

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

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Director



**COMMONWEALTH of VIRGINIA**  
DEPARTMENT OF CONSERVATION AND RECREATION

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Deputy Director of  
Dam Safety & Floodplain  
Management and Soil & Water  
Conservation

Thomas L. Smith  
Deputy Director of  
Operations

September 30, 2021

Brian DeProfio, Assistant City Manager  
22 Lincoln Street  
Hampton, Virginia 23669  
bdeprofio@hampton.gov

Re: **Community Flood Preparedness Fund (CFPF)**

CY2021 Round 1 Grant Application: Grant Number: CFPF-21-01-20-S

Application Category: LI - Projects that will result in hybrid solutions - Low Income Geographic

Community Name: HAMPTON, CITY OF, CID: 515527

Primary Contact: Carolyn Heaps

Primary Contact Email Address: carolyn.heaps@hampton.gov

CFPF Award Amount: \$158,681.00

Match Amount Required: \$85,444.00

Total Approved Project Cost: \$244,125.00

Dear Brian DeProfio:

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 Resilient Hampton: Downton Hampton, Phoebus & Buckroe Beach 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:

- Within 30 days of award, sufficient match, expended for the phase of the project funded and expended during the grant period must be provided. Match documentation provided is for Phase 1 and is outside the scope of the proposed project.

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:

600 East Main Street, 24<sup>th</sup> 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*

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 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@dcr.virginia.gov](mailto:cfpf@dcr.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@dcr.virginia.gov](mailto:cfpf@dcr.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](mailto: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