

Repair and Renew Grant

Objective of the RRG: The Repair and Renew Grant (RRG) is due to be launched on the 1st April 2014. The RRG will be delivered by Local Authorities in flood affected areas, using a grant under section 31 of the Local Government Act 2003 (LAs will implement and recover costs from Defra). Defra have outlined a proposed delivery framework (as basis for discussion and agreement), for Local Authorities to operate their own local schemes at their discretion.

Purpose of the Fund: The RRG will provide flood affected homes and business premises with up to £5,000 of grant funding to establish flood resilience measures to reduce the risk of future flooding and/ or minimise the impact of future flooding. We estimate the total fund value to be c. £35 m based on an estimated number of flooded properties. All properties flooded between the 1st December 2013 and 31st March 2014 are eligible for support.

Eligibility: The owners of the following premises are eligible for RRG;

- *Residential properties (including accommodation such as static caravans where primary residence, **defined as location registered on electoral role**) where habitable internal areas of the premise have been damaged by flooding between the 1st December 2013 and the 31st March 2014.*
- *Business (including social enterprise) and charitable organisation properties where internal areas of the premise which are critical to the day to day operations (i.e. not storage sheds or warehouses) have been damaged by flooding between the 1st December 2013 and the 31st March 2014.*

Criteria:

- The interior of applicant's home or business premises must have been damaged by flooding (as defined in the Flood and Water Management Act) between December 2013 and March 2014 (as defined above).
- The applicant must not have received other sources of public or insurance funding to establish the same resilience measures applied for (such as Property Level Protection scheme).
- Business applicants will need to comply with state aid requirement (a per annex C of the Flood Support Schemes guidance at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/284174/Flood-Support-Schemes-guidance.pdf a notification is being sought for all support provided through the flooding response, although likely to be de minimis for the RRG as not directly related to repair/ recovery works)
- Applicants should utilise advice on the Property Protection Adviser website (<http://nationalfloodforum.org.uk/property-level-protection-community-tool/>), and other sources of information referenced in this guidance, to help select the most appropriate resilience and/ or resistance measures for the nature of the flood risk to their property.
- **Properties who will benefit from a wider community flood defence scheme which will be completed prior to the winter (October/ November) 2014 (negating any value that may be gained from any RRG aid) are not eligible to apply.**

Timing: Applicants can apply from the 1st April 2014. Recognising that each flooded area is at very different stages of recovery, no application end date is specified. However, Local Authorities should please ensure that the RRG is fully implemented and funds claimed by no later than the 31st March 2015. We may be unable to fund claims after this date.

What Can Apply For: Up to £5,000 grant funding towards 100% of the costs (including VAT) of purchasing and installing appropriate resilience measures from the eligible list identified in the guidance.

Should an applicant choose to implement measures in excess of £5,000, the cost must be met from alternative resources.

Collaborative Applications: It is also anticipated that collaborative applications to establish community level resilience and/ or resistance measures will be supported. For example, where a street of properties would like to work together to establish a more appropriate solution for all (based on a contribution of up to £5,000 per premise). Local Authorities can accept/ facilitate collaborative applications of this nature should they wish to/ at their discretion.

Guidance on Flood Resilience and Resistance Measures: An applicant is not required to seek professional advice prior to making an RRG application. However, an applicant could mistakenly select resilience and/ or resistance measures that will be of limited benefit to them. Therefore, it is requested that where possible, Local Authorities please provide local advice in their application guidance to inform the selection of the most appropriate measures for the type of flooding encountered.

In addition, should an applicant choose to commission a professional survey prior to making an application, they can retrospectively claim up to £500 towards the cost as part of their subsequent application (as part of the total £5,000 available grant).

Retrospective Applications: Due to the nature of the flooding across the country, many people are at very different stages of recovery. For example, many of those who experienced flooding due to the tidal surge in December have already (or are in the process of) implemented repairs, which may include the purchase and installation of some of the resilience and/ or resistance measures that will be eligible for the RRG support. In contrast, those properties flooded for a long period of time in areas such as Somerset may take many months to dry out and be in a position to implement the measures supported by the grant scheme.

The ABI have raised some concerns regarding the timing of the launch of the RRG, and the potential timescales it may take to reach a decision thereafter. They have stated that a number of people have informed insurance companies that they do not want to proceed with repair works to premises until they know if they can access the RRG support, so they can include flood resilience and/or resistance measures as part of these works (over and above any insurance repairs). This could cause a significant delay to people being able to return to their home or for businesses to return to normal trade.

Therefore, it is proposed that the RRG accepts retrospective applications for consideration where;

- *An applicant has been flooded after the 1st December 2013 and they have purchased and installed flood resilience and/ or resistance measures which are eligible for support through the RRG, where and they can demonstrate they ensured vfm.*
- *Where an applicant needs to progress repair works prior to the launch of the RRG, or a decision on their application can be reached, they can purchase and install eligible resilience and/ or resistance measures and apply for grant funding afterwards. Any incurred costs would be at the applicants own risk, subject to retrospective approval of their application*

Section 31 Payment to Local Authorities: Once a Local Authority has confirmed it would like to implement the RRG in their area, Grant agreements, including payment terms, will be issued.

Local Authority Reporting: It is requested that each Local Authority maintain a record (such as a spreadsheet) of each grant applications received, and for those approved the value of the grant awarded and the resilience and/ or resistance measures applied for. For rejected applications, the reason for rejection should please be noted.

Local Authorities will be asked to please report headlines at the end of each month such as the number of applications received, number approved, value of funds paid out to date, and value of overall commitments.

Three Quotes for Proposed Works

The template guidance identifies that an applicant should submit three quotes with their application to demonstrate value for money. Or if a retrospective application they should state how they had ensured they had achieved value from money when purchasing the resilience and/ or resistance measures installed.

However, we realise that where an applicant would like their insurance company's contractor to undertake the resilience and/ or resistance works as part of repairs it will not be possible to gain three quotes. In addition, some Local Authorities have indicated it may not always be possible for an applicant to find 3 quotes depending on the equipment to be purchased.

A Local Authority can (at your discretion) take an alternative approach to verifying costs, for example, through a qualified person in a Local Authority checking that the costs are valid/ in line with expectations for the works proposed, or through a lower number of required quotes required in line with any other existing grant schemes you may operate/ Council's procurement policy.

Impact of the RRG on Flood Grant in Aid Business Case Assessments

As part of the national flooding response to assist those affected by the extreme weather encountered in the winter of 2013/14 (to address extenuating circumstances), the RRG has been introduced as a one off grant scheme. Measures installed in homes and businesses that flooded during the winter 2013/14 using the RRG will offer some mitigation of flood risk and help people to improve the resilience of their properties. However, we recognise that in most cases such measures will not provide a dependable long-lasting solution to flood risk. It will therefore normally be the case that future FCERM grant-in-aid applications and business cases for projects to reduce risk to communities where RRG has been made available will be unaffected

Communications/ PR

No significant national PR is planned for the 1st April launch. A press notice will be issued to regional media only and the Defra communications team will tweet to announce the launch of the grant. In addition, some Defra Ministers are due to be interviewed in the next few days about flooding recovery (such as a Radio 4 interview later this week), and we expect RRG to be raised. The Minister for flooding will be visiting Cornwall on 31st-1st April which may attract some regional media and present opportunities for the RRG to be publicised however this won't been known in advance. If we start to receive requests for media interviews around the launch date we will let Local Authorities know, and ask that Defra Comms Team liaise with Local Authority Comms teams.

Mystery Shopper

The Cabinet Office are undertaking a mystery shopper assessment of all of the various flood response schemes. We understand that this will include the RRG, with Cabinet Office

checking websites for information available (with the other flood schemes) prior to the 1st April launch, and then the delivery of the scheme thereafter.

Teleconference Session: Local Authorities are invited to a teleconference session to discuss any early implementation issues between 10.30 and 11.30 on Friday 4th April. If you would like to join, please call 0800 917 1956 Passcode 28936907#. Capacity on the teleconference system has been increased.

Contact: For further information or to discuss implementation of the RRG in your area please contact Roger Allonby. Roger can be contacted on 01905 768 854, 07917750455, roger.allonby@defra.gsi.gov.uk.

Frequently Asked Questions

Is there a total RRG budget?

Anyone who was flooded between the 1st December and the 31st March 2014 who meet the definition and criteria as outlined above are eligible for a grant of up to £5,000. The RRG budget will be sufficient to ensure that all those eligible, and that Local Authorities approve for support can receive the grant.

Will Local Authorities be paid an admin fee?

DCLG are currently exploring how admin costs for implementing the RRG can be supported, working with the LGA to identify what the level of costs may be (establishing an evidence base). If you do have an evidence of previous schemes, or thoughts on admin costs, please send to Roger Allonby (roger.allonby@defra.gsi.gov.uk) who will share with CLG colleagues.

Can applicants claim for seeking relevant consents, such as listed building consent?

As the RRG will support 100% of costs up to £5,000 (including VAT) towards the provision of eligible resilience and/ or resistance measures, the cost of seeking relevant consents (such as listed building consent) can be included.

Is the list of eligible items definitive or can different items be accepted?

To ensure some consistency of what people can apply for (to avoid claims of a postcode lottery), we would like to keep the list of eligible items the same as far as possible. However, if there are items missing that you would like added, please let us know and we will add and redistribute.

If a Local Authority intends to facilitate collaborative community schemes as an alternative to the property level grant (for example, working with a street of affected properties to establish a community level solution) then the funds can be used to establish a bespoke solution as appropriate.

Can a Local Authority offer a free survey?

Yes. Some Local Authorities have indicated that they have other resources available, and would like to offer a free survey to applicants. However, if a Local Authority would like to offer a survey, to then be claimed back as part of an RRG cost (part of the £5,000), prior approval/ request will be required from the applicant. The RRG funds are capital. Professional fees can be capitalised on a project by project basis (where leads to the capital expenditure). However, grant funds could not be ring fenced for a general survey service provided by a Council, as this would be a revenue cost.

Can a Local Authority procure providers of resilience and resistance measures to undertake the works and pay directly?

Yes as your Council's own procurement policies and processes allow. A number of Local Authorities have indicated that they would like to procure providers to undertake works on

behalf of applicant and pay the supplier directly. This will reduce VAT costs (as Local Authorities may be able to reclaim), and assists those applicant who may not be able to pay for works and then claim back.

Can Local Authorities pay applicant suppliers directly?

Yes as your Council's own procurement policies and processes allow. Some Local Authorities have asked if they can pay an applicant's suppliers directly to help those who may not be able to pay for works and then reclaim.

What level of Local Authority can deliver the scheme (upper or lower tier)?

As a number of Local Authorities either have existing delivery arrangements in place, or are developing cross Council arrangements, there is no stipulation as to what level of Authority can deliver the RRG. Local Authorities can establish individual or collective arrangements as best meets local circumstances.

Can a Local Authority change the name of RRG locally?

We recognise that some Local Authorities are already delivering a range of protection support, and would cause confusion to introduce a different separately branded scheme. In addition, a number are using one application form/ process for people to apply for the range of available recovery support (council tax/ business rate relief, business support, and the RRG etc). Therefore, you do not need to locally brand the scheme as Repair and Renew depending on your local circumstances. However, as there is likely to be some national media coverage of the fund, and in some locations some applicants are aware of the scheme, you need to please ensure that they do not think that that there are multiple opportunities to apply for the same £5,000 support. In addition, in terms of reporting on delivery to Defra, we would please need RRG specific information.

Proposed Application Process

Stage 1 – Application	
Purpose	<p>The application form will gather the key information required to appraise the application, such as;</p> <ul style="list-style-type: none"> • Applicant details • The reason why the property flooded to assess why resilience measures proposed (from eligible list) are the most appropriate/ value for money. • Any other public or insurance monies received previously (to check additionally and state aid). • The resilience measures applied for and how meet required standards (against list of eligible items circulated in guidance). • Any additional measures applicant taking themselves (added value) • Timescales for implementing or if have implemented (if retrospective application) • How the equipment/ works have been procured (3 quotes), with the quotes to be provided with the application. • How applicant will pay for resilience measures and installation prior to claiming back funds from Local Authority.
Proposed Forms	<ul style="list-style-type: none"> • Template application questions in annex A to be tailored to reflect Local Authority scheme • Applicant guidance note template in annex B – identifies list of eligible activities and indicative costs, to be tailored to reflect Local Authority scheme

Stage 2 – Appraisal	
Purpose	<p>Local Authority to undertake appraisal of the project to ensure;</p> <ul style="list-style-type: none"> • Applicant eligible (been flooded) • Proposed resilience measures generally appropriate for nature of flooding experienced. • Application represents value for money (like for like quotes provided, in line with cost expectations based on LA's ways of working). • There continues to be a high risk of future flooding – no other known flood defence schemes committed to in the applicant area. • The applicant has not received other public or insurance funds for the same measures (no double funding). • That applicant businesses complies with state aid
Proposed Forms	<ul style="list-style-type: none"> • Local Authorities to establish in line with their delegated spending approval processes?

Stage 3 – Approval or Rejection	
Purpose	<p>Local Authority will need to establish a means of considering the outcome of the appraisal process in line with their existing scheme of delegation (level of Officer or panel with authority to make financial commitments of £5,000).</p>
Proposed Forms	<p>If a panel – Terms of Reference, and minutes of panel meeting to record decisions. Approver signature on appraisal forms.</p>

Stage 4 – Contract	
Purpose	<p>Contract between Local Authority and applicant defines</p> <ul style="list-style-type: none"> • Basis for provision of the funding, • Timescales for implementing, • Any reporting requirements of outputs/ outcomes • Evidence to be provided with grant claims • Inspection requirements (access to premises if required) • Route to recovery of funds if misappropriated
Proposed Forms	<ul style="list-style-type: none"> • Template contract letter or do Local Authorities have own legal requirements.

Stage 5 – Grant Claims, Project Monitoring, and Inspections	
Purpose	<p>Local Authority would receive grant claim forms for applicant and process, reviewing;</p> <ul style="list-style-type: none"> • Invoices to demonstrate grant funds spent appropriately • Bank statements to demonstrate payment made to supplier. • Photographic evidence that the measures have been implemented <p>As there could be over 7,000 applications to the fund, it is unlikely every premise could be inspected as a result of the funding. To manage risk of misappropriation of funding, a random (statistically significant) sample of premises to be inspected. An national monitoring framework will be established and agreed with Local Authorities once number of eligible premises have been finalised.</p>
Proposed Forms	<ul style="list-style-type: none"> • Template grant claim form identifying required evidence? • Template monitoring/ inspection form?

Annex A– Proposed Application Form Questions

1. Applicant Information	
Name of Applicant:	
Business Name (if applicable)	
Address:	
Postcode:	
Telephone Number	
Mobile:	
e-mail:	

2. Property Flooded	
Address of property applying (if different from above), including postcode	
Date property was initially flooded	

3. Do you know the cause of the flooding?	
Blocked/ overwhelmed river	
Blocked drainage	
Tidal surge	
Extreme rainfall	
Surface runoff	
Other (please specify)	

4. Please briefly describe the primary damage that was caused.	

5. Is your grant application for;	
Resilience/ resistance measures that you will install in the future should your grant be approved?	Yes/ No
For resilience/ resistance measures that you have already purchased and installed following the flooding (retrospective application).	Yes/ No

6. Please indicate which of the available resilience/ resistance measures you intend to or have installed (if a retrospective application), and cost (including VAT).

Three like for like quotes should be provided with your application to support the identified cost. Alternatively, retrospective applications should answer question 7.

Please note that the maximum grant that can be applied for is £5,000 (including VAT costs). Any costs incurred above £5,000 will need to be met from your own funds.

When selecting which measures you intend to install, please read the application guidance note and we strongly advise that you consider information available on reference websites such as www.nationalfloodforum.org.uk/property-level-protection-community-tool/. The guidance will help you select the appropriate resilience/ resistance measures for the nature of flooding in your area – not all of the identified measures may be appropriate, and may make limited difference to protecting or minimising the damage to your premises. Should you choose to seek professional advice prior to making an application, you can retrospectively claim up to £500 of the cost as part of your application.

Resistance Measures	Cost £s	Resilience Measures	Cost £s
Demountable Door Guards		Replace sand-cement screeds on solid concrete slabs (with dense screed)	
Demountable Window Guards		Replace chipboard flooring with treated timber floorboards	
Airbrick Cover		Replace floor including joists with treated timber to make water resilient	
Sewage Bung		Replace timber floor with solid concrete	
Toilet Pan Seal		Raise floor above most likely flood level	
Sump Pump		Replace mineral insulation within walls with closed cell insulation	
Re-pointing external walls with water resistant mortar		Replace gypsum plaster with water resistant material, such as lime	
Waterproof external walls		Install chemical damp-proof course below joist level	
Automatic Door Guards		Replace doors, windows, frames with water-resistant alternatives	
Permanent flood door		Sceptic tank resistance or resilience measures (such as isolation valves, venting above flood level etc)	
Automatic Window Guards		Mount boilers on wall	
Self-closing airbrick		Move washing machine to first floor	
Non-return valves 110 mm soil waste pipe		Replace ovens with raised, build-under type	
NRV 40 mm utility waste pipe		Move electrics well above likely flood level	
NRV 12 mm overflow pipe		Move service meters well above likely flood level	
Garage/ Driveway Barrier		Replace chipboard kitchen/ bathroom units with plastic units	
Professional advice on flood resistance/ resilience		Flood Risk Report	
Total Cost of Resilience/ Resistance Measures implementing			£
Total Amount of Grant Applying For if different (maximum £5,000 including VAT)			£

7. Three like for like quotes for the purchase and installation of the identified measures should be included with your application. If you have not selected the cheapest available quote, please briefly explain why.

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8. FOR RETROSPECTIVE APPLICATIONS ONLY – If you are applying for works that have already been undertaken, please briefly describe how you ensured value for money i.e. utilised insurance company contractor, or sought quotes from a range of providers. Evidence of quotes and invoices should please be included with your application.

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9. Have you received any alternative funding (such as previous grant funding or insurance claim payment) for any of the equipment you are applying for grant funding for?	Yes/ No
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If yes, please specify and state why also seeking Repair and Renew Grant support.

10. FOR APPLICATIONS BUSINESS PREMISES ONLY – Have you received any other public grant funding during the last three years? If so please specify what for and the amount received.

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11. Should your application be approved, please indicate the month you expect to make a grant claim. Grant claims can only be made once the installation has been fully completed and contractors paid from own fund.

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Declaration

To the best of my knowledge, the information in this form and all other information given in support of this application is correct. I confirm that that I understand the purpose of this form and the reasons for the collection of my/ our personal data (to the extent that this form contains information which is personal data for the purposes to the Data Protection Act 1998) and that I agree to my/ our personal data being used as stated.

If any information changes I will inform [Local Authority name] immediately.

Warning – if you knowingly or recklessly make a false statement to obtain grant for yourself or anyone else you risk prosecution, and the recovery of all grant payments. By signing this form you are agreeing that you have read and agree with the above declaration.

Annex B - Template Guidance to Applicants

Purpose of the Fund

Following an announcement by the Prime Minister on the 12th February 2014, the Repair and Renew Grant (RRG) scheme has been established to provide grants of up to £5,000 to homeowners and businesses that had been flooded since the 1st December 2013 and 31st March 2014, to implement flood resistance and/ or resilience measures to minimise the impact of any future floods.

The RRG will **not** provide funding support for general repairs from flood damage, or to insurance excess payments.

Who Can Apply?

The owners of the following premises are eligible for RRG;

- *Residential properties (including static caravans where primary residence) where habitable internal areas of the premise have been damaged by flooding between the 1st December 2013 and the 31st March 2014.*
- *Business (including social enterprise) and charitable organisation properties where internal areas of the premise which are critical to the day to day operations (i.e. not storage sheds or warehouses) have been damaged by flooding between the 1st December 2013 and the 31st March 2014.*

Grants will be payable to the person responsible for the fabric of the property, normally the property owner.

Criteria

- The interior of your home or business premises must have been damaged by flooding between 1st December 2013 and 31st March 2014. Please see definition above.
- The applicant must not have received other sources of public or insurance funding to establish the same resilience and/ or resistance measures applied for (such as from a Property Level Protection scheme).
- Business applicants will need to comply with state aid regulations. To be eligible for RRG support businesses must not have received more than 200,000 Euros of public funding in the last 3 years. For primary agriculture and fisheries sections the de minimis threshold is 15,000 and 30,000 Euros respectively [to change if separate notification approved and includes RRG].
- Applicants should utilise advice on the Property Protection Adviser website (<http://nationalfloodforum.org.uk/property-level-protection-community-tool/>), and other sources of information referenced in this guidance, to help select the most appropriate resilience and/ or resistance measures for the nature of the flood risk to their property.
- Properties who will benefit from a wider community flood defence scheme which will be completed prior to the winter (October/ November) 2014 (negating any value that may be gained from any RRG grant) are not eligible to apply. Information regarding approved schemes can be found on the Environment Agency website at <http://www.environment-agency.gov.uk/research/planning/118129.aspx>

What Can Apply For

Up to £5,000 grant funding towards 100% of the costs (including VAT) of purchasing and installing appropriate resilience and/ or resistance measures from the eligible list below.

Should you choose to implement measures that cost in excess of £5,000, the additional costs must be met from alternative resources.

The following resilience and/ or resistance items can be applied for. When selecting which measures you intend to install, we strongly advise that you consider information available on reference websites such as www.nationalfloodforum.org.uk/property-level-protection-community-tool/. The guidance will help you select the appropriate resilience/ resistance measures for the nature of flooding in your area – not all of the identified measures may be appropriate for the type of flood risk to your property, and may make limited difference to protecting or minimising the damage to your premises.

Should you choose to seek professional advice prior to making an application, you can retrospectively claim up to £500 of the cost as part of your application (within the total £5,000 including VAT that you can apply for).

Property level-measures	Description of Measure/ Type of Flood Risk?	Indicative cost range £s
Professional Survey of Premises to Identify Flood Risks (<i>can be undertaken prior to RRG application to identify most appropriate measures and up to £500 of costs applied for retrospectively</i>)	Professional survey undertaken to identify property flood risk, and identify appropriate resilience and/ or resistance measures.	Up to £500 including VAT
Flood Risk Report	Professional Flood Risk Report can be commissioned after resilience and/ or resistance measures fitted to inform any future works, and/ or to submit to insurance companies to demonstrate action taken/ level of future risk.	£?
Airbrick Cover	Watertight cover for airbricks.	20-40
Self-closing airbrick	Replacement airbrick that automatically closes to prevent flooding.	50-90
Sewerage Bung	Inflatable device to insert in U bend of toilet to prevent sewage backflow.	30-50
Toilet Pan Seal	Seal to prevent sewage backflow.	60-80
Non-return valves 12mm overflow pipe	Valve prevents backflow via overflow pipe.	70-110
Non-return valves 110mm soil waste pipe	Prevents backflow via soil waste pipe	550-650
Non-return valves 40mm utility waste pipe	Valve prevents backflow via waste pipe.	80-120
Silicone gel around openings for cables etc.	Prevents flooding via openings for cables to access properties.	80-120
Water resistant repair mortar	Water resistant mortar used to repair walls and improve future resistance.	80-120
Re-pointing external walls with water resistant mortar	Improve water resistance through using water resistant mortar to re-point walls.	150-250
Waterproof external walls	Membrane fitted to make external walls water resistant?	200-400
Replace sand-cement screeds on solid concrete slabs (with dense screed)	Dense water resistant screed to replace sand-cement screed	670-740
Replace mineral insulation within walls with closed cell insulation	Replacement of wall insulation with water resistant insulation.	720-800
Replace gypsum plaster with water resistant material, such as lime	Replace existing plaster to water resistant material in property.	4280-4740
Sump Pump	A pump used to remove water that has	400-600

	accumulated in a water collecting sump basin	
Demountable Door Guards	Guard fitted to doors to resist flooding	500-900
Automatic Door Guards	Door guards that automatically close to prevent flooding	1000-2000
Permanent flood doors	Permanent door (rather than demountable) which is flood resistant.	
Demountable Window Guards	Guard fitted to window to resist flooding	500-900
Sceptic tank resistance or resilience measures	Sceptic tank resistance or resilience measures such as isolation valves, venting above flood level etc	
Replace ovens with raised, built-under type	Raising oven off floor above flood level	700-780
Replace chipboard kitchen/bathroom units with plastic units	Fit plastic kitchen and/ or bathroom units to minimise water damage.	5000-5520
Move electrics well above likely flood level	Re-wiring of electrics (such as socket points) above flood level.	760-840
Mount boilers on wall	Raise boiler above flood level.	1080-1200
Move service meters above likely flood level	Raise service meters above flood level	1620-1800
Replace chipboard flooring with treated timber floorboards	Replace floor (including joists) to make water resistant.	920-1020
Replace floor including joists with treated timber to make it water resilient	Replace floor including joists with treated timber to make it water resilient	3490-3850
Install chemical damp-proof course below joist level	Install damp proof course to resist groundwater flooding.	6250-6910
Replace timber floor with solid concrete	Replace wooden flooring with concrete.	8210-9070
Garage/Driveway Barrier	Driveway gate or garage barrier to resist flooding.	2000-3000
Others? Sceptic Tank?		

Where appropriate, we recommend that homeowners and businesses use products that carry the BSI kitemark for flood protection products (PAS1188) or similar standards.

Collaborative Community Flood Defence Scheme

[Local Authorities can propose approach to establishing community defence schemes where street or area of residence or businesses wanted to apply collectively/ or better measure can be implemented on behalf of a number of premises].

How to apply and support documentation

Local Authorities to add details of their scheme.

Applicants should complete an application form and submit it to [Local Authority name and address] no later than end of [Local Authorities to identify application deadline depending on local circumstances – RRG to be completed and funds claimed by 31st March 2015].

Applications should be submitted with three like for like quotes for each of the resilience and/ or resistance measures (including installation costs and VAT) applied for. If you have not selected the cheapest available quote, you should explain why in the application form (question 7).

The quotes must:

- Be independent of the applicant
- Be comparable (e.g. of same or similar specification (quality), size, quantity, units)
- Be dated (within the last six months)

- Show the supplier's address, telephone number and contact details
- Give the VAT number (if the supplier is VAT registered and VAT is charged on the quote)
- Show the supplier's company registration number (if they are a limited company)

How will applications be assessed?

[Local Authority name] will assess each application to ensure that the applicant is eligible (property flooded between 1st December 2013 and 31st March 2014), meets the criteria of the fund outlined above, and represents value for money (costs in line with expectations).

[Local Authority name] will aim to assess each application within x working days of receipt of a completed application (including all required supporting information), subject to the volume received.

When can I start to purchase and install the equipment?

Wherever possible, you should not incur any costs for purchase and installation of resilience and/ or resistance measures before your application has been approved and you have been formally notified (letter or e-mail). Should you incur costs before your application is considered, *you do so at your own risk* that your application may not be approved, and therefore the expenditure *will not be recoverable*.

[Local Authority name] and/ or Defra do not have any liability for costs incurred prior to the submission and approval of an RRG application.

However, we realise that some people that have been flooded since the 1st December 2013 and the 31st March have;

- Already installed eligible resilience and/ or resistance measures before the RRG was announced or launched.
- Have had to install flood resilience and/ or resistance measures as part of repair works to premises that had to proceed before the RRG was launched or an application decision could be reached.

In these circumstances a retrospective application can be made where you can demonstrate that the value for money was achieved. Any payment of grant against retrospective costs is dependent on a successful application being submitted and approved.

Should your application **not** be approved, you will **not** be able to recover costs incurred.

[Local Authority name] and/ or Defra do not maintain any liability for any expenditure prior to the submission and approval of an RRG application.

Can I make a retrospective application?

As above, we realise that some people that have been flooded since the 1st December 2013 and the 31st March have;

- Already installed eligible resilience and/ or resistance measures before the RRG was announced or launched.
- Have had to install flood resilience and/ or resistance measures as part of repair works to premises that had to proceed before the RRG was launched or an application decision could be reached.

In these circumstances a retrospective application can be made where you can demonstrate that the value for money was achieved. Any payment of grant against retrospective costs is dependent on a successful application being submitted and approved.

Should your application **not** be approved, you will **not** be able to recover costs incurred. [Local Authority name] and/ or Defra do not maintain any liability for any expenditure prior to the submission and approval of an RRG application.

If approved, how/ when do I claim the grant?

If your application is approved, you can purchase and install the flood resilience or resistance measures applied for in line with the quote you selected and submitted with your application.

Once the works have been completed, you have received and paid the invoice, you can submit a grant claim (on relevant form) to [Local Authority name and contact details]. You should submit a copy of the invoice, and a picture(s) of the resilience and/ or resistance measure(s) that have been installed.

Should your grant claim be in line with the original grant approval (in terms of equipment purchased and installed at identified costs), the grant claim will be processed and **payment in to your bank account within X working days.**

Please note that at some future stage an employee of [Local Authority name] may visit your premises to ensure the resilience and/ or resistance measures have been installed in line with the requirements of the grant. If during the inspection it is found that you have not installed the relevant equipment, or it is no longer in situ, we may seek the recovery of the original grant funding.

What is the deadline for the project to be completed?

Applications can be submitted at any time between the 1st April 2014 and the [Local Authority name and address] no later than end of [Local Authorities to identify application deadline depending on local circumstances – RRG to be completed and funds claimed by 31st March 2015].

When will someone visit to inspect that the works have been completed?

A random selection of premises that have received RRG funding will be inspected following installation of the resilience and/ or resistance measures, and the grant has been paid. If selected, we will be in contact to arrange a time to visit.

If during the inspection it is found that you have not installed the relevant equipment, or it is no longer in situ, we may seek the recovery of the original grant funding.

Local Guidance

Local Authority, Environment Agency and possibly insurance companies to add any available info regarding nature of local flood risk to guide applicant selection of the types of resilience or resistance for the area.

Local Authority and EA to add any info on planned community level flood defence works which are planned in local area and would make any household/ business premises works redundant.

Sources of Further Guidance

Prior to implementing any flood resilience and/ or resistance measures (whether through the RRG or at your own cost) it is strongly advised that you seek some guidance as to the most appropriate means of protecting your premises. Flooding can occur for a wide variety of reasons, and you could install resilience and/ or resistance measures which will make no or very little difference to protecting your premises in the future. It is very unlikely that Property

Level Protection will prevent future flooding to your home or business, but informed resilience and/ or resistance measures can reduce the level or risk or damage incurred.

There are a wide range of sources of information available to you;

- **Insurance Company Advice** - Your insurance company may be able to offer advice during an assessment visit, or through a helpline. A number of insurance companies have established free advisory services following the recent flooding.
- **Any Local Authority helplines or advice services?**
- **Property Protection Adviser Website (www.nationalfloodforum.org.uk/property-level-protection-community-tool/)** - Homeowners and businesses can obtain a tailored report on the type of flood resilience measures that might be appropriate for their property from the Defra funded Property-Protection-Adviser website, which will give guidance on the kind of measures that might need to be fitted and their likely cost. You will be asked a few simple questions about your property and will receive a tailored report that takes into account the age and type of property.
- **Environment Agency Website** - <http://www.environment-agency.gov.uk/homeandleisure/floods/default.aspx>
- Planned flood defence schemes in your area **[we may need to simplify access]** - The programme of Flood and Coastal Erosion Risk Management projects is available on the Environment Agency's website <http://www.environment-agency.gov.uk/research/planning/118129.aspx> . The "2014/15 FCRM schemes programme", a spreadsheet available on that page, shows the approved programme with funding reserved for 2014/15 on the first tab and indicative funding for projects in the years 2015/16-2018/19 on the second tab. The list can be filtered by parliamentary constituency or Regional Flood and Coastal Committee area to identify any planned schemes that may be relevant to a Repair and Renew Grant application.
- **Prepare you property for flooding guide** - <http://a0768b4a8a31e106d8b0-50dc802554eb38a24458b98ff72d550b.r19.cf3.rackcdn.com/geho1009brdl-e-e.pdf>

Annex A – Definition of Flood

Section 1 of the Flood & Water Management Act 2010

1(1) “Flood” includes any case where land not normally covered by water becomes covered by water.

(2) It does not matter for the purpose of subsection (1) whether a flood is caused by—

- (a) heavy rainfall,
- (b) a river overflowing or its banks being breached,
- (c) a dam overflowing or being breached,
- (d) tidal waters,
- (e) groundwater, or
- (e) anything else (including any combination of factors).

(3) But “flood” does not include—

- (a) a flood from any part of a sewerage system, unless wholly or partly caused by an increase in the volume of rainwater (including snow and other precipitation) entering or otherwise affecting the system, or
- (b) a flood caused by a burst water main (within the meaning given by section 219 of the Water Industry Act 1991).