Resilient Virginia Revolving Fund Playbook

(2026)

Purpose

This document outlines requirements governing the eligibility, reimbursement, and documentation of costs incurred under the 2026 Resilient Virginia Revolving Fund (RVRF) grant round. The requirements outlined herein apply to all funding categories unless otherwise specified in an applicable Notice of Funding Opportunity (NOFO), Memorandum of Agreement (MOA), or Grant Agreement.

Cost Eligibility and Reimbursement Guidance

All costs charged to an award must be:

- Necessary for completion of the approved project;
- Reasonable in amount;
- Directly attributable to the approved scope of work;
- Consistent with applicable state and local procurement requirements;
- Adequately documented; and
- Incurred during the approved period of performance unless specifically authorized as a pre-award cost.

Pre-Award Costs

Pre-award costs are expenses incurred prior to execution of a funding agreement but necessary for the efficient and timely implementation of an approved project.

<u>Eligibility</u>

DCR may authorize reimbursement of eligible pre-award costs incurred up to ninety (90) calendar days prior to execution of a funding agreement.

Eligible pre-award costs may include:

- Engineering and design;
- Hydrologic and hydraulic analyses;
- Surveying and mapping;
- Environmental review and permitting;
- Cultural resource review;
- Procurement activities;
- Project management startup activities;
- Easement documentation;
- Appraisals;
- Regulatory coordination;
- Technical consulting services.

Conditions

Pre-award costs must be identified in the form of a budget narrative; and

- Receive written approval from DCR;
- Meet all program requirements; and
- Are incurred solely at the applicant's risk.

Startup Costs

Startup costs are costs incurred after award notification and associated with initiating project implementation.

Startup costs become reimbursable after execution of the funding agreement.

Examples:

- Procurement and bid package preparation;
- Consultant procurement;
- Contract execution;
- Project management setup;
- Aligning financial management systems;
- Final engineering design;
- Compliance reviews;
- Project administration.

Reimbursable Implementation Costs

Implementation costs are expenses directly associated with carrying out the approved project. Cost may include but are not limited to construction, professional services, administration, materials, and equipment.

Non-Reimbursable Expenses

The following costs are not eligible:

Future Project Development:

- Conceptual plans for future projects;
- Feasibility studies unrelated to an awarded project;
- Engineering for future phases.

Grant Seeking Activities:

- Grant writing;
- Application preparation;
- Fundraising activities.

General Government Operations:

- Routine salaries not allocated to the project;
- General planning activities;
- Organizational overhead.

Speculative Activities:

- Costs incurred solely to preserve future funding opportunities;
- Consultant retainers without project-specific deliverables;
- Development of future project concepts.

Other Ineligible Costs:

- Lobbying;
- Entertainment;
- Fines and penalties;
- Legal settlements;
- Costs prohibited by law.

RVRF Implementation, Project Delivery, and Reimbursement Workflow

Phase 1 – Project Identification (Applicant)

☐ Enters into MOA with DCR and VRA.
☐ Identifies eligible projects.
☐ Verify locality eligibility.
☐ Verify project serves a Resilient Purpose.
☐ Determine project category:
- Category A Bridge/Culvert/Slope Stabilization
- Category B Mitigation Reconstruction/Buyouts
- Category C Targeted Flood Resilience Actions

Phase 2 – Funding Request (Applicant)

Applicant prepares and submits to DCR:

☐ Survey of Needs
☐ Scope of work;
☐ Budget;
☐ Schedule;
☐ Supporting documentation.

If seeking reimbursement of pre-award costs:
☐ Identify costs in budget narrative.
☐ Maintain proof of payment.
☐ Request DCR pre-approval.

Phase 3 – Application Review (DCR)

DCR evaluates:
- Eligibility;
- Need;
- Low-income geographic area designation;
- Impact;
- Cost-effectiveness;
- Incorporation of nature based solutions;
- Completeness.

Possible outcomes:
- Approved;

- Approved with conditions;
- Request for additional information;
- Denied.

Phase 4 – Award and Agreement (DCR)

Upon approval:
☐ Grant Agreement executed.
☐ Period of performance established.
☐ Reporting requirements assigned.
☐ Reimbursement procedures activated.

Phase 5 – Project Implementation (Awardee)

Applicant performs:
- Procurement;
- Engineering;
- Construction;
- Property acquisition;
- Mitigation activities.

Applicant maintains:
- Contracts;
- Invoices;
- Proof of payment;
- Procurement records;
- Progress documentation.

Phase 6 – Reimbursement Request (Awardee)

Applicant submits:

☐ Reimbursement request form
☐ Contractor invoices
☐ Proof of payment
☐ Procurement documentation
☐ Progress report
☐ Photographs (when applicable)
☐ Engineer or CFM certification (when applicable)

Phase 7 – DCR Review

DCR verifies:
☐ Eligibility;
☐ Scope compliance;
☐ Procurement compliance;
☐ Budget availability;

☐ Supporting documentation.

If deficiencies exist:
→ Returned for correction.

If approved:
→ Forwarded to VRA.

Phase 8 – VRA Disbursement

VRA:

☐ Reviews payment package;
☐ Processes draw request;
☐ Issues payment to recipient.

Phase 9 – Closeout (Awardee, DCR, VRA)

Applicant submits:

☐ Final report;
☐ Final financial reconciliation;
☐ Required certifications;
☐ Final project documentation.
☐ DCR conducts internal closeout procedures.
☐ Project officially closed.

Reimbursement Documentation Checklist

Before submitting a reimbursement request, recipients should verify that the package includes:

☐ Reimbursement request form
☐ Contractor invoices
☐ Proof of payment
☐ Procurement records
☐ Executed contracts
☐ Progress report
☐ Photos of completed work (if applicable)
☐ Engineer/CFM certification (if applicable)
☐ Updated budget status
☐ Documentation supporting any approved pre-award costs

RESILIENT VIRGINIA REVOLVING FUND (RVRF) PROJECT DELIVERY & REIMBURSEMENT GUIDE

From Project Identification through Project Closeout

RESILIENT VIRGINIA REVOLVING FUND

1 PROJECT IDENTIFICATION

Applicant executes Memorandum of Agreement (MOA), if required, and identifies an eligible resilience project.

- Verify applicant eligibility
- Verify eligible locality
- Confirm project serves a Resilient Purpose
- Select funding category

A Bridge • Culvert • Slope Stabilization

B Residential & Commercial Building Mitigation (Mitigation Reconstruction • Buyouts)

C Targeted Flood Resilience Actions

2 FUNDING REQUEST SUBMITTED

Applicant prepares and submits to DCR:

- Survey of Needs Form
- Scope of Work
- Budget Narrative
- Schedule
- Supporting Documentation

If requesting reimbursement of pre-award costs:

- Costs identified in Budget Narrative
- Written DCR approval requested
- Maintain invoices and proof of payment
- Costs incurred no more than 90 days before Agreement execution

3 DCR REVIEW

DCR evaluates:

- Program eligibility
- Project need
- Flood resilience benefit
- Cost-effectiveness
- Completeness

Possible outcomes:

- Approved
- Approved with conditions
- Request for additional information
- Denied

4 AWARD & GRANT AGREEMENT

Upon approval:

- Grant Agreement executed
- Period of performance established
- Reporting requirements assigned
- Reimbursement procedures activated

Implementation costs generally become reimbursable only after execution of the Grant Agreement unless approved by DCR as eligible pre-award costs.

5 PROJECT IMPLEMENTATION

Applicant performs:

- Procurement
- Engineering & Design
- Permitting
- Construction
- Property Acquisition (if applicable)
- Mitigation Activities

Applicant maintains:

- Executed Contracts
- Procurement Records
- Contractor Invoices
- Proof of Payment
- Progress Documentation
- Photographs

6 REIMBURSEMENT PACKAGE SUBMITTED TO DCR

Applicant submits the following package:

FINANCIAL DOCUMENTATION

- Reimbursement Request Form
- Contractor Invoices
- Proof of Payment
- Updated Budget Status
- Documentation supporting approved pre-award costs

PROJECT DOCUMENTATION

- Procurement Documentation
- Executed Contracts
- Progress Report
- Photographs (if applicable)

TECHNICAL DOCUMENTATION

- Engineer or Certified Floodplain Manager Certification (if applicable)

7 DCR REVIEW

DCR verifies:

- Cost eligibility
- Scope compliance
- Procurement compliance
- Budget availability
- Required documentation

DOCUMENTATION INCOMPLETE OR DEFICIENCIES FOUND

Returned to applicant for correction.

DOCUMENTATION COMPLETE AND APPROVED

Approved and forwarded to VRA.

8 VRA PAYMENT

VRA:

- Reviews payment package
- Processes reimbursement
- Issues payment to recipient

9 PROJECT CLOSEOUT

Applicant submits:

- Final Report
- Financial Reconciliation
- Required Certifications
- Final Project Documentation

DCR CONDUCTS ADMINISTRATIVE CLOSEOUT

PROJECT OFFICIALLY CLOSED

REIMBURSEMENT DOCUMENTATION CHECKLIST

Before submitting a reimbursement request, verify that your package includes:

- ☐ Reimbursement Request Form
- ☐ Contractor Invoices
- ☐ Proof of Payment
- ☐ Procurement Records
- ☐ Executed Contracts
- ☐ Progress Report
- ☐ Photos (if applicable)
- ☐ Engineer/CFM Certification (if applicable)
- ☐ Updated Budget Status
- ☐ Documentation supporting any approved pre-award costs

IMPORTANT REIMBURSEMENT REQUIREMENTS

- All payments are made on a reimbursement basis through VRA.
- Costs must be necessary, reasonable, directly related to the approved project, adequately documented, and incurred during the approved period of performance unless authorized as pre-award costs.
- Pre-award costs: Limited to 90 days before Agreement execution, require written DCR approval, and are incurred at the applicant's risk.
- Maintain all project records for the period required by the Grant Agreement and applicable laws.

ELIGIBLE COSTS (Examples)

- Engineering & Design
- Surveying & Mapping
- Environmental Review
- Permitting
- Procurement
- Construction
- Property Acquisition
- Mitigation Activities
- Technical Consulting
- Easement Documentation
- Project Management

NOT ELIGIBLE COSTS (Examples)

- Grant Writing
- Application Preparation
- Fundraising Activities
- Future Project Development
- General Government Operations
- Lobbying
- Entertainment
- Fines & Penalties
- Legal Settlements
- Costs Prohibited by Law

Questions? Contact DCR, Division of Floodplain Management
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DCR Virginia Department of Conservation & Recreation