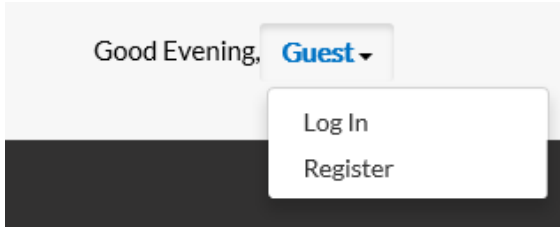


Flood Mitigation Grant Program Submission Guide

1. Register at the link: https://apex.alexandriava.gov/energov_prod/selfservice#/home
2. Select Register in the upper right-hand corner:



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



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

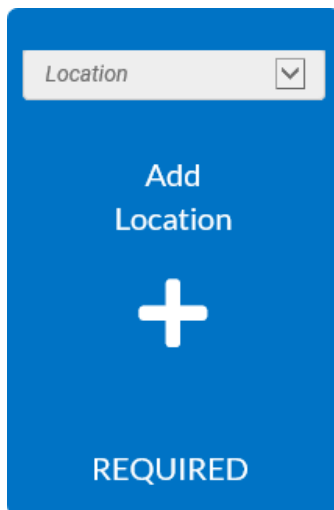
8. Select the Flood mitigation Grant Application and click on the Apply button on the right side of the screen.

Flood Mitigation Grant

Apply

Category Name: Flood Mitigation Grant
Description: 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.



Address Information

Search 

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

301 KING ST, ALEXANDRIA,VA 22314

Add

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.

PLAN DETAILS

*** Plan Type**

Flood Mitigation Grant



Description

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.

The screenshot shows two panels. The left panel, titled 'Applicant', displays a profile card for Felicia Lowe (You) with a blue person icon and the address: 301 King street, Alexandria, VA, 22314. The right panel is blue and features a dropdown menu with 'Applicant' selected, the text 'Add Contact', and a large white plus sign (+) button.

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.

Plan Number: FLDG2021-00071

[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Flood Mitigation Grant	Status: Submitted - Online	Project Name:
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[Summary](#) [Locations](#) [Fees](#) [Reviews](#) [Inspections](#) [eReviews](#) [Attachments](#) [Contacts](#) [Sub-Records](#) [Holds](#) [Meetings](#)

[More Info](#)

Progress 0% Completed Completed	Workflow <input type="radio"/> Application submittal <input type="radio"/> Completeness review	Actions
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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.