



Golden LEAF Flood Mitigation Program

Overview

The State of North Carolina provided funds to the Golden LEAF Foundation to award funds to units of local government for public infrastructure projects for flood mitigation.

Award Amounts

Up to \$2,000,000 may be awarded per project. Golden LEAF expects most awards in this program will not exceed \$1,000,000. **Projects requesting more than \$500,000 must complete the application addendum ([posted on the Golden LEAF website](#)) and submit the addendum as an attachment with the application.** Applications requesting more than \$500,000 that do not submit the addendum with their application at the time of submission will not be eligible.

Available Funds

Golden LEAF has approximately \$13.2 million remaining for this program. At the Board Meeting in April 2024, Golden LEAF anticipates awarding approximately \$6.5 million (depending on the quality of applications submitted and amounts requested by the December deadline), with the balance of the funds to be reserved for awards at the June Board meeting.

Deadline

Date Submitted	Eligible for Consideration
Tuesday, March 5, 2024 at 12pm	June 6, 2024 meeting of the Golden LEAF Board

Applications submitted that are missing required attachments or provide materially incomplete information will not be considered as having met the deadline.

Modifications

Status	Process
If you have an active grant for a <u>construction project</u> and you need to request a change in scope or want to request additional funding.	Review the guidelines at the end of this document .
If you have an active grant for a <u>planning project</u> and you would like to request funding to <u>implement</u> a recommended/targeted solution.	Project must be submitted as a new application through Fluxx.

Resources

[Contact Staff](#)

[Frequently Asked Questions](#)

[Documents](#)

Eligible Entities

Funds may only be awarded to units of local government. Local governments from all 100 counties are eligible. For purposes of this program, units of local governments include counties and cities and their boards, agencies, commissions, authorities, and institutions.

Eligible Projects

This program is focused on reduction of existing flooding.

- Construction of new or improvement of existing publicly owned stormwater infrastructure, including natural drainage infrastructure and flood control equipment.
- Repair of existing stormwater infrastructure damaged or destroyed by flooding, which must include improvements to mitigate against future flooding.
- Engineering expenses related to planning and development of flood mitigation solutions.
 - Effective October 6, 2023: Funds may not be requested for general planning or studies including stormwater infrastructure assessments. Engineering expenses may be requested along with construction expenses in a single application for this program; however, the engineering must be directly related to the proposed construction. Funds may be requested for engineering expenses for projects that have secured other sources of funding and must provide documentation of that funding.

Ineligible Projects

Stream Debris Removal

Stream debris removal is **not** an eligible use of funds in this program. Applicants are encouraged to pursue the Streamflow Rehabilitation Assistance Program through the Department of Agriculture and/or stream debris removal funds available through the Department of Environmental Quality.

Buildings, Generators, Etc.

Funds may **not** be used for projects to improve or alter other infrastructure, including elevation of buildings, elevation of controls or other improvements of water or sewer infrastructure, or other related projects to protect the infrastructure from flooding.

Land Acquisition

Funds may **not** be used to acquire property, including easements and associated expenses to acquire easements, regardless of intended use.

Priorities

Golden LEAF expects that applications will exceed funds available for this program and the Golden LEAF Board of Directors will have to prioritize projects for awards. Applications will **not** be recommended for funding on a first-come, first-serve basis.

Characteristics of competitive proposals include:

- Efforts to mitigate against frequent flooding, including hazards with a documented frequency beyond a hurricane or other named storm.
- Clear benefit for residents, businesses, and other entities within a community with priority on those where flooding poses a risk for life, health, and safety.
- A demonstrated likelihood of success and feasibility demonstrated by engineering reports and analysis by professional engineers.
- A current (within the last six months) estimate of probable cost or other similar document
- Linked to a comprehensive stormwater assessment or planning effort with community support.
- Sustainable outcomes that can be maintained following use of funds.
- Leveraging of non-Golden LEAF funds or demonstrating that local funds are unavailable and/or insufficient to complete the project.

If you have questions about this program, including prioritization of projects, [please submit the inquiry form linked here](#).

Application Review and Notification

Applicants will be notified when their proposal is scheduled for consideration at a meeting of the Golden LEAF Board of Directors. This notification typically occurs no less than ten days prior to a regularly scheduled meeting. Applications will not necessarily be taken up at the next meeting of the Board or in the order they are received. The Golden LEAF Board of Directors will decide whether or not to fund the proposal, request more information, or take some other action. Communications regarding the application and the Board's action will be sent to the person identified as the Project Director on the application form.

Application Guidelines

The following questions appear in the online application portal. All questions must be answered for an application to be complete. Applications will not be accepted outside of the online application portal. The purpose of this guide is to provide an overview of the questions, the details expected for each response, and additional clarity regarding the information requested.

- 1. To be eligible under this program, a proposed project must fit within the categories below. Select one response that most closely aligns with your project proposal. (All infrastructure must be publicly owned.)**
 - a. Repair of existing stormwater infrastructure damaged or destroyed by flooding, which must include improvements to mitigate against flooding**
 - b. Improvement of existing stormwater infrastructure, including natural stormwater infrastructure (NOT general stream debris removal)**
 - c. Construction of new stormwater infrastructure (including natural infrastructure)**
 - d. Engineering expenses related to planning and development of flood mitigation solutions**

Select one response that most closely aligns with the proposed use of Golden LEAF funds for the proposed project. If the project will include both engineering and construction expenses, select the option that aligns with how the majority of the funds requested will be used.

- 2. Project term -- How long will it take for the project to be completed? Enter a number of months only, e.g. 12.**

The number of months should be aligned with the detail provided on Comprehensive Project Budget and Project Management Plan Form attachment. Ensure that there is an adequate number of months based on the steps outlined in the plan. Project extensions may be approved if needed.

- 3. Geographic area served by the project. Please be as specific as possible.**

Include the name of the city, town, and county as well as any specific street names or other identifying boundaries around where the project will be located and the locations that will benefit.

- 4. Provide a summary of the proposed project.**

Include information about the identified issue the proposed project would mitigate and the details of how the project would be implemented. If information is available in documents, please reference the attachments and provide them within the portal. There is no need to repeat information available in attachments, but this section should include a high-level summary of the proposed project.

- 5. Describe the process by which the proposed project was developed, including what other solutions were evaluated and if any cost / benefit analysis was used. Please include if this**

proposed project was previously recommended in a stormwater study or other comprehensive storm analysis.

Include information about how the issue was identified, the source or cause of the flooding, and the solution developed. Include information regarding the completion of any studies, consultation with any outside agencies, or contractors engaged to develop the solution. Provide any available documentation regarding the development of the proposed project and/or any completed studies as attachments in the portal.

- 6. Provide a detailed description of how you will implement the proposed project including any required permits, easements, or permission from other entities (including the railroad, NCDOT, Army Corp of Engineers, etc) that will be required and an anticipated timeline to secure each.**

Include information about anticipated design/engineering, procurement processes, permitting, and construction phases. If permits or easements will be required, include details on the status of these efforts. These milestones should also align with the Comprehensive Project Budget and Project Management Plan Form attachment.

- 7. Describe the benefitting population for this project by filling in the appropriate blanks below. If not applicable, please put 0. Supporting documentation for these outcomes must be provided as a required attachment.**

_____ households located in the immediate project area (for multifamily housing, each unit is a separate household).

_____ businesses located in the immediate project area.

_____ other public or private entities including public buildings, schools, places of worship, fire and/or rescue facilities located in the immediate project area. Provide detail in the next question.

_____ bed capacity of a hospital or health clinic located in the immediate project area.

The benefitting population for a project should be based on a reasonable assessment of the areas impacted by the identified issue and the proposed solution. Numbers provided must align with available supporting documentation to be uploaded as an attachment. There should be a clear and direct connection between the project and the outcomes.

- 8. Describe any additional project outcomes or population benefitting from this project.**

Additional outcomes may be narrative only (without supporting documentation provided). For this section, outcomes may be broader or less certain in nature.

9. Describe how project outcomes will be sustained once the project is complete. For planning projects, this must include a plan for implementation of recommendations if funds through Golden LEAF are unavailable.

Include information about how new infrastructure will be maintained using existing local government resources or if additional resources will be required to maintain.

10. Identify the local government staff and contractors who will be involved in the project.

Include names and titles of individuals and firms involved in the project.

11. How frequently does flooding in this identified area occur? Select one response. Documentation must be provided as a required attachment.

Eligible documentation of flooding frequency

Photos, videos, news reports, 911 or other emergency response reports, public works reports, minutes from council meetings, and emails or public comments documented by the local government. Golden LEAF encourages community engagement to gather photo or video documentation of flooding.

Rainfall totals or other general documentation of rainfall, or engineering analysis showing the possibility of flooding is not sufficient.

- a. Occurs somewhat frequently, during hurricanes and other large unnamed storms.**
During storm events that require some level of preparation, such as remnants of a tropical storm, or where some forecast that includes potential flooding is provided. Typically at least two or three times per year.
- b. Occurs frequently, during even average rain events or other unnamed storms.**
Averages out to five to seven times per year or more.
- c. Has not actually occurred, or has occurred very infrequently, but there's an increased likelihood it could in the future (please explain below).**
Would average out to several times per year or more OR have a devastating effect if not prevented.

If the level of frequency is unknown or difficult to document, select option c and explain below.

12. Provide additional detail regarding the frequency that flooding occurs. Please be as specific as possible:

Include any other information regarding the frequency and available information that support the cause, for example available data on stream gauges, dates from photos or outreach by the public regarding the issue, dates from repairs as a result of flooding.

13. What is the effect of the flooding? Select as many that apply. For purposes of this question, public safety or health services includes fire, emergency medical, police, hospitals, urgent care clinics, or similar services. Documentation must be provided for each effect selected.

- a. Loss of public safety or health services because the building is damaged.**
Damage that can be documented, including through insurance reports or other information.
- b. Loss of public safety or health services because the building is inaccessible (no damage to the building, etc).**
Flooding impedes access to roads, parking lots, or other access to the building.
- c. Loss of basic government service (water, sewer).**
Flooding damages or endangers water or sewer infrastructure.
- d. Increased operating costs for governmental services.**
For example, increased costs for treatment of sewer due to flooding.
- e. Loss of access to public or private property (other than public safety or health services).**
Flooding impedes access to roads, parking lots, or other access.
- f. Damage to public or private property (other than public safety or health services).**
Damage that can be documented, including through insurance reports or other information.
- g. Other (specify in detail section).**

14. Provide additional detail regarding the effect of flooding. Please be as specific as possible:

Include any additional information about what occurs during the flooding, for example, names of roads that are overtopped and how long it takes for the effects to dissipate following the flooding. This is a competitive program so providing as much available information regarding the effects of flooding is critical.

15. The recent state budget includes various programs to mitigate flooding in North Carolina. Please describe any efforts or intent to pursue funding from any of those programs for this proposed project.

Additional funding sources should be included on the Project Budget attachment.

Outcomes

Select the outcomes that apply for your project. These outcomes and the associated Target and Baseline amounts should be the same as the benefitting population identified earlier in question 7 of the application. The Target Date should align with the estimated project completion date identified earlier in the application and the activities selected in the next section. The Data Source should match the supporting documentation that will be uploaded. For more information, [see this link](#).

Activities

From the list provided in the application portal, select the activities that most closely align with your project. For each activity, identify a target completion date. The last completion date should be no later than the end of the project timeline identified earlier in the application.

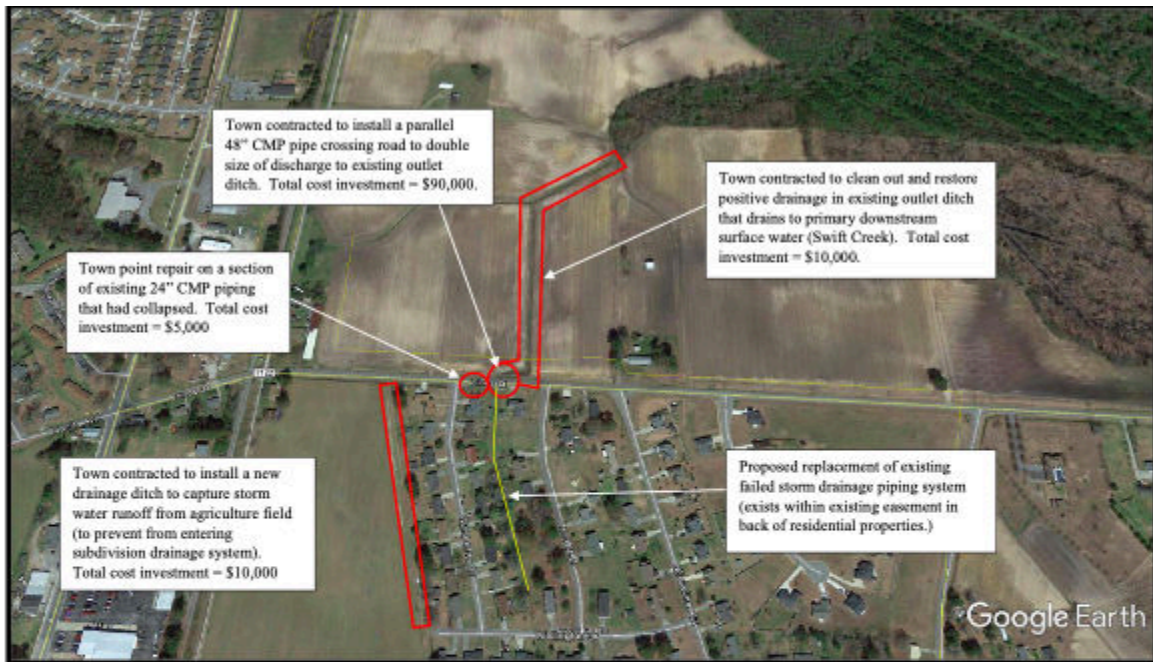
Required Attachments

All attachments are required for submission of an application. If one or more of the items listed below are not available, please upload a document that explains why the attachment is not available. Applications may be updated or added to later as needed. Please be sure to use file names that describe the document uploaded. If you have multiple documents for an attachment, please merge prior to uploading.

Required	Attachment Title	Description
✓	1 - Certification and Signature Form	Download the document from the portal. This document should be signed and dated by two authorized officials of the applicant organization.
✓	2 - Members of Governing Body	List should include the members of the governing body, e.g., town council or county commissioners.
✓	3 - Evidence of Governmental Status	A description of governmental status on official letterhead.
✓	4- Most Recent Fiscal-Year End Financial Statements	To include PDF of the Balance Sheet, Statement of Financial Position, and Statement of Cash Flows, or a link to these documents if available online.
✓	5 - Applicant's Budget for the Current Year	The applicant's budget for the current year and the applicant's budget for the period covered by the grant request, if available. If the budget is not available, provide a brief statement explaining why, e.g., it has not yet been adopted. If available online, you may provide a link.
✓	6 - Applicant's Budget for the Period Covered by the Grant Request	The applicant's budget for the current year and for the period covered by the grant request, if available. If the budget is not available, provide a brief statement explaining why, e.g., it has not yet been adopted. If available online, you may provide a link.
✓	7 - Most recent management letter/report on internal controls	
✓	8 - Project Budget Form	Download the document from the portal and follow guidelines linked here . Upload this document in Excel. Do not convert to PDF or other file format.

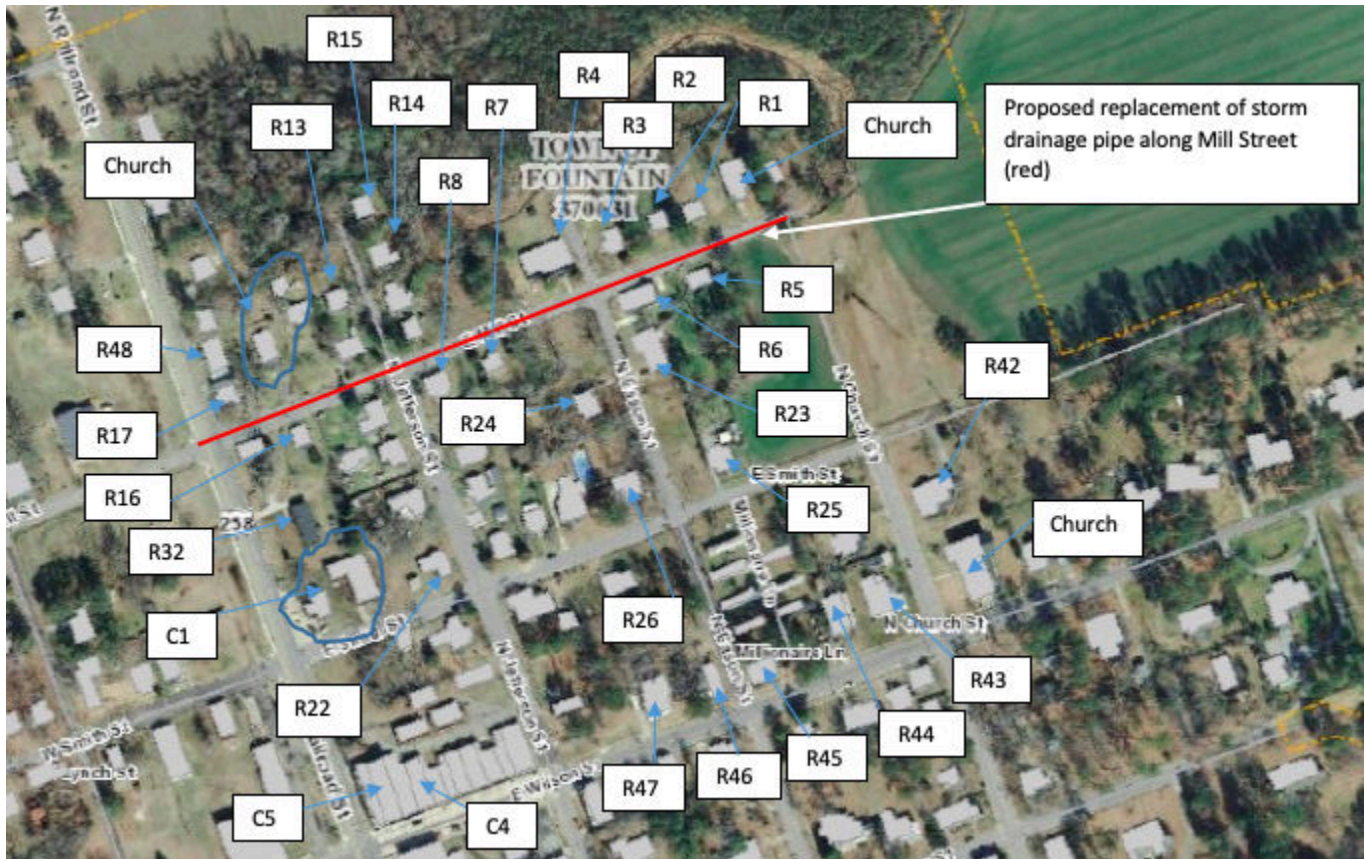
Required	Attachment Title	Description
✓	9 - Opinion of Probable Cost or other similar document	Provide an Opinion of Probable Cost for the project prepared by an Professional Engineer licensed in the State of North Carolina. If an engineer's services are not required for the project, provide other evidence of cost such as estimates by service providers.
✓	10 - Map of project location	Provide a map of the proposed project location. See example map included in these guidelines (linked here).
✓	11 - Photos of flooding	Please include dates, names of storms, etc.
✓	12 - Documentation of flooding frequency	Available information will vary by frequency and impact of flooding but may include any or all of the following: 911 call reports, news reports, insurance reports, minutes from local government meetings where discussed, constituent reports or records, sewer treatment reports.
✓	13 - Supporting documentation for outcomes data	Available information will vary by project location. Examples include GIS data, water/sewer/utility customer reports, and property tax records. See example map included in these guidelines (linked here).
	14 - Other	Any other project related information, including prior stormwater studies or analyses that have been completed for the project area.
✓*	14 - Other	*Required only for projects requesting more than \$500,000, use the "Other" field to upload the addendum document (linked here).
	14 - Other	Award document, budget resolution, or other supporting documentation of additional sources of funding for the project.

Example map of project location.



Identifies project location, existing infrastructure. Image provided by the Town of Ayden.

Example supporting documentation for outcomes data



Map reflects residential, commercial, and other institutions. Image provided by the Town of Fountain.

Project Budget Form

Visit the Golden LEAF website - <https://goldenleaf.org/mitigation/documents/> - and download the Project Budget. For a complete attachment, the following tabs of the comprehensive project budget form should be filled out.

- Budget
- Budget narrative

The document must remain in Excel format and be uploaded. Additional tabs will be unhidden from the workbook if an award is made and the workbook will serve as the comprehensive reporting form.

Certain cells are locked and should not be modified. If you have questions or need assistance using this form, please email Programs@goldenleaf.org.

Budget

Enter budget categories, total project budget for each category, and the amounts allocated for each category to Golden LEAF and other funders. If available, provide documentation from additional funding sources as an "other" attachment in the application portal.

Generally, categories included on an opinion of probable cost may be rolled up into construction, contingency, design/engineering. Additional detail for each category will be included in the narrative.

Budget Narrative

Provide additional detail regarding use of funds in the proposed categories. Offer any additional clarification. Reference may be made to other supporting documents as well.

Modification of an Existing Project

Active grants for construction projects requesting a change in scope or additional funding will submit a Project Modification request as an Amendment via Fluxx.

Active grants for planning projects requesting funds to implement a recommended or targeted solution should submit the project as a new application.

Priorities

Modifications should allow for implementation of the project consistent with the intent as originally approved by the Golden LEAF Board. Modifications should represent the stated characteristics of a competitive project:

- Efforts to mitigate against frequent flooding, including hazards with a documented frequency beyond a hurricane or other named storm.
- Clear benefit for residents, businesses, and other entities within a community with priority on those where flooding poses a risk for life, health, and safety.
- Leveraging of non-Golden LEAF funds or demonstrating that local funds are unavailable and/or insufficient to complete the project.
- Modifications which commit local funds will be prioritized over those using Golden LEAF funds as a match for other funding sources.

Priority for Additional Funding

- For projects demonstrating a change in scope that will increase the benefiting units served where there are no other resources reasonably available to complete the project.
- For approved project budgets with local government as a source of funding, and where there is not an increase in benefitting units, Golden LEAF will prioritize an increase in funding if the local government commits matching funds at the same percentage match as in the approved project budget.
- For approved project budgets where local government is not currently a source of funding, and where there is not an increase in benefitting units, Golden LEAF will prioritize an increase in funding where the local government commits to fund a portion of the increase needed to complete the project, subject to review of the grantee's ability to pay guidelines below.

Golden LEAF will review grantee current fiscal year-end financial statements provided with the application to assess the grantee's ability to contribute to project costs which exceed the amount previously awarded to complete the project.

Golden LEAF funding will not be increased in order to reduce use of local funds for flood mitigation.

Required Documentation

Grantees will upload the applicable documents below to the amendment created in the grant portal. Grantees should consult with their Program Officer to confirm which documents are required for their modification request. Incomplete modification requests will be sent back to the grantee to update, which may delay the timeline for review by the Golden LEAF Board of Directors. This process applies for modifications to request additional funding and for modifications of the project scope that results in an increase or decrease in benefiting units from the project as proposed:

1. Signed letter on letterhead detailing the requested modification. (This will be shared with the Golden LEAF Board of Directors.)
2. Evidence included in the request letter, and with any available engineering assessments, that the proposed mitigation solution represents the most cost effective, viable solution to successfully achieve the stated outcomes.
3. Complete the Outcome and Activities Confirmation Form to identify any changes to outcomes and activities and completion dates approved with the grant award, with priority on outcomes where flooding poses a risk for life, health, and safety. (Modifications may be requested that result in either an increase or decrease to outcomes.)
4. Construction bid (valid if dated within 3 months) or contract change order request if activities are underway as confirmation of identified project cost increases. (Additional Golden LEAF funds are not available to supplant funds that have been committed to the project through a signed contract or approved change order.)
5. Signed Budget Revision Request Form with proposed budget line items and amounts changes to the approved project budget, including addition of other sources of funding.
6. Award document, budget resolution, or other supporting documentation of additional sources of funding for the project, or demonstrating that local funds are unavailable and/or insufficient to complete the project.
7. Modifications requesting a total award amount of more than \$500,000 must complete the addendum and submit as an attachment with the project modification amendment.