



**Central Virginia Planning  
District Commission**  
828 Main Street, 12<sup>th</sup> Floor  
Lynchburg, VA 24504  
Office: (434) 845-3491  
cvpdc.org

April 5, 2022

Virginia Department of Conservation and Recreation  
Attn: Virginia Community Flood Preparedness Fund  
Division of Dam Safety and Floodplain Management  
600 East Main Street, 24<sup>th</sup> Floor  
Richmond, VA 23219

To Whom it May Concern:

It is my pleasure to, on behalf of our member localities, to submit a Community Flood Preparedness Fund (CFPF) Planning and Capacity Building application to develop a Central Virginia Planning District Commission (CVPDC) Regional Resiliency Plan.

The CVPDC completed the Central Virginia Planning District Commission Hazard Mitigation Plan 2020 Update, adopted by FEMA and all ten CVPDC localities in 2021. The regional HMP provides the foundation for the Regional Resiliency Plan and, more importantly, specifies within the Mitigation Strategies the need to execute “studies or maps that provide easily identifiable and understandable to evaluate vulnerable areas” and “encourage development of local or regional Resiliency Plans”.

The CVPDC Commissioners, at their March 17, 2022, meeting unanimously endorsed the submittal of a CFPF to develop a Regional Resiliency Plan. Should the fiscal evaluation factors eliminate our region from a match waiver, the CVPDC is prepared and will fund the full cash match on its localities’ behalf. Further, this letter confirms recognition that the CFPF is a reimbursement program and that the CVPDC has sufficient funds to cover costs preceding grant disbursement.

The HMP development effort highlighted the need for more detailed flood prone area evaluation. The Regional Resiliency Plan will develop priority project and engineering evaluations that will allow for the project mitigation implementation to protect identified vulnerable areas. We respectfully request approval of this application within the Round 3 Community Flood Preparedness Fund awards.

Sincerely,

A handwritten signature in black ink that reads 'Gary Christie'.

Gary Christie  
Executive Director  
434 941-5859

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# CENTRAL VIRGINIA PLANNING DISTRICT COMMISSION

Round 3 Application for the  
Virginia Community Flood  
Preparedness Fund  
*2022 Grant Funding*

## Capacity and Planning Resiliency Plan Development



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# Introduction

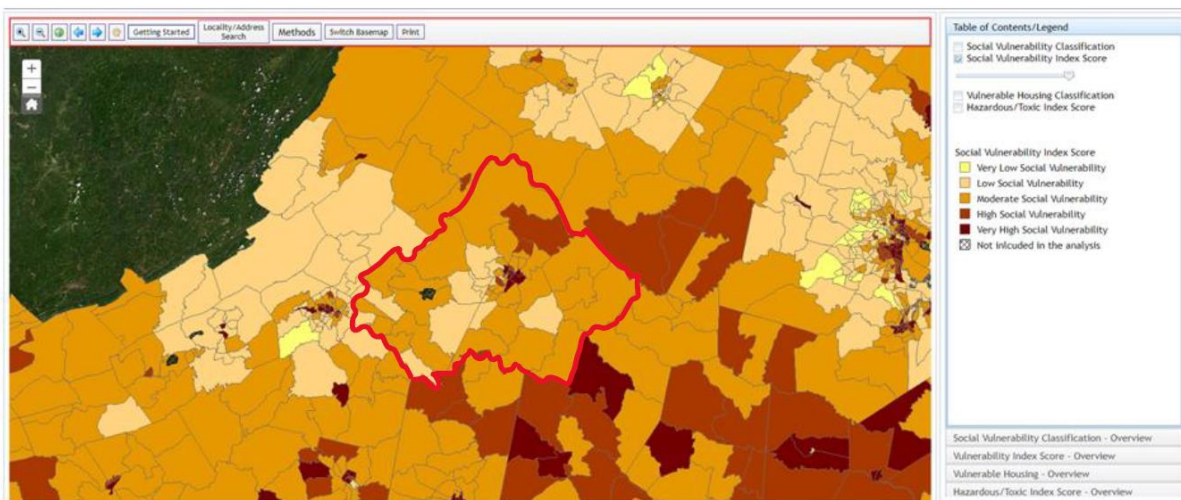
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The Central Virginia Planning District Commission ("CVPDC"), Planning District 11, is comprised of 4 counties, one city, and a number of towns, each listed below with links to their comprehensive plans and local floodplain ordinances:

- Amherst County - [Comprehensive Plan](#) and [Floodplain Ordinance](#)
- Appomattox County - [Comprehensive Plan](#) and [Floodplain Ordinance](#)
- Bedford County - [Comprehensive Plan](#) and [Floodplain Ordinance](#)
- Campbell County - [Comprehensive Plan](#) and [Floodplain Ordinance](#)
- City of Lynchburg - [Comprehensive Plan](#) and [Floodplain Ordinance](#)
- Town of Altavista - [Comprehensive Plan](#) and [Floodplain Ordinance](#)
- Town of Amherst - [Comprehensive Plan](#) and [Floodplain Ordinance](#)
- Town of Appomattox - [Comprehensive Plan](#) and [Floodplain Ordinance](#)
- Town of Bedford - [Comprehensive Plan](#) and [Floodplain Ordinance](#)<sup>1</sup>
- Town of Brookneal - [Comprehensive Plan](#) and [Floodplain Ordinance](#)

Most of the communities' comprehensive plans address flooding issues to some degree, and the CVPDC itself has a regional Hazard Mitigation Plan (*Central Virginia Planning District Commission Hazard Mitigation Plan 2020 Update*; "CVPDC HMP;" [link](#)) with a flood risk component detailing the number of flooding events in each county, the number of NFIP repetitive loss structures, and the dollar amount of property damage caused by flooding. However, what is missing is a region-wide overview of flooding issues, the specific communities that flooding affects, and a prioritized list of projects and an implementation roadmap to begin to address flooding resilience at a regional and local scale; the CVPDC is seeking funds from the Virginia Community Flood Preparedness Fund to support the development of a regional Resilience Plan to address the gaps.

According to the AdaptVA Social Vulnerability Tool, the Social Vulnerability Score of Census Tracts within the CVPDC (outlined in red in the image below) range from *Low* to *Very High* vulnerability, with a maximum Social Vulnerability Index Score of 3.0, and a minimum of -0.9.

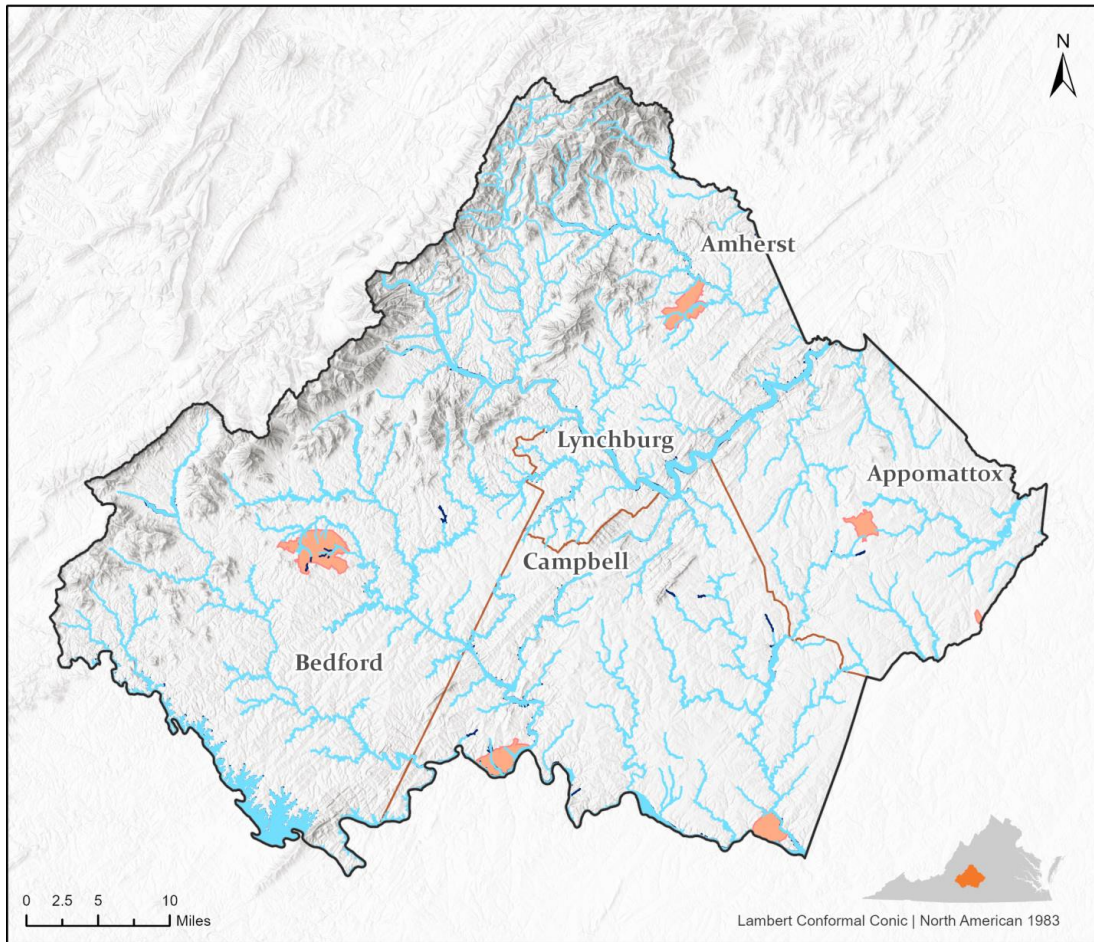


(Source: AdaptVA Vulnerability Viewer)

<sup>1</sup> Note: Town of Bedford Floodplain Overlay District repealed in 2010.

# FEMA Special Flood Hazard Area Map for Central Virginia PDC

Central Virginia PDC Hazard Mitigation Plan Update 2020



■ 1 percent flood area   
 ■ 0.2 percent flood area   
  County / City   
 ■ Town

Data source: FEMA Flood Map Service Center  
 Center for Geospatial Information Technology at Virginia Tech. 08/2019



**(Source: CVPDC Hazard Mitigation Plan)**

In addition to containing several Census Tracts with Very High Social Vulnerability, the average of median household incomes of CVPDC localities (\$52,296.20) ranks below 80% of the state median (\$61,118.40), making the CVPDC a Low-income Geographic Area. Additionally, portions of each of the CVPDC's five localities are designated as qualified opportunities zones.

	CVPDC Counties and Cities					Average	Virginia
	Amherst County	Appomattox County	Bedford County	Campbell County	City of Lynchburg		\$76,398
Median household income (in 2020 dollars), 2016-2020	\$57,368	\$55,457	\$67,136	\$52,319	\$49,201	<b>\$56,296.20</b>	<b>80% of Virginia Median Household Income = \$61,118.40</b>

**(Source: U.S. Census Bureau)**

The Resilience Plan will help to inventory specific flooding issues from member localities and develop a region-wide plan for responding to them, especially those that occur in the most vulnerable communities. It will also provide for the prioritization of projects, to include cost estimates and provide an implementation roadmap to support local efforts. It will strive to address overarching region-wide goals, such as characterizing communities and their social vulnerability and their dependence on the built environment that is threatened by flooding, identifying areas for possible land acquisition or repetitive loss property buyouts, strategies and a roadmap toward shovel-ready projects for abating the worst flooding, and creating a region-wide knowledge base for the public and policy-makers.

Development of the Resilience Plan, including the identification, evaluation and prioritization of flood mitigation projects, is a direct mitigation strategy identified in the CVPDC HMP. Additional related objectives and strategies identified in the CVPDC HMP that will be addressed through the development of the Resilience Plan include:

- *Establish or update local flood and high hazard studies or maps that provide easily identifiable and understandable property identification to evaluate vulnerable properties and areas (pg. 6-5);*
- *Expand data capacity to assist in mitigation program analysis and project implementation (pg. 6-5);*
- *Encourage development of local and regional Resiliency Plans (pg. 6-6);*
- *Initiate studies in areas of repetitive flooding (pg 6-7); and*
- *Seek funding and technical assistance to assist in establishing sustainable evaluation and protection actions (pg. 6-8).*

## **Scope of Work Narrative**

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The development of the CVPDC Resilience Plan will involve three principal tasks:

- Kick-off meeting with CVPDC Staff and identified stakeholders (anticipated to include representatives of CVPDC local jurisdictions) to focus the development of the Plan and collect initial input;
- Development of a draft Resilience Plan with consultation and direction from PDC staff and identified stakeholders, and drawing upon the CVPDC HMP - adopted by FEMA and all ten CVPDC localities in 2021 - the draft Plan will describe the CVPDC's and localities' approach to flooding and meet the following criteria:
  1. It is project-based with projects focused on flood control and resilience.
  2. It incorporates nature-based infrastructure to the maximum extent possible.
  3. It includes considerations of all parts of a local government regardless of socioeconomics or race.
  4. It includes coordination with other local and inter-jurisdictional projects, plans, and activities and has a clearly articulated timeline or phasing for plan implementation.

5. It is based on the best available science and incorporates climate change and current flood maps.

Additionally, the Plan will include an action and implementation component, identifying regional and locality-level actions and projects, prioritize such actions and projects, and develop an implementation roadmap with identified cost estimates and potential funding sources.

- Based upon feedback and comments, a final Resilience Plan will be prepared and presented to the CVPDC Commission for consideration and adoption. Once adopted, the Plan will be submitted to the Virginia Department of Conservation and Recreation for approval. Following approval, the CVPDC will support local adoption of the Plan, as requested.

Development of the Resilience Plan will address the following, as detailed:

1. **The Plan will assess capacity needs and assets to include:**

- a. **Resource needs identification - financial, human, technical assistance, training.** In developing the Resilience Plan, the CVPDC is building off of the CVPDC HMP, member locality Comprehensive Plans, and local knowledge of flooding issues to provide for a more complete inventory and assessment of the flooding problems in the region, the specific communities and geographies they affect, and potential projects to mitigate them.
- b. **Plan for developing, increasing, or strengthening knowledge, skills and abilities of existing or new staff. This may include training of existing staff, hiring personnel, contracting with expert consultants or advisors.** The Plan will identify education or resource capacity needs of the CVPDC and localities and present recommendations and best practices to address prioritized issues and opportunities.
- c. **Resource development strategies. Where capacity is limited by funding, what strategies will be developed to increase resources in the local government? This may include work with non-governmental organizations, or applying for grants, loans, or other funding sources.** The Plan will work to identify strategies to address identified resource capacity needs. Initiation of the development of the Plan by the CVPDC demonstrates a commitment to supporting the localities; further opportunities to leverage the CVPDC as a resource will be explored. Additionally, the Plan itself will qualify the CVPDC and localities (with local adoption) for further project funding, and will be leveraged to support other funding opportunities, such as FEMA HMA, BRIC, and FMA, among others.
- d. **Policy management and/or development.** The Plan will work to identify and inventory local policies pertaining to flooding and related resilience. Consistent with the CVPDC HMP, the Plan will also explore the relationship between resilience to flooding, and economic resilience of the region and its localities.

- 2. Goals and objectives tied to improving flood protection and prevention in a whole community approach to resilience. Identify and describe the goals and objectives of the project.** The Resilience Plan will identify communities most affected by flooding and use a stakeholder engagement and data-focused approach to identify community-wide and region-wide benefits when selecting potential flood remediation projects. The Resilience Plan will be used as a tool for future flood planning.
- 3. Stakeholder identification, outreach and education strategies.** At a minimum stakeholders will include representatives from CVPDC member localities and may also include emergency managers, state agency representatives, community champions, and other parties. Outreach and meetings will be mostly if not entirely virtual. The Resilience Plan may be disseminated online or otherwise used to inform the public and illustrate the work necessary to alleviate flooding issues.
- 4. Implementation plan and timelines for specific elements of completion such as training, certifications, plan development, etc.** After receipt of award notice, a kick-off meeting will be held within 30 days. The Resilience Plan will be delivered within 60 days of that kick-off meeting. See "Scope of Services" below.
- 5. Parties responsible for capacity building and/or plan development process.** CVPDC will utilize professional and non-professional services consultants to develop the plan in coordination with CVPDC staff and other stakeholders.
- 6. Performance outputs and measures. Describe the expected results and benefits and how success will be measured.** Success will be measured firstly by adequately meeting the five requirements of a Resilience Plan as outlined by the Community Flood Preparedness Fund Manual, while also providing robust project prioritization metrics and carry-through to local adoption. The Resilience Plan will include an implementation roadmap, the success of which will be measured by its utility in leading to flood mitigation project implementation.
- 7. Planning for maintaining capacity, as necessary, over the long term.** The Resilience Plan is an additional step in building institutional knowledge for the mitigation and prevention of flooding issues in the region and represents a direct mitigation action from the CVPDC HMP. The CVPDC is committed to helping its member localities tackle the threat to property, lives, and livelihoods resulting from preventable flood damage.



## **Budget Narrative**

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### **ESTIMATED TOTAL PROJECT COST**

The estimated total project cost is \$60,000, based upon a scope of services provided by The Berkley Group (Attachment 1) with additional incidentals accounted for to support Plan development and engagement.

### **AMOUNT OF FUNDS REQUESTED**

The total amount of requested grant assistance is \$54,000, or 90% of total project costs, as the project is located in and serves a low-income geographic area.

### **AMOUNT OF CASH FUNDS AVAILABLE**

The Central Virginia Planning District Commission will appropriate the requisite 10% or \$6,000 in required local cash match funds, to be combined with the \$54,000 in grant assistance to equal the total estimated project cost. CVPDC's commitment to the match is addressed in the authorization to request funding, as the Application cover letter; as noted therein, the CVPDC maintains sufficient funds to cover the total costs of the project pending reimbursement of awarded funds.

### **AUTHORIZATION TO REQUEST FUNDING**

The authorization to request funding is addressed in the Application cover letter.

# Appendix A: Application Form for Grant Requests for All Categories

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Virginia Department of Conservation and Recreation  
Virginia Community Flood Preparedness Fund Grant Program

**Name of Local Government:**

Central Virginia Planning District Commission

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**Category of Grant Being Applied for (check one):**

Capacity Building/Planning

Project

Study

510016, 510030, 510028, 510093

**NFIP/DCR Community Identification Number (CID)** 510010, 510193, 510029, 510011, 510194

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**If a state or federally recognized Indian tribe, Name of tribe** N/A

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**Name of Authorized Official:** Gary Christie, Executive Director

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**Signature of Authorized Official:**



**Mailing Address (1):** 828 Main Street, 12th Floor

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**Mailing Address (2):**

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**City:** Lynchburg **State:** Virginia **Zip:** 24504

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**Telephone Number:** ( 434 ) 845-3491 **Cell Phone Number:** ( 434 ) 941-5859

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**Email Address:** Gary.Christie@cvpdc.org

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Contact Person (If different from authorized official): Kelly T. Hitchcock

Mailing Address (1): Same as above

Mailing Address (2): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: ( 434 ) 845-3491 Cell Phone Number: ( 434 ) 523-8712

Email Address: Kelly.Hitchcock@cvpdc.org

Is the proposal in this application intended to benefit a low-income geographic area as defined in the Part 1 Definitions? Yes X No \_\_\_\_\_

**Categories (select applicable project):**

**Project Grants (Check All that Apply)**

- Acquisition of property (or interests therein) and/or structures for purposes of allowing floodwater inundation, strategic retreat of existing land uses from areas vulnerable to flooding; the conservation or enhancement of natural flood resilience resources; or acquisition of structures, provided the acquired property will be protected in perpetuity from further development.
- Wetland restoration.
- Floodplain restoration.
- Construction of swales and settling ponds.
- Living shorelines and vegetated buffers.
- Structural floodwalls, levees, berms, flood gates, structural conveyances.
- Storm water system upgrades.
- Medium and large scale Low Impact Development (LID) in urban areas.
- Permanent conservation of undeveloped lands identified as having flood resilience value by *ConserveVirginia* Floodplain and Flooding Resilience layer or a similar data driven analytic tool.
- Dam restoration or removal.
- Stream bank restoration or stabilization.
- Restoration of floodplains to natural and beneficial function.
- Developing flood warning and response systems, which may include gauge installation, to notify residents of potential emergency flooding events.

**Study Grants (Check All that Apply)**

- Studies to aid in updating floodplain ordinances to maintain compliance with the NFIP or to incorporate higher standards that may reduce the risk of flood damage. This must include establishing processes for implementing the ordinance, including but not limited to, permitting, record retention, violations, and variances. This may include revising a floodplain ordinance when the community is getting new Flood Insurance Rate Maps (FIRMs), updating a floodplain ordinance to include floodplain setbacks or freeboard, or correcting issues identified in a Corrective Action Plan.
- Revising other land use ordinances to incorporate flood protection and mitigation goals, standards and practices.
- Conducting hydrologic and hydraulic studies of floodplains. Applicants who create new maps must apply for a Letter of Map Revision or a Physical Map Revision through the Federal Emergency Management Agency (FEMA). For example, a local government might conduct a hydrologic and hydraulic study for an area that had not been studied because the watershed is less than one square mile. Modeling the floodplain in an area that has numerous letters of map change that suggest the current map might not be fully accurate or doing a detailed flood study for an A Zone is another example.
- Studies and Data Collection of Statewide and Regional Significance.
- Revisions to existing resilience plans and modifications to existing comprehensive and hazard.
- Other relevant flood prevention and protection project or study.

**Capacity Building and Planning Grants**

- Floodplain Staff Capacity.
- Resilience Plan Development
  - Revisions to existing resilience plans and modifications to existing comprehensive and hazard mitigation plans.
  - Resource assessments, planning, strategies and development.
    - Policy management and/or development.
    - Stakeholder engagement and strategies.

**Location of Project (Include Maps):** Central Virginia Planning District

510016, 510030, 510028, 510093

**NFIP Community Identification Number (CID#):(See appendix F** 510010, 510193, 510029, 510011, 510194

Is Project Located in an NFIP Participating Community?  Yes  No

Is Project Located in a Special Flood Hazard Area?  Yes  No

Flood Zone(s) (If Applicable): Various; this proposal covers a region

Flood Insurance Rate Map Number(s) (If Applicable): See attached\*

Total Cost of Project: \$60,000

Total Amount Requested \$54,000

\*Flood Insurance Rate Map Numbers

Amherst County

51009CIND0A	51009C0235B	51009C0336B
51009C0020B	51009C0240B	51009C0360B
51009C0050B	51009C0245B	51009C0380B
51009C0060B	51009C0255B	51009C0385B
51009C0125B	51009C0265B	51009C0395B
51009C0140B	51009C0275B	51009C0405B
51009C0145B	51009C0280B	51009C0410B
51009C0150B	51009C0281B	51009C0415B
51009C0155B	51009C0282B	51009C0420B
51009C0160B	51009C0283B	51009C0430B
51009C0165B	51009C0284B	51009C0431B
51009C0170B	51009C0290B	
51009C0180B	51009C0295B	
51009C0190B	51009C0315B	
51009C0210B	51009C0320B	
51009C0230B	51009C0325B	

Appomattox County

51011CIND0A	51011C0163C
51147CIND0A	51011C0200C
51011C0014C	51011C0205C
51011C0020C	51011C0210C
51011C0040C	51011C0225C
51011C0050C	51011C0250C
51011C0059C	51011C0255C
51011C0067C	51011C0281C
51011C0080C	51011C0325C
51011C0085C	51011C0330C
51011C0100C	51147C0050C
51011C0125C	51011C0150C

Bedford County

51019CIND0A	51019C0306D	51019C0445D
51019C0030D	51019C0307D	51019C0465D
51019C0035D	51019C0308D	51019C0470D
51019C0045D	51019C0309D	51019C0475D
51019C0055D	51019C0315D	51019C0500D
51019C0065D	51019C0320D	51019C0505D
51019C0070D	51019C0328D	51019C0535D
51019C0090D	51019C0330D	51019C0555D
51019C0120D	51019C0335D	51019C0560D
51019C0140D	51019C0340D	51019C0565D
51019C0150D	51019C0345D	51019C0570D
51019C0175D	51019C0355D	51019C0580D
51019C0180D	51019C0360D	51019C0585D
51019C0190D	51019C0365D	51019C0590D
51019C0200D	51019C0370D	
51019C0205D	51019C0405D	
51019C0210D	51019C0410D	
51019C0290D	51019C0430D	
51019C0295D	51019C0435D	
51019C0305D	51019C0440D	

Campbell County

51031CIND0A	51031C0215D	51031C0385D
5100280125B	51031C0218D	51031C0387D
51031C0040D	51031C0219D	51031C0391D
51031C0045D	51031C0220D	51031C0405D
51031C0085D	51031C0230D	51031C0410D
51031C0089D	51031C0238D	51031C0412D
51031C0091D	51031C0240D	51031C0420D
51031C0092D	51031C0250D	51031C0429D
51031C0095D	51031C0275D	51031C0430D
51031C0103D	51031C0280D	51031C0433D
51031C0110D	51031C0285D	51031C0435D
51031C0115D	51031C0300D	51031C0436D
51031C0120D	51031C0325D	51031C0437D
51031C0130D	51031C0329D	51031C0441D
51031C0135D	51031C0335D	51031C0445D
51031C0140D	51031C0337D	
51031C0145D	51031C0341D	
51031C0151D	51031C0351D	
51031C0165D	51031C0352D	
51031C0194D	51031C0356D	
51031C0205D	51031C0357D	
51031C0210D	51031C0380D	

City of Lynchburg

510093IND0A	5100930042D
5100930009D	5100930043D
5100930017D	5100930044D
5100930027D	5100930061D
5100930028D	5100930063D
5100930029D	5100930064D
5100930033D	5100930082D
5100930036D	5100930101D
5100930037D	5100930102D
5100930038D	5100930103D
5100930039D	5100930104D
5100930041D	5100930106D

## Appendix D: Scoring Criteria for Capacity Building & Planning

<b>Applicant Name:</b>		
<b>Eligibility Information</b>		
<b>Criterion</b>	<b>Description</b>	<b>Check One</b>
<b>1. Is the applicant a local government (including counties, cities, towns, municipal corporations, authorities, districts, commissions, or political subdivisions created by the General Assembly or pursuant to the Constitution or laws of the Commonwealth, or any combination of these)?</b>		
Yes	Eligible for consideration	<input checked="" type="checkbox"/>
No	Not eligible for consideration	<input type="checkbox"/>
<b>2. Does the local government have an approved resilience plan and has provided a copy or link to the plan with this application?</b>		
Yes	Eligible for consideration under all categories	<input type="checkbox"/>
No	Eligible for consideration for studies, capacity building, and planning only	<input checked="" type="checkbox"/>
<b>3. If the applicant is <u>not a town, city, or county</u>, are letters of support from all affected local governments included in this application?</b>		
Yes	Eligible for consideration	<input checked="" type="checkbox"/>
No	Not eligible for consideration	<input type="checkbox"/>
<b>4. Has this or any portion of this project been included in any application or program previously funded by the Department?</b>		
Yes	Not eligible for consideration	<input type="checkbox"/>
No	Eligible for consideration	<input checked="" type="checkbox"/>
<b>5. Has the applicant provided evidence of an ability to provide the required matching funds?</b>		
Yes	Eligible for consideration	<input checked="" type="checkbox"/>
No	Not eligible for consideration	<input type="checkbox"/>
N/A	Match not required	<input type="checkbox"/>



Capacity Building and Planning Eligible for Consideration		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Applicant Name:			
Scoring Information			
Criterion		Point Value	Points Awarded
<b>6. Eligible Capacity Building and Planning Activities (Select all that apply)</b>			
Revisions to existing resilience plans and modifications to existing comprehensive and hazard mitigation plans.		55	
Development of a new resilience plan.		55	55
Resource assessments, planning, strategies and development.		45	45
Policy management and/or development.		40	40
Stakeholder engagement and strategies.		25	25
Goal planning, implementation and evaluation.		25	25
Long term maintenance strategy.		25	25
Other proposals that will significantly improve protection from flooding on a statewide or regional basis.		15	15
<b>7. Is the area within the local government to which the grant is targeted socially vulnerable? (Based on <a href="#">ADAPT VA's Social Vulnerability Index Score.</a>)</b>			
Very High Social Vulnerability (More than 1.5)		15	
High Social Vulnerability (1.0 to 1.5)		12	12
Moderate Social Vulnerability (0.0 to 1.0)		8	
Low Social Vulnerability (-1.0 to 0.0)		0	
Very Low Social Vulnerability (Less than -1.0)		0	
<b>8. Is the proposed activity part of an effort to join or remedy the community's probation or suspension from the NFIP?</b>			
Yes		10	
No		0	0
<b>9. Is the proposed project in a low-income geographic area as defined in this manual?</b>			
Yes		10	10
No		0	
<b>10. Does this project provide "community scale" benefits?</b>			
Yes		20	20
No			
<b>Total Points</b>			<b>272</b>

## Appendix D: Checklist All Categories

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Scope of Work Narrative	
Supporting Documentation	Included
Detailed map of the project area(s) (Projects/Studies)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
FIRMette of the project area(s) (Projects/Studies)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
Historic flood damage data and/or images (Projects/Studies)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
A link to or a copy of the current floodplain ordinance	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Non-Fund financed maintenance and management plan for project extending a minimum of 5 years from project close	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
A link to or a copy of the current hazard mitigation plan	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
A link to or a copy of the current comprehensive plan	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Social vulnerability index score(s) for the project area from <a href="#">ADAPT VA's Virginia Vulnerability Viewer</a>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If applicant is not a town, city, or county, letters of support from affected communities	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Completed Scoring Criteria Sheet in Appendix B, C, or D	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Budget Narrative	
Supporting Documentation	Included
Authorization to request funding from the Fund from governing body or chief executive of the local government	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Signed pledge agreement from each contributing organization	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A



February 24, 2022

Mr. Gary F. Christie  
Executive Director  
Central Virginia Planning District Commission  
828 Main Street, 12<sup>th</sup> Floor  
Lynchburg, Virginia 24504

**RE: Task Order #5: Grant Assistance and Resilience Plan**

Dear Mr. Christie:

We are pleased to present the attached scope and fee to prepare an application for a Virginia Community Flood Preparedness Fund grant and to develop a Resilience Plan for the Central Virginia Planning District Commission. Assisting on this project as subconsultant, with a focus on the development of the action and implementation component of the Resilience Plan, will be Weston & Sampson, an interdisciplinary design, engineering, and environmental services firm ([www.westonandsampson.com](http://www.westonandsampson.com)).

If you have any questions or need additional information, please feel free to contact me at any time.

Sincerely,

A handwritten signature in cursive script, appearing to read "Andrew D. Williams".

Andrew D. Williams, AICP  
Chief Executive Officer

I have reviewed the scope and fee for the associated work order, and I hereby give the consultant notice to proceed for the work described herein.

\_\_\_\_\_  
Mr. Gary Christie, Executive Director

\_\_\_\_\_  
Date

## **SCOPE OF SERVICES**

The Scope of Services will include the following phases, tasks, and deliverables:

### ***Phase 1 - Grant Application***

#### ***Task 1 - Application Preparation***

The Berkley Group will work with the PDC to prepare an application seeking a grant under Round 3 of the Virginia Community Flood Preparedness Fund for the development of a Resilience Plan for the PDC.

*Deliverables:* The Berkley Group will provide the final application to the PDC no later than April 1, 2022, one week prior to the April 8, 2022 submittal deadline. The PDC will be responsible for filing the application.

### ***Phase 2 - Development of Resilience Plan***

Phase 2 is contingent upon the PDC being successfully awarded a Community Flood Preparedness Fund grant in the amount requested for the development of a Resilience Plan.

#### ***Task 1 - Project Management and Coordination***

The Berkley Group, along with subconsultant Weston & Sampson, (“the Project Team”) will manage the project and coordinate with PDC staff as needed to collect input, provide updates, and share information related to the project. This scope assumes that all meetings, as well as the associated tasks noted herein, will be conducted virtually. The Berkley Group will have overall responsibility for project management.

#### ***Task 2 - Kick-Off Meeting***

The Project Team will conduct a kick-off meeting with PDC staff, as well as any stakeholders identified by PDC staff (anticipated to include representatives of PDC local jurisdictions), to review the scope, expectations, schedule, deliverables, and any additional considerations associated with the development of the Resilience Plan. This kick-off meeting will occur within 30 days of the Berkley Group’s receipt of a notice to proceed with Phase 2 from the PDC (presumed to follow the award of the grant and/or the execution of a contract between the PDC and the funding agency).

#### ***Task 3 - Draft Plan***

With consultation and direction from PDC staff and stakeholders identified by the PDC (presumed to include coordination and engagement with PDC local jurisdictions), and drawing upon the PDC’s Hazard Mitigation Plan 2020 Update, the Project Team will prepare a draft of the Resilience Plan for the PDC with a focus on flooding. Pursuant to Virginia Department of Conservation and Recreation and Community Flood Preparedness Fund standards and requirements, the draft Plan will describe the PDC’s and PDC localities’ approach to flooding and meet the following criteria:

1. It is project-based with projects focused on flood control and resilience.
2. It incorporates nature-based infrastructure to the maximum extent possible.
3. It includes considerations of all parts of a local government regardless of socioeconomics or race.
4. It includes coordination with other local and inter-jurisdictional projects, plans, and activities and has a clearly articulated timeline or phasing for plan implementation.
5. It is based on the best available science and incorporates climate change and current flood maps.

Additionally, the Plan will include an action and implementation component, where the Project Team will work with PDC staff and stakeholders to identify regional and locality-level

actions and projects, prioritize such actions and projects, and develop an implementation roadmap with identified cost estimates and potential funding sources.

*Deliverables:* The Project Team will provide a draft of the Resilience Plan to the PDC for review. The draft of the Resilience Plan will be provided to the PDC no later than 60 days following the date of the kick-off meeting conducted under Phase 2, Task 1.

**Task 4 - Final Plan**

Once all feedback and comments have been received from the PDC, the Project Team will address comments, make final revisions to the Plan, and produce a final Plan.

*Deliverables:* The Project Team will provide a final Resilience Plan to the PDC for review. The final Resilience Plan will be provided to the PDC no later than 30 days following the Project Team’s receipt of feedback and comments from the PDC.

**Task 5 - Plan Adoption**

The Project Team will assist PDC staff, as requested, with the presentation of the Resilience Plan to the Commission for adoption. The Project Team will make any revisions to the Plan as requested by the Commission. Contingent upon the PDC’s adoption of the Plan, the Project Team will assist the PDC in the submission of the Plan to the Virginia Department of Conservation and Recreation for approval. The Project Team will make any revisions to the Plan as requested by the Department of Conservation and Recreation which are necessary for Department approval.

*Deliverables:* Contingent upon revisions necessary under Phase 2, Task 4, the Project Team will provide a final Resilience Plan to the PDC incorporating revisions requested by the Commission and the Department of Conservation and Recreation.

**ASSUMPTIONS**

1. **Contact Person:** The PDC will provide a single staff contact that will be responsible for collecting and transmitting data, resources, and other related information to the Project Team.
2. **Deliverables:** Deliverables will be provided in digital format to the PDC.
3. **Covid-19:** The Project Team will adhere to all public health best practices as recommended by the Center for Disease Control (CDC) or state/local regulations, whichever is more stringent. When engaging in face-to-face meetings with clients and citizens, the Project Team will adhere to the Commonwealth of Virginia’s prevailing guidelines as it pertains to social gatherings for business sectors and/or the locality’s, in the event they are more stringent. For meetings where attendance from the general public is expected, the locality should consider if/how the prevailing safety guidelines will be enforced and what acceptable measures will be taken for those refusing compliance and communicate those plans to the Project Team prior to the meeting date.

**FEE**

The fee for the services to be provided under Phase 1 of the Scope of Services will be based upon the hours necessary to complete the work, at the following rates, but shall not exceed \$3,600.

Hourly Rates	
Owner/Principal	\$175
Executive Manager	\$120
Director	\$100
Principal Planner	\$80
Senior Planner	\$65
Planner	\$50

The lump sum fee for services to be provided under Phase 2 of the Scope of Services for the development of a Resilience Plan is \$55,000.



**P.O. Box 420  
510 Seventh Street  
Altavista, VA 24517  
Phone (434) 369-5001  
Fax (434) 369-4369**

April 6, 2022

Gary Christie, Executive Director  
Central Virginia Planning District Commission  
828 Main Street, 12<sup>th</sup> Floor  
Lynchburg, VA 24504

Dear Gary:

We understand and support the effort by the Central Virginia Planning District Commission to seek funding through the Virginia Community Flood Preparedness Fund (CFPF) by submitting an application to the Planning and Capacity Building grant for the purpose of developing a regional resiliency plan that will focus on flood issues.

It is understood that this effort represents an identified mitigation strategy from the *CVPDC Hazard Mitigation Plan – 2020 Update*, which has been adopted by FEMA, the CVPDC, and all ten localities.

We understand that a cash match waiver, designed for low-income geographic areas, will be submitted within the application. We further recognize and support, that the CVPDC is prepared to fund, on behalf of the region's localities, the full match.

I hereby give the CVPDC authorization to submit a regional proposal on our behalf.

Sincerely,

A handwritten signature in black ink that reads "Gary L. Shanaberger".

Gary L. Shanaberger,  
Town Manager



## COUNTY OF AMHERST



---

### OFFICE OF THE COUNTY ADMINISTRATOR

TELEPHONE (434) 946-9400

FAX (434) 946-9370

AMHERST COUNTY ADMINISTRATION BUILDING  
153 WASHINGTON STREET  
P. O. Box 390  
AMHERST, VIRGINIA 24521

April 6, 2022

Gary Christie, Executive Director  
Central Virginia Planning District Commission  
828 Main Street, 12<sup>th</sup> Floor  
Lynchburg, VA 24504

Dear Gary:

We understand and support the effort by the Central Virginia Planning District Commission to seek funding through the Virginia Community Flood Preparedness Fund (CFPF) by submitting an application to the Planning and Capacity Building grant for the purpose of developing a regional resiliency plan that will focus on flood issues.

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I hereby give the CVPDC authorization to submit a regional proposal on our behalf.

Sincerely,

Dean C. Rodgers  
County Administrator





## TOWN OF AMHERST

P.O. Box 280 174 S. Main Street Amherst, VA 24521  
Phone (434)946-7885 Fax (434)946-2087

April 6, 2022

Gary Christie, Executive Director  
Central Virginia Planning District Commission  
828 Main Street, 12<sup>th</sup> Floor  
Lynchburg, VA 24504

Dear Mr. Christie:

*Gary,*

We understand and support the effort by the Central Virginia Planning District Commission to seek funding through the Virginia Community Flood Preparedness Fund (CFPF) by submitting an application to the Planning and Capacity Building grant for the purpose of developing a regional resiliency plan that will focus on flood issues.

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I hereby give the CVPDC authorization to submit a regional proposal on our behalf.

Sincerely,

*Sara E. McGuffin*

Sara E. McGuffin  
Town Manager



**APPOMATTOX COUNTY  
BOARD OF SUPERVISORS**

P.O. Box 863, Appomattox, VA 24522 Phone: (434) 352-2637  
www.AppomattoxCountyVA.gov

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April 5, 2022

Gary Christie  
Executive Director  
Central Virginia Planning District Commission  
828 Main Street, 12<sup>th</sup> Floor  
Lynchburg, Virginia 24504

**RE: Letter of Support  
Community Flood Preparedness Fund  
Regional Resiliency Plan**

Dear Gary:

We are pleased to offer a letter of support for the Central Virginia Planning District Commission's (CVPDC) efforts to secure funding through the Virginia Community Flood Preparedness Fund for a Planning and Capacity Building grant, the purpose of which is the development of a regional resiliency plan that will focus on flood issues. This important planning document will help our region reduce the impacts of flooding, prioritize projects related to floodplain management and empower our region to complete vulnerability assessments, while developing an action-oriented implementation approach to enhance flood preparedness and resiliency throughout the Central Virginia region.

It is understood that this effort represents an identified mitigation strategy from the *CVPDC Hazard Mitigation Plan – 2020 Update*, which has been adopted by the Federal Emergency Management Agency (FEMA), the CVPDC, and all ten partner localities.

We understand that a cash match waiver, designed for low-income geographic areas, will be submitted within the application. We further recognize and support, that the CVPDC is prepared to fund, on behalf of the region's localities, the full match.

I hereby give the CVPDC authorization to submit a regional proposal on our behalf.

Sincerely,

A handwritten signature in black ink, appearing to read "Johnnie Roark".

Johnnie Roark  
Deputy Director of Operations/  
Director of Community Development

P.O. BOX 705  
210 LINDEN STREET  
APPOMATTOX, VA 24522

PHONE: (434) 352-8268  
FAX: (434) 352-2126  
www.townofappomattox.com

TOWN MANAGER  
GARY L. SHANABERGER

Town of Appomattox



MAYOR  
RICHARD C. CONNER

COUNCIL MEMBERS:  
JAMES J. BOYCE, SR.  
TIMOTHY W. GARRETT  
CLAUDIA G. PUCKETTE  
NATHAN A. SIMPSON  
MARY LOU SPIGGLE  
AARON M. TILTON

CLERK OF COUNCIL  
ROXANNE W. CASTO, MMC

April 6, 2022

Gary Christie, Executive Director  
Central Virginia Planning District Commission  
828 Main Street, 12<sup>th</sup> Floor  
Lynchburg, VA 24504

Dear Gary:

We understand and support the effort by the Central Virginia Planning District Commission to seek funding through the Virginia Community Flood Preparedness Fund (CFPF) by submitting an application to the Planning and Capacity Building grant for the purpose of developing a regional resiliency plan that will focus on flood issues.

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I hereby give the CVPDC authorization to submit a regional proposal on our behalf.

Sincerely,

Roxanne Casto,  
Interim Town Manager

April 6, 2022

Gary Christie, Executive Director  
Central Virginia Planning District Commission  
828 Main Street, 12<sup>th</sup> Floor  
Lynchburg, VA 24504

Dear Gary:

We understand and support the effort by the Central Virginia Planning District Commission to seek funding through the Virginia Community Flood Preparedness Fund (CFPF) by submitting an application to the Planning and Capacity Building grant for the purpose of developing a regional resiliency plan that will focus on flood issues.

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I hereby give the CVPDC authorization to submit a regional proposal on our behalf.

Sincerely,

A handwritten signature in blue ink, appearing to read "Robert Hiss".

Robert Hiss  
County Administrator

April 6, 2022

Mr. Gary Christie, Executive Director  
Central Virginia Planning District Commission  
828 Main Street, 12<sup>th</sup> Floor  
Lynchburg, VA 24504

Dear Gary:

We understand and support the effort by the Central Virginia Planning District Commission to seek funding through the Virginia Community Flood Preparedness Fund (CFPF) by submitting an application to the Planning and Capacity Building grant for the purpose of developing a regional resiliency plan that will focus on flood issues.

It is understood that this effort represents an identified mitigation strategy from the *CVPDC Hazard Mitigation Plan – 2020 Update*, which has been adopted by FEMA, the CVPDC, and all ten localities.

We understand that a cash match waiver, designed for low-income geographic areas, will be submitted within the application. We further recognize and support, that the CVPDC is prepared to fund, on behalf of the region's localities, the full match.

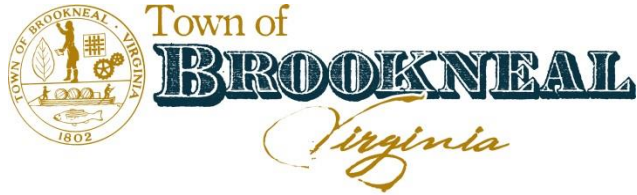
I hereby give the CVPDC authorization to submit a regional proposal on our behalf.

Sincerely,



Barrett F. "Bart" Warner  
Town Manager

BFW:dba



215 Main St. Brookneal VA 24528  
P.O. Box 450  
434 376 3124

April 6, 2022

Gary Christie, Executive Director  
Central Virginia Planning District Commission  
828 Main Street, 12<sup>th</sup> Floor  
Lynchburg, VA 24504

Dear Gary:

We understand and support the effort by the Central Virginia Planning District Commission to seek funding through the Virginia Community Flood Preparedness Fund (CFPF) by submitting an application to the Planning and Capacity Building grant for the purpose of developing a regional resiliency plan that will focus on flood issues.

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I hereby give the CVPDC authorization to submit a regional proposal on our behalf.

Sincerely,

*Russell B. Thurston*

Russell B. Thurston,  
Town Manager

# Campbell County

Virginia

**Office of the County Administrator**

Frank J. Rogers

P.O. Box 100, Rustburg, VA 24588

[administration@campbellcountyva.gov](mailto:administration@campbellcountyva.gov)

Phone: 434-332-9525; 592-9525; 283-9525

Fax: 434-332-9617

April 6, 2022

Gary Christie, Executive Director  
Central Virginia Planning District Commission  
828 Main Street, 12<sup>th</sup> Floor  
Lynchburg, VA 24504

Dear Gary:


Campbell County understands and supports the effort by the Central Virginia Planning District Commission to seek funding through the Virginia Community Flood Preparedness Fund (CFPF) by submitting an application to the Planning and Capacity Building grant for the purpose of developing a regional resiliency plan that will focus on flood issues.

It is understood that this effort represents an identified mitigation strategy from the *CVPDC Hazard Mitigation Plan – 2020 Update*, which has been adopted by FEMA, the CVPDC, and all ten localities.

We understand that a cash match waiver, designed for low-income geographic areas, will be submitted within the application. We further recognize and support, that the CVPDC is prepared to fund, on behalf of the region's localities, the full match.

I hereby give the CVPDC authorization to submit a regional proposal on our behalf.

Sincerely,



Frank Rogers  
County Administrator

***Governing with Vision***

*to be the most collaborative, professional, value-driven locality in Virginia*

[www.campbellcountyva.gov](http://www.campbellcountyva.gov)



*Office of the City Manager*

900 Church Street • Lynchburg, VA 24504  
Phone: (434) 455-3990 • Fax: (434) 847-1536  
[www.lynchburgva.gov](http://www.lynchburgva.gov)

April 6, 2022

Gary Christie, Executive Director  
Central Virginia Planning District Commission  
828 Main Street, 12<sup>th</sup> Floor  
Lynchburg, VA 24504

Dear Gary:

We understand and support the effort by the Central Virginia Planning District Commission to seek funding through the Virginia Community Flood Preparedness Fund (CFPF) by submitting an application to the Planning and Capacity Building grant for the purpose of developing a regional resiliency plan that will focus on flood issues.

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I hereby give the CVPDC authorization to submit a regional proposal on our behalf.

Sincerely,

A handwritten signature in black ink, appearing to read "Wynter C. Benda".

Wynter C. Benda  
City Manager





CFPF, rr &lt;cfpf@dcr.virginia.gov&gt;

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## Round 3 CFPF Application - Central Virginia Planning District Commission

1 message

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**Kelly Hitchcock** <Kelly.Hitchcock@cvpdc.org>  
To: "cfpf@dcr.virginia.gov" <cfpf@dcr.virginia.gov>  
Cc: Gary Christie <Gary.Christie@cvpdc.org>

Fri, Apr 8, 2022 at 1:16 PM

### Round 3 CFPF Application

#### Central Virginia Planning District Commission (CVPDC) Capacity and Planning Application

On behalf of the localities of the Central Virginia Planning District Commission (CVPDC), it is my pleasure to submit the attached **CFPF Round 3 Capacity and Planning Application** to develop a the CVPDC Regional Resiliency Plan. The Resiliency Plan will be developed for all ten CVPDC member localities, which include Lynchburg City (CID 510093), Amherst County (CID 510010), Amherst Town (CID 510193), Appomattox County (CID 510011), Appomattox Town (CID 510194), Bedford County (CID 510016), Bedford Town (CID 510015), Campbell County (CID 510028), and towns of Brookneal (CID 510030) and Altavista (CID 510029). Support for this project has been provided by all the member localities

Developing regional or individual locality resiliency plans, identifying priority stormwater projects, to include project evaluation and cost estimates, and evaluation of vulnerable communities are identified mitigation strategies from the *CVPDC Hazard Mitigation Plan – 2020 Update*, adopted by FEMA and all member localities in 2021. Our region and member localities are eager to execute this project and respectfully request inclusion within the Round 3 CFPF application awards.

Your consideration of this application is appreciated. I am available to respond to any questions.

Kind regards,

Kelly Hitchcock  
Deputy Director of Planning  
Central Virginia Planning District Commission  
D: 434-818-7604 | O: 434-845-3491 | M: 434-534-2531



**CID510010,510193,510029,510011,510194,510016,510030,510028,510093\_CVPDC\_CFPF.pdf**  
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