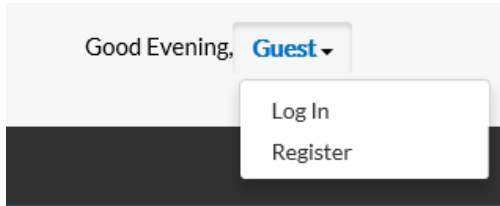# Flood Mitigation Grant Program Submission Guide – Associations

1. Register at the link: https://apex.alexandriava.gov/energov_prod/selfservice#/home

2. Select Register in the upper right-hand corner:

   Good Evening, **Guest** ▾
   Log In
   Register

3. Log into your email address and confirm your account and fill out the required fills.

4. Once you are registered, log in using your email address as the username and enter your password.

5. Once you are logged in, click on Apply.

6. Click on All Plans (42)

7. In the search bar, enter Flood Mitigation Grant

   Home   **Apply** ▾

   ## PLANS

   > Replacement of a Noncomplying Structure Request

   > Shed or Fence Application

   > Mechanical Equipment Placement Waiver Request

   > Board of Architectural Review (BAR) Administrative Application

   > Board of Architectural Review (BAR) Certificate of Appropriateness Application

   > **All (42)**

Application Assistant

Search for application names and keywords

flood|

Flood Mitigation Grant

8. Select the Flood mitigation Grant Application and click on the Apply button on the right side of the screen.

Flood Mitigation Grant   Apply

Category Name: Description:
Flood Mitigation Grant   Flood Mitigation Grant (FLDG)

9. Add the location where the work has been performed. Click the plus sign in the blue box. Add the address number and the street name but leave out the Direction (N, S,E,W) and Street, Road, Drive, etc. so you will find your address. The abbreviations are very sensitive and may lead to you not locating your address. NOTE: Use the last option to search. HOA/Condos: Please add all addresses where work has been completed.

Apply for Plan - Flood Mitigation Grant   *REQUIRED

① ——— ② ——— ③ ——— ④ ——— ⑤ ——— ⑥
Locations   Type   Contacts   More Info Attachments Review and Submit

LOCATIONS

Please select the "+" in the box below to add the location for this project. A valid City of Alexandria address is required for this application.

Type: Location   Location ⌄

2900 BUSINESS CENTER
DR, UNIT: ALEXANDRIA,VA   Add
22314   Location

Main Address ☑   ✚

Parcel Number
50626540
Main Parcel ☑
Remove

Create Template   Save Draft   Next

Address Information

Search [   ] 🔍

10. When the addresses populate, click on add on the right side of the screen.

11. Click next to move to the next screen.

12. Add the description of the flood mitigation work that was completed that you are requesting to be reimbursed for. <u>If in multiple locations, please break them out per location</u>.

PLAN DETAILS

* **Plan Type**   Flood Mitigation Grant ⌄

Description   123 King Street: French drain
548 Business Center Drive: Berm

Back   Create Template   Save Draft   Next

13. Click on Next to move to the next screen once you have completed your description. (NOTE: There is unlimited characters for the description.)

14. Add a contact that you would like to have access to the application. You will automatically be added as the applicant. If you need more than one person, please add them. <u>HOA/CONDO: add the HOA or Condo Association name and in a second tab add the contact person to communicate with the City. Please note: They will need to be registered in the system to be added as a contact.</u>
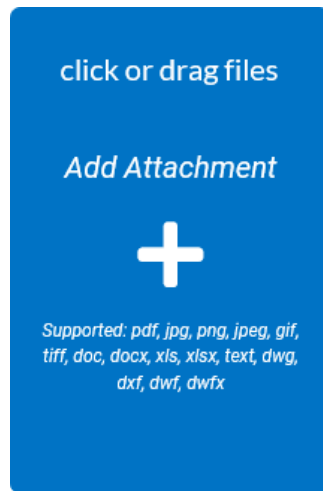
CONTACTS

Please select the "+" in the box below to add additional contacts for this application.

Applicant

FELICIA MONTONEY (You)

City of Alexandria

2900 Business Center,
Alexandria, VA , 22314

Owner

Brian Rahal

T&ES Stormwater Managem...

Remove

Select Type ⌄

Add
Contact

✚

Back   Create Template   Save Draft   Next

15. Click Next once you have added any others or if you have no one else besides you.

16. On the Application Eligibility section, enter in all information that is relevant to your application.

17. Once you have entered all the information needed, click Next to move to the next screen.

18. Click on the plus sign to add each attachment that is needed to approve the application.

    • Work Completed Photos
    • Proof of Payment
    • Invoices/Contracts

19. Once you have added all attachments, click Next to move to the next screen.

20. The last screen will be for you to review prior to submitting. Once you review, Click Submit at the top right-hand corner.

21. Once you submit, you will be able to see the progress page.

22. If you have any questions regarding the steps on the submission of this application or you want to verify that you submitted correctly, please contact Felicia Montoney at FloodGrant@alexandriava.gov.