

Flood and Coastal Erosion Risk Management Grant – Capital Pipeline

How to Complete Guidance

August 2024

This guidance has been prepared by Natural Resources Wales on behalf of the Welsh Government. Its purpose is to assist Risk Management Authorities in Wales consider the impacts of climate change when planning and developing flood and coastal erosion risk management projects and strategies. For enquiries please contact the Flood and Coastal Erosion Risk Management team, within the Welsh Government by emailing:Floodcoastalrisk@gov.wales

Mae'r ddogfen yma hefyd ar gael yn Gymraeg.

This document is also available in Welsh

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Flood and Coastal Erosion Risk Management Grant – Capital Pipeline

How to Complete Guidance

These instructions will give you step-by-step guidance on how to complete your Flood and Coastal Erosion Risk Management Grant – Capital Pipeline

The Welsh Government produces this guidance in Welsh and English as required under the Welsh Government Welsh Language Scheme.

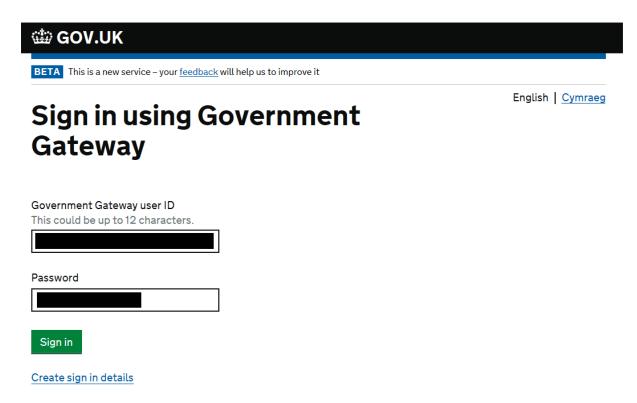
If you are encountering problems or are unable to access our website, please contact the RPW Online Helpdesk on 0300 062 5004.

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Rural Payments Wales Online - Home page

Log into your RPW Online Account - enter your User ID and Password in the boxes and click the **Sign in** button.



If you are encountering problems or are unable to access your online account, please contact the RPW Online Helpdesk on 0300 062 5004.

Once logged in to your online account the RPW Online 'Homepage' will appear.

Rural Payments Wales Online – Home page

To access the Flood and Coastal Erosion Management Grant – Capital Pipeline application, click the Tab labelled 'Forms' on the RPW Online home screen, as shown below.



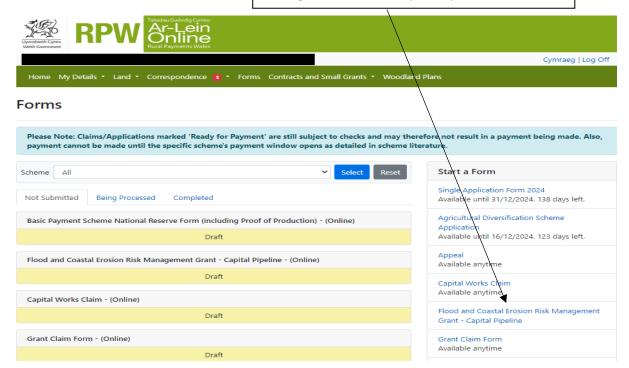
To change the language at any time click the button located in the top right hand corner bar of the RPW Online information. This will allow you to choose the language your Flood and Coastal Erosion Management Grant – Capital Pipeline application is displayed in.

Forms Page

Once you have selected the Forms tab you will see the Forms that are available for you to complete.

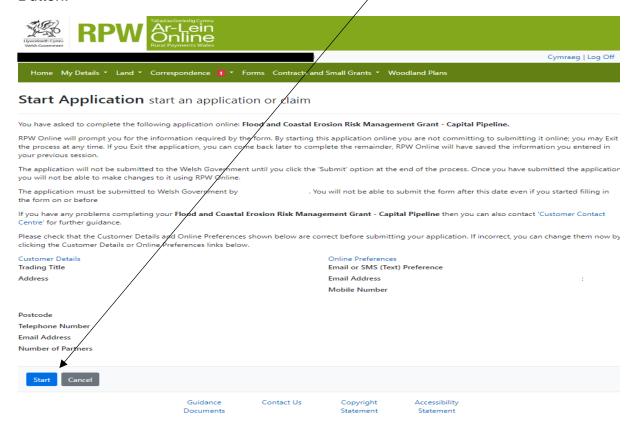
Select the Flood and Coastal Erosion Risk

Management Grant – Capital Pipeline from the list



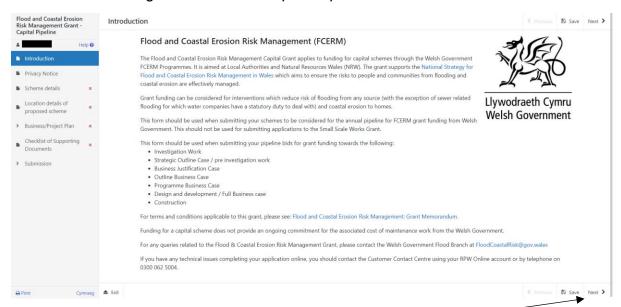
Getting Started

Once you have read the Guidance Booklets, to start your application click the Start Button.



Introduction Page

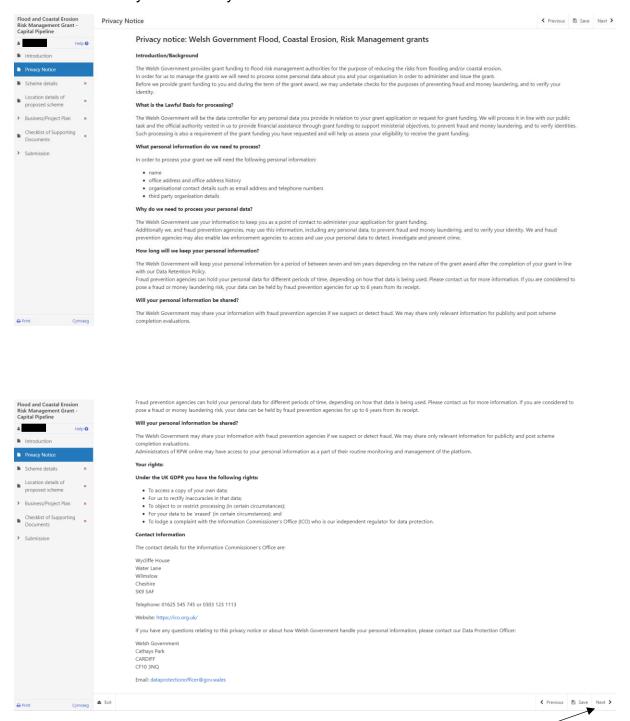
This is the introduction page which provides information about the Flood and Coastal Erosion Risk Management Grant – Capital Pipeline.



Once you have read the information click on the Next Button.

Privacy Notice

This is the Privacy notice that you must read.



Once you have read the information click on the Next Button.

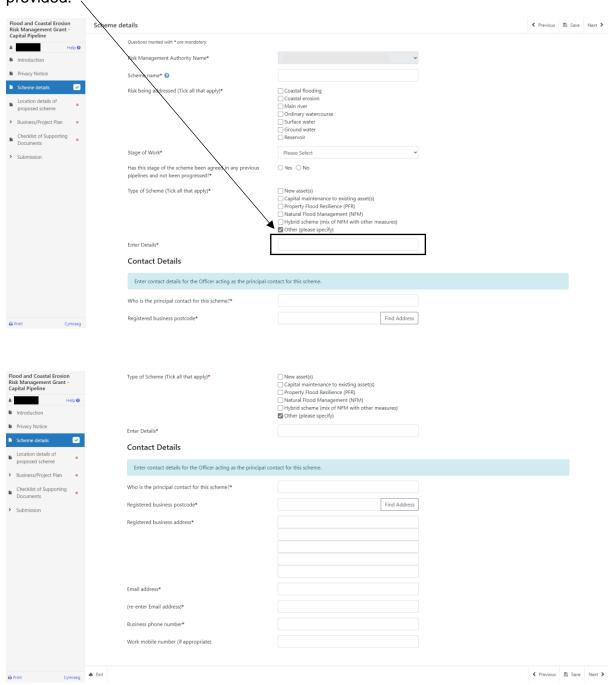
Scheme Details

You must answer all mandatory questions marked with * on this page.

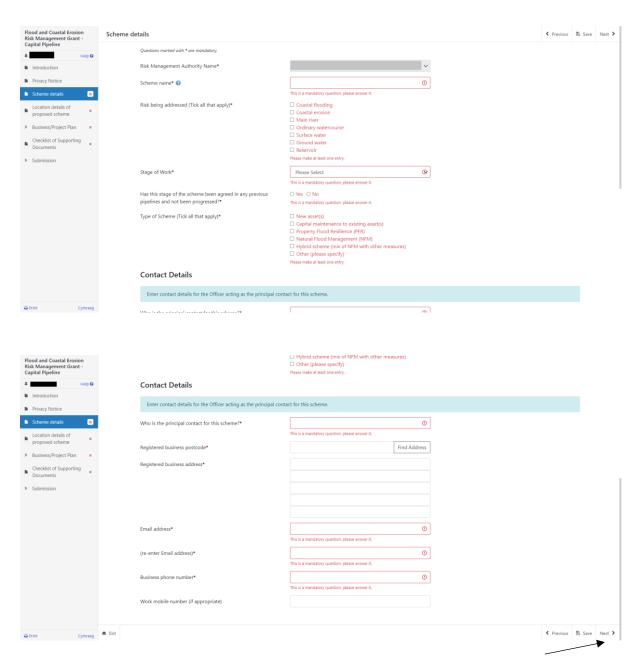
Extra information for questions will be displayed when you place the cursor over the ? symbol on this page.

The Risk Management Authority Name will be automatically populated.

If "Other" is selected as Type of Scheme, please enter details within the text box provided. $\ \ \, \backslash \$



There are basic data integrity checks built in to this form and any errors or information messages will appear once you either 'Save' or click 'Next on each page.



Once you have corrected any errors and answered all of the questions on each page click on the Next Button.

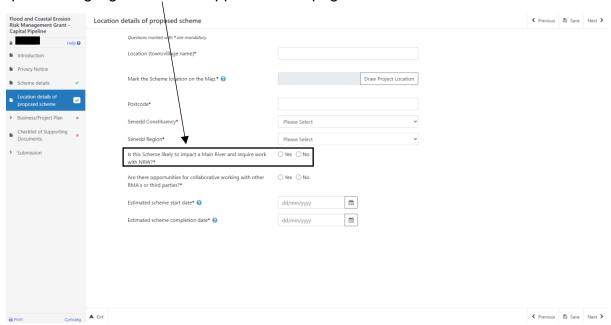
Location details of proposed scheme

You must answer all mandatory questions marked with * on this page.

Extra information for questions will be displayed when you place the cursor over the ? symbol on this page.

Enter the location details of the scheme.

If the application is being completed by Natural Resources Wales (NRW) the question highlighted will not appear on this page.

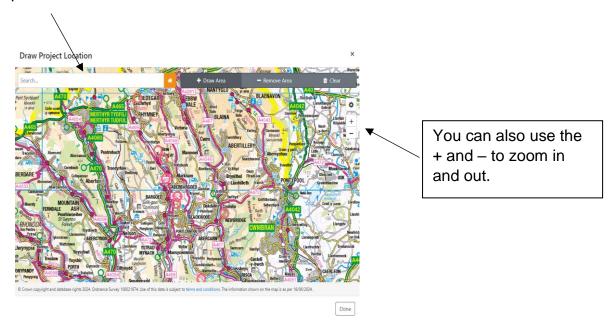


Mark the scheme location on the map.

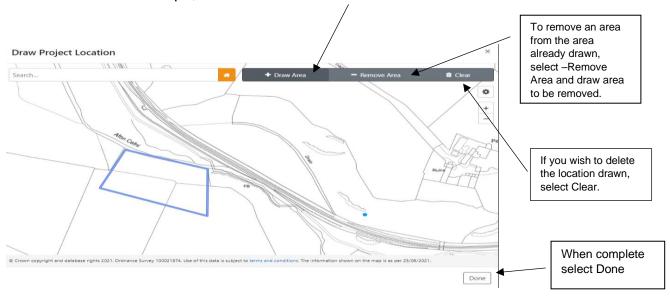


The map will open by showing the area covered by the Local Authority submitting the application. For Natural Resources Wales (NRW) applications the whole of Wales will be displayed.

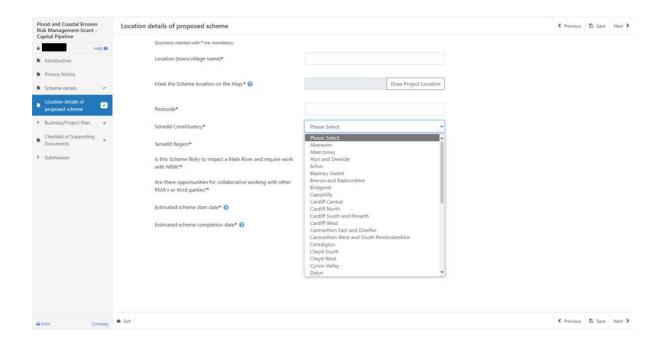
Select area to draw location by using the search bar and selecting name of area or postcode.

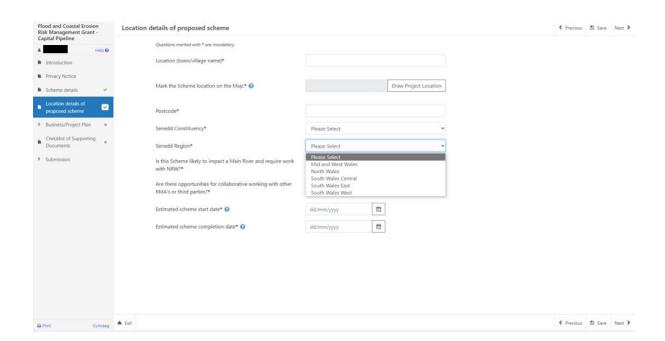


Select +Draw area on the map, when drawing the area click on the map and drag the cursor to create the shape, this will be shown in blue.

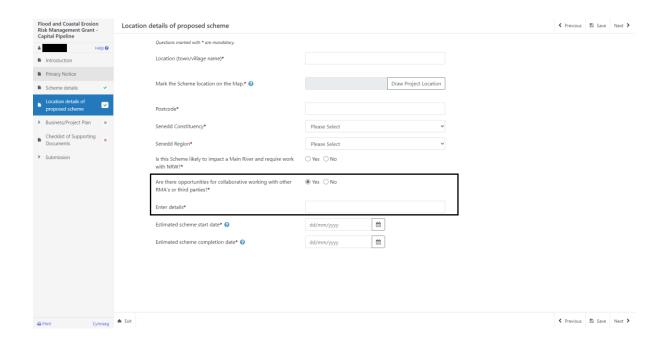


Select the Senedd Constituency and Senedd Region from the drop down lists.

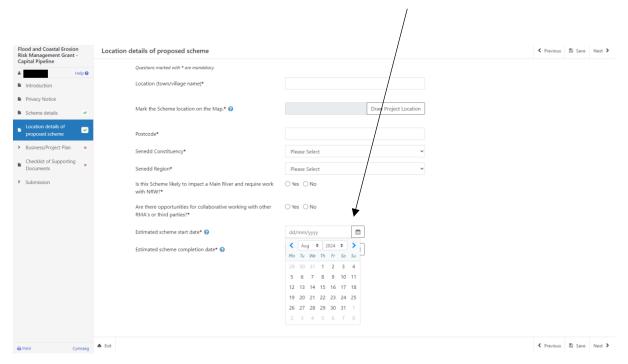




If "Yes" selected at question 'Are there opportunities for collaborative working with other RMA's or third parties details must be provided in the text box provided.



An estimated scheme start and end date must be selected.

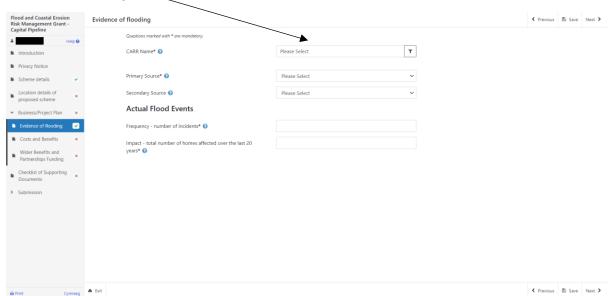


Evidence of flooding

You must answer all mandatory questions marked with * on this page.

Extra information for questions will be displayed when you place the cursor over the ? symbol on this page.

If Coastal Flooding, Main River, Ordinary Watercourse or Surface Water is selected at the 'Risk Being Addressed' question within Scheme Details section the CARR Name will be required.

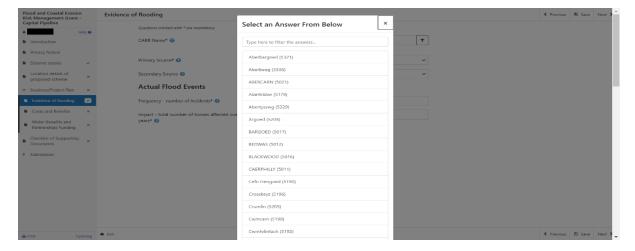


For NRW applications an extra question will be displayed before the CARR names question.



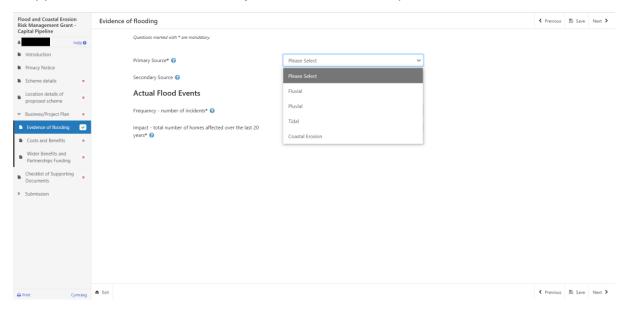
Select the CARR name from the drop down list.

CARR names will display for the Local Authority submitting the application. For Natural Resources Wales (NRW) applications all CARR names will be displayed.

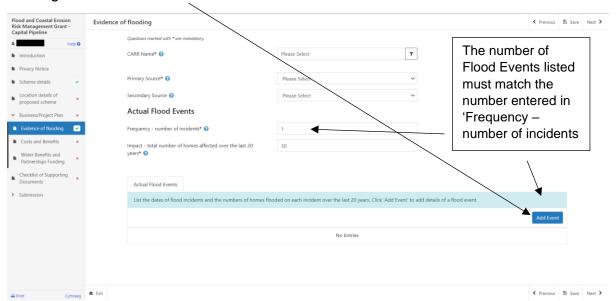


Select the Primary Source from the drop down list.

If applicable select the Secondary Source from the drop down list.



Once the number of flood incidents is entered you must add further details by clicking on the Add Event button.



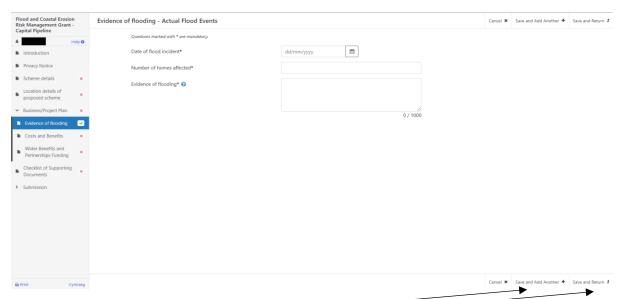
Evidence of flooding - Actual Flood Events

All actual flood events must be entered on this page.

You must answer all mandatory questions marked with * on this page.

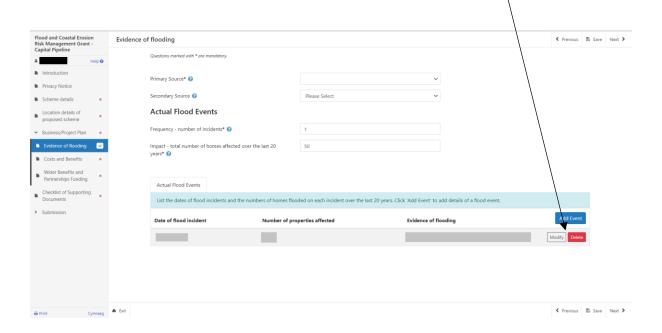
Extra information for questions will be displayed when you place the cursor over the ? symbol on this page.

The date of the flood event must be selected, if only the month of the event is known, use the 1st of that month as the day.



If entering multiple events click on Save and Add Another, once all events have been entered click on Save and Return to return to the main Evidence of flooding page.

Once all events have been entered a list will appear at the bottom of the page, you can modify or delete any of the incidents by clicking on the Modify or Delete buttons.

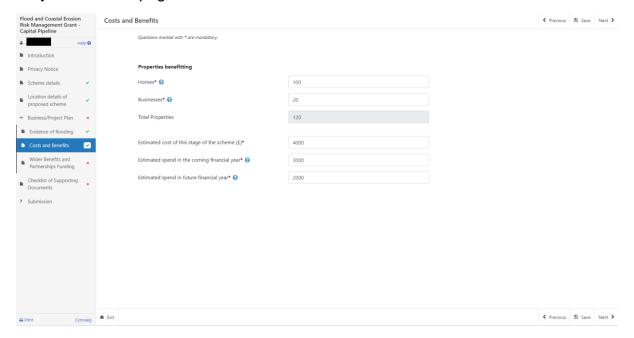


Costs and Benefits

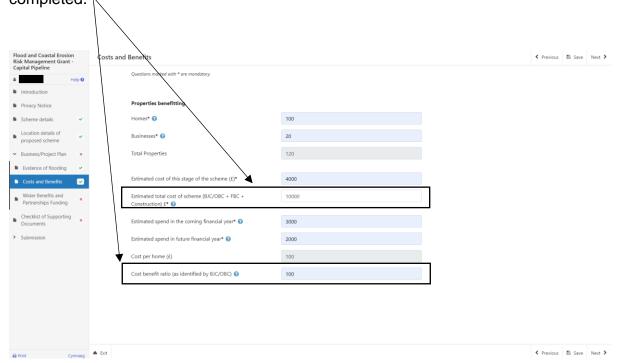
Enter the number of homes and businesses that will benefit, the "Total Properties" will update as these are entered.

You must answer all mandatory questions marked with * on this page.

Extra information for questions will be displayed when you place the cursor over the ? symbol on this page.

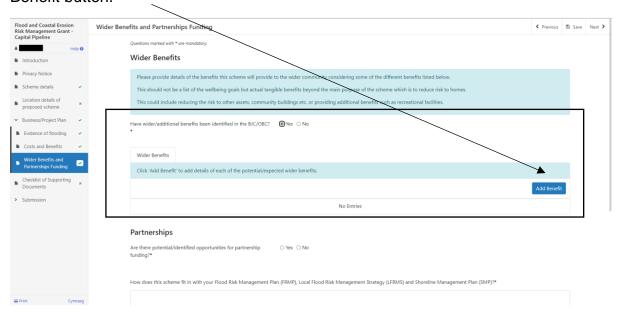


If Full Business Case or Construction are selected at the 'Risk Being Addressed' question within the Scheme Details Section, the additional questions below must be completed. $^{\land}$

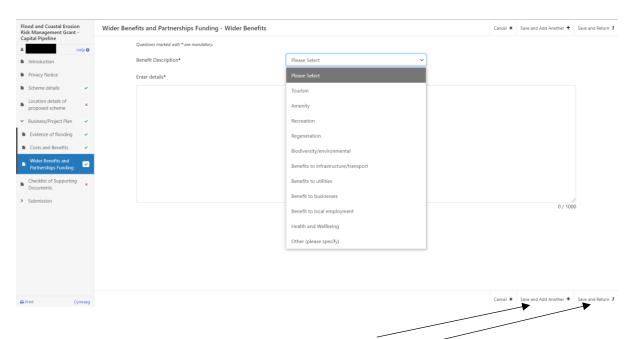


Wider Benefits and Partnerships Funding

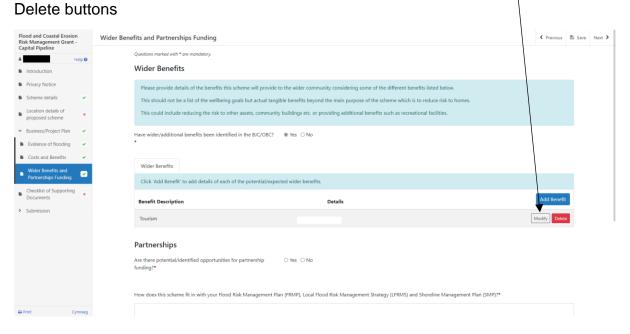
If you answer "Yes" you must add one or more wider benefits by clicking on the Add Benefit button.



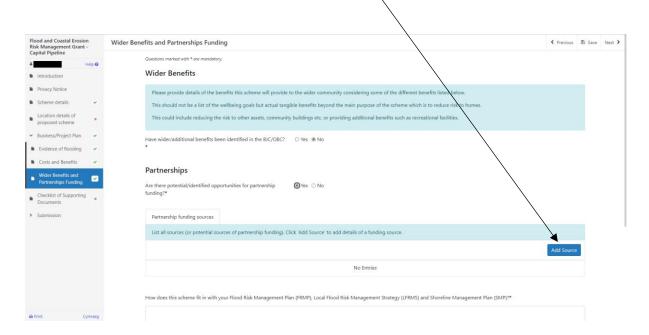
You can enter as many Wider Benefits as applicable by selecting from the drop down list and entering the details in the text box.



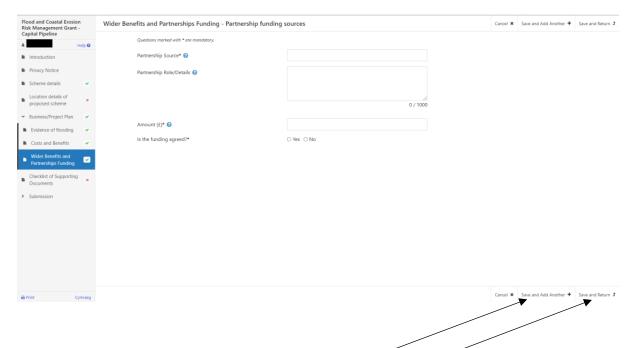
If entering multiple wider benefits click on Save and Add Another, once all wider benefits have been entered click on Save and Return to return to the main Wider Benefits and Partnerships Funding screen. Once all wider benefits have been entered a list will appear at the bottom of the page, you can modify or delete any of the benefits by clicking on the Modify or



If you answer "Yes" to opportunities for partnership funding you must add one or more partnerships by clicking on the Add Source button

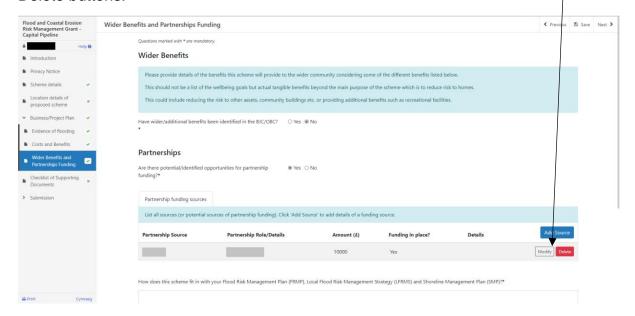


You can enter as many Partnership details as applicable.



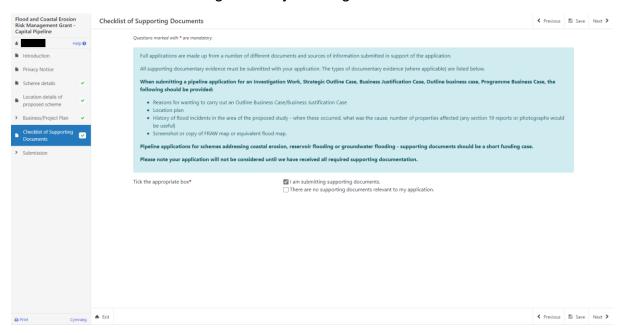
If entering multiple partnerships click on Save and Add Another, once all partnerships have been entered click on Save and Return to return to the main Wider Benefits and Partnerships Funding page.

Once all partnership sources have been entered a list will appear at the bottom of the page, you can modify or delete any of the benefits by clicking on the Modify or Delete buttons.



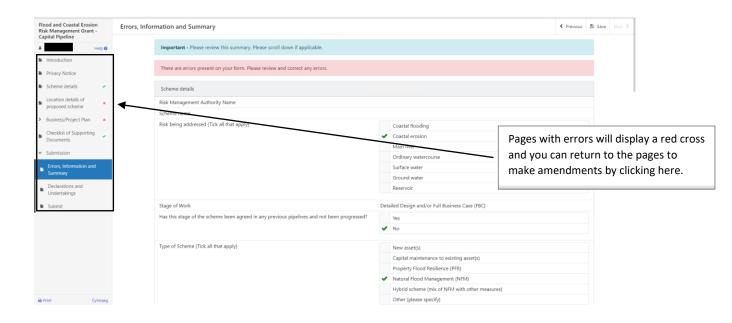
Checklist of Supporting Documents

Supporting documents must be submitted by the closing date either at the time that the EOI is submitted or through the "My Messages" tab on the Home screen.

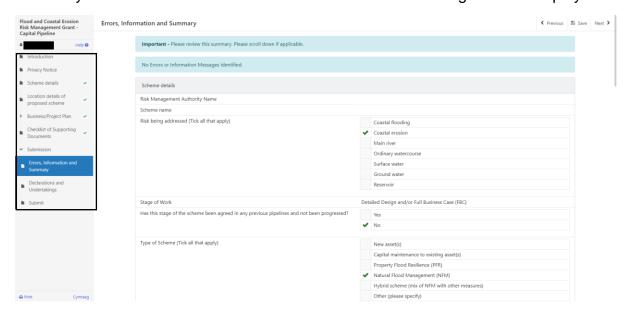


Submission Page - Errors, Information and Summary

This gives a summary of the items you have selected and informs you of any errors or information messages on your application.

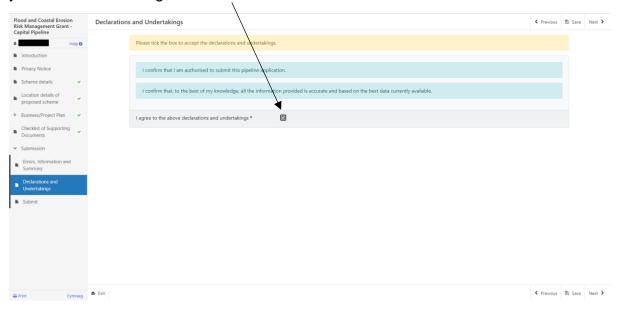


Once any errors have been corrected each section will have a green tick displayed



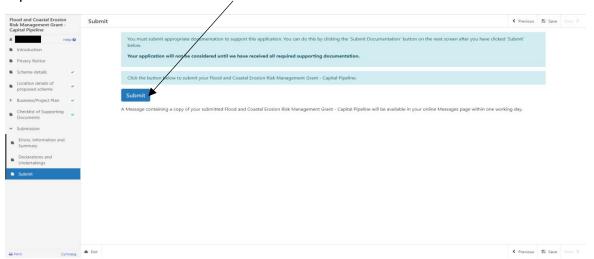
Submission Page – Declarations and Undertakings

You must read the Declarations and Undertakings and tick the box to confirm that you have read and agree them.



Submission Page - Submit

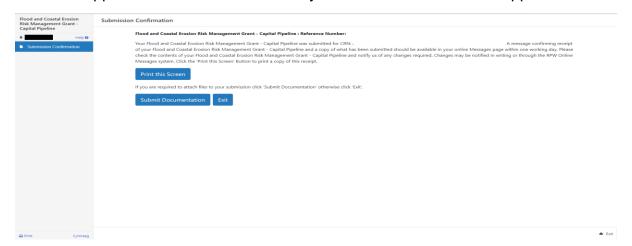
To submit your Flood and Coastal Erosion Risk Management Grant – Capital Pipeline click on the Submit Button.



Once submitted, you will receive a confirmation which you can print for your own records.

You can also submit documentation at this point by clicking on the Submit Documentation button, or exit the application.

Once the application has been submitted you are able to start a new application.

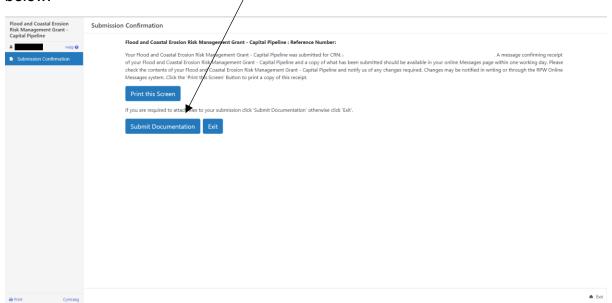


A summary of your completed Flood and Coastal Erosion Management Grant – Capital Pipeline will be added to the 'Messages' page on your RPW Online account under the title "Documents received by RPW". Ensure you check the information submitted thoroughly. If any of the information shown is incorrect, please reply to the Message detailing your concerns. You should do this as soon as you discover any incorrect information.

If you are encountering problems or are unable to access our website, please contact the RPW Online Helpdesk on 0300 062 5004.

Submitting Supporting Documents

You can submit supporting documentation along with your Pipeline application by selecting Submit Documentation and follow the Create a Message instructions below.

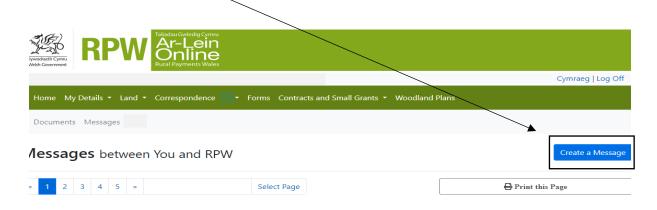


You can also provide the supporting documentation at a later stage by following the guidelines below.

To add any supporting documents click the Correspondence Tab on the RPW Online home screen and select Messages, as shown below.

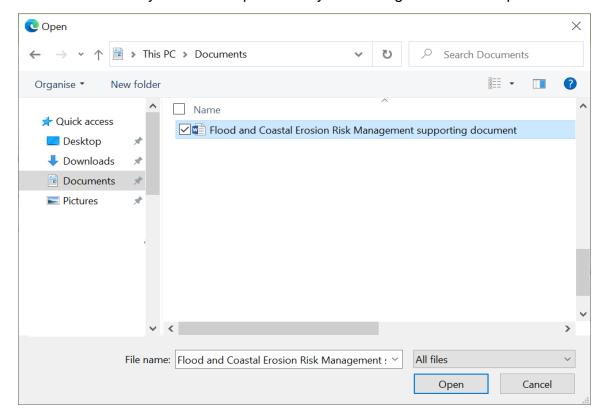


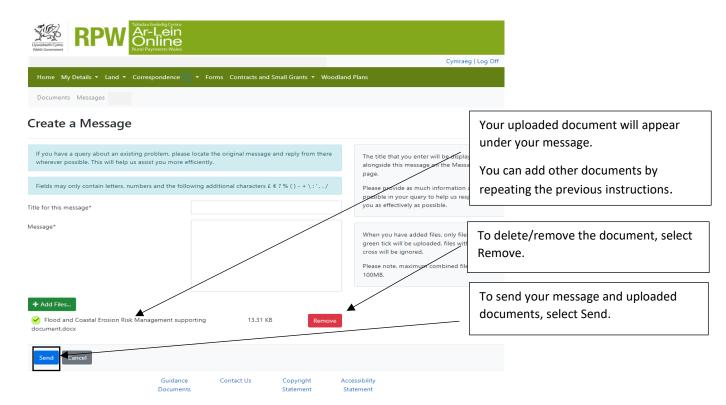
Select Create a Message





Choose which file you want to upload into you message and select Open.





Once the message has been sent you will receive a notification on screen with your reference.

