virginia of 1950, as amended.

"Agreement" means this Grant Agreement between the Authority, as Administrator of the Fund, and the Grantee, together with any amendments or supplements hereto.

"Authority" means the Virginia Resources Authority, a public body corporate and a political subdivision of the Commonwealth of Virginia.

"Authorized Representative" means any member, official or employee of the Grantee authorized by resolution, ordinance or other official act of the governing body of the Grantee to perform the act or sign the document in question.

"Certified Floodplain Manager" means a Certified Floodplain Manager according to the Association of State Floodplain Managers (<https://www.floods.org/certification-program-cfm/>) who is in the employ of any county, city, town, municipal corporation, authority, district, commission, or

political subdivision created by the General Assembly or pursuant to the Constitution of Virginia or laws of the Commonwealth of Virginia, or any state or federally recognized Virginia Indian Tribe.

“Department” means the Department of Conservation and Recreation.

“Fund” means the Virginia Community Flood Preparedness Fund.

“Grant Manual” means the Department’s 2021 Grant Manual for the Virginia Community Flood Preparedness Fund.

“Grantee” means the **CITY OF RICHMOND, a LOCAL GOVERNMENT.**

“Local Project” means the particular project described in **Exhibit B** to this Agreement, consistent in all respects with the Grant Manual, to be undertaken and completed by the Grantee with, among other monies, the grant funds, with such changes thereto as may be approved in writing by the Authority and the Department as set forth herein.

“Project Budget” means the budget for the Local Project, a copy of which is attached to this Agreement as **Exhibit C**, with such changes therein as may be approved in writing by the Authority and the Department.

“Project Costs” means the costs described in the Project Budget and such other costs permitted by the Act as may be approved in writing by the Department, provided such costs are included in the definition of “cost” set forth in Section 10.1-603.24 of the Act.

“Project Description” means the description of the Local Project to be undertaken using the grant funds made available by this Agreement, a copy of which is attached to this Agreement as **Exhibit B**, with such changes therein as may be approved in writing by the Authority and the Department.

“Resilience Plan” means a locally adopted plan that describes the Grantee’s approach to flooding and meets the following criteria: (i) it is project-based with projects focused on flood control and resilience; (ii) it incorporates nature-based infrastructure to the maximum extent possible; (iii) it includes considerations of all parts of a local government regardless of socioeconomics or race; (iv) it includes coordination with other local and inter-jurisdictional projects, plans, and activities and has a clearly articulated timeline or phasing for plan implementation; and (v) it is based on the best available science, and incorporates climate change, sea level rise, and storm surge (where appropriate), and current flood maps.

ARTICLE II

SCOPE OF SERVICES

The Grantee shall provide the services and work as set forth in the Project Description (**Exhibit B**) of this Agreement. All work performed under the “Project” and “Study” categories of the Grant Manual shall be in accordance with sound engineering, construction, and architectural principles, commonly accepted development and safety standards and shall be in compliance with all applicable

regulatory requirements, including the National Flood Insurance Program. Any work performed under the "Project" category of the Grant Manual shall be approved by a Certified Floodplain Manager as evidenced by a Certificate of Approval by Certified Floodplain Manager.

ARTICLE III

TIME OF PERFORMANCE

The Grantee's work on the Local Project shall be completed, and evidence of completion presented to the Department, within thirty-six (36) months of the execution of this Agreement. Unless an extension is granted pursuant to Section 4.3 below, this Agreement shall terminate without notice and the Authority shall have no obligation to disburse funds hereunder if Grantee fails to complete the Local Project within the applicable timeframe and provide satisfactory evidence of same to the Authority and the Department. The Grantee shall make a request for reimbursement no later than ninety (90) days following the passage of the Local Project's authorized completion date unless an extension is granted pursuant to Section 4.3 below.

ARTICLE IV

GRANT FUNDS

Section 4.1. Amount of Grant. The Grantee shall be reimbursed grant funds for the payment of Project Costs, in an amount not to exceed 90% of the demonstrated total cost of the Local Project or \$103,500, whichever is lesser, for the purposes set forth in the Project Description. Disbursement of grant funds will be in accordance with payment provisions set forth in Section 4.2. Grantee acknowledges and agrees that while grant funds awarded from the Fund may be used as match for other sources of funding, grant funds awarded from the Fund may not be utilized as match funds for other monies from the Fund. Monies used to match grants from the Fund may not be used as match for other grants.

Section 4.2. Application of Grant Funds. The Grantee agrees to apply the grant funds solely and exclusively to the reimbursement of the Grantee for payment of Project Costs. The Authority, at the direction of the Department, shall disburse grant funds from the Fund to the Grantee upon receipt by the Authority and the Department of the following:

(a) A Requisition, along with a Certificate of Approval by Certified Floodplain Manager, in the form set forth in **Exhibit D** and Financial Report Reimbursement Form, in the form set forth in **Exhibit E**, approved by the Department (upon which the Authority shall rely), signed by the Authorized Representative and containing all receipts, vouchers, statements, invoices or other evidence of the actual payment of Project Costs to this Agreement, and all other information required by, and otherwise being in the form of, **Exhibit D** to this Agreement, including a Certificate of Approval by Certified Floodplain Manager where work is being performed under the "Project" category of the Grant Manual.

(b) A **Planning and Capacity Building - Low Income Geographic** project developed by the Grantee and approved by the Department as meeting all standards of applicable law;

(c) Evidence satisfactory to the Authority and the Department that all authorizations and approvals for the Local Project required to have been obtained as of the date of the delivery of this Agreement have been obtained, and, where the Local Project's completion is dependent on a variety of funding sources, in addition to the Fund, evidence satisfactory to the Authority and the Department that the Grantee has obtained satisfactory assurances of all necessary funds to fully finance the Local Project;

(d) If the Local Project will require future maintenance, a maintenance and management plan for the Local Project satisfactory to the Authority and the Department demonstrating how the Local Project will be maintained with funds secured by the Grantee independent of the Fund over the lifespan of the Local Project;

(e) If the Local Project will be carried out in concert with a federal agency, evidence satisfactory to the Authority and the Department that the Grantee has authorization to enter into any necessary written agreement with the federal agency, including any provisions for cost-sharing; and

(f) To the extent the Local Project encompasses activities that include the development of flood protection facilities, acquisition of land, restoration of natural features, or other activities that involve design (including such design necessary to ensure the Local Project meets its intended purpose), construction or installation of facilities, a completed Resilience Plan satisfactory to the Authority and the Department was obtained as of the date of the delivery of this Agreement.

Upon receipt of the forgoing, the Authority shall disburse the grant funds hereunder to the Grantee in accordance with the submitted Requisition to the extent approved by the Department. The Department shall have no obligation to approve any Requisition, and the Authority shall have no obligation to disburse any such grant funds, if the Grantee is not in compliance with any of the terms of this Agreement.

Section 4.3. Agreement to Accomplish Local Project. The Grantee agrees to cause the Local Project to be completed as described in **Exhibit B** and if applicable, in accordance with plans and specifications prepared by the Grantee's Certified Floodplain Manager and approved by the appropriate regulatory agencies. The Grantee shall complete the Local Project by the date set forth in Article III unless approval for a later completion date is given by the Department and the Authority; however, all such Extension Requests, the form of which is attached hereto as **Exhibit G**, must be received by the Department no later than ninety (90) days prior to the date set forth in Article III, and the approved Local Project must have commenced within the first nine (9) months after the date of this Agreement. If the Local Project does not commence in a timely fashion to allow completion by the date set forth in Article III or such later completion date as approved by the Department and the Authority, funding will be withdrawn and may be redistributed to other qualifying projects at the discretion of the Department in

consultation with the Chief Resilience Office, and the Special Assistant to the Governor for Coastal Adaptation and Protection.

ARTICLE V

GENERAL PROVISIONS

Section 5.1. Indemnification. N/A

Section 5.2. Disclaimer. Nothing in this Agreement shall be construed as authority for either party to make commitments that will bind the other party beyond the covenants contained herein.

Section 5.3. Termination.

(a) The Authority may amend, modify or terminate this Agreement for any reason upon thirty (30) days' written notice to the Grantee. The Grantee shall not be paid for any services rendered or expenses incurred for which funding is not authorized by any action affecting the authority of the grant from the Fund.

(b) If any written or oral representation, warranty or other statement furnished or made by or on behalf of the Grantee to the Department or the Authority in connection with this Agreement or the Grantee's application for a grant from the Fund is false or misleading in any material respect, the Authority shall have the right immediately to terminate this Agreement.

(c) In the event of a breach by the Grantee of this Agreement, including the Department receiving notice that the Local Project is not proceeding in accordance with the Local Project Description, the Authority shall have the right to cease any further disbursements to the Grantee until such breach is cured. In addition, the Authority may give written notice to the Grantee specifying the manner in which this Agreement has been breached and providing the Grantee thirty (30) days within which to cure the breach. If such a notice of breach is given and the Grantee has not substantially corrected the breach within 30 days of receipt of such written notice, the Authority shall have the right forthwith to terminate this Agreement.

(d) In the event of a termination of this Agreement in accordance with paragraphs (b) or (c) of this Section 5.3, the Authority, at the direction of the Department, may require the Grantee to repay all grant proceeds disbursed hereunder.

Section 5.4. Integration and Modification. This Agreement constitutes the entire Agreement between the Grantee and the Authority with respect to the grant. No alteration, amendment or modification in the provisions of this Agreement shall be effective unless reduced to writing, signed by both the parties and attached hereto.

Section 5.5. Collateral Agreements. Where there exists any inconsistency between this Agreement and other provisions of collateral contractual agreements that are made a part of this Agreement by reference or otherwise, the provisions of this Agreement shall control.

Section 5.6. Non-Discrimination. In the performance of this Agreement, the Grantee warrants that it will not discriminate against any employee, or other person, on account of race, color, sex, religious creed, ancestry, age, national origin, other non-job related factors or any basis prohibited by law. To the extent required by law and upon request of the Department and the Authority, the Grantee agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

The Grantee shall, in all solicitations or advertisements for employees placed by or on behalf of the Grantee, state that such Grantee is an equal opportunity employer; however, notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this Agreement.

The Grantee shall include the provisions of the foregoing paragraphs of this section in every contract, subcontract or purchase order of over ten thousand dollars, so that such provisions will be binding upon each contractor, subcontractor or vendor.

Section 5.7. Applicable Laws. This Agreement shall be governed by the applicable laws of the Commonwealth of Virginia.

Section 5.8. Compliance. The Grantee shall comply with all laws, ordinances, rules, regulations, and lawful orders of any public authority bearing on the performance of the Local Project and shall give all Notices required thereby. The Grantee hereby consents to inspection by any state regulatory agency having jurisdiction over any part of the work performed with the assistance of the contract funds.

Section 5.9. Severability. Each paragraph and provision of this Agreement is severable from the entire Agreement; and if any provision is declared invalid, the remaining provisions shall nevertheless remain in effect, at the option of the Authority.

Section 5.10. Contingent Fee Warranty. The Grantee warrants that it has not paid or agreed to pay any company or person any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon the award or making of this Agreement. For breach of the foregoing warranty, the Authority shall have the right to terminate this Agreement without liability, or, in its discretion, to deduct from the agreed fee, payment or consideration, or otherwise recover the full amount of said prohibited fee, commission, percentage, brokerage fee, gift, or contingent fee.

Section 5.11. Conflict of Interest. The Grantee warrants that it has fully complied with the Virginia Conflict of Interests Act.

Section 5.12. Records Availability. The Grantee agrees to maintain complete and accurate books and records of the Project Costs, and further, to retain all books, records, and other documents relative to this Agreement for five (5) years after final disbursement of grant proceeds, or until completion of an audit commenced by the Commonwealth of Virginia within the five (5) years after final disbursement of funding of proceeds. The Authority, the Department, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period. Additionally, the Authority, the Department, and/or its representatives shall have the right of access to

worksites for the purpose of ensuring that the provisions of this Agreement are properly carried out and enforced. The Grantee agrees that the Authority, the Department and its authorized agents, reserve the right to make funding adjustments and implement fiscal corrective actions based on said examinations and reviews.

Section 5.13. Ownership of Documents. Upon the request of the Authority or the Department, the Grantee shall provide copies of any reports, studies, photographs, negatives, or other documents prepared by the Grantee in the performance of its obligations under this Agreement.

Section 5.14. Acknowledgments. The role of the Authority and the Department must be clearly stated in all press releases, news articles, and requests for proposals, bid solicitations and other documents describing the Local Project, whether funded in whole or in part. Acknowledgment of financial assistance, with the Department logo, must be printed on the cover of all reports, studies, web sites, map products or other products supported directly or indirectly by this Agreement. The Grantee is responsible for contacting Department staff in adequate time to obtain the Department logo in camera-ready or digital form. The acknowledgment should read as follows:

This project received funding from the Virginia Community Flood Preparedness Fund Grant Program through the Virginia Department of Conservation and Recreation (DCR), via CFPF-21-01-14-S.

Section 5.15. Matching Funds. The required amount of matching funds to the cash contributions by the Grantee to the Local Project will be indicated on the Financial Report Reimbursement Form, **Exhibit E**, of these agreement documents. Matching contributions, if applicable, must reflect expenses directly related to the implementation of this project and incurred only during the time of performance listed in this Agreement. The decision of the Department with respect to approval of matching funds shall be final. Matching funds must be tracked and reported to the Department in the quarterly reports described below, both in narrative summary and on **Exhibit E**.

Section 5.16. Procurement and Subcontracts. The Grantee shall remain fully responsible for the work to be done by its subcontractor(s) and shall ensure compliance with all requirements of this Agreement. The Grantee shall comply with all applicable provisions of the Virginia Public Procurement Act, Section 2.2-4300 *et seq.* of the Code of Virginia of 1950, as amended, in making such awards.

Section 5.17. Reporting and Closeout. (a) The Grantee shall promptly provide the Department with Quarterly Reports, the form of which is attached hereto as **Exhibit F**, on performance and financial progress, detailing the progress of work with respect to the Local Project, and a final report upon completion of the Local Project. Incomplete or inaccurate reports may result in reimbursement delays. These reports shall be certified by an authorized agent of the Grantee as being true and accurate to the best of the Grantee's knowledge, as indicated by their signature on **Exhibit F**.

(b) Final deliverables defined in the approved Scope of Work for the Local Project are due to the Department within 30 days following the Local Project end date, unless another date is approved in writing by the Department, upon submission by Grantee of an Extension Request, the form of which is attached hereto as **Exhibit G**. The following shall apply to the submission of final deliverables:

1. All materials shall be provided digitally to the Department at cfpf@dcrr.virginia.gov.
2. All documents must be provided in PDF and/or a Microsoft Word compatible format, including any embedded maps or other figures/illustrations.
3. All engineering files (including hydrologic and hydraulic studies) and assumptions necessary to replicate various analyses or other calculations must be provided in a format compatible with the software used to perform those calculations; likewise, all output files are also required.
4. All tabular information not included in the engineering files above, whether contained within any report or appendix, which was used as the basis for any calculation, shall be provided in a Microsoft Excel compatible format or Microsoft Access compatible format.
5. 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.
6. If digital submittal is not possible, printed materials, together with all attachments and supporting documentation, may be submitted to the Department at the address below:

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

The final reimbursement request must be submitted with the final report and the Department will not reimburse any requests received more than ninety (90) days after the Local Project end date.

Section 5.18. Notices. Unless otherwise provided for herein, all notices, approvals, consents, correspondence and other communications under this Agreement shall be in writing and shall be deemed delivered to the following:

Fund: Virginia Resources Authority, as Administrator
of the Virginia Community Flood Preparedness Fund
1111 East Main Street, Suite 1920
Richmond, Virginia 23219
Attention: Executive Director

Authority: Virginia Resources Authority
1111 East Main Street, Suite 1920
Richmond, Virginia 23219
Attention: Executive Director

Department: Virginia Department of Conservation and Recreation
600 East Main Street, 24th Floor
Richmond, Virginia 23219
Attention: Division Director, Dam Safety and Floodplain Management

Grantee: **CITY OF RICHMOND**
Richmond DPU
730 East Broad Street
Richmond, Virginia 23219
Attention: Surani Olsen, P.E., Program and Operations Mgr. Water Resources

A duplicate copy of each notice, approval, consent, correspondence or other communications shall be given to each of the other parties named.

Section 5.19. Appropriations. All payments by Grantee under this Grant Agreement are subject to appropriations by the City Council of the City of Richmond. Consequently, the Grant Agreement shall bind the Grantee only to the extent that the City Council of the City of Richmond appropriates sufficient funds for the City to perform its obligations thereunder.

ARTICLE VI

COUNTERPARTS

This Agreement may be executed in any number of Counterparts, each of which shall be an original and all of which together shall constitute but one and the same instrument.

[Remainder of this page intentionally left blank]

WITNESS the following signatures, all duly authorized.

**VIRGINIA RESOURCES AUTHORITY, AS
ADMINISTRATOR OF THE VIRGINIA
COMMUNITY FLOOD PREPAREDNESS FUND**

By: _____
Stephanie L. Hamlett
Executive Director

CITY OF RICHMOND

By: _____

Name: _____

Title: _____

CFPF-21-01-14-S

APPROVED AS TO FORM

Assistant City Attorney

Exhibit A

Virginia Department of Conservation and Recreation Community Flood Preparedness Fund - Round 1 Application Recommendations September 21, 2021

	Budget	Award Recommendation (19 Projects)	Remaining Budget
Budget LIG Activities (At Least 25% LIG)	4,500,000.00	3,766,515.00	733,485.00
Budget Non-LIG Activities	13,500,000.00	4,029,525.00	9,470,475.00
Total Funds Available	18,000,000.00	7,796,040.00	10,203,960.00

Application Types and Amounts Requested				
Count	Activity Type	Total Project	Total CFPF Requested	Total Match Committed
6	U - Planning and Capacity Building	1,618,388.00	1,456,549.00	161,839.00
3	U - Flood Prevention and Protection Studies	3,181,849.00	1,063,664.00	118,185.00
2	U - Projects that will result in nature-based solutions	343,493.00	274,794.00	68,699.00
1	U - Projects that will result in hybrid solutions	244,125.00	158,681.00	85,444.00
3	LI - All other Projects	6,088,976.00	3,276,988.00	2,811,988.00
5	Flood Prevention and Protection Studies	2,627,478.00	1,313,739.00	1,313,739.00
3	Planning and Capacity Building	1,686,686.00	1,265,014.00	421,672.00
7	Projects that will result in nature-based solutions	746,634.00	522,643.00	223,991.00
2	Projects that will result in hybrid solutions	8,667,780.00	5,200,668.00	3,467,112.00
32	Grand Total	23,205,409.00	14,532,740.00	8,672,669.00

CFPF Funding	Difference
Recommended	Req vs Recom.
1,286,221.00	(170,328.00)
947,121.00	(116,543.00)
274,492.00	(302.00)
158,681.00	-
1,100,000.00	(2,176,988.00)
744,904.00	(568,835.00)
143,021.00	(1,121,993.00)
	(522,643.00)
3,141,600.00	(2,059,068.00)
7,796,040.00	(6,736,700.00)

Exhibit A

Virginia Department of Conservation and Recreation Community Flood Preparedness Fund - Round 1 Application Recommendations September 21, 2021

Low Income Geographic Applications Recommended for Funding							
Count	Low Income Demographic (LIG) Certified Applications	Reviewer Score	Community	Project Description	Total Project	CFPF	Match
1	LI - Planning and Capacity Building	87	RICHMOND CITY	Richmond Manchester and Shockoe Bottom Neighborhoods Resilience Plan	115,000.00	103,500.00	11,500.00
2	LI - Planning and Capacity Building	93	WINCHESTER CITY		72,267.00	65,040.00	7,227.00
3	LI - Planning and Capacity Building	213	PORTSMOUTH CITY	Portsmouth's Data-driven and Equity-Driven Resilience Strategy	586,610.00	527,949.00	58,661.00
4	LI - Planning and Capacity Building	217	NORTHAMPTON COUNTY	Oyster Plan - Capacity Building and Resilience Planning	224,702.22	202,232.00	22,470.00
5	LI - Planning and Capacity Building	217	BUCHANAN COUNTY	Plans and Capacity Building with consultant services	387,500.00	387,500.00	-
6	LI - Projects that will result in hybrid solutions	88	HAMPTON CITY	Resilient Hampton: Downtown Hampton, Phoebus & Buckroe Beach	244,125.00	158,681.00	85,444.00
7	LI - Projects that will result in nature-based solutions	92	HAMPTON CITY	Honor Park Resilience Park	184,993.00	147,994.00	36,999.00
8	LI - Projects that will result in nature-based solutions	92	HAMPTON CITY	Mill Point Living Shoreline	158,122.50	126,498.00	31,625.00
9	LI - All other Projects	75	RICHMOND CITY	McGuire & Chapel Drive Drainage Improvements Project	2,000,000.00	1,100,000.00	900,000.00
10	LI -Flood Prevention and Protection Studies	103	NORFOLK CITY	Norfolk CSRM Coastal Analysis	1,000,000.00	900,000.00	100,000.00
				The Impacts of Climate Change on Crop Planning and Production: An Agricultural Study of the Eastern Shore			
11	LI -Flood Prevention and Protection Studies	103	Accomack-Norhampton PDC		52,357.00	47,121.00	5,236.00
					5,025,676.72	3,766,515.00	1,259,162.00

Total Project	CFPF	Match
LI - Planning and Capacity Building	1,386,079.22	1,286,221.00
LI - Projects that will result in hybrid solutions	244,125.00	158,681.00
LI - Projects that will result in nature-based solutions	343,115.50	274,492.00
LI -All other Projects	2,000,000.00	1,100,000.00
LI -Flood Prevention and Protection Studies	1,052,357.00	947,121.00
5,025,676.72	3,766,515.00	1,259,162.00

Exhibit A

Virginia Department of Conservation and Recreation Community Flood Preparedness Fund - Round 1 Application Recommendations September 21, 2021

Non-Low-Income Geographic Applications Recommended for Funding							
Count	Non-LIG Applications	Reviewer Score	Community	Project Description	Total Project	CFPE	Match
1	Flood Prevention and Protection Studies	60	NORFOLK CITY	Lake Whitehurst Watershed Study	1,000,000.00	500,000.00	500,000.00
2	Flood Prevention and Protection Studies	90	CHESAPEAKE CITY	Southern Chesapeake - Watershed 5	182,808.00	91,404.00	91,404.00
3	Flood Prevention and Protection Studies	173	CHARLOTTESVILLE CITY	Moores Creek Watershed	307,000.00	153,500.00	153,500.00
4	Planning and Capacity Building	75	CHESAPEAKE CITY	Resilience Plan	99,996.00	74,997.00	24,999.00
5	Planning and Capacity Building	195	SUFFOLK CITY	City of Suffolk - Capacity Building and Planning	90,699.00	68,024.00	22,675.00
6	Projects that will result in hybrid solutions	60	ALEXANDRIA CITY	Resilient Stormwater Capacity and Green Streets Project	192,000.00	115,200.00	76,800.00
7	Projects that will result in hybrid solutions	70	VIRGINIA BEACH CITY	Eastern Branch of Elizabeth River Wetland and Floodplain Restoration	5,000,000.00	3,000,000.00	2,000,000.00
8	Projects that will result in hybrid solutions	88	Middlesex County - MPPDC	Carlton Road Boat Ramp, Wake, Virginia - Design and Permitting	44,000.00	26,400.00	17,600.00
					6,916,503.00	4,029,525.00	2,886,978.00

Total Project	CFPE	Match
Flood Prevention and Protection Studies	1,489,808.00	744,904.00
Planning and Capacity Building	190,695.00	143,021.00
Projects that will result in hybrid solutions	5,236,000.00	3,141,600.00
6,916,503.00	4,029,525.00	2,886,978.00

Exhibit A

Virginia Department of Conservation and Recreation
Community Flood Preparedness Fund - Round 1 Application Recommendations
September 21, 2021




Approval of Funding Recommendations	
Concurrence received from the Secretary of Natural Resources and the Special Assistant to the Governor for Coastal Adaptation and Protection on 9/21/2021	
 Signature: Wendy Howard Cooper, Division Director Dam Safety and Floodplain Management Department of Conservation and Recreation	<u>9/22/2021</u> Date
 Signature: Darryl M. Glover, Deputy Agency Director Dam Safety & Floodplain Management and Soil and Water Conservation Department of Conservation and Recreation	<u>9/22/2021</u> Date
 Signature: Clyde Cristman, Agency Director Department of Conservation and Recreation	<u>9/27/2021</u> Date

Exhibit B

PROJECT DESCRIPTION

The Local Project shall consist of the development of a Planning and Capacity Building - Low Income Geographic project for the City of Richmond's Northside and Southside levee systems, to be approved by the Department as meeting all standards of applicable law.

Exhibit C

PROJECT BUDGET

ACTIVITY	ESTIMATED TOTAL COST	ESTIMATED FUNDING FROM GRANT	ESTIMATED FUNDING FROM OTHER SOURCES
Planning and Capacity Building - Low Income Geographic	\$115,000	\$103,500	\$11,500 (to be paid in full by Grantee)
	Personnel	\$0	\$0
	Fringe Benefits	\$0	\$0
	Travel	\$0	\$0
	Supplies	\$0	\$0
	Other	\$0	\$0
	Contractual	\$103,500	\$11,500

Exhibit D

REQUISITION FORM

[Date]

Division Director, Dam Safety & Floodplain Management
Department of Conservation and Recreation
600 E. Main Street, 24th Floor
Richmond, Virginia 23219

Re: **Virginia Community Flood Preparedness Fund**
CITY OF RICHMOND
Grant Number: **CFPF-21-01-14-S**

Dear Division Director:

This requisition, Number ___, is submitted in connection with the Grant Agreement dated as of **November 1, 2021** (the "Grant Agreement") between the Virginia Resources Authority, as Administrator of the Virginia Community Flood Preparedness Fund (the "Fund"), and the **CITY OF RICHMOND**, a **LOCAL GOVERNMENT** (the "Grantee"). Unless otherwise defined in this requisition, all capitalized terms used herein shall have the meaning set forth in Article I of the Grant Agreement. The undersigned Authorized Representative of the Grantee hereby requests disbursement of grant proceeds under the Grant Agreement in the amount of \$_____, for the purposes of reimbursement of the Project Costs associated with **Planning and Capacity Building - Low Income Geographic**, which is submitted herewith. Additionally, enclosed is the Financial Report Reimbursement Form set forth in **Exhibit E** of this Agreement, detailed invoices relating to the items for which payment is requested and proof of payment for each associated invoice.

The undersigned certifies that (a) the amounts requested by this requisition will be applied solely and exclusively to the reimbursement of the Grantee for the payment, of Project Costs, and (b) any materials, supplies or other costs covered by this requisition are not subject to any lien or security interest or such lien or security interest will be released upon payment of the requisition.

The undersigned certifies to the Virginia Resources Authority, as Administrator of the Virginia Community Flood Preparedness Fund, that insofar as the amounts covered by this Requisition include payments for labor, such work was actually performed and payment for such work has been paid in full.

Sincerely,

(Authorized Representative of the Grantee)

**CERTIFICATE OF APPROVAL BY CERTIFIED FLOODPLAIN MANAGER (CFM)
FORM TO ACCOMPANY REQUEST FOR DISBURSEMENT
CFPF-21-01-14-S**

Note: This certification does not apply to Capacity Building, Planning or Studies and is only required for Projects funded under the Community Flood Preparedness Fund as such terms are defined in the Grant Manual.

This Certificate is being executed and delivered in connection with Requisition dated _____, 20__, submitted by **CITY OF RICHMOND**, a **LOCAL GOVERNMENT** (the "Grantee"), pursuant to the Grant Agreement dated as of **November 1, 2021** (the "Grant Agreement") between the Virginia Resources Authority, as Administrator of the Community Flood Preparedness Fund ("VRA"), and the Grantee. Capitalized terms used herein shall have the same meanings set forth in Article I of the Grant Agreement referred to in the Requisition. The undersigned Certified Floodplain Manager for the Grantee hereby certifies to VRA that insofar as the work performed and amounts covered by this Requisition is for work that is in compliance with NFIP standards and meets the requirements of the local floodplain ordinance of the community where work under this Agreement is being performed.

Project deliverable _____

Total amount billed for this Project deliverable _____

Signature of Certified Floodplain Manager

Date

Exhibit E

COMMONWEALTH OF VIRGINIA
Department of Conservation and Recreation

Financial Report Reimbursement Form
Virginia Community Flood Preparedness Fund
Agreement No: _____

CID #	_____		
Grantee:	_____	Phone #:	_____
Contact Person:	_____	Email:	_____
Mailing Address	_____		

Project Project Type:	_____		
Project Description	_____		

Reporting Period	January - March	2021	_____
(Select Qtr and Yr)	April - June	2022	_____
	July - September	2023	_____
	October - December	2024	_____

CFPF Funds

	Project Budget	Current Expenditures	Cumulative Expenditures	*Unexpended Project Balance
Personnel	_____	_____	_____	_____
Fringe	_____	_____	_____	_____
Travel	_____	_____	_____	_____
Supplies	_____	_____	_____	_____
Contractual	_____	_____	_____	_____
Other	_____	_____	_____	_____
*TOTAL	_____	_____	_____	_____

Total Reimbursement Request: \$ _____ -

MATCH Funds (N/A)

	Project Match Budget	Current Match Expenditures	Cumulative Match Expenditures	*Unexpended Match Balance
Personnel	_____	_____	_____	_____
Fringe	_____	_____	_____	_____
Travel	_____	_____	_____	_____
Supplies	_____	_____	_____	_____
Contractual	_____	_____	_____	_____
Other	_____	_____	_____	_____
*TOTAL	_____	_____	_____	_____

Authorized Signature: _____

Title: _____

Date: _____

Exhibit F
Quarterly Reporting Form

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

Quarterly reports must be submitted within 30 days following the end of each quarter. Final reports are due within 30 days following the project end date. Due dates are as follows:

- *Quarter ending September 30 – reports due October 30th*
- *Quarter ending December 31 – reports due January 30th*
- *Quarter ending March 31 – reports due April 30th*
- *Quarter ending June 30 – reports due July 30th*

Agreement Number: _____ **Calendar Year:** _____

Quarter Ended: 9/30 _____ 12/31 _____ 3/31 _____ 6/30 _____

Grantee: _____ **CID #:** _____

Contact Name and Title: _____

Contact Phone No: _____ **Contact Email:** _____

Project Type: _____

Project Description: _____

Brief Description of Activity	
Progress Achieved Toward Milestone During this Quarter	

Progress Anticipated During Next Quarter	
Anticipated Completion Date for this Activity and Remaining Steps	

Printed Name: _____ Date: _____

Signature: _____

Title: _____

DCR Signature Approval and Date: _____

Exhibit G
Extension Request Form

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

***Request to Amend Contract between Virginia Resources Authority and Grant Recipient of the YYYY
Virginia Community Flood Preparedness Fund Grant***

All projects are required to be completed no later than 36 months following the issuance of a signed agreement between the applicant and VRA on behalf of the Department. A one-year extension may be granted at the discretion of the Department provided the project commenced within nine (9) months of award and such request is **received not later than 90 days prior to the expiration of the original agreement**. Requests should be emailed to cfpf@dcv.virginia.gov. If email is not available, please mail to:

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

Grant Recipient: _____

Contact Name: _____

Mailing Address (1): _____

Mailing Address (2): _____

City: _____ State: _____ Zip: _____

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

Telephone Number: (____) _____ Cell Phone Number: (____) _____

Email Address: _____

Grant Number: _____

Title of Project: _____

NFIP/DCRCID:

Total Cost of Project: _____

Total Amount Awarded: _____

Current Grant End Date: _____

Requested New End Date: _____

Please provide a detailed explanation for the extension request including the reason work will not be completed during the initial grant period and a timeline for completion if approved. Please attach additional documentation as needed.

Justification for Extension	

Grant Recipient Signature

Date Requested

Grant Recipient Printed Name

Title

HE DEPARTMENT Use Only

Virginia Department of Conservation and Recreation	Date Approved	Date Denied
--	---------------	-------------

Printed Name	Title
--------------	-------

Reason for Denial

VRA Use Only

Virginia Resources Authority	Date Received	Date Grant Modified
------------------------------	---------------	---------------------

Printed Name and Title

Ann Jennings
*Secretary of Natural and Historic
Resources and Chief Resilience Officer*

Clyde E. Cristman
Director



COMMONWEALTH of VIRGINIA
DEPARTMENT OF CONSERVATION AND RECREATION

Rochelle Altholz
*Deputy Director of
Administration and Finance*

Nathan Burrell
*Deputy Director of
Government and Community Relations*

Darryl M. Glover
*Deputy Director of
Dam Safety & Floodplain
Management and Soil & Water
Conservation*

Thomas L. Smith
*Deputy Director of
Operations*

September 30, 2021

Surani Olsen, P.E., Program and Operations Manager Water Resources
Richmond DPU
730 East Broad Street
Richmond, Virginia 23219
surani.olsen@richmondgov.com

Re: Community Flood Preparedness Fund (CFPF)

CY2021 Round 1 Grant Application: Grant Number: CFPF-21-01-14-S
Application Category: LI - Planning and Capacity Building - Low Income Geographic
Community Name: RICHMOND, CITY OF, CID: 510129
Primary Contact: Allen Shue P.E. Civil Sanitary Engineer, Greeley and Hansen
Primary Contact Email Address: ashue@greeley-hansen.com
CFPF Award Amount: \$103,500.00
Match Amount Required: \$11,500.00
Total Approved Project Cost: \$115,000.00

Dear Surani Olsen:

Congratulations! DCR, in consultation with the Secretary of Natural and Historic Resources and the Special Assistant to the Governor for Coastal Adaptation and Protection, has reviewed your application for a Richmond Manchester and Shockoe Bottom Neighborhoods and your request for funding is approved as indicated above.

Special terms, condition(s) or adjustments that apply to your award or that must be satisfied prior to reimbursement are as follows:

- None

Please review the agreement documents emailed or enclosed with this communication as well as the grant manual used for application for important guidance information. Of particular note are the following requirements:

1. Virginia Resources Authority (VRA) will email Grant Agreements to recipients using the email address provided in the original application. If no email address is provided, the Grant

600 East Main Street, 24th Floor | Richmond, Virginia 23219 | 804-786-6124

*State Parks • Soil and Water Conservation • Outdoor Recreation Planning
Natural Heritage • Dam Safety and Floodplain Management • Land Conservation*

Agreements will be sent via U.S. mail. Recipients shall return the signed Grant Agreement *within 90 days of receipt* to:

Address:

Virginia Resources Authority
1111 E. Main Street, Suite 1920
Richmond, VA 23219

VRA will return the executed signature page to you via email unless otherwise requested. Grant agreements not signed and returned within 90 days will have all funds rescinded without further notice.

2. Progress reports are due quarterly and on the schedule as indicated in the grant agreement and must be submitted to cfpf@dcv.virginia.gov or other depository as determined by DCR. No reimbursement request will be processed without a quarterly progress report.
3. Grant funds may be disbursed on a quarterly basis. For low-income geographic areas, one-quarter of the grant award may be advanced upfront to the grant recipient to be offset against actual expenditures at the end of the grant award. All requests for disbursement shall be delivered to DCR for approval according to the reimbursement terms of the grant manual, using the form provided, and as outlined in the 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.
4. Final reimbursement requests must be submitted within 90 days following passage of the authorized project completion date; this request must include completed and signed Reimbursement Request Form, signed Form of Requisition along with the signed Certificate of Approval Floodplain Management, proof of payment (canceled checks, bank statements, accounting system reports, etc.) and invoices to cfpf@dcv.virginia.gov or other depository as determined by DCR.
5. Projects, capacity building and planning and studies will be required to be completed after the beginning of the application period and not later than 36 months following the issuance of a signed agreement between the applicant and VRA on behalf of the Department.
6. If a project, study, capacity building or planning activity does not commence in a timely fashion to allow completion within the agreement period, funding will be withdrawn and the applicant may reapply during the next grant round, should funds be available.
7. An extension may be granted at the discretion of the Department; however, all extension requests must be received no later than 90 days prior to the expiration of the original agreement, and the approved activity must have commenced within the first nine months of the original agreement period.

8. Final project deliverables defined in the approved Scope of Work are due to the Department within 30 days following the project end date, unless another date is approved by the Department.

Again, congratulations on your selection as a grantee of the CFPF. Should you have any questions, please feel free to contact me at (804) 786-5099 or Wendy.Howard-Cooper@dcr.virginia.gov.

Sincerely,



Wendy Howard Cooper
Director, Dam Safety and Floodplain Management

cc: Darryl M. Glover, Deputy Director, DCR
Kimberly S. Adams, Senior Program Manager, VRA
Angela Davis, Flood Program Planner, DCR



**ACH DIRECT DEPOSIT OF GRANT DISBURSEMENTS
AUTHORIZATION AGREEMENT**

VRA is authorized to initiate credit entries to the Checking ☐ Savings ☐ account indicated below and the financial institution named below to credit the same to such account.

Bank Name:

Bank Address:

ABA / Routing Number:

Account Name:

Account Number:

This authority is to remain in full force and effect until VRA has received written notification of its termination in such time and in such manner as to afford VRA a reasonable opportunity to act on it.

By: _____

Title: _____

Date: _____

The representative listed below is the appropriate contact to which Virginia Resources Authority should direct disbursement letters and any other correspondence:

Name:	
Title:	
Address:	
Town, State, Zip:	
Phone Number:	
Email Address:	

Virginia Community Flood Preparedness Fund