

Exhibit E

Reimbursement Request Form

[Date]

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

All projects are required to commence and to be completed after the beginning of the application period and not later than 12-months of an executed agreement or by an approved extension date, if applicable. Grant funds will be disbursed on a reimbursement basis after the completion of the approved project.

Reimbursement requests must be submitted within 90 days following passage of the authorized project completion date and only after the recipient has received written project approval from the Regional Dam Safety Engineer or DCR Floodplain Management staff. Requests for reimbursement, along with all supporting documentation, should be emailed to dam@dcr.virginia.gov. If email is not available, please mail to:

Virginia Department of Conservation and Recreation
Attention: Dam Safety, Flood Prevention and Protection Assistance Fund
Division of Dam Safety and Floodplain Management
600 East Main Street, 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: _____

Title of Project: _____

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

Grant Number: _____ NFIP CID (If Applicable): _____

Dam Name (If Applicable): _____ Dam Inventory Number (If Applicable): _____

Approved Grant End Date: _____ Total Cost of Project: _____

Total Amount Awarded: _____ Amount Requested for Reimbursement: _____

Required Attachments for Reimbursement

All Projects Types

- Is the signed Form of Requisition from the grant agreement attached? ☐ Yes ☐ No
- Are proof of payment (cancelled checks, bank statements, accounting system reports etc.) and related invoices attached? ☐ Yes ☐ No

Dam Safety Projects (DSIS Submission Required)

- Is the Certificate of the Consulting Engineer Form attached? (EAP/EPP optional) ☐ Yes ☐ No ☐ N/A
- Has the attached Certificate of the Consulting Engineer Form been reviewed and approved by the appropriate DCR Dam Safety Regional Engineer? ☐ Yes ☐ No ☐ N/A
- If not currently under a Regular or Conditional Operation and Maintenance Certificate, is the Operation and Maintenance Certificate application (Form DCR199-099) and appropriate fee (Form DCR199-192) enclosed or submitted in DSIS? ☐ Yes ☐ No ☐ N/A
- If no current DCR approved EAP/EPP, has the EAP/EPP been submitted in DSIS? ☐ Yes ☐ No ☐ N/A
- If no current Professional Engineer Inspection on file with DCR, has the PE Inspection been submitted in DSIS? ☐ Yes ☐ No ☐ N/A
- If the project was awarded for DBIZ Analysis, Mapping, and Digitization, or for EAP/EPP Development, has the map has been filed with the local planning department and the EAP/EPP with the local emergency management coordinator and the Virginia Department of Emergency Management? ☐ Yes ☐ No ☐ N/A
- If the project awarded is for repair, replacement or installation of low level draining devices including siphon systems, low level outlets, gates, and pump systems, has a maintenance plan, testing results and an operations schedule been submitted in DSIS with other deliverables? ☐ Yes ☐ No ☐ N/A

Flood Prevention and Protection Projects

- Is the Floodplain Certification attached? ☐ Yes ☐ No ☐ N/A
- Has the attached Floodplain Certification been reviewed and approved by DCR Floodplain Management staff? ☐ Yes ☐ No ☐ N/A

Authorized Signature: _____ Date: _____

Printed Name: _____ Title: _____

DCR Use Only: Approval Amount to be Reimbursed: _____

Authorized Signature: _____ Date: _____

Printed Name: _____ Title: _____

DCR Use Only: Denial

Authorized Signature: _____ Date: _____

Printed Name: _____ Title: _____

Reason for Denial: _____