



City of Rockville Flood Mitigation Assistance Program

Application Instructions



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City of Rockville Flood Mitigation Assistance Program

At A Glance

Program Summary:

The City of Rockville Flood Mitigation Assistance Program offers financial assistance through matching reimbursement funds to residents and property owners who have made improvements to their properties to mitigate future damage from flooding events.

Deadline:

Applications are accepted on a rolling basis.

Eligible Flood Proofing Practices:

View the full list of approved practices and requirements here: <https://cbtrust.org/wp-content/uploads/City-of-Rockville-Flood-Mitigation-Practices-and-Requirements.pdf>.

Eligible Project Locations:

This program funds projects in the City of Rockville. Montgomery County manages its stormwater program independently of the City of Rockville and therefore properties outside the City of Rockville are not eligible.

Eligible Applicants, Property Types, and Maximum Reimbursement Funds:

The applicant must be the property owner. Renters may apply with documented approval from the property owner. Not all Rockville addresses are qualified residents; check to make sure you're a resident by using our address check map: <https://rockvillemd.maps.arcgis.com/apps/webappviewer/index.html?id=0aa9fe18b6c64b46a61230da64a2b2fd>.

The program will provide up to 50% of the total costs for approved measures, up to a maximum amount of \$5,000. Funds will be distributed on a first-come, first-served basis.

Submit Your Application:

Go to <https://cbtrust.org/grants/rockville-flood-mitigation-assistance-program/> to submit an online application.

Contact:

Chesapeake Bay Trust Flood Mitigation Assistance Coordinator
(410) 974-4941
rockvillefloodmitigation@cbtrust.org



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Introduction

The Chesapeake Bay Trust (the Trust) is proud to partner with the City of Rockville to manage its Flood Mitigation Assistance Program (FMAP). There have been instances of unprecedented flash flooding in parts of Rockville. For example, on September 1, 2021, Tropical Storm Ida hovered over Rockville, recording 2.56" of rainfall during the peak 30-minute period, with a total of 2.97" rainfall in only 45 minutes. The storm impacted scores of properties, including rendering uninhabitable the bottom floors of two multistory apartment buildings. Given the inevitability of changing climate conditions, such heavy rainfall events are likely to occur with more frequency.

The Mayor and City Council established the Flood Mitigation Assistance Program to strengthen Rockville's resiliency measures to minimize damage to Rockville residences and structures from storm events. Beginning in September 2022, FMAP served as part of the City of Rockville's Flood Resiliency initiative to offer financial assistance through matching reimbursement funds to residents and property owners for purchasing and/or installing approved flood mitigation and floodproofing practices on or after July 1, 2019. FMAP assists City residents and property owners by providing education and assistance to help make building improvements for flood and moisture prevention. This program is modeled after regional programs other jurisdictions have launched within the last two years.

The goal of this program is to financially reimburse individuals who have made improvements to their residences/and or properties to mitigate future damage from flash flooding events. For the City, this means delivering Assistance funds to residents who took efforts to increase overall community resiliency. For the individual applicant, this means being reimbursed for products and/or services that will provide a return on both the City's and their own investment.

The Trust is a nonprofit, grant-making organization dedicated to improving the bays, streams, rivers, forests, parks, and other natural resources of our local systems, from the Chesapeake to the Coastal Bays to the Youghiogheny River. The Trust, supported in large part by Maryland's Chesapeake Bay License Plate, Plate and partnerships with other regional funders, engages and empowers diverse groups to take actions that enrich natural resources and local communities of the Chesapeake Bay region. Since 1985, the Trust has awarded over \$146 million in grants to municipalities, nonprofit organizations, schools, and public agencies throughout the Chesapeake Bay watershed.

Eligible Applicants, Property Types, and Project Locations

Residential and commercial property owners, renters, homeowner associations, condominium associations within the Rockville City limits are eligible for this program.

- If the Applicant is applying on behalf of a Condominium Association or Homeowner Association, the application shall be submitted for commonly owned property areas and not individual properties within an Association. In order to be reimbursed, proof of approval by the Association's Board must be included with the application. Likewise, renters applying must also provide proof of approval from the property owners in order to be considered for reimbursement under this program.

Projects **must** be located within the incorporated City of Rockville limits. Verify your residency on this map: <https://rockvillemd.maps.arcgis.com/apps/webappviewer/index.html?id=0aa9fe18b6c64b46a61230da64a2b2fd>.

Property ownership will be confirmed using the Maryland State Department of Assessments and Taxation database: <https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx>. You *may* be required to submit additional property ownership verification documents if we are unable to confirm you, as the applicant, are the property owner through SDAT.

Eligibility criteria:

- Work must be completed prior to applying.
- Applicant must provide itemized receipts for purchase and/or installation for eligible expenses.
- Eligible expenses must be incurred on or after July 1, 2019.
- Applicant must provide photographic evidence that measures have already been installed.
- All applicable permits and approvals (i.e., Inspection Services Division, Historic District Commission, Department of Public Works, Community Planning & Development Services (Forestry), homeowners/condominium association, etc.) have been obtained and proof submitted with application.
- If actions requiring permits were undertaken without the needed approvals or permits, those expenses will not be eligible for Assistance reimbursement. In such cases, it may be possible for applicants to retroactively apply for permit(s) or approvals and submit appropriate documentation once issued.
- Applicant must confirm that their project and/or installation will not adversely affect neighboring property by increasing or blocking stormwater flow.
- Applicant must execute the City Waiver Agreement included in the Application package.

Eligible Practices/Project Types and Criteria

The Approved List of Practices was developed by the City based on best practices for flood mitigation implemented by other jurisdictions that have developed and administered similar assistance programs. This list identifies eligible flood mitigation practices along with their descriptions and a quick snapshot of the City's permit review/application requirements for each.

In total, these practices:

- Help mitigate flooding on private property.
- Reduce the overall damage to property from flooding through flood protection.

Below is a list of approved flood proofing practices. For descriptions and City review requirements for each practice, please review this detailed document: <https://cbtrust.org/wp-content/uploads/City-of-Rockville-Flood-Mitigation-Practices-and-Requirements.pdf>.

- Practices to protect and seal windows:
 - Install permanent glass protection materials or floodproof windows
 - Install basement window protection
 - Install custom ground floor or basement window wells
- Practices to protect and seal doorways:
 - Install permanent doorway flood gate or panel
 - Install temporary doorway flood gate or panel
- Practices to protect and seal basements:
 - Purchase and install/connect sump pumps and sump pump backup systems
 - Install drain tiles below basement floor
 - Install flood vents
 - Disconnect or plug internal floor drains
- Practices to protect and seal utilities:
 - Purchase utility flood covers
 - Install interior concrete or masonry walls
 - Elevate electrical outlets, switches, sockets and circuit breakers

- Install flanged/quick connect system
- Elevate utilities and service equipment
- Practices to protect exterior of home:
 - Construct a protective flood wall
 - Perform surface grading
 - Construct an earthen berm
 - Install impermeable (water resistant) material around foundations
 - Install a French drain system around basement
- General protective and flood-stoppage equipment:
 - Purchase flood socks
 - Purchase Quick Dams
 - Purchase sandless bags
 - Install a flood alert system
 - Purchase portable submersible water pumps and hoses
 - Incorporate flood resistant building materials
 - Apply interior concrete sealers and waterproof paints

Some of these Approved Practices may require review, approvals and permitting by City Departments as outlined in the Application Process Section (below).

Maximum Reimbursement Funds and Timeline

The program will provide up to 50% of the total costs for approved measures, up to a maximum amount of \$5,000. Funds will be distributed on a first-come, first-served basis. All approved practices must have been installed after July 1, 2019.

The Fiscal Year 2025 budget includes \$100,000 for the grant program. This program is funded by the City’s Stormwater Utility Fee (learn more at ww.rockvillemd.gov/569/Stormwater). Applications will be reviewed for funding on a first come, first serve basis. During the review phase, the Trust will be continuously evaluating both the available funding and eligibility requirements to adjust as needed. The program budget for Fiscal Year 2026 will be determined during the Mayor and City Council’s budget process.

Within 14 business days of receipt of the application, the Trust will review your application and determine eligibility. If an application is rejected, the Trust will provide the rationale for it and an applicant may attempt to correct any deficiencies and resubmit the application. However, there is no guarantee that reimbursement funds will still be available since the program is on a first come, first served basis.

If approved (all documentation submitted, waiver signed etc.), the Trust will transmit an approval letter to the applicant. A payment request will be processed, and a check will be cut for the amount allowable by the Program. Checks will be mailed to the address contained in the application. Please allow four (4) to six (6) weeks from receipt of application approval for payment processing.

Deadline

Applications for the City of Rockville Flood Mitigation Assistance Program are accepted on an on-going basis (also called a “rolling program”). Funds are available on a first come, first served basis until funds are fully expended for the given fiscal year. Check our website at <https://cbtrust.org/grants/rockville-flood-mitigation-assistance-program/> for the most up to date information about the status of this rolling program.

Application Process

1. Verify Residency:
 - Not all Rockville addresses are qualified residents. Check to make sure you're a resident by using our address check map:
<https://rockvillemd.maps.arcgis.com/apps/webappviewer/index.html?id=0aa9fe18b6c64b46a61230da64a2b2fd>.
2. Review Project Guidelines:
 - Review the Application Instructions and Design Guidelines for the project type you are planning to install. Projects must meet these criteria to receive a rebate. These guidelines are included in the Eligible Practices/Project Types and Criteria section.
3. Check to see if a practice requires City Approvals or Permits:
 - Practices that require City approval are outlined in the List of Approved Practices which can be found on the Trust's website: <https://cbtrust.org/wp-content/uploads/City-of-Rockville-Flood-Mitigation-Practices-and-Requirements.pdf>.
 - Contact Information for permitting, approvals, and reviews is located in Appendix A.
4. Gather relevant documents:
 - Photos showing proof of completed installation or items purchased
 - Itemized receipts showing proof of project cost
 - Property owner approval (if applying as a renter)
 - Acquired permits and approvals (if applicable)
 - Documentation of flood damage encouraged but not required
5. Fill Out and Submit an Application:
 - Please review the Application Submission Instructions Section below.

Contacts

Contact the Chesapeake Bay Trust's Flood Mitigation Assistance Coordinator at (410) 974-2941 or rockvillefloodmitigation@cbtrust.org.

For contact information for permitting, approvals, and reviews, please review Appendix A.

Application Submission Instructions

Online Application

The Trust uses an online system for the application process and project management. Go to <https://cbtrust.org/grants/rockville-flood-mitigation-assistance-program/> and click on "Get Started" to begin a new application. This will open a new window asking you to log in or create an account on our online system. If you have applied to the Chesapeake Bay Trust in the past, please use your existing username and password (if you have forgotten your password, click on "forgot password" to reset your password). If you have not applied to the Chesapeake Bay Trust before, click on "New Applicant" to set up an account.

At the start of the online application form, you will be asked to complete an eligibility review which is meant to assist you in determining if your project meets the requirements of this program. You will then be asked to provide the following information. Complete the application to the best of your ability.

1. Applicant and Property Information Tab
 - Provide the property owner's name, mailing address, phone, and email address. The applicant must be the property owner **or** must upload a letter of approval from the property owner.
 - Provide the property information including the property tax account number, address, and type. If the property type is not residential, provide the organization or business name and the tax ID number.
2. Project Information Tab
 - Provide the Flood Mitigation Assistance practice(s)/project type(s), project goal(s), project start and end dates, estimated rebate amount requested, and contractor company, if applicable.
3. Supporting Documents Tab
 - Upload all invoices and receipts.
 - Upload photos of the site prior to implementation of the project.
 - Upload any other supporting documents (e.g. permits)
4. City Waiver Agreement
 - Complete the required City of Rockville Waiver Agreement found at the end of the application.

Appendix A: Contact Information for Permitting, Approvals, and Reviews

- Historic District Commission (HDC)
 - 240-314-8236
 - HDC is responsible for review and approval of projects that involve modifications/improvements to Historic designated buildings or structures located in the Historic District. A Certificate of Approval must be obtained from the HDC for any such project.
 - Step 1: Determine if your property is in a Historic District
www.rockvillemd.gov/2177/Historic-Districts
 - Step 2: Get Certificate of Approval
www.rockvillemd.gov/626/Historic-Property-Alterations
 - *If the proposed work will be permanent and visible from the public right-of-way to a Historic designated building, or a structure located in the Historic District, you may need a HDC review.*
- Inspection Services Division (ISD)
 - 240-314-8240
 - ISD is responsible for the issuance of building and/or mechanical, electrical and plumbing permits that be required.
www.rockvillemd.gov/165/Permits-Inspections.
 - *If the proposed work alters, demos, renovates, and/or creates a permanent addition to an existing building or structure, you may need an ISD review.*
- Department of Public Works (DPW)
 - 240-314-8500
 - DPW is responsible for the issuance for a Sediment Control Permit (SCP) for any grading project that involves the disturbance of more than 5,000 square feet (or 100 cubic yards) of land and Public Works Permits (PWK) for projects that involve any disturbance within the public right-of-way.
www.rockvillemd.gov/2372/Sediment-Control-Permit
www.rockvillemd.gov/2374/Public-Works-Permit-Protection-of-Right-of-Way
 - *If the proposed work involves grading or land disturbance of more than 5,000 square feet (or 100 cubic yards) or the disturbance is within the public right-of-way, you may need a DPW review.*
- Community Planning & Development Services (CPDS)
 - 240-314-8233
 - CPDS is responsible for administering procedures, standards and requirements that protect trees and forests during and after development activity and minimize tree loss due to development. For any grading or land disturbing activities, contact CPDS as follows.
 - Single family homes, contact CPDS (forestry inspector) if you have Forest Conservation Easements on the property
<https://rockvillemd.maps.arcgis.com/apps/webappviewer/index.html?id=cce586a954ed4fba8a8df8af7c7182d5>
 - Commercial, mixed use, and HOA properties, contact CPDS (forestry inspector) if the limits of disturbance for your project is within a critical root zone of any significant tree (6" diameter or greater at 4.5' off the ground). If you are unsure, please contact CPDS (forestry inspector) for clarification.
 - Homes in Historical Preservation Districts contact CPDS (forestry inspector)

- *If the proposed work involves grading or a land disturbance on a property that has a Forest Conservation Easement or may potentially impact a tree, you may need a CPDS review.*