



Foundation and Soil Management Department Fund Administrative Procedures

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Effective: April xx, 2026

Revised: N/A

This establishes the Department Fund Administrative Procedures for [Chapter 34, Foundation and Soil Management Fund](#), Code of Ordinances Prince William County, Virginia. These Department Administrative Procedures are subject to, and shall be interpreted and applied in accordance with, Virginia Code § 15.2-958.7 and County Code Ch. 34.

DEFINITIONS

The following definitions will apply to these Department Fund Administrative Procedures:

Application Review Period – Applications may be submitted (subject to Board of County Supervisors budgeting, approving, and appropriating funds for this purpose) for review annually from May 1st to June 15th. County staff anticipate completing the review of applications and forwarding of a recommendation to the Board of County Supervisors for its consideration at a September Board meeting during that same year.

Development – A property/parcel approved for land disturbance through the County's Site Plan Review/Approval Process and issued a County Site Development Permit.

Nature-Based Solutions – An engineering design that uses natural processes, vegetation, soil bio-mechanics, and ecosystem functions to improve slope stability, control erosion, manage surface and subsurface water, and restore long-term slope resilience.

Original Construction and Development – The construction work is completed and approved to obtain a County-issued Building Certificate of Occupancy, Building Final Inspection Approval, or Site Development Permit Final Inspection Approval.



Sufficient Research and Testing – The systematic collection, review, and analysis of field data, laboratory test results, historical records, and applicable technical literature at a level of detail and reliability that allows a Virginia licensed professional engineer to:

1. Identify the governing cause of failure;
2. Quantify relevant soil parameters, rock, groundwater, and structural elements in relation to the cause of failure;
3. Evaluate credible cost-effective remedial scenarios using accepted engineering methods; and
4. Develop conclusions and recommendations that meet the applicable standard(s) and support design or remediation decisions.

Project Minimum Eligibility Requirements

In addition to compliance with Virginia Code § 15.2-958.7 and County Code Ch. 34, the foundation and soil management projects shall meet the following eligibility requirements:

1. **Property Location:** The property is in Prince William County, excluding the Town of Dumfries. (NOTE: The Town of Dumfries issues its own Site Development Permits and Building Permits.)
2. **Property Ownership/Representative:** The applicant shall be (i) the legal owner of record or their authorized agent, or (ii) a duly authorized representative of a common interest community. The applicant shall provide sufficient documentation demonstrating compliance with this provision.
3. **Project Type:** Slope repair/stabilization or building foundation repair is located in a residential development with residential one- and two-family dwellings (i.e., single-family detached homes, townhouses, and duplexes) or residential condominiums located in a common interest community.
4. **Public Improvement Performance Bonds:** The project/property must no longer be encumbered by a County Public Improvement Performance Bond obligation(s).
5. **Development/Building Age:** For slope repair projects, based on the date of the County's Final Site Development Permit Inspection Approval, the development



shall be forty (40) years or less in age from the date that the application is filed with the County. For building foundation repair projects, based on the date of the County's issuance of the Certificate of Occupancy or the Building Final Inspection Approval, the building shall be greater than ten (10) years in age and shall not exceed forty (40) years in age from the date that the application is filed with the County.

6. Professional Engineer Certification: A Virginia Professional Engineer shall conduct a proper investigation based on **Sufficient Research and Testing** to determine the cause of failure and submit a signed and sealed certification attesting that the failure was caused by defects attributable to the **Original Construction and Development**.
7. Project Status: Any proposed or ongoing foundation repair or slope repair project is eligible to apply for funding. Additionally, any foundation repair or slope repair project that was completed within two (2) years (730 calendar days) of the **Application Review Period** is eligible to apply for funding.

Project Evaluation Criteria

Applications will be reviewed based on the following criteria:

1. Severity of Damage and Potential Impacts: The damage and impacts to the environment, infrastructure (i.e., roads, utilities (water, sewer, and electric), storm water, retaining wall), and the number of occupied buildings will be evaluated.
2. Project Viability and Cost Effectiveness: The proposed engineering solution (i.e., **Sufficient Research and Testing**), the project cost estimate, and potential future cost avoidance will be evaluated. Specific to slope failures, the use of **Nature-Based Solutions** will be evaluated.

(NOTE: An application involving foundation failure and soil compaction mitigation and protection measures that are a part of the County's Comprehensive Plan to address foundation failure and soil compaction mitigation and protection shall, where practicable, prioritize projects that include Nature-Based Solutions; however, the County's Comprehensive Plan does not currently address these issues and the Uniform Statewide Building Code does not provide for Nature-Based Solutions for foundation repairs. Accordingly, the use of Nature-Based Solutions will be reviewed and evaluated only regarding slope failure.)



3. Project Readiness: The status of the applicant's project financing, the proposed engineering repair design, and County Permit Applications will be evaluated.

Applications Submittal Process

In order to be considered, a completed [Foundation and Soil Management Fund Application](#) shall be submitted by an applicant during the **Application Review Period**. The applicant shall include all required supporting documentation to:

- Demonstrate compliance with Virginia Code § 15.2-958.7, County Code Ch. 34, and these Administrative Procedures, including, but not limited to, Project Minimum Eligibility Requirements, and any other applicable federal, state, or County laws, ordinances, codes, regulations, and requirements.
- Demonstrate the severity of the damage and potential impacts, project viability and cost effectiveness, and project readiness for implementation.

Award and Disbursement of Funds Process

1. Upon approval of projects and the award of funds by the Board of County Supervisors, the Applicant will be notified in writing within forty-five (45) calendar days.
2. The [Foundation and Soil Management Fund Property Owner Agreement](#), prepared by the County, will be attached to the award notification. Failure to execute the Agreement within forty-five (45) calendar days of the notice date will result in the rescission of funding and the applicant shall not be eligible during that Application Review Period.
3. The applicant shall register as a supplier in the County Finance Department's portal at <https://eservice2.pwcgov.org/eservices/procurement/VendorLoginReg>.
4. Upon the applicant's execution of the Agreement and registration as a supplier, the County will encumber the Board approved project funding, subject to Board budget and appropriation of funds sufficient for this purpose.



5. The applicant shall complete the foundation repair or slope repair within one (1) year (365 calendar days) of the Effective Date of the Agreement, or the Agreement will be held in default and will result in the rescission of funding. Based on mitigating circumstances, the Applicant may request up to two (2) 1-year extensions at least thirty (30) calendar days in advance of default. The County shall not consider any extension request after default. Any such extension is solely at the County's discretion and County staff may request any additional information or documentation that it deems, in its sole discretion, necessary and/or appropriate to consider any extension request(s).
6. The applicant shall submit annual progress reports to the Department of Development Services to document and attest to the status of the project and the projected completion date. County staff may request any additional information or documentation related to the annual progress report(s) that it deems, in its sole discretion, necessary and/or appropriate.
7. The applicant shall submit the [Foundation and Soil Management Fund - Disbursement Request](#) with the required supporting documentation upon completion of the project. Any disbursement of funding shall be subject to Board budget and appropriation of funds sufficient for this purpose.
8. The applicant and the project shall comply with all applicable federal, state, or County laws, ordinances, codes, regulations, requirements, permits, and approvals.

Attachments/Hyperlinks

- [Foundation and Soil Management Fund - Application](#)
- [Foundation and Soil Management Fund – Property Owner Agreement Sample](#)
- [Foundation and Soil Management Fund – Disbursement Request](#)
- [Foundation and Soil Management Fund – Summary of Project Costs](#)