

1876 - CPDC_DCR1_Multi_CFPF

Application Details

Funding Opportunity:	1446-Virginia Community Flood Preparedness Fund - Capacity Building/Planning Grants - CY23 Round 4
Funding Opportunity Due Date:	Nov 12, 2023 11:59 PM
Program Area:	Virginia Community Flood Preparedness Fund
Status:	Submitted
Stage:	Final Application
Initial Submit Date:	Nov 9, 2023 2:50 PM
Initially Submitted By:	Kit Friedman
Last Submit Date:	
Last Submitted By:	

Contact Information

Primary Contact Information

Active User*:	Yes
Type:	External User
Name*:	Ms. Kit Friedman <small>Salutation First Name Middle Name Last Name</small>
Title:	Planner II
Email*:	kfriedman@craterpdc.org
Address*:	1964 Wakefield Street Petersburg Virginia 23805 <small>City State/Province Postal Code/Zip</small>
Phone*:	804-861-1666 260 <small>Phone Ext.</small> ###-###-####
Fax:	###-###-####
Comments:	

Organization Information

Status*:	Approved
Name*:	Crater Planning District Commission
Organization Type*:	Local Government - PDC
Tax ID*:	540887374
Unique Entity Identifier (UEI)*:	LRXKR4U1XTE3

Organization Website: <https://craterpdc.org/>

Address*: 1964 Wakefield Street

Petersburg Virginia 23805-2114
City State/Province Postal Code/Zip

Phone*: 804-861-1666 Ext.
#####

Fax: ### ### #####

Benefactor:

Vendor ID:

Comments:

VCFPF Applicant Information

Project Description

Name of Local Government*: Crater Planning District Commission

Your locality's CID number can be found at the following link: [Community Status Book Report](#)

NFIP/DCR Community Identification Number (CID)*: 510112

If a state or federally recognized Indian tribe,

Name of Tribe:

Authorized Individual*: Kit Friedman
First Name Last Name

Mailing Address*: 1964 Wakefield Street
Address Line 1
Address Line 2

Petersburg Virginia 23805
City State Zip Code

Telephone Number*: 804-861-1666

Cell Phone Number*: 516-655-6414

Email*: kfriedman@craterpdc.org

Is the contact person different than the authorized individual?

Contact Person*: No

Enter a description of the project for which you are applying to this funding opportunity

Project Description*:

The Crater Planning District Commission seeks funding from the CFPF to fund the creation of a Regional Resilience Plan for our eleven localities. This plan will detail resilience recommendations for each locality. We also request funding for the creation of a full-time Environmental & Resilience Planner position as well as a Certified Floodplain Manager certification for the person chosen to fulfill the role. Please see the attached document for additional details.

Low-income geographic area means any locality, or community within a locality, that has a median household income that is not greater than 80 percent of the local median household income, or any area in the Commonwealth designated as a qualified opportunity zone by the U.S. Secretary of the Treasury via his delegation of authority to the Internal Revenue Service. A project of any size within a low-income geographic area will be considered.

Is the proposal in this application intended to benefit a low-income geographic area as defined above?

Benefit a low-income geographic area*: Yes

Information regarding your census block(s) can be found at census.gov

Census Block(s) Where Project will Occur*: 517308110003001

Is Project Located in an NFIP Participating Community?* Yes

Is Project Located in a Special Flood Hazard Area?* Yes

**Flood Zone(s)
(if applicable):**

**Flood Insurance Rate Map Number(s)
(if applicable):**

Eligibility - Round 4

Eligibility

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)?

Local Government*: Yes
Yes - Eligible for consideration
No - Not eligible for consideration

If the applicant is not a town, city, or county, are letters of support from all affected local governments included in this application?

Letters of Support*: Yes
Yes - Eligible for consideration
No - Not eligible for consideration

Has this or any portion of this project been included in any application or program previously funded by the Department?

Previously Funded*: No
Yes - Not eligible for consideration
No - Eligible for consideration

Has the applicant provided evidence of an ability to provide the required matching funds?

Evidence of Match Funds*: Yes
Yes - Eligible for consideration
No - Not eligible for consideration
N/A - Match not required

Scoring Criteria for Capacity Building & Planning - Round 4

Scoring

Eligible Capacity Building and Planning Activities (Select all that apply) ? Maximum 100 points. To make multiple selections, Hold CTRL and click the desired items.

Capacity Building and Planning*:

Development of a new resilience plan., Other proposals that will significantly improve protection from flooding on a statewide or regional basis approved by the Department, Revisions to existing resilience plans and modifications to existing comprehensive and hazard mitigation plans

Is the project area socially vulnerable? (based on [ADAPT Virginia's Social Vulnerability Index Score](#))

Social Vulnerability Scoring:

Very High Social Vulnerability (More than 1.5)
High Social Vulnerability (1.0 to 1.5)
Moderate Social Vulnerability (0.0 to 1.0)
Low Social Vulnerability (-1.0 to 0.0)
Very Low Social Vulnerability (Less than -1.0)

Socially Vulnerable*: Very High Social Vulnerability (More than 1.5)

Is the proposed project part of an effort to join or remedy the community's probation or suspension from the NFIP?

NFIP*: No

Is the proposed project in a low-income geographic area as defined below?

"Low-income geographic area" means any locality, or community within a locality, that has a median household income that is not greater than 80 percent of the local

median household income, or any area in the Commonwealth designated as a qualified opportunity zone by the U.S. Secretary of the Treasury via his delegation of authority to the Internal Revenue Service. A project of any size within a low-income geographic area will be considered.

Low-Income Geographic Area*: Yes

Does this project provide ?community scale? benefits?

Community Scale Benefits*: More than one census block

Comments:

- PDC Localities can access CFM services/CRS program at no cost, allowing them to more easily access funds and services and NFIP discounts for citizens
- Regional Resilience Plan will provide a cohesive strategy to prepare and protect our communities

Scope of Work and Budget Narrative - Capacity Building and Planning - Round 4

Scope of Work - General Information

Upload your Scope of Work

Please refer to Part IV, Section B. of the grant manual for guidance on how to create your scope of work

Scope of Work Attachment*: [CPDC_DCR1_Multi-1.pdf](#)

Comments:

Budget Narrative

Budget Narrative Attachment*: [CPDC_DCR1_Multi_CFPF-2.pdf](#)

Comments:

Scope of Work Supporting Information - Capacity Building and Planning

Scope of Work Supporting Information

Describe identified resource needs including financial, human, technical assistance, and training needs

Resource need identification*:

Crater PDC and localities in the region are historically marginalized and underserved. They face environmental justice burdens, and are left underrepresented in environmental conversation. These localities are often unable to fund their own CFM/environmental planner position and lack the resources/staff capacity to seek funding to do so. See attachment CPDC_DCR1_Multi_CFPF-3 for additional details.

Describe the 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 consultants or advisors

Development of Existing or New Staff*:

CPDC plans to utilize CFPF funds to 1. create a regional resilience plan that encompasses all 11 localities through hiring a qualified consultant. 2. Fund the creation of a new Environmental & Resilience Planner position who will also act as a regional CFM and provide those services as needed 3. Fund staff time for additional tasks/responsibilities for the Executive Director and Director of Economic Development, Housing, & Environment. See attachment CPDC_DCR1_Multi_CFPF-3 for additional details.

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 organization, or applying for grants, loans, or other funding sources)

Resource Development Strategies*:

The regional resilience plan and new environmental planner position will coalesce a regional effort to address flooding, climate, and other environmental concerns across the Crater Region. The new position will provide extensive technical assistance to localities at no additional cost to them, allowing individual local governments to incorporate resiliency into their comprehensive plans, zoning ordinances, develop their own local resilience plan, and become members of the CRS program. This person will also assist localities in applying for future CFPF funding by acting as a CFM, again at no cost to the localities. See attachment CPDC_DCR1_Multi_CFPF-3 for additional details.

Describe policy management and/or development plans

Policy management and/or development*:

Annual updates will be made in the interim years between full Reginal Resilience Plan updates. The new position will assist localities in incorporating resilience into policy and development. See attachment CPDC_DCR1_Multi_CFPF-3 for additional details.

Describe plans for stakeholder identification, outreach, and education strategies

Stakeholder identification, outreach, and education strategies*:

To be completed as a part of the creation of the Regional Resilience Plan in concert with the Richmond-Crater Hazard Mitigation Plan. Specific engagement strategies will be a central aspect of the creation of the plan, the details as such will be defined and discussed by CPDC staff and the eventual consultant. CPDC's diverse communities range from urban to suburban to rural, and many are low income. Centering the needs of a diversity of citizens, particularly those in underserved areas, will be a focal point of the PDC's engagement strategy throughout the development of the Regional Resilience Plan.

Budget

Budget Summary

Grant Matching Requirement*:

LOW INCOME - Planning and Capacity Building - Fund 90%/Match 10%
*Match requirements for Planning and Capacity Building in low-income geographic areas will not require match for applications requesting less than \$3,000.

I certify that my project is in a low-income geographic area: Yes
Total Project Amount*: \$622,995.09
REQUIRED Match Percentage Amount: \$62,299.51

BUDGET TOTALS

Before submitting your application be sure that you meet the match requirements for your project type.

Match Percentage: 10.28%
Verify that your match percentage matches your required match percentage amount above.
Total Requested Fund Amount: \$558,963.71
Total Match Amount: \$64,031.38
TOTAL: \$622,995.09

Personnel

Description	Requested Fund Amount	Match Amount	Match Source
Environmental & Resilience Planner for 3 years	\$120,000.00	\$45,211.92	Indirect as Direct Supporting Costs
Director of Economic Development, Environment, & Housing, 10% Time Allocation over 3 yrs	\$28,200.00	\$10,624.80	Indirect as Direct Supporting Costs
Executive Director, 5% time allocation over 3 years	\$21,750.00	\$8,194.66	Indirect as Direct Supporting Costs
	\$169,950.00	\$64,031.38	

Fringe Benefits

Description	Requested Fund Amount	Match Amount	Match Source
Environmental & Resilience Planner, Fringe Benefits over 3yrs, 50% time allocation	\$61,725.48	\$0.00	
Director of Economic Development, Environment, & Housing, Fringe Benefits 10% time allocation	\$14,505.49	\$0.00	
Executive Director, Fringe benefits, 5% time over 3yrs	\$11,187.74	\$0.00	
	\$87,418.71	\$0.00	

Travel

Description	Requested Fund Amount	Match Amount	Match Source
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No Data for Table

Equipment

Description	Requested Fund Amount	Match Amount	Match Source
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No Data for Table

Supplies

Description	Requested Fund Amount	Match Amount	Match Source
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No Data for Table

Construction

Description	Requested Fund Amount	Match Amount	Match Source
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No Data for Table

Contracts

Description	Requested Fund Amount	Match Amount	Match Source
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Full Regional Resilience Plan, Consultant	\$250,000.00	\$0.00	
Regional Resilience Plan Interim Updates	\$50,000.00	\$0.00	
	\$300,000.00	\$0.00	

Pre-Award and Startup Costs

Description	Requested Fund Amount	Match Amount	Match Source
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No Data for Table

Other Direct Costs

Description	Requested Fun Amount	Match Amount	Match Source
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CFMCertification: Training, Exam, Initial membership fees	\$935.00	\$0.00	
Biennial CFMCertification Renewal, 1x	\$120.00	\$0.00	
ASFMP Annual Membership for 3yrs	\$540.00	\$0.00	
	\$1,595.00	\$0.00	

Supporting Documentation - General

Supporting Documentation

Named Attachment	Required	Description	File Name	Type	Size	Upload Date
Detailed map of the project area(s) (Projects/Studies)		Entire CPDC CFPF Proposal Document, with appendices outlining social and environmental vulnerability. Please refer to this document as the completed application materials	CPDC_DCR1_Multi_CFPF-3.pdf	pdf	4 MB	11/09/2023 01:57 PM
FIRMe of the project area(s) (Projects/Studies)						
Historic flood damage data and/or images (Projects/Studies)						
A link to or a copy of the current floodplain ordinance						
Maintenance and management plan for project						
A link to or a copy of the current hazard mitigation plan		Richmond-Crater Hazard Mitigation Plan https://planva.org/wp-content/uploads/FEMA-REVIEW-2-2022-Richmond-Crater-Hazard-Mitigation-Plan-071922.pdf	CPDC_DCR1_Multi_CFPF-5.pdf	pdf	53 KB	11/09/2023 01:54 PM
A link to or a copy of the current comprehensive plan						
Social vulnerability index score(s) for the project area						
Authorization to request funding from the Fund from governing body or chief executive of the local government		Signed letter from CPDC Executive Director	CPDC_DCR1_Multi_CFPF-7.pdf	pdf	882 KB	11/09/2023 02:49 PM
Signed pledge agreement from each contributing organization						
Maintenance Plan						
<i>Benefit-cost analysis must be submitted with project applications over \$2,000,000. in lieu of using the FEMA benefit-cost analysis tool, applicants may submit a narrative to describe in detail the cost benefits and value. The narrative must explicitly indicate the risk reduction benefits of a flood mitigation project and compares those benefits to its cost-effectiveness.</i>						
Benefit Cost Analysis						
Other Relevant Attachments		CSV File of All Census Tracts within CPDC region	CPDC_DCR1_Multi_CFPF-4.csv	csv	1 KB	11/09/2023 01:48 PM

Letters of Support

Description	File Name	Type	Size	Upload Date
Letters of Support from CPDC's eleven member localities.	CPDC_DCR1_Multi_CFPF-6.pdf	pdf	2 MB	11/09/2023 01:59 PM

CRATER PLANNING DISTRICT COMMISSION

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PHONE: (804) 891-1606 • FAX: (804) 731-9972 • E-MAIL: info@craterplanning.org • WEBSITE: www.craterplanning.org

Date: November 9th, 2023

ATTN: Virginia Department of Conservation and Recreation Attention: Virginia Community Flood Preparedness Fund Division of Dam Safety & Floodplain Management 600 East Main Street, 24th Floor Richmond, VA 23219

RE: 2024 Community Flood Preparedness Fund Application

I am writing as the Executive Director of the Crater Planning District Commission to express our strong endorsement and support for the Community Flood Preparedness Fund application currently under consideration. The proposed grant holds immense significance for our region, as it aims to fund a comprehensive regional resilience plan and create a pivotal Environmental and Resilience Planner position. The Crater Planning District Commission is committed to proactive measures that enhance community resilience, and we believe this grant aligns perfectly with our shared goals.

Six of the eleven localities comprising Crater PDC's jurisdiction are considered low income (with a median income less than 80% AMI). We request the low-income consideration of 90% Fund/10% match be applied to our application. The total proposed cost of these endeavors is \$622,995.09. Crater Planning District Commission plans to use direct support funds as an approximately 10% match of \$64,031.38 and requests the Department of Conservation and Recreation provide \$558,963.71 through the Community Flood Preparedness Fund.

The regional resilience plan, made possible through the grant, will play a crucial role in preparing our community for potential flooding and other environmental challenges. It represents a forward-thinking approach to addressing the complex issues associated with climate change and will contribute significantly to the long-term well-being of our residents. Furthermore, the creation of the Environmental and Resilience Planner position is a strategic investment in building expertise dedicated to coordinating efforts and ensuring the successful implementation of the resilience plan, as well as act as a Certified Floodplain Manager for each of our eleven localities and work to incorporate each into the Community Rating System program, allowing our communities to access more affordable flood insurance policies. This position will serve as a linchpin in fostering collaboration among stakeholders and driving the sustainable and resilient development of our region. The positive impact of the Community Flood Preparedness Fund extends far beyond its immediate implementation, signaling our commitment to becoming leaders in sustainable development and disaster preparedness.

I respectfully request your consideration and support for our grant application. Together, we can fortify our community against potential disasters and build a foundation for a more resilient and sustainable future. Thank you for your attention to this matter, and I look forward to the possibility of working collaboratively with the Virginia Department of Conservation and Recreation.

Sincerely,



E. Jay Ellington, Executive Director
Crater Planning District Commission

Richmond-Crater Hazard Mitigation Plan

<https://planrva.org/wp-content/uploads/FEMA-REVIEW-2-2022-Richmond-Crater-Hazard-Mitigation-Plan-071922.pdf>

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Capacity Building & Planning Application

Introduction

In Virginia, Planning District Commissions are required by law "...to encourage and facilitate local government cooperation and state-local cooperation in addressing on a regional basis problem of greater than local significance.". The localities comprising the Crater Planning District have been historically underserved and underrepresented; overshadowed by our neighbors in Richmond to the north, and Hampton Roads to the east. Crater Planning District Commission (CPDC) has new staff capacity and a renewed drive to lead our region into a sustainable and resilient future.

The Crater Region is rich in natural resources and cultural heritage. It is home to four rivers: the James, Appomattox, Meherrin, Blackwater and Nottoway. Thousands of acres of wetlands both ephemeral and perennial dot the landscape, as well as thousands of acres of forestland, each providing vital ecosystem services. The climate crisis threatens not only these resources, but also the people living in our localities.

While portions of Petersburg, Colonial Heights, Hopewell, Prince George, Charles City, Chesterfield, and Surry are accounted for in the Coastal Zone Management Plan and Watershed Implementation Plan (WIP III), our jurisdiction expands well beyond the boundaries of the Chesapeake Bay watershed and the DEQ-designated coastal zone. The creation and implementation of a Regional Resilience Plan will allow Crater PDC to serve the environmental needs of these localities through a cohesive and collaborative living document.

In order to successfully carry out the creation of Regional Resilience Plan and subsequent duties and responsibilities, CPDC also requests funding for a new Environmental and Resilience Planner position, as Crater Planning District Commission does not currently have a dedicated environmental staff member. The Coastal Zone Management (CZM) and Watershed Implementation Plan (WIP) programs are administered by a contracted consultant, and those programs focus exclusively on coastal flooding resilience and water quality in the Chesapeake Bay watershed. Hiring a full-time Environmental and Resilience Planner will allow the Crater Planning District Commission to vastly expand its scope of environmental services to include the entire district, not just the small areas within the coastal zone. This endeavor will also improve localities within the coastal zone as it will enable the PDC to offer services

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beyond those addressed by CZM and WIP. Climate resilience is more than living shorelines and water quality improvements, and the Crater Planning District Commission recognizes the importance of taking a holistic approach to resilience planning. Many opportunities to expand environmental programming exist, but the PDC lacks the capacity and expertise to pursue them. For example, the Albemarle-Pamlico National Estuary Partnership covers a large portion of the district's localities, as the PDC is home to three rivers that feed into the Chowan Basin, including the Nottoway River, Meherrin River, and the headwaters of the Blackwater River. A staff member in this position will allow the PDC to incorporate natural resource preservation, restoration, and conservation to protect these assets well into the future using partnerships with organizations like APNEP and land trusts/conservancies, assisting Soil and Water Conservation Districts, and providing much-needed technical assistance to district localities.

Scope of Work

Regional Resilience Plan Proposal

The Crater Planning District Commission proposes that the Virginia Department of Conservation and Recreation (DCR) provides funding through the Community Flood Preparedness Fund (CFPF) to partially cover the costs associated with the creation of a Regional Resilience Plan. With these funds, we will employ a consultant to assist with the drafting of the plan alongside PDC staff, with input and guidance from locality constituencies and community members. The plan will follow the framework and guidelines laid out in Appendix F of the 2023 Funding Manual for the Virginia Community Flood Preparedness Fund.

Through the creation of a Regional Resilience Plan, our communities will receive technical assistance, gain an understanding of the flood risks they face, available resources to combat flood-related disasters, and targeted, science-driven, community-specific recommendations using best management practices. The plan will include an inventory of existing conditions, including flood damage and NFIP rates. It will then provide comprehensive recommendations and the creation of a database of funding and data resources available. It is our hope that through this plan, our communities can then create their own local resilience plans, improve NFIP rates where applicable, and reap the benefits of the Community Rating System (CRS) incentive program.

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Need for Assistance

The planning staff of the localities comprising Crater PDC, with the exception of Chesterfield, are historically understaffed and underfunded due to a tradition of fiscal conservatism in the region. This has resulted in a lack of capacity to adequately perform necessary planning tasks, let alone take on an endeavor such as a resilience plan to expand upon their responsibilities. Furthermore, all localities have census blocks with at least Moderate Social Vulnerability according to the Adapt VA SVI score.

Petersburg, Hopewell, and Emporia are entirely identified as having Very High Social vulnerability, along with portions of Chesterfield, Charles City, and Sussex. A Regional Resilience Plan will allow Crater PDC to provide flood preparedness and prevention services free of charge to our members, thus alleviating the burden of already stretched-thin planning departments. Further evidence of the need for assistance for each locality is provided in Appendix A.

Project Timeline

The Regional Resilience Planning process will be carried out across four phases, with each anticipated to take approximately 12-18 months. We hope to present a complete final draft of the plan to the Planning Commission members and planning department constituents for adoption by the end of FY25. While the three-year timeline of the Resilience Plan does not align with the five-year Hazard Mitigation planning cycle, our hope is that the annual updates to each of these plans will be co-constitutional and completely in tandem. The 2025 Resilience Plan will be informed using the 2022 Hazard Mitigation Plan and annual updates to it, and the 2028 Resilience Plan will be informed using the upcoming 2027 Hazard Mitigation Plan. We also plan to incorporate any locally available resilience planning chapters, studies, etc. to avoid redundancy Regional Resilience Plan.

Phase 1 will entail a detailed inventory of existing conditions--it is essential to understand the as-is state of each of these communities as a first step in preparing to develop a resilience plan. Phase 2 is anticipated to close identified gaps, to conduct capacity and resilience planning, and to develop an approvable resilience plan. Phase 3 will include pursuing additional research, studies, and innovations that would support the implementation of the resilience plan; and Phase 4 will consist of developing and executing flood prevention and protection projects.

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Scope of Work Details

1. Assess capacity needs and assets to include:

a. Resource needs identification – financial, human, technical assistance, training.

The proposed program of work includes conducting a baseline assessment that would reveal the current state of resources and capacity available to our eleven localities. The assessment will reveal resource needs as they pertain to financial, human, technical assistance, and training, and will inform the creation of a roadmap for obtaining the missing resources pursuant to DCR-approvable resilience plans.

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.

This proposal includes a review and analysis of the “soft” capacities of existing local and regional CPDC staff. We will reveal opportunities to increase knowledge, skill, and abilities, and will identify needed training, personnel, and certifications. Strategies for closing the gaps will be addressed in future phases of this work.

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.

This team will inventory the universe of resources available to these three localities to assist them in future phases and in developing resilience plans. Project deliverables will include a catalog used to identify what, how, where, and when localities can obtain and develop needed resources. The Crater Planning District Commission and the selected consulting firm will serve as consultants to help the localities pursue appropriate resource development strategies, partnerships, and funding support.

d. Policy management and/or development.

This proposed project will provide the localities with the opportunity to examine relevant policies at the regional and local level. In future phases, this will enable them to take a more comprehensive and equitable approach to developing coordinated resilience plans, policies, and projects.

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.

Working simultaneously at the regional and local levels through the Crater Planning District Commission will enable the development of coordinated strategies and resources that can be applied across jurisdictional boundaries and help reduce the financial burdens associated with implementation. Regional-level solutions bring an economy of scale to many of the resources and capital costs associated with resilience plan implementation. For this specific phase of the project, identifying resource gaps experienced by multiple localities presents an opportunity to strategize how to pursue development of missing resources in a manner that efficiently benefits all localities with shared needs.

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3. Stakeholder identification, outreach, and education strategies.

This proposal involves taking a whole community approach to assess what resources these communities have in hand already and to develop roadmaps to fill any identified gaps in those resources. This approach also includes stakeholder mapping and interviewing in order to learn more about which existing channels of engagement are working well and where there are opportunities for localities and the PDC to expand stakeholder engagement and ensure future phases and planning work reflect the interests and priorities of diverse stakeholders.

4. Implementation plan and timelines for specific elements of completion such as training, certifications, plan development, etc.

This initial phase of work is expected to be conducted between January 2022 and August 2022. At the conclusion of this phase, localities will be equipped with a roadmap and timeline to develop an approvable resilience plan.

5. Parties responsible for capacity building and/or plan development process.

A key deliverable for this phase will be a roadmap that summarizes the key resources, hard and soft capacities, and studies that may be required for the development of a resilience plan. Specific strategies for executing the roadmap will be outlined to the extent appropriate, and additional work to identify roles and responsibilities related to executing the plan may be developed in later phases.

6. Performance outputs and measures. Describe the expected results and benefits and how success will be measured.

The overall goal of this phase of the project is to deliver a baseline assessment that identifies the gaps in hard and soft resources and capacities that localities will need to fill in order to develop a successful resilience plan. In addition, the team at UVA will use this process as a pilot to test and develop a model process in order to help other low-income inland and riverine communities prepare to develop their resilience plans.

At the conclusion of this project, CPDC and our eleven partner localities expect the following outputs and measures of success:

Performance Output: Flood Risk Inventory

Measure of Success: Identification of high-risk areas, mechanisms for flooding, and cascading impacts.

Performance Output: Comprehensive Inventory of Resources

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Measure of Success: Identification of gaps in resources needed to develop a DCR approvable resilience plan.

Performance Output: Stakeholder Mapping and Interviews

Measure of Success: Identification of diverse stakeholders, conducting of stakeholder interviews, and documentation of stakeholder perspectives and interests to inform future resilience planning efforts.

Performance Output: Analysis of “Soft” Capacities

Measure of Success: Identification of future staff training and capacity needs and outlining of steps necessary to address those needs in future roadmaps and plans.

Performance Output: Baseline Assessment Process Templates

Measure of Success: Successful testing and development of a baseline assessment process and creation of process templates that can be used to help other low-income, under resourced communities begin the process of resilience planning.

7. Plans for maintaining capacity, as necessary, over the long term.

The Crater Planning District Regional Resilience Plan will be updated every XXX years in concert with the PlanRVA-Crater Hazard Mitigation Plan. This deliverable will include a framework for such updates to occur systematically, as well as plans for interim reports on the implementation process as developed by the CPDC Certified Floodplain Manager/Environmental and Resilience Planner Position proposed in the following section.

We have developed a preliminary timeline for maintaining and updating the Regional Resilience Plan, completing interim updates, and beginning new projects/studies in alignment with the Richmond-Crater Hazard Mitigation Plan, with regular re-applications to the CFPC below. This timeline will allow us (CPDC) to complete the Full Regional Resilience Plan update using the recommendations laid out in the R-C HMP released the year before. The Hazard Mitigation planning process follows a 5-year cycle opposed to the 3-year cycle of the CFPC, so we propose using 2024-2027 to become familiar and adjust to the CFPC/Resilience Planning process. Beyond this period, a regular cycle of CFPC applications, full and interim plan updates, and studies and projects emerges in alignment with the RCHMP. The full details of this proposed schedule are noted in Appendix C.

CRATER PLANNING DISTRICT COMMISSION

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Certified Floodplain Manager/Environmental & Resilience Planner Position and Additional Duties for Existing Staff Proposal

We recognize the commitment required to fulfill the duties of creating and maintaining a Regional Resilience Plan, and hereby propose that the Virginia Department of Conservation and Recreation provide funding through the CFPF to create a new staff position such that the Planning District Commission may hire and train a qualified Certified Floodplain Manager/ Environmental and Resilience Planner to fulfill such duties. Having a Certified Floodplain Manager on staff here at the PDC ensures that our locality members will not have to pay additional money to hire their own CFM or find a consultant to review plans and applications that require CFM review. We request that this position be funded for 3 years with plans to reapply to the CFPF for future funding.

The creation of a new Environmental/Resilience Planner position for Crater PDC would also help our localities pursue the recommendations laid out in the 2022 Richmond-Crater Hazard Mitigation Plan. Previously, Crater Staff participated in the creation of this plan in collaboration with PlanRVA Regional Commission but were unable to meaningfully engage with many of the Plan's action items. Many of the recommendations include flood prevention and mitigation measures, participation in the NFIP and CRS programs, and the hiring of a Certified Floodplain Manager. Given that many of our localities do not have the funding nor staff capacity to carry out the recommendations, the prospect of a regional staff person in this position would provide the technical assistance needed to apply for the proper grants and programs to implement. This staff member can also engage with emergency management activities beyond the HMP in the region and participate in the Emergency Management Alliance of Central Virginia.

Need for Assistance

Only one locality in Crater PDC has applied for previous rounds of the CFPF grant—the city of Petersburg. Despite being awarded the funds for the completion of a resilience plan and a certified floodplain manager position in 2021, both efforts have yet to reach fruition. The remainder of Crater PDC localities have never sought CFPF assistance. With the exception of Chesterfield County, none have completed resilience plans or CFM staff members, and environmental planning concerns typically fall under the purview of engineering and public works departments. Increasing the capacity of Crater PDC through the CFPF will both allow us to increase our scope of regional services and coordination as well as provide CFM and environmental/resilience plan technical assistance to each individual locality. The addition of new tasks for the Director of Economic Development, Environment, and Housing and the Executive Director largely involves providing support and guidance to the CFM/Environmental and Resilience Planner, as well as the creation and implementation of identified resilience planning priorities.

Project Details

Proposed Environmental and Resilience Planner Job Description & Division of Work

- **Regional Resilience Planning (50%)**

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- Working directly with consultant to prepare and implement a Regional Resilience Plan with regular updates in alignment with the PlanRVA-Crater PDC Hazard Mitigation Plan
- Coordinating with local government, state and federal agency, and non-governmental partners frequently on a variety of tasks and projects, including meeting coordination, preparation, and support
- Working with other Coastal Resiliency Program and Water Resources staff to identify and implement program priorities.
- Conducting research in specific project areas for best practices, geospatial and other data analysis, and information sharing
- Writing and presenting technical reports and analyses
- Representing the Crater PDC at public meetings and present material through formal and information presentations
- Providing technical assistance and support to other Crater PDC staff
- Establish and coordinate relationships with Local & Regional Watershed Groups
 - Incl. Chesapeake Bay Foundation, Albemarle-Pamlico National Estuary Partnership, James River Association, Friends of the Lower Appomattox River, DCR Soil & Water Conservation Districts, Land Conservancies, Enviva Forest Conservation Fund, Lower Chickahominy Watershed Collaborative, etc.
- Community Rating System Enrollment & Program Coordination
- Coordination of Coastal Zone Management/Watershed Implementation Plan Programs (30%)
- Planning District Commission GIS Services (10%)
- Planning District Commission Comprehensive Plan Assistance (5%)
- Planning District Commission Economic Development (5%)

New Tasks for Existing Staff Members

Director of Economic Development, Environment, & Housing--10% Time Commitment

- Direct supervision over Environmental and Resilience Planner
- Providing input and overseeing planning process
- Directly engaging with regional stakeholders in planning process and plan adoption
- Providing input and assistance throughout CFPF grant writing process, project selection, and CRS program navigation
- Representing Crater PDC in CFPF and CRS-related meetings and partnerships where necessary
- Assisting Environmental and Resilience Planner in organizing CFPF and CRS-related meetings, workshops, and public engagement exercises

Executive Director--5% Time Commitment

- Convening Crater Planning District Commission members and regional stakeholders to participate in planning process and plan adoption

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- Providing long-term visioning and strategic planning guidance for future projects to meet regional needs and goals

Scope of Work: Budget Narrative

Each of the eleven localities in the Crater Planning District have areas that qualify as low-income (<80% local/state median income), with six of the eleven localities entirely qualifying as low-income. In accordance with the CFPF Manual “for local governments designated as low-income geographic areas, 100 percent of the estimated total project costs should be included.”, CPDC requests \$558,963.71 for the activities and offers a 10.28% match of \$64,031.38, comprised of direct support costs for a total project cost of \$622,995.09 to implement these planning and capacity-building activities. The creation of a Regional Resilience Plan and addition of an Environmental/Resilience Planner to CPDC staff will allow CPDC and our localities to pursue additional funding for studies and projects under the CFPF to enhance food preparedness and resiliency throughout the Crater region. CFPF funding will also allow for the addition of new tasks for the Director of Economic Development, Environment, and Housing, as well as the Executive Director as the Planning District Commission creates and coordinates a far more robust environmental program with the incorporation of the new Environmental and Resilience Planner on staff. *See the table below for a detailed cost breakdown:*

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TASK	BUDGET	MATCH
REGIONAL RESILIENCE PLANNING		
Full Regional Resilience Plan	\$250,000.00	
Interim Regional Resilience Plan Update	\$50,000.00	
 <i>NEW STAFF CAPACITY (breakdown for 3 Years)</i>		
Environmental & Resilience Planner-Salary: \$80,000/yr, 50% time allocation	\$120,000.00	
Environmental & Resilience Planner- Fringe Benefits (51.44% Salary):\$41,150.32/yr, 50% time allocation	\$61,725.48	
Environmental & Resilience Planner- MATCH-Indirect Costs as Direct Support (37.68% Salary):\$30,141.28/yr, 50% time allocation		\$45,211.92
 <i>NEW TASKS FOR EXISTING STAFF (breakdown for 3 years)</i>		
Director of Economic Development, Environment, & Housing-Salary:\$94,000/yr, 10% time allocation	\$28,200.00	
Director of Economic Development, Environment, & Housing-Fringe Benefits (51.44% Salary):\$48,351.63/yr, 10% time	\$14,505.49	
Director of Economic Development, Environment, & Housing-MATCH: Indirect Costs as Direct Support (37.68% Salary): \$35,416.00/yr, 10% time allocation		\$10,624.80
 Executive Director-Salary: \$145,000/yr, 5% time allocation	\$21,750.00	
Executive Director-Fringe Benefits (51.44% Salary), \$74564.96/yr, 5% time allocation	\$11,187.74	
Executive Director- MATCH: Indirect Costs as Direct Support (37.68% Salary): 54,631.07/yr, 5% time allocation		\$8,194.66
 STAFF TRAINING		
CFM Certification-Training (If unable to access free FEMA E273 course), Initial Fees & Exam	\$935.00	
 Biennial Renewal at \$120 with ASFMP membership (1x)	\$120.00	
ASFMP Annual membership Cost at \$180/yr (3x)	\$540.00	
<u>TOTAL REQUESTED</u>	\$558,963.71	\$64,031.38
<u>TOTAL PROJECT COST</u>	\$622,995.09	10.28%

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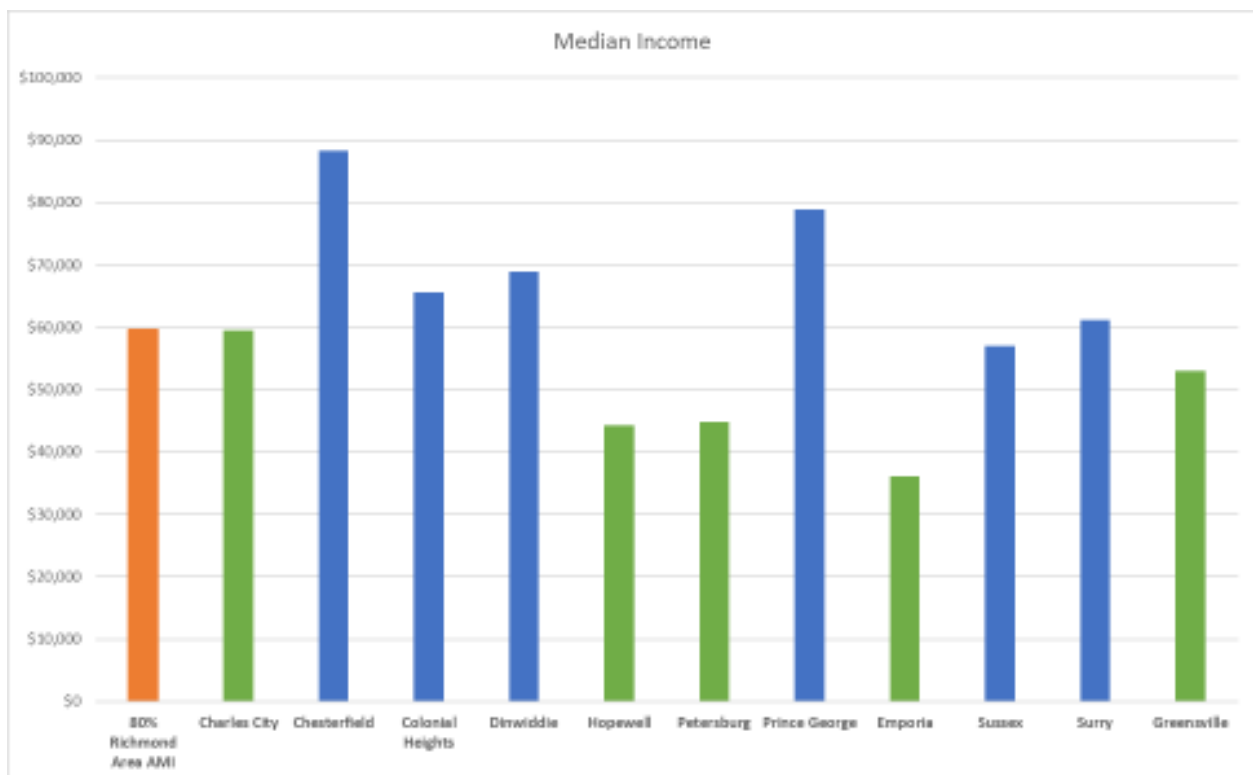
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Appendix A. Locality Vulnerability

Maps and statistics demonstrating social and environmental vulnerability for each locality can be found below. Maps were sourced from the AdaptVA portal showing Social Vulnerability Index, Vulnerable Housing Index, and Hazardous/Toxic Index Scores, as well as from the CDC's Social Vulnerability Index and Census Bureau statistics. Coastal Zone Localities also show maps of flooding and climate change from the VA Coastal Resilience Web Explorer.



According to ACS 2021 5-Year Estimates, six of eleven localities within Crater PDC's jurisdiction qualify as low income—below 80% AMI: Charles City, Hopewell, Petersburg, Emporia, Sussex and Greenville.

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Petersburg

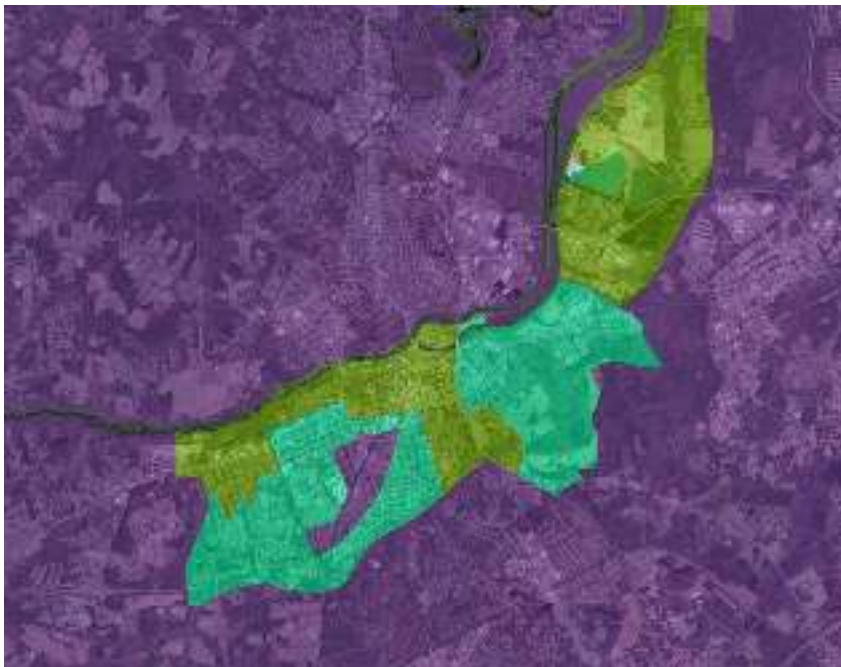
Social Vulnerability Scores

AdaptVA

Social Vulnerability Index Score



Vulnerable Housing Classification

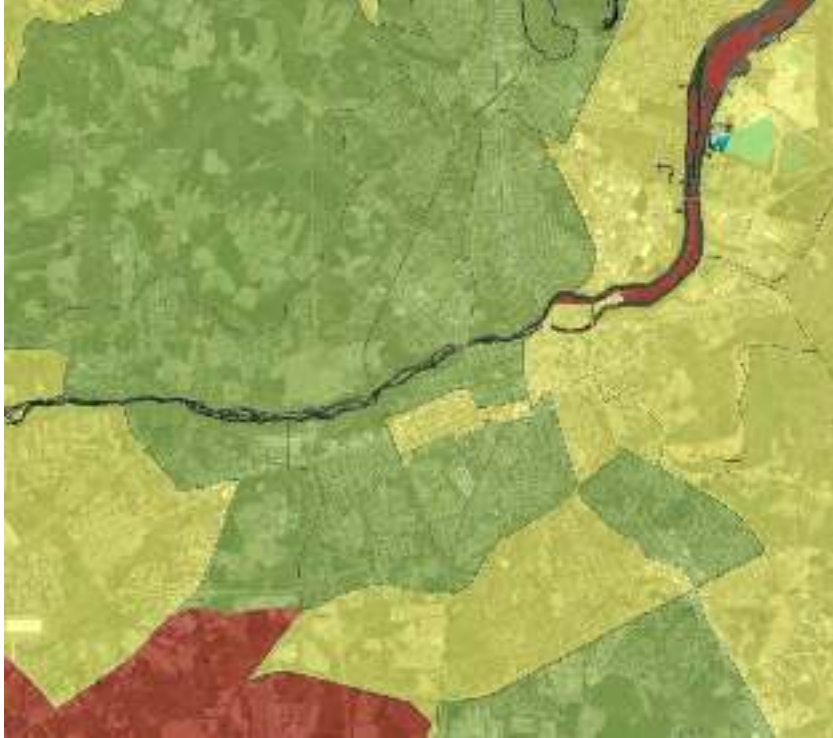


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Hazardous/Toxic Index Score

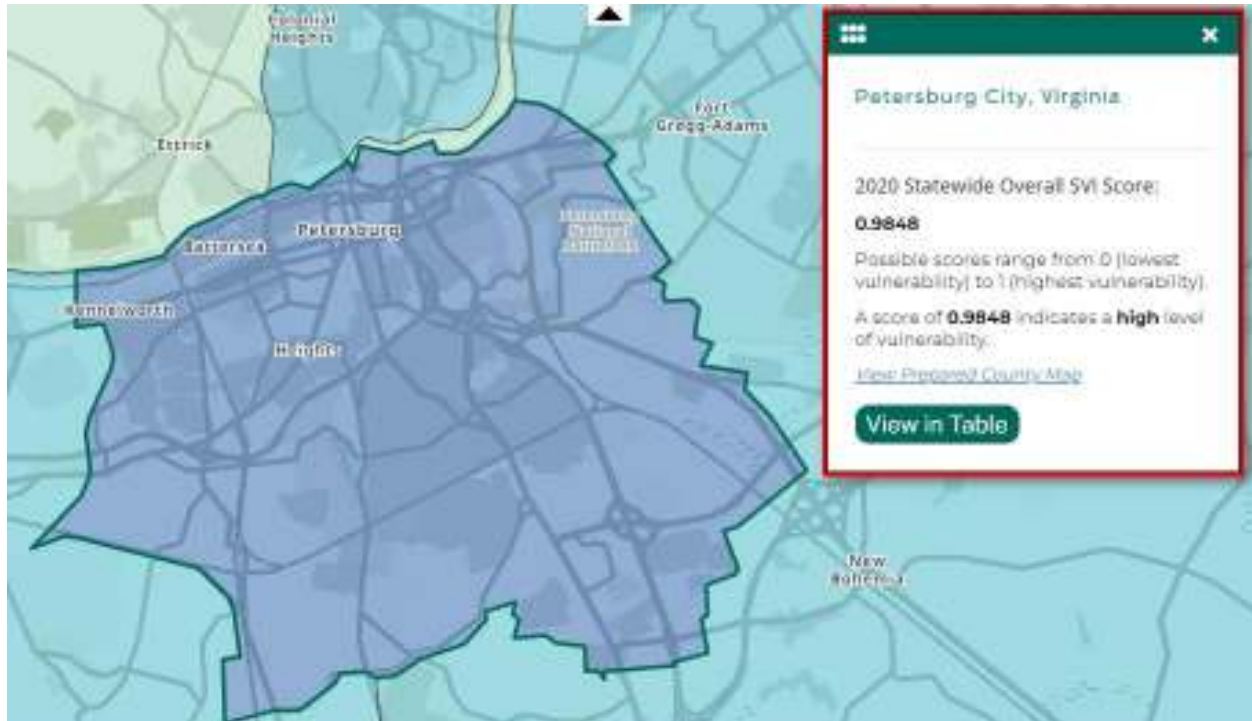


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CDC Social Vulnerability Index

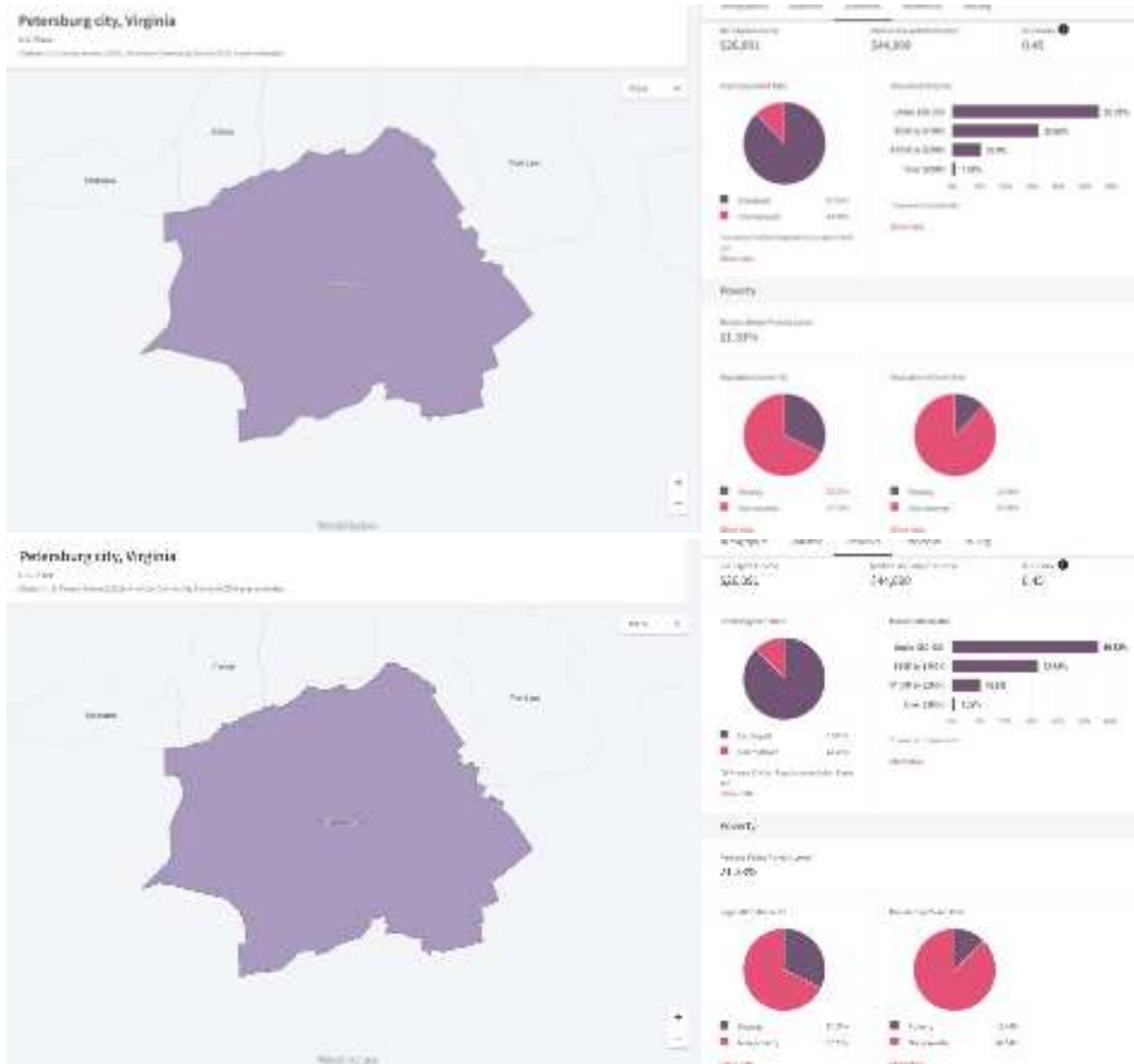


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Community Economic Profile

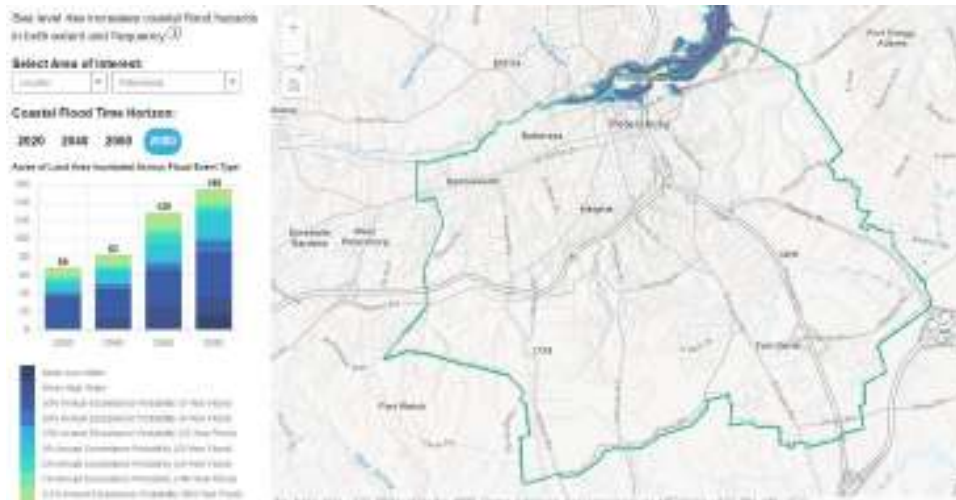


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Colonial Heights

Social Vulnerability Scores

AdaptVA

Social Vulnerability Index



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Hazardous/Toxic Index Score

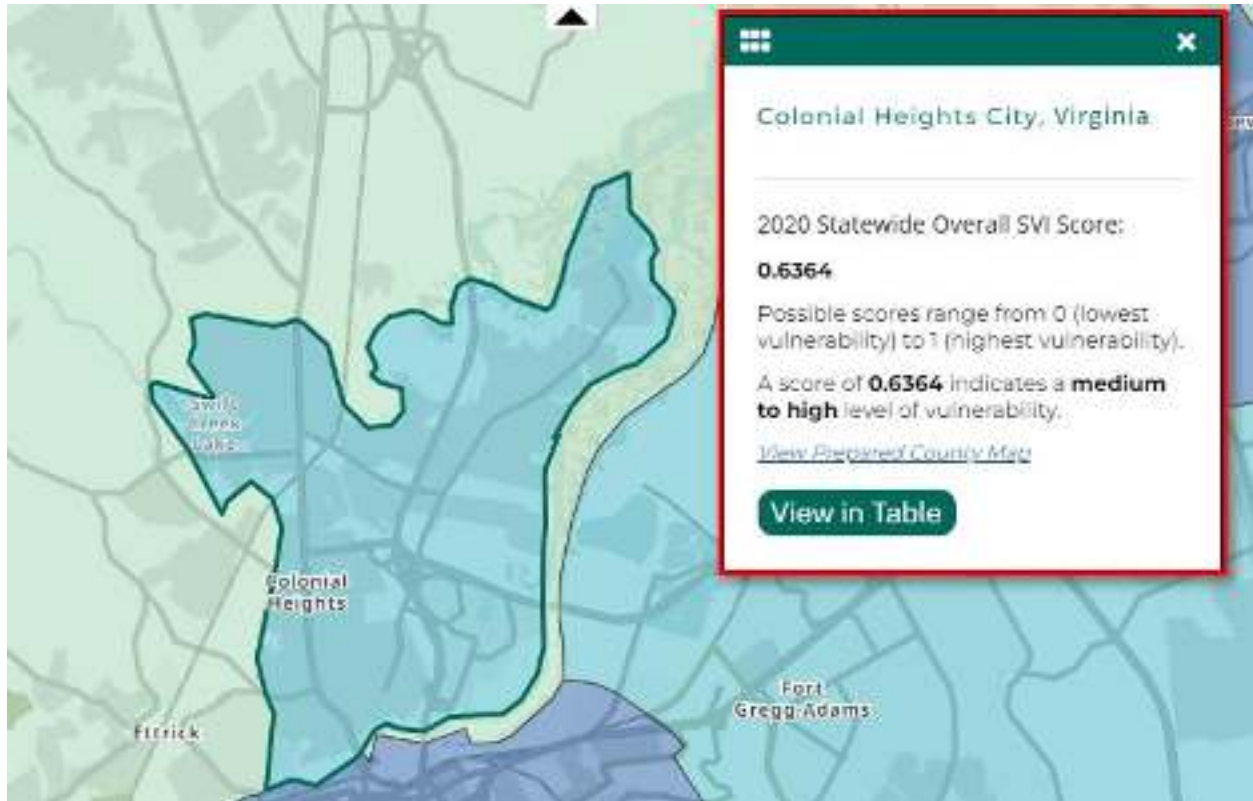


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CDC Social Vulnerability Index

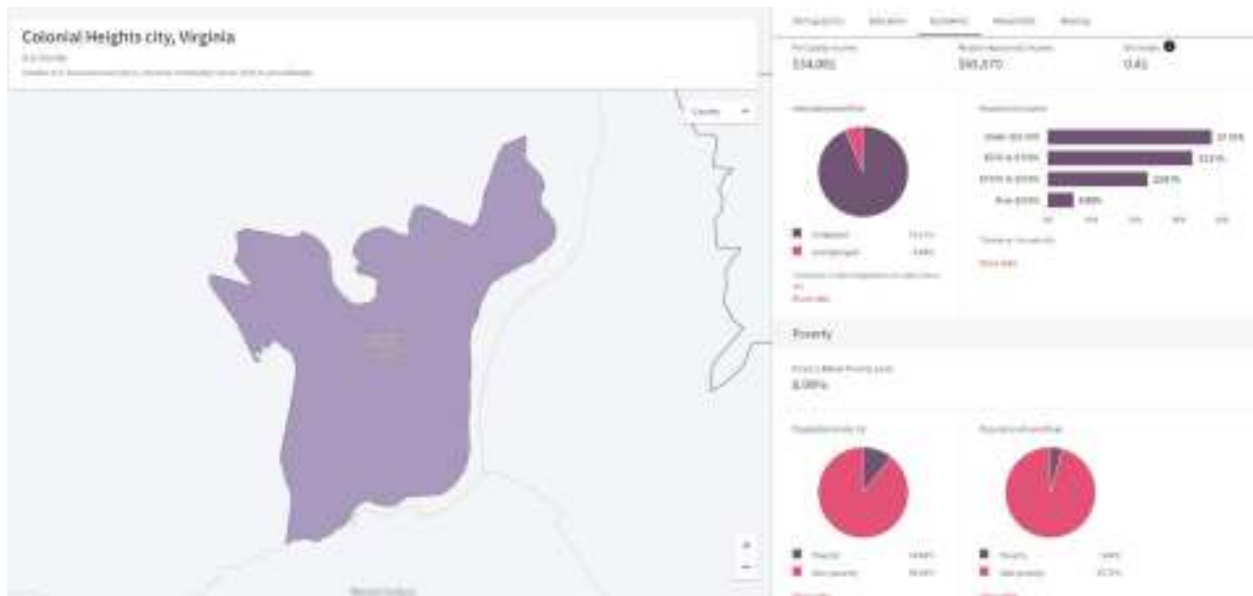


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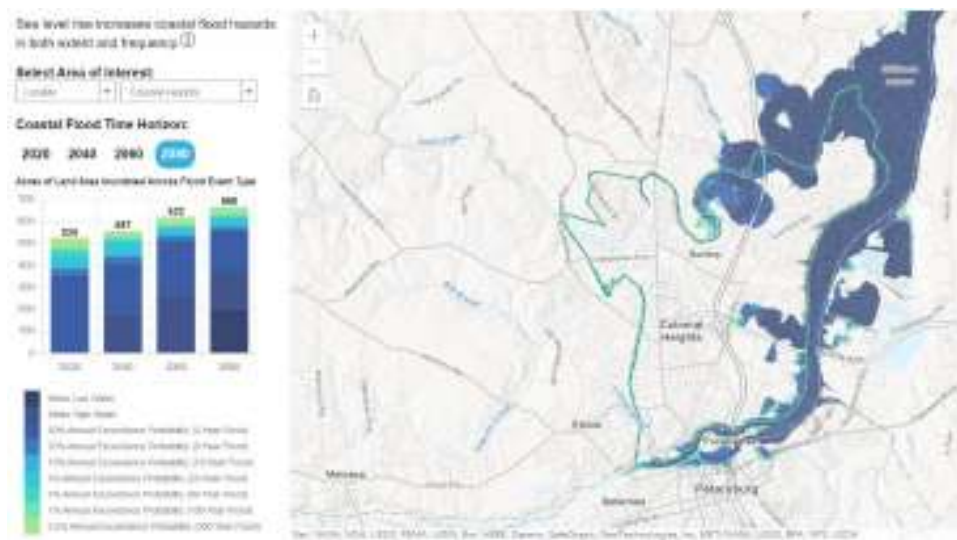
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Community Economic Profile



VA Coastal Resilience Web Explorer

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Hopewell

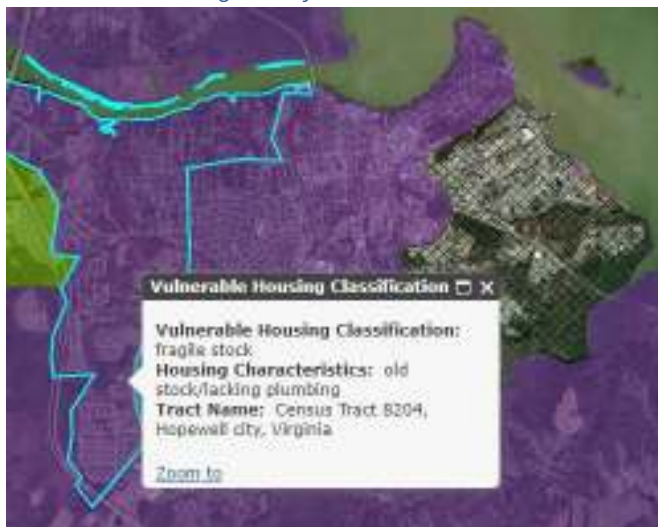
Social Vulnerability Scores

AdaptVA

Social Vulnerability Index



Vulnerable Housing Classification



CRATER PLANNING DISTRICT COMMISSION

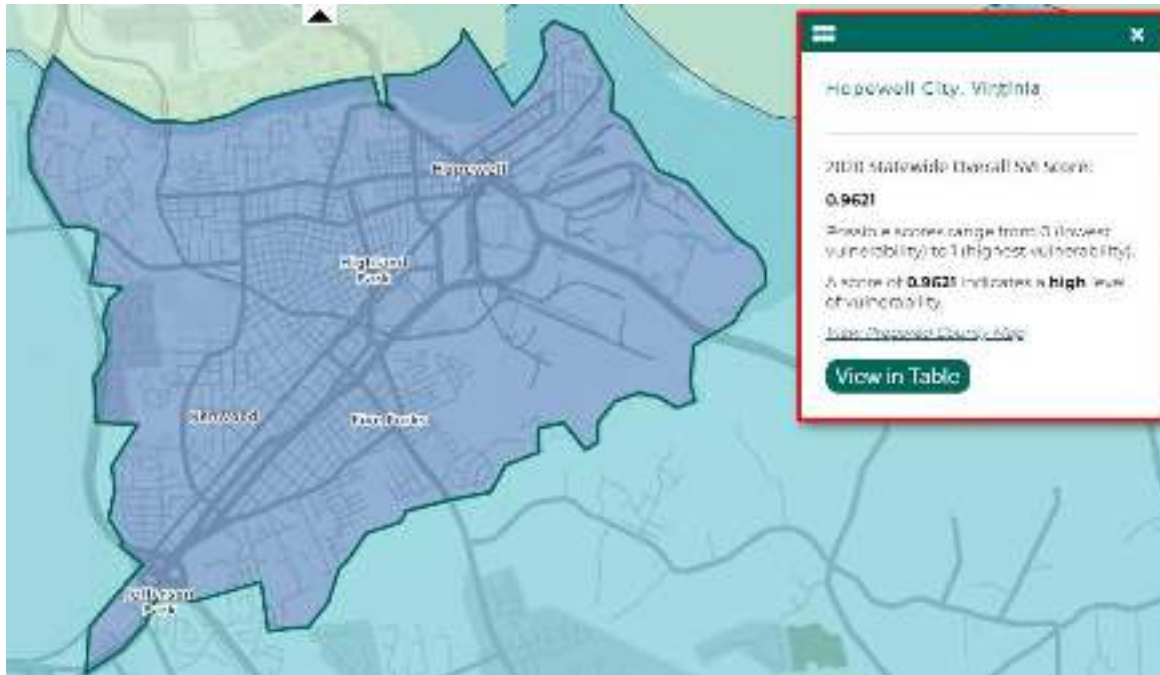
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Hazardous/Toxic Index Score



CDC Social Vulnerability Index

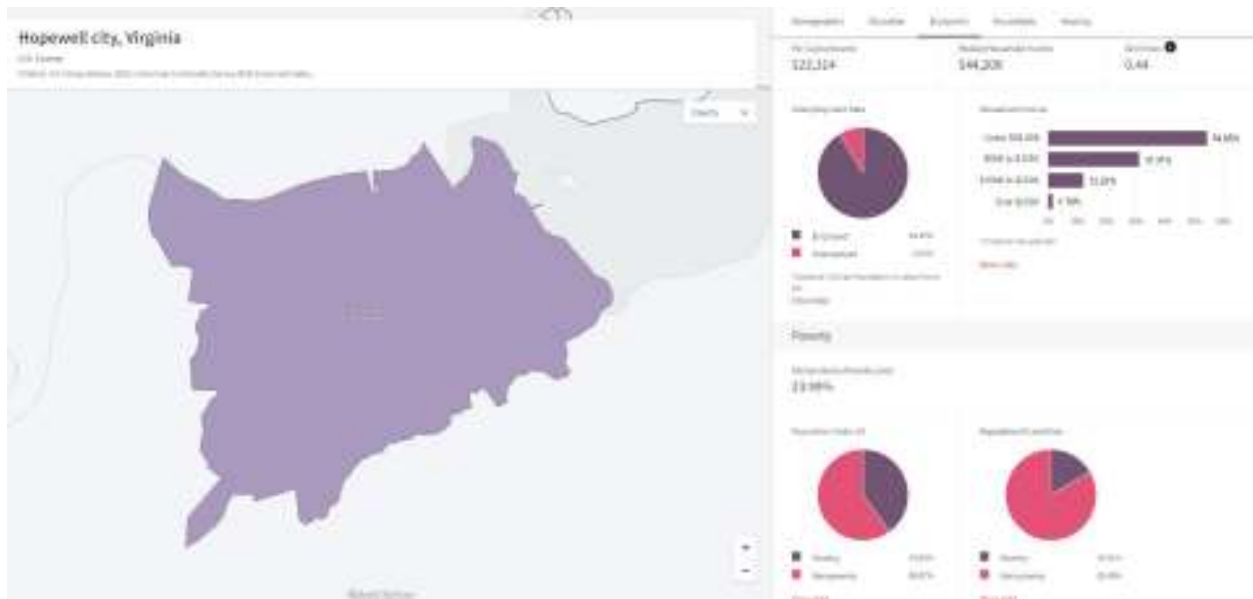


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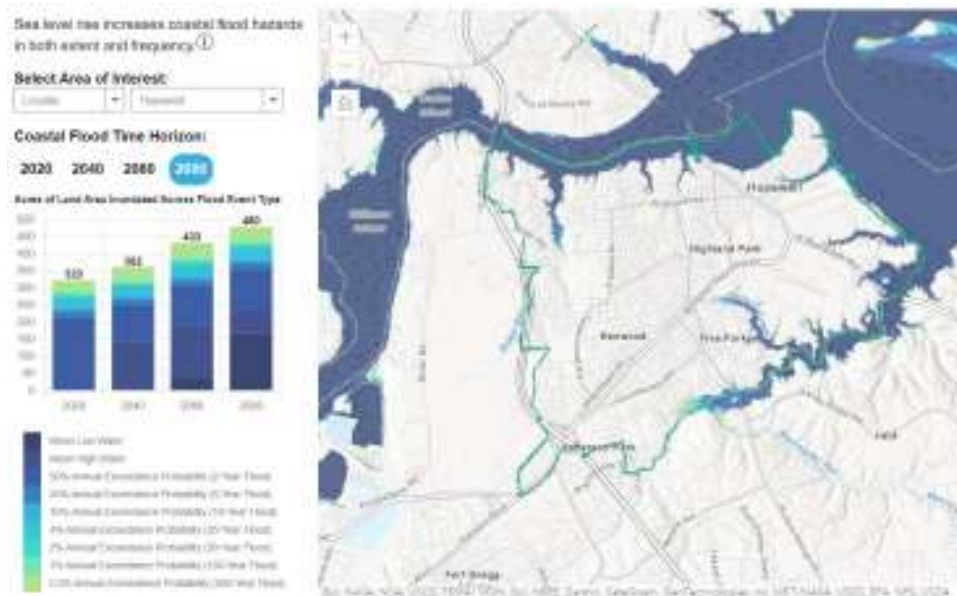
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Community Economic Profile



VA Coastal Resilience Web Explorer

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Emporia

Social Vulnerability Scores

AdaptVA

Social Vulnerability Index

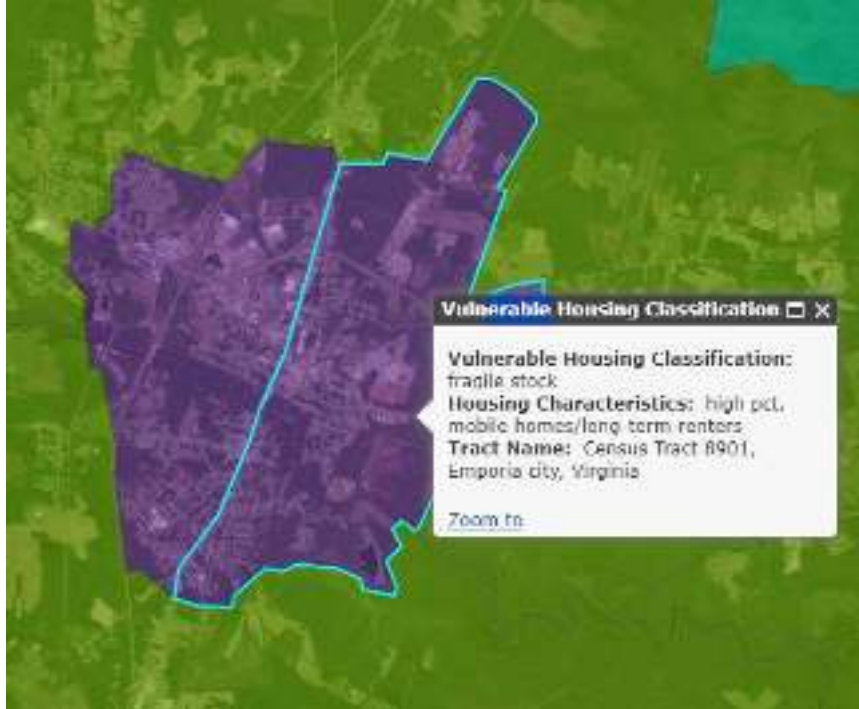


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Vulnerable Housing Classification

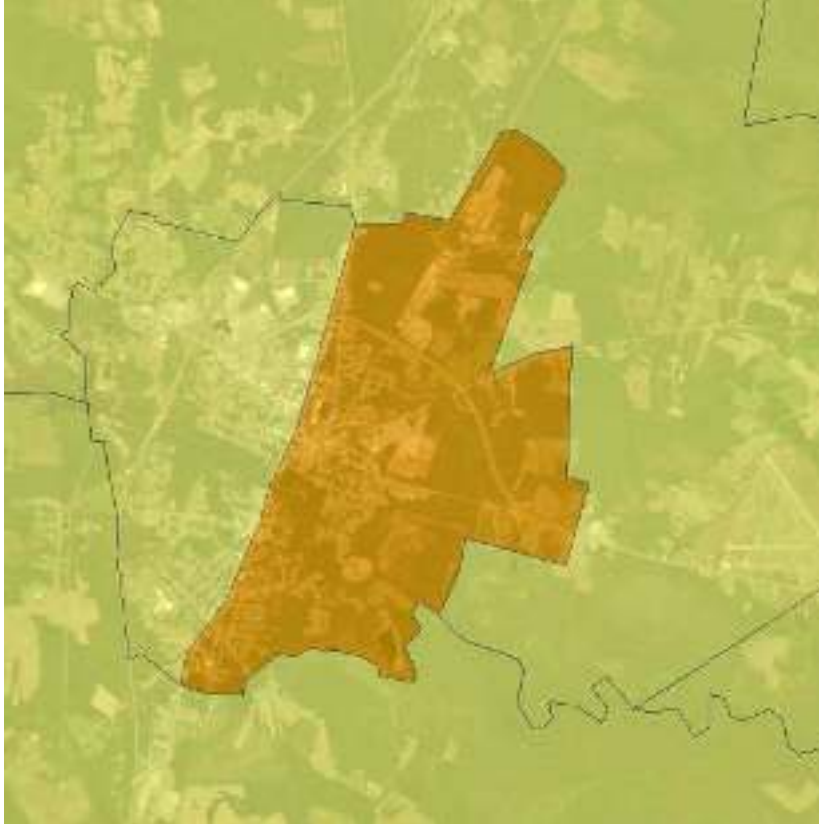


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Hazardous/Toxic Index Score

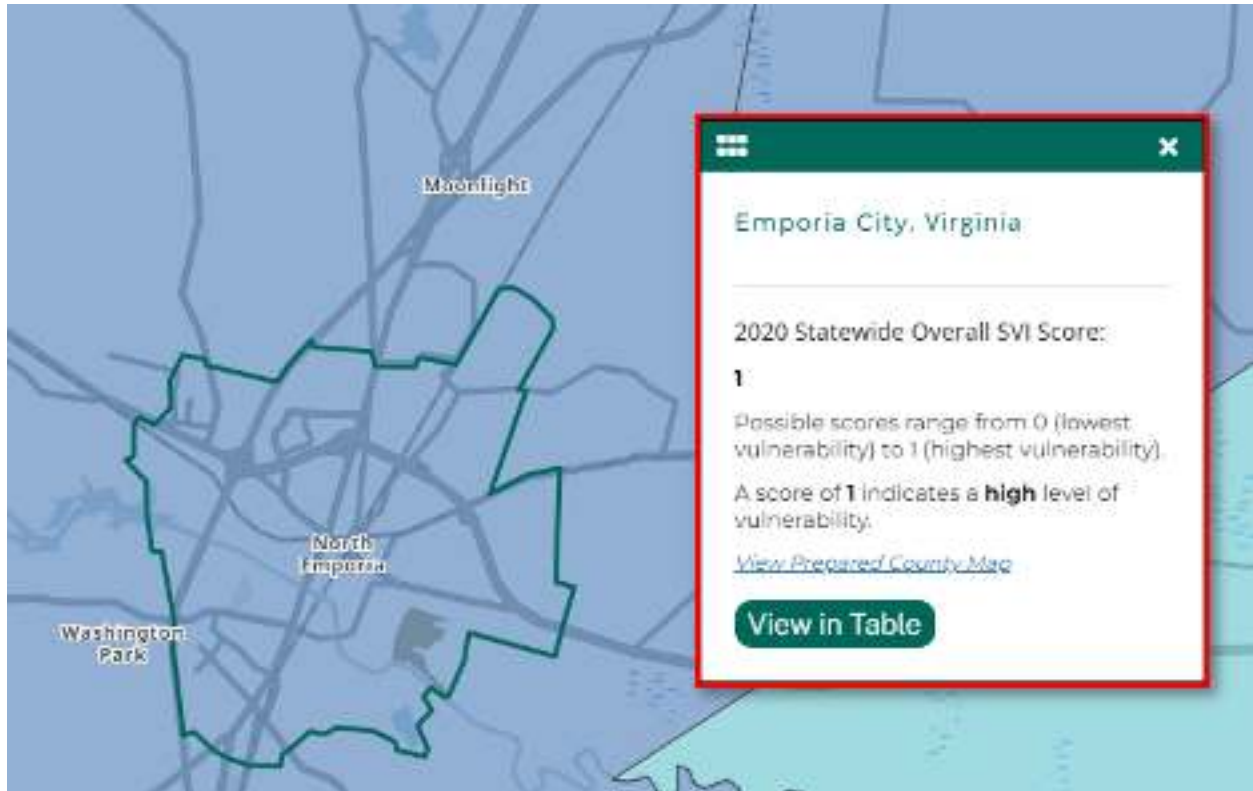


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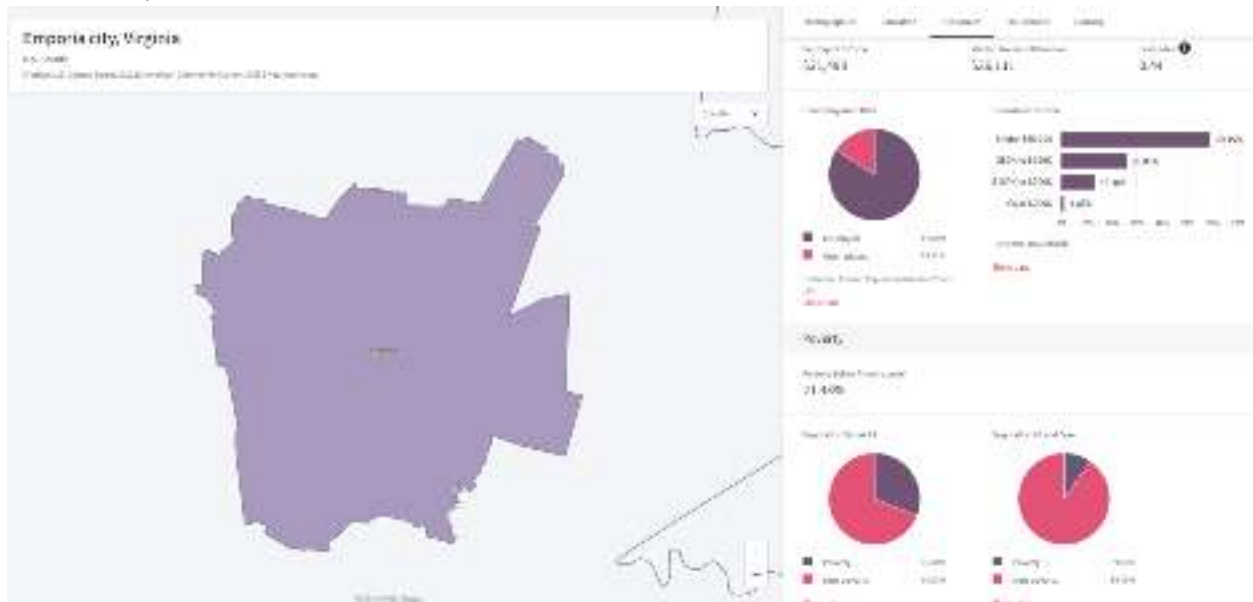
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CDC Social Vulnerability Index



Community Economic Profile



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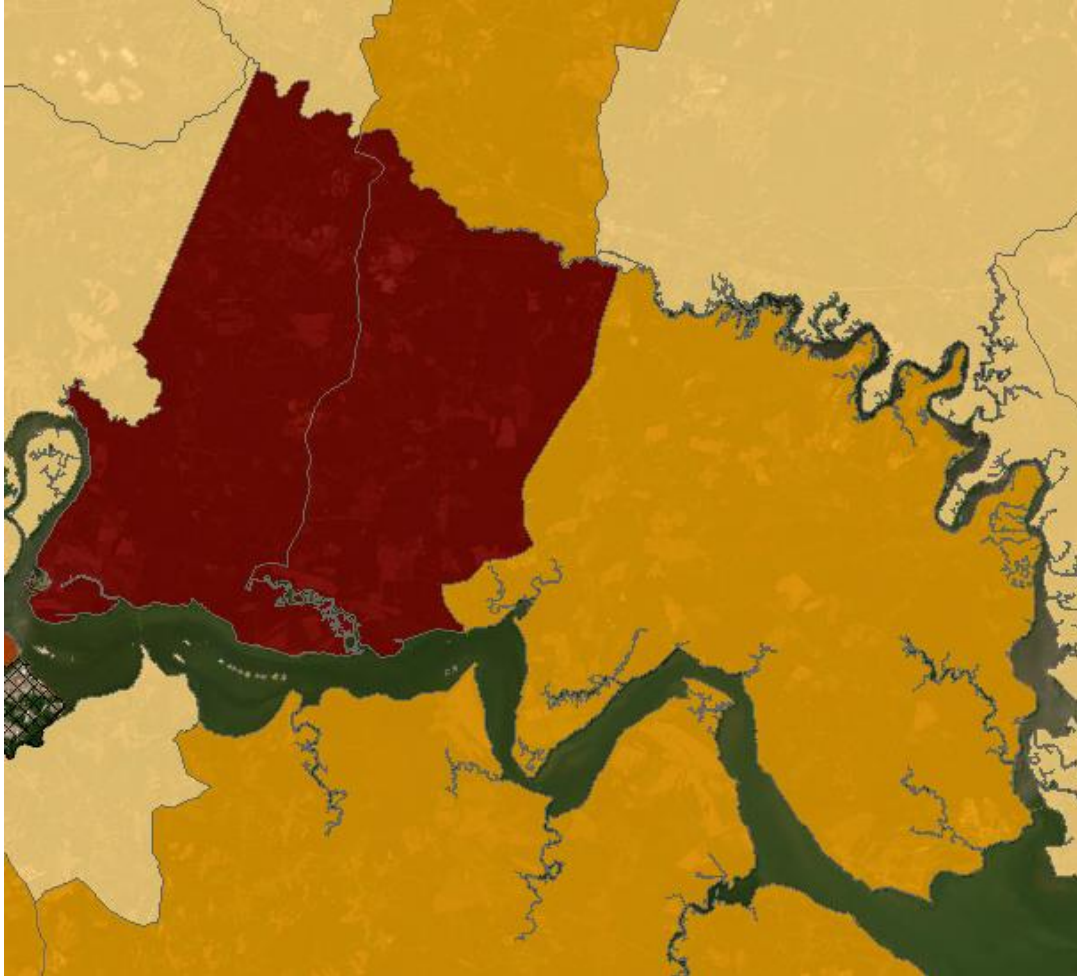
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Charles City

Social Vulnerability Scores

AdaptVA

Social Vulnerability Index



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Vulnerable Housing Classification



****All of Charles City County is classified as having fragile stock but the map itself does not reflect this designation**

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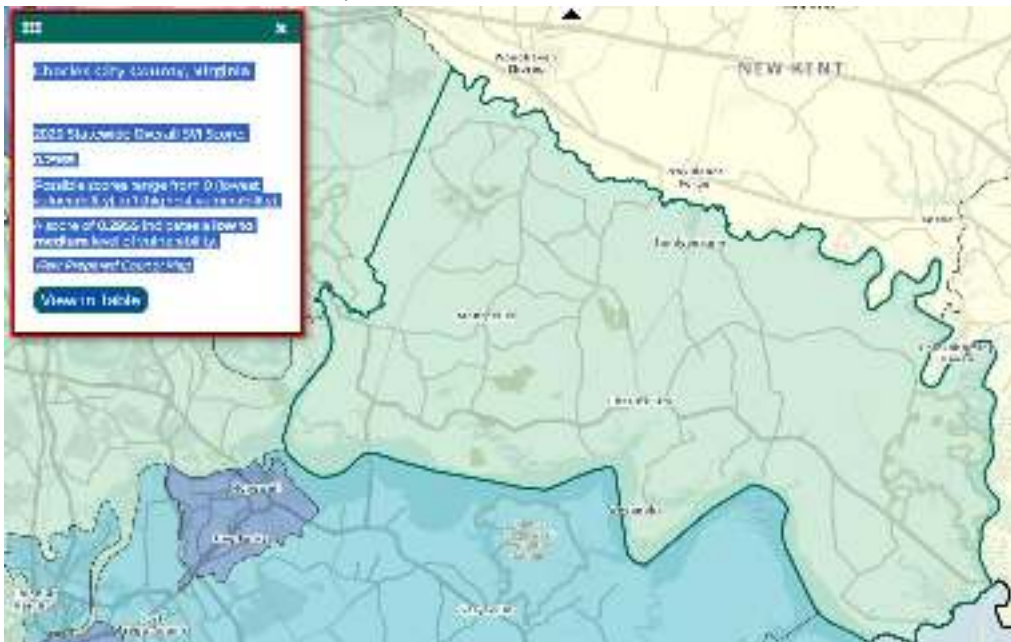
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Hazardous/Toxic Index Score



CDC Social Vulnerability Index

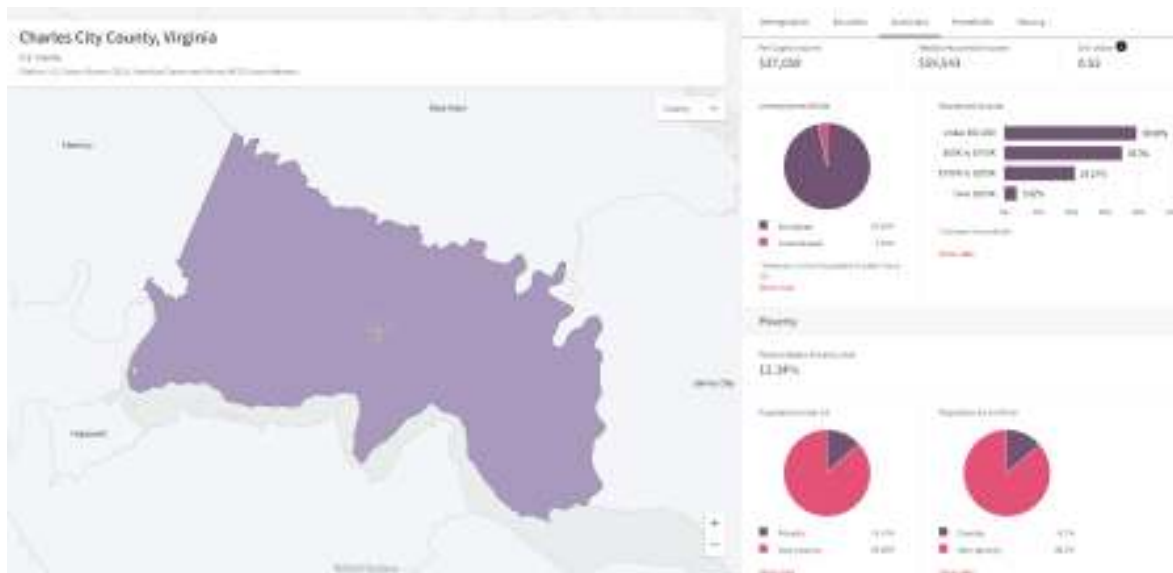


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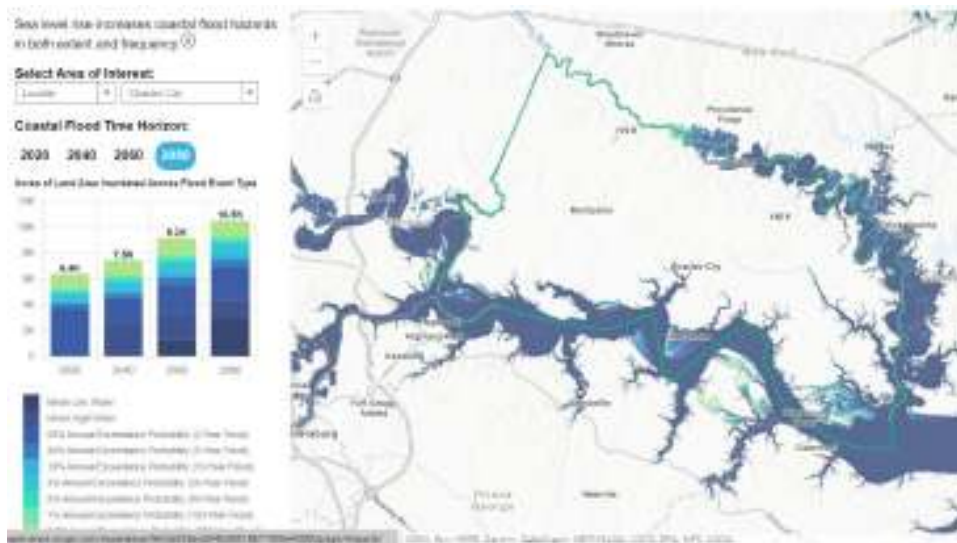
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Community Economic Profile



VA Coastal Resilience Web Explorer

2080



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Chesterfield

Social Vulnerability Scores

AdaptVA

Social Vulnerability Index

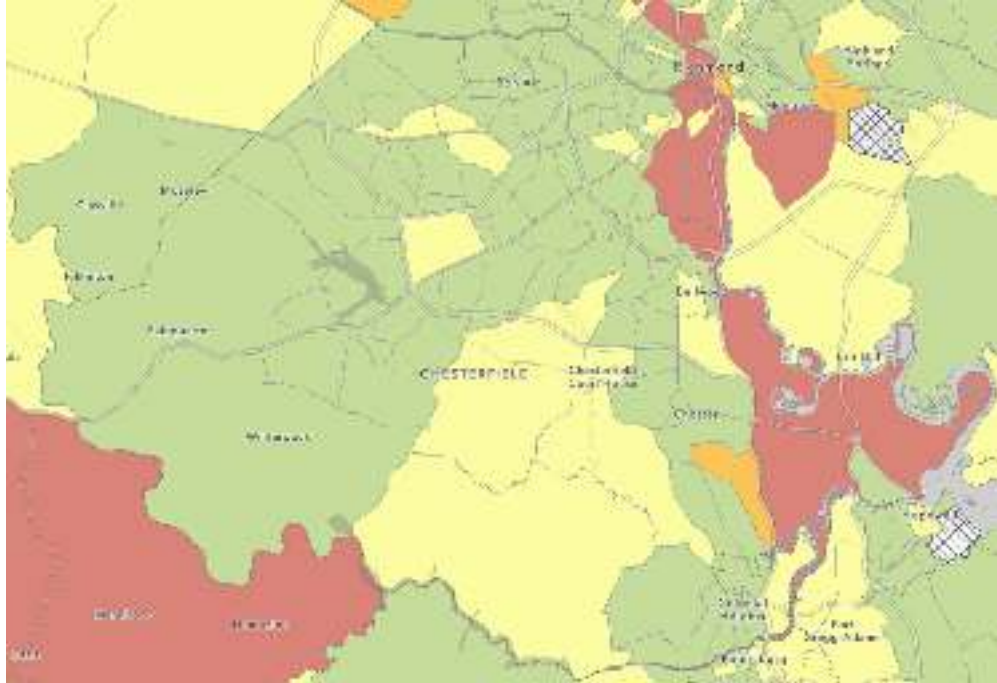


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Hazardous/Toxic



CDC Social Vulnerability Index

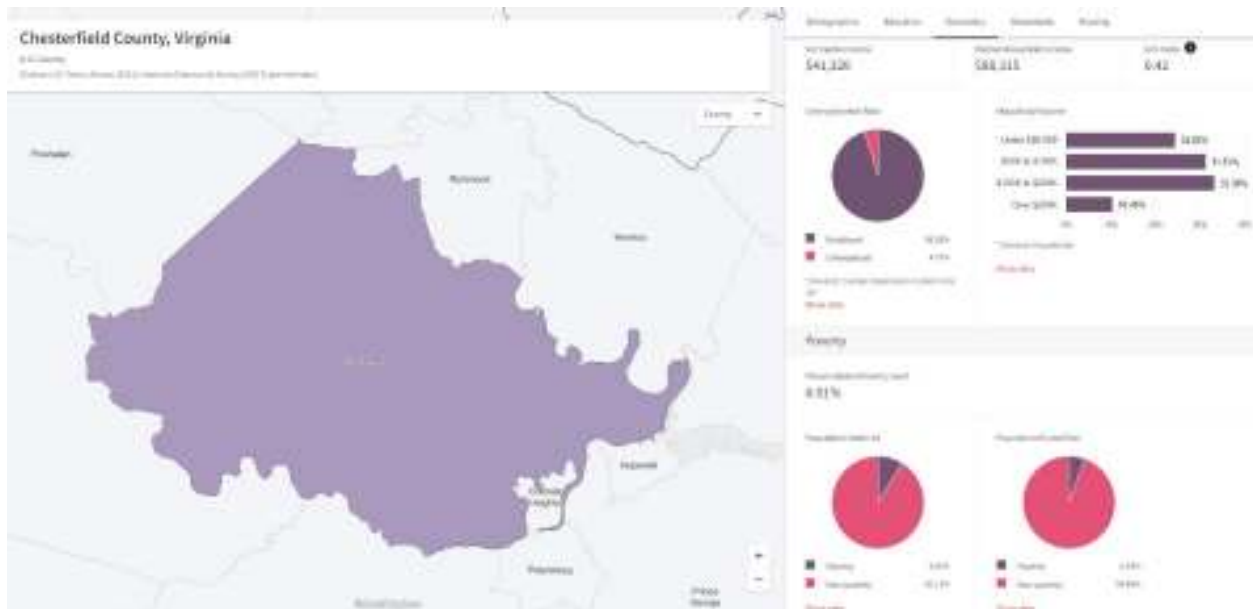


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Community Economic Profile



VA Coastal Resilience Web Explorer

2080



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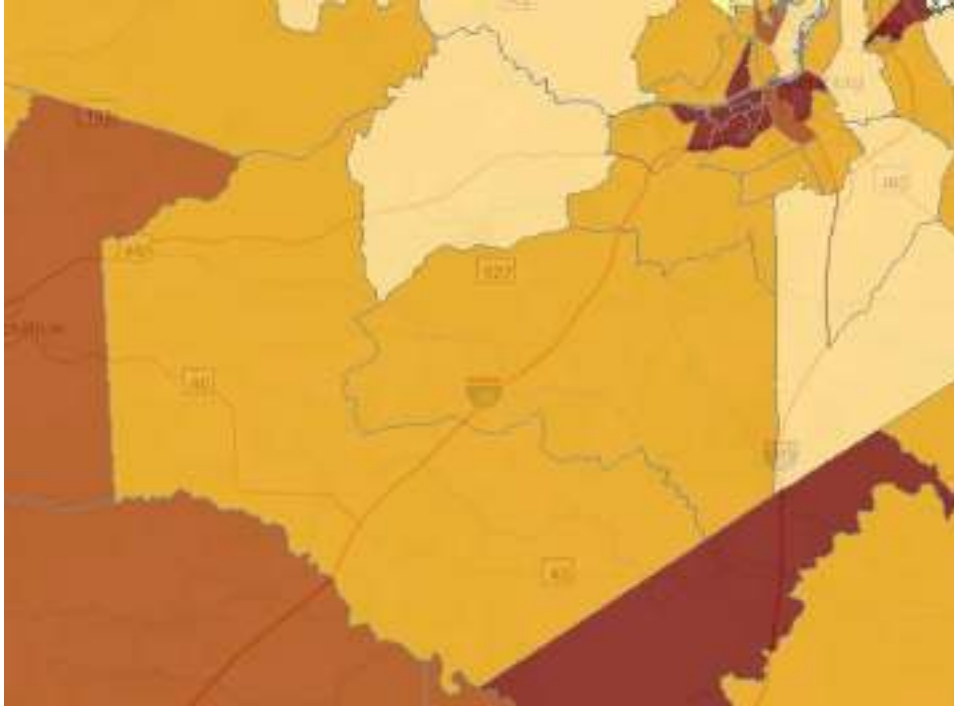
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Dinwiddie

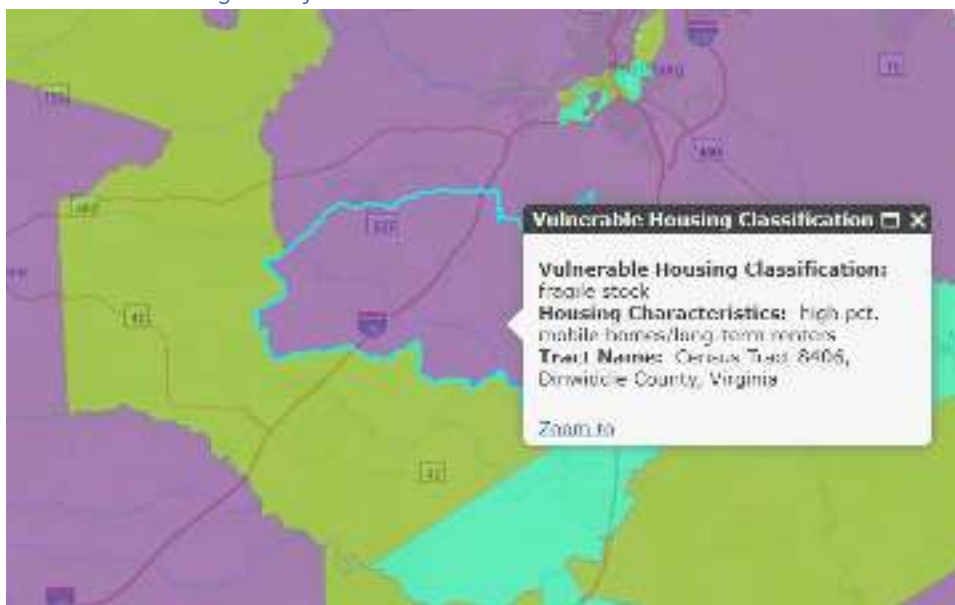
Social Vulnerability Scores

AdaptVA

Social Vulnerability Index



Vulnerable Housing Classification



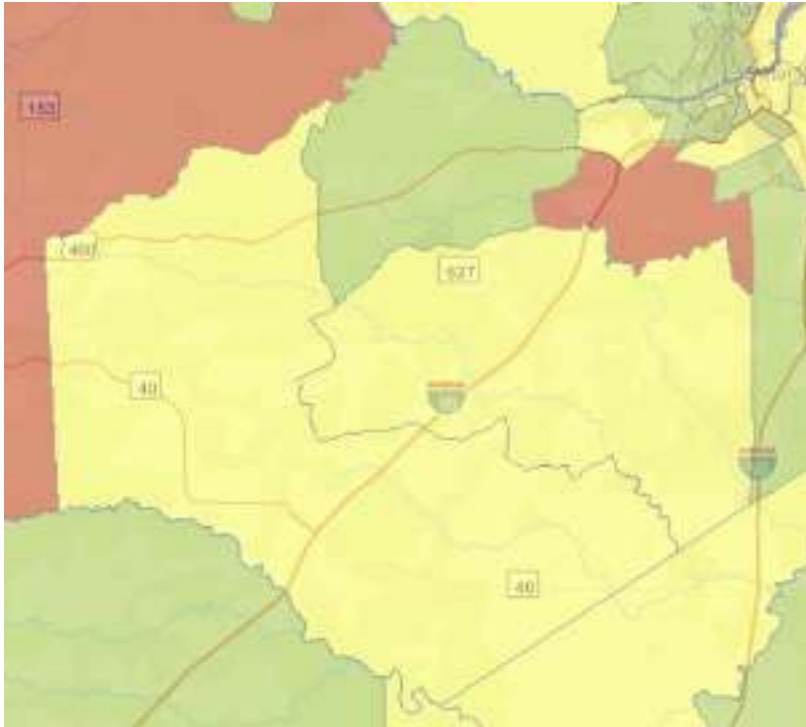
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****As with Hopewell the three census tracts in Dinwiddie shown in purple are classified as vulnerable in the map attributes, but the map symbology does not reflect as such**

Hazardous/Toxic Index Score

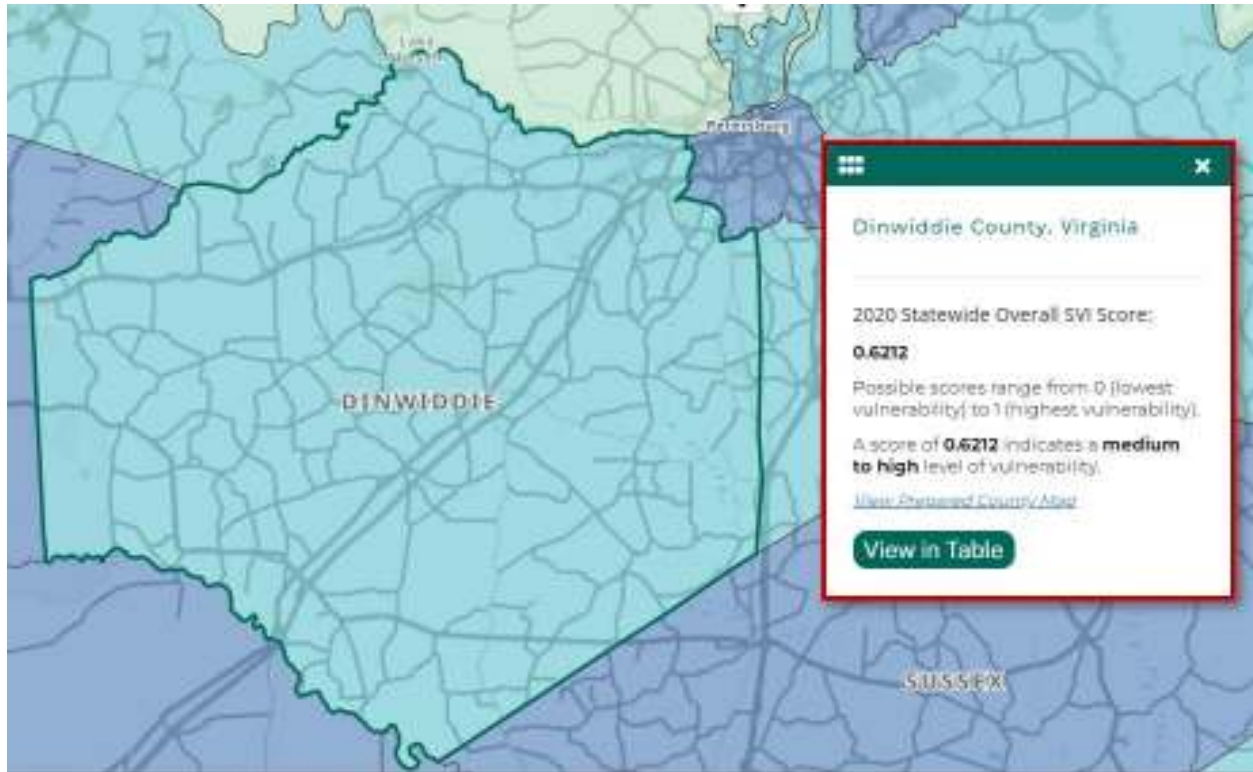


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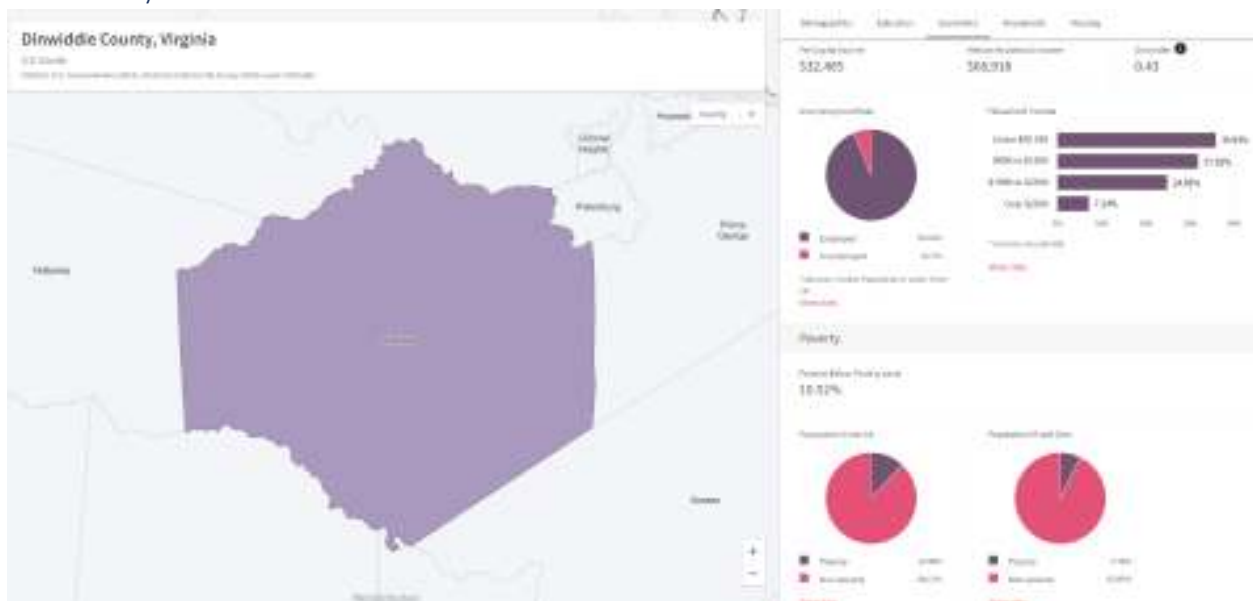
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CDC Social Vulnerability Index



Community Economic Profile



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VA Coastal Resilience Web Explorer

****Dinwiddie county is not subject to any inundated land area despite having some portions in the coastal zone**

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Greenville

Social Vulnerability Scores

AdaptVA

Social Vulnerability Index

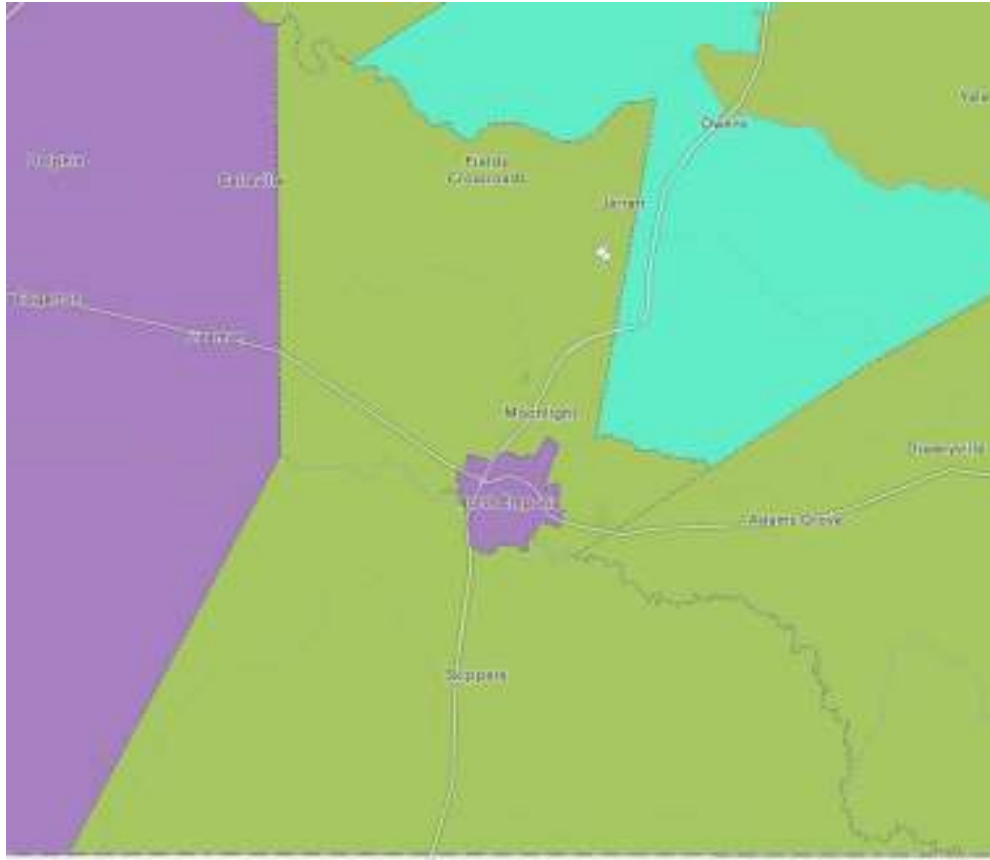


Vulnerable Housing Classification

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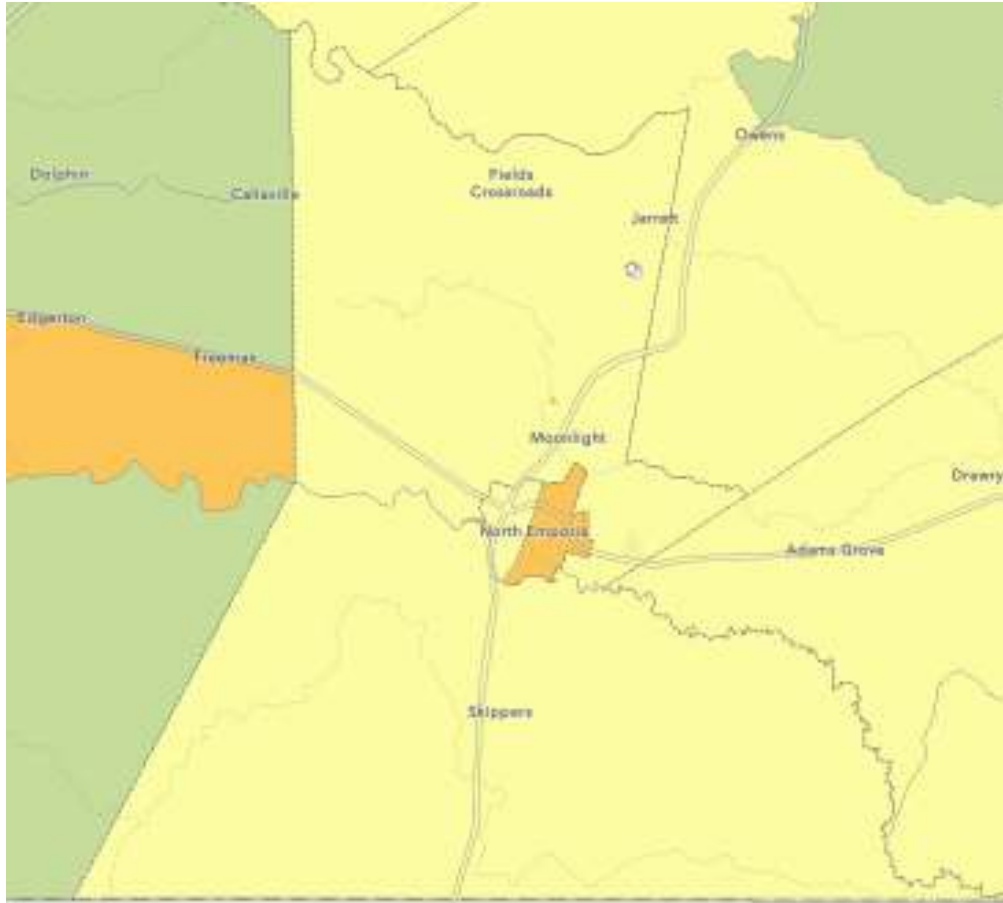


HAZARDOUS/Toxic Index Score

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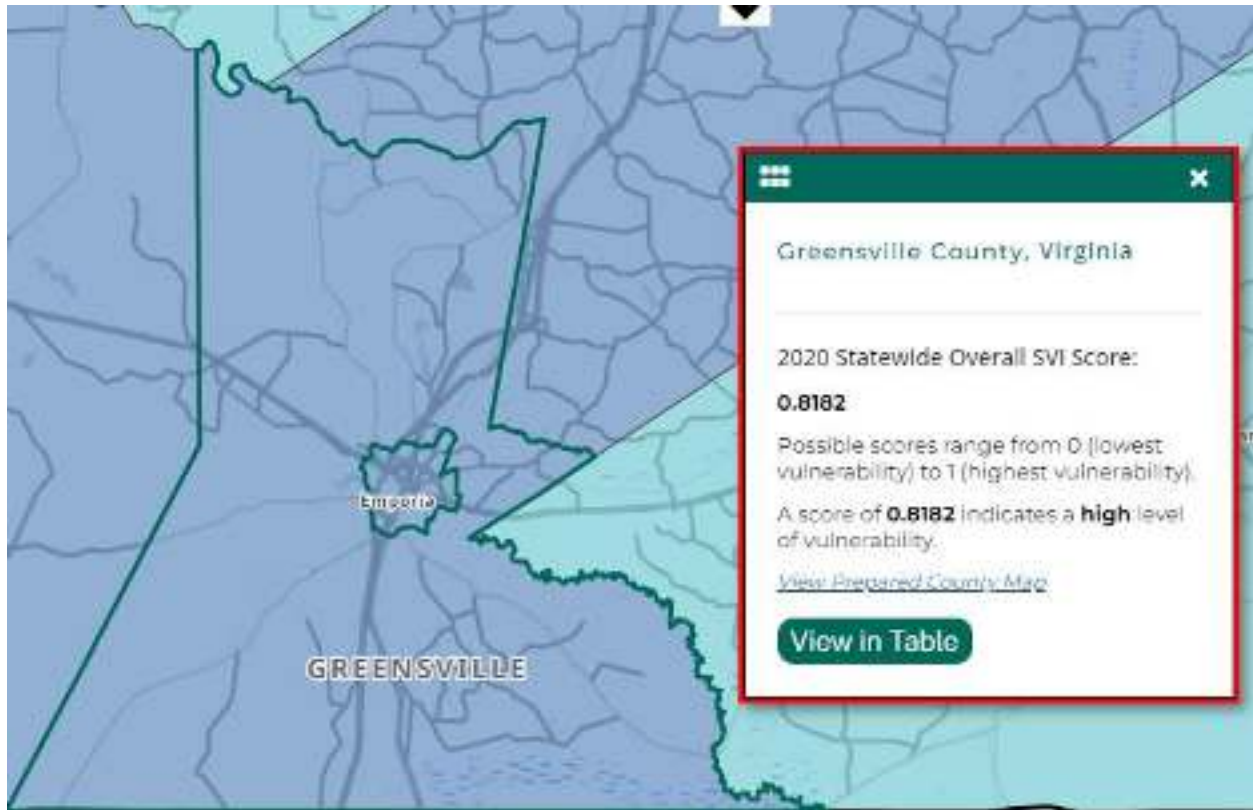


CDC Social Vulnerability Index

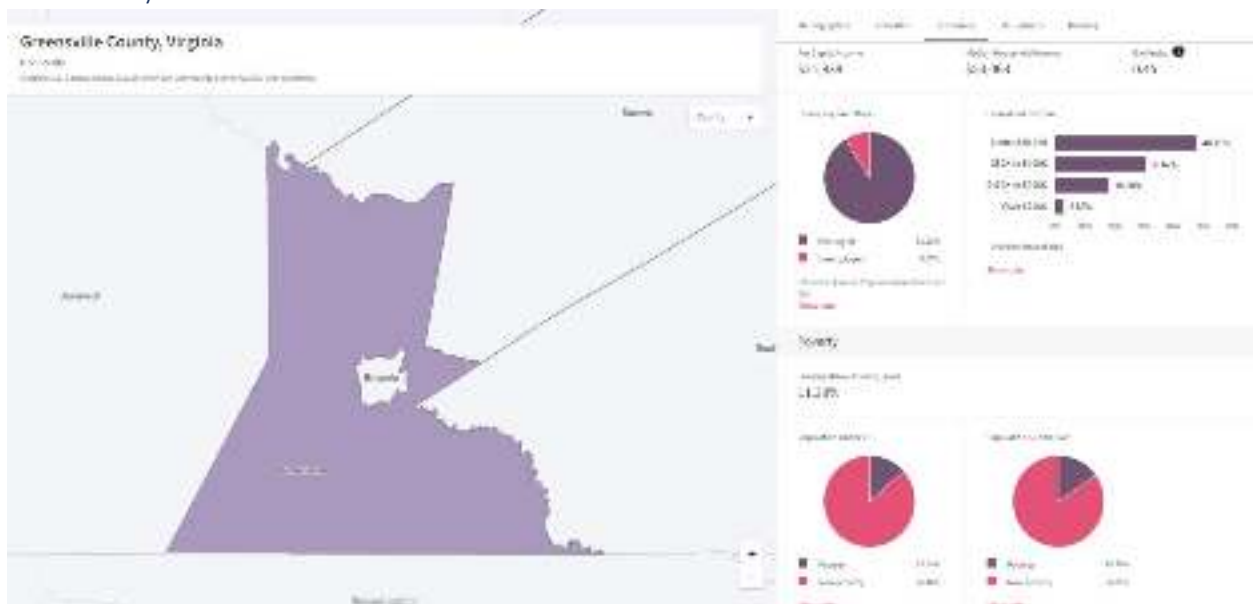
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Community Economic Profile



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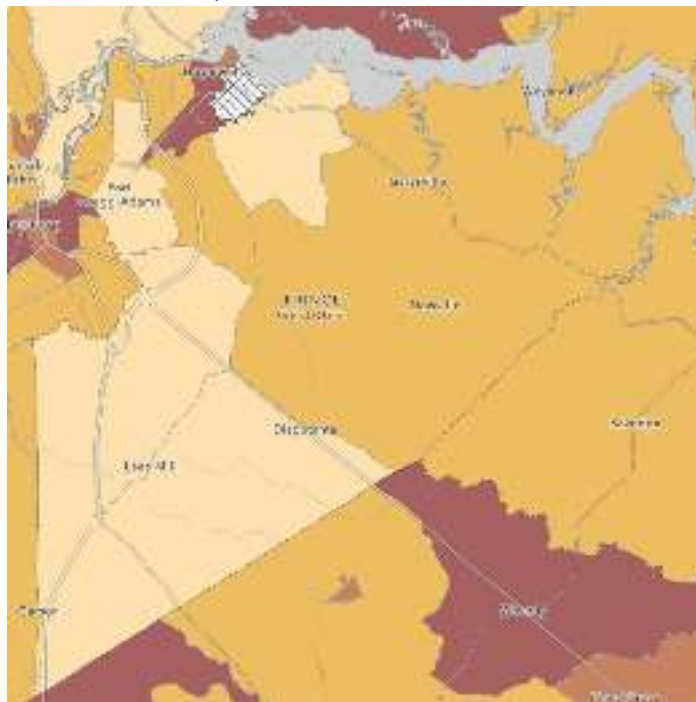
Phone: (804) 861-1666 • Fax: (804) 732-8972 • info@craterpdc.org • craterpdc.org

Prince George

Social Vulnerability Scores

AdaptVA

Social Vulnerability Index

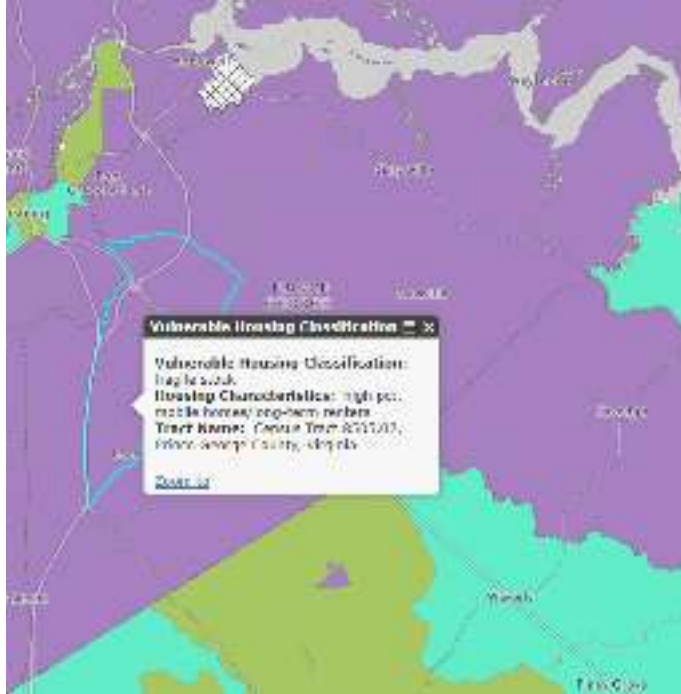


CRATER PLANNING DISTRICT COMMISSION

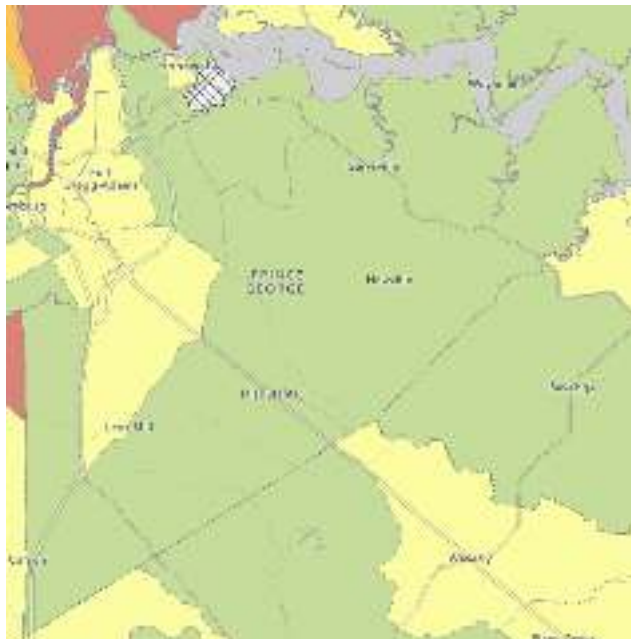
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Vulnerable Housing Classification



Hazardous/Toxic Index Score

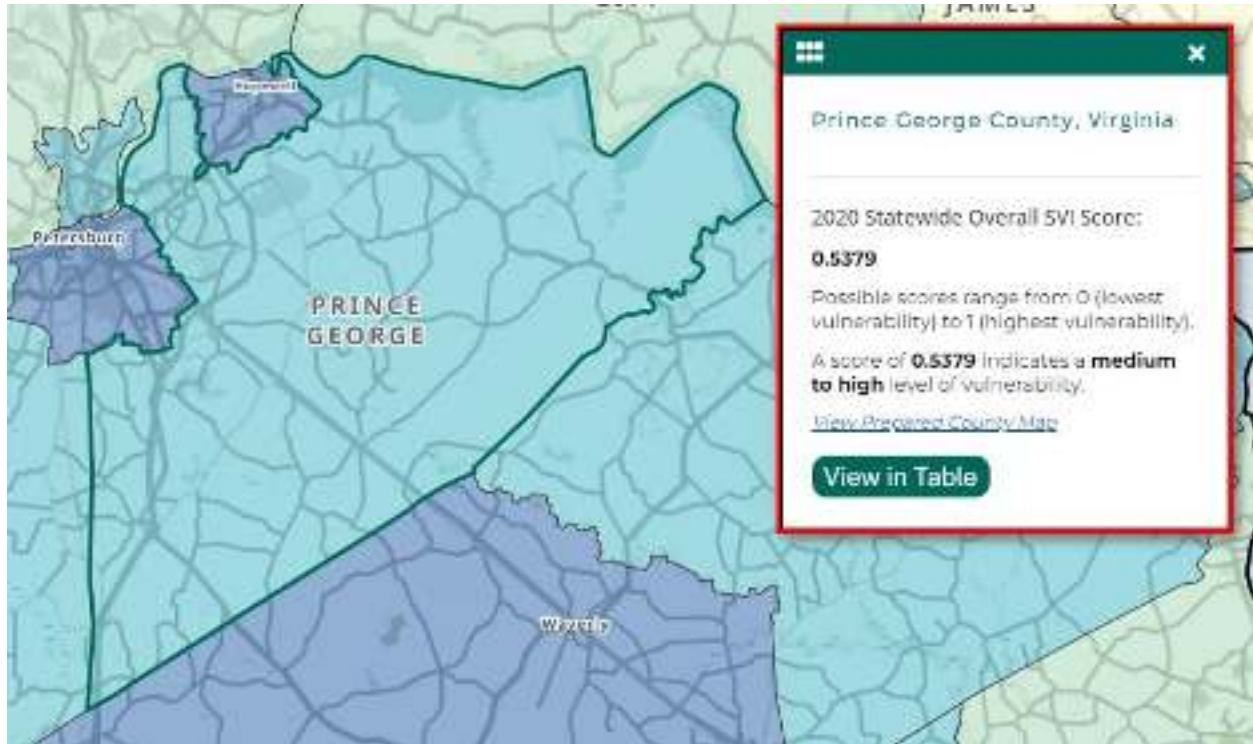


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CDC Social Vulnerability Index

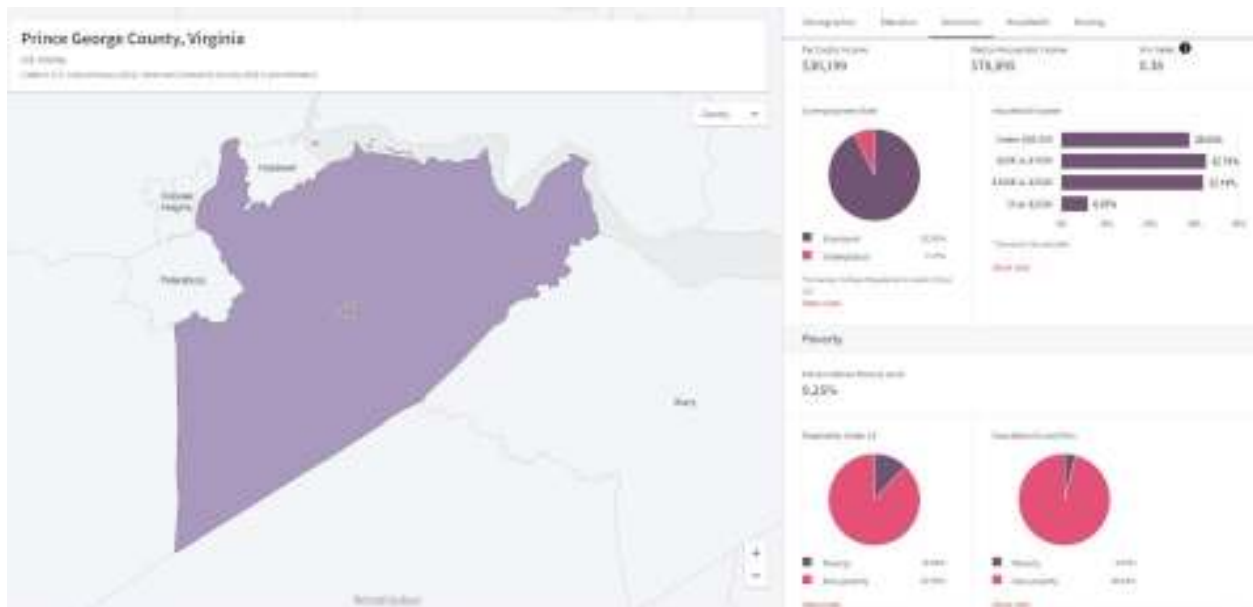


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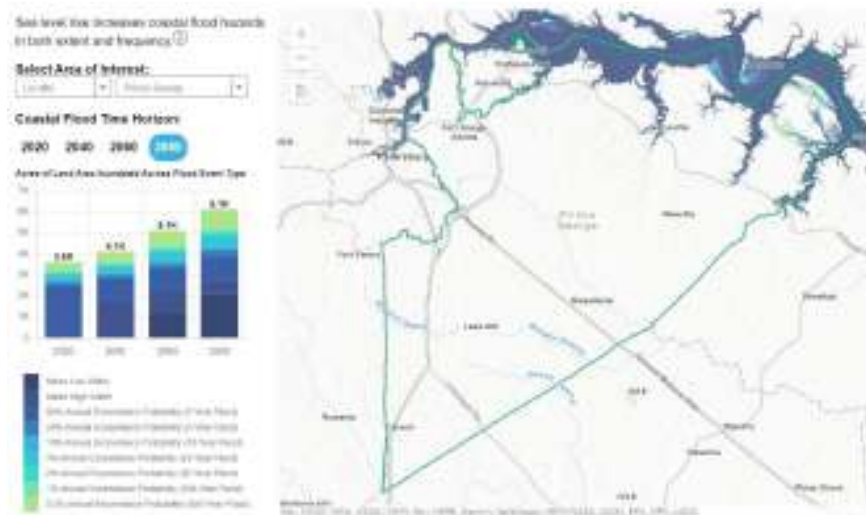
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Community Economic Profile



VA Coastal Resilience Web Explorer

2080



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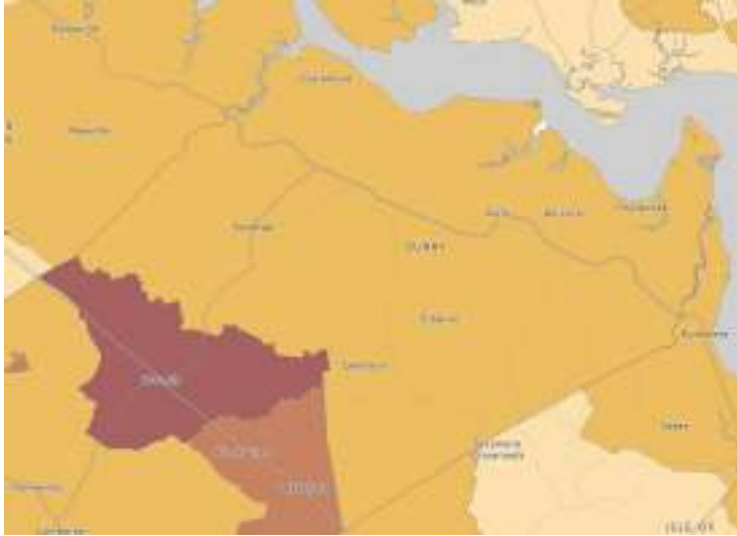
Phone: (804) 861-1666 • Fax: (804) 732-8972 • info@craterpdc.org • craterpdc.org

Surry

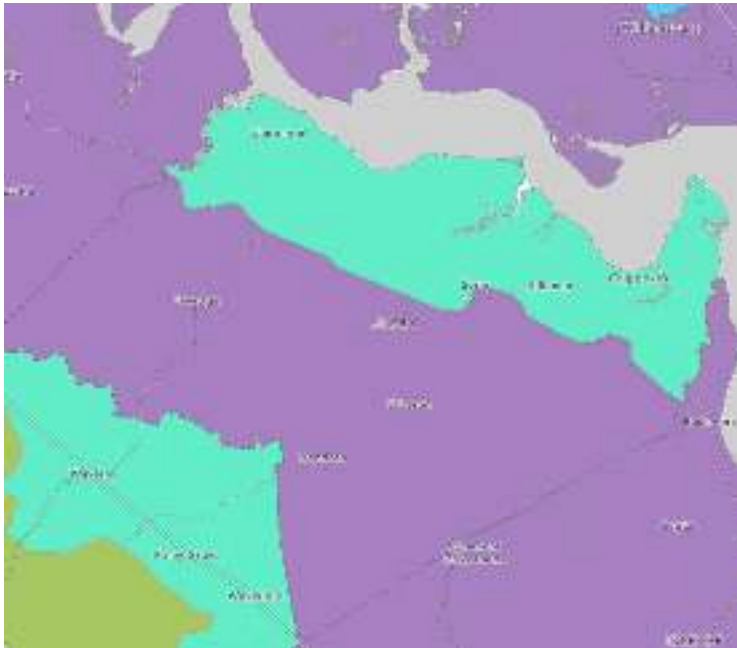
Social Vulnerability Scores

AdaptVA

Social Vulnerability Index



Vulnerable Housing Classification



CRATER PLANNING DISTRICT COMMISSION

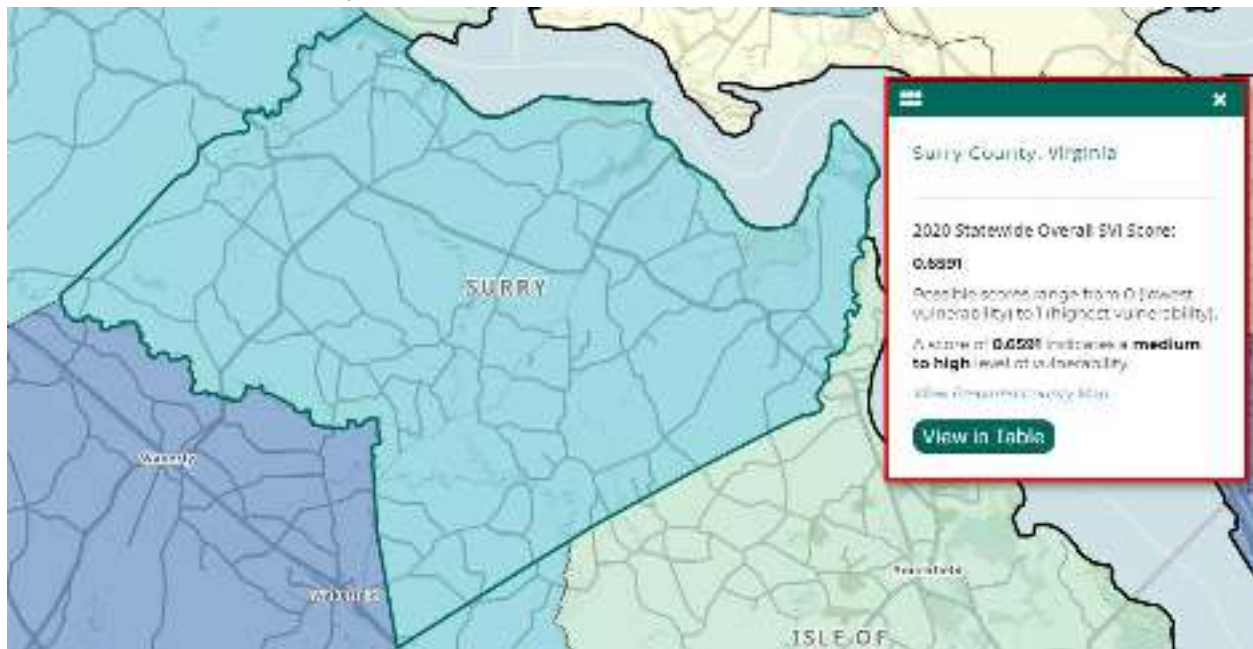
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HAZARDOUS/Toxic Index Score



CDC Social Vulnerability Index

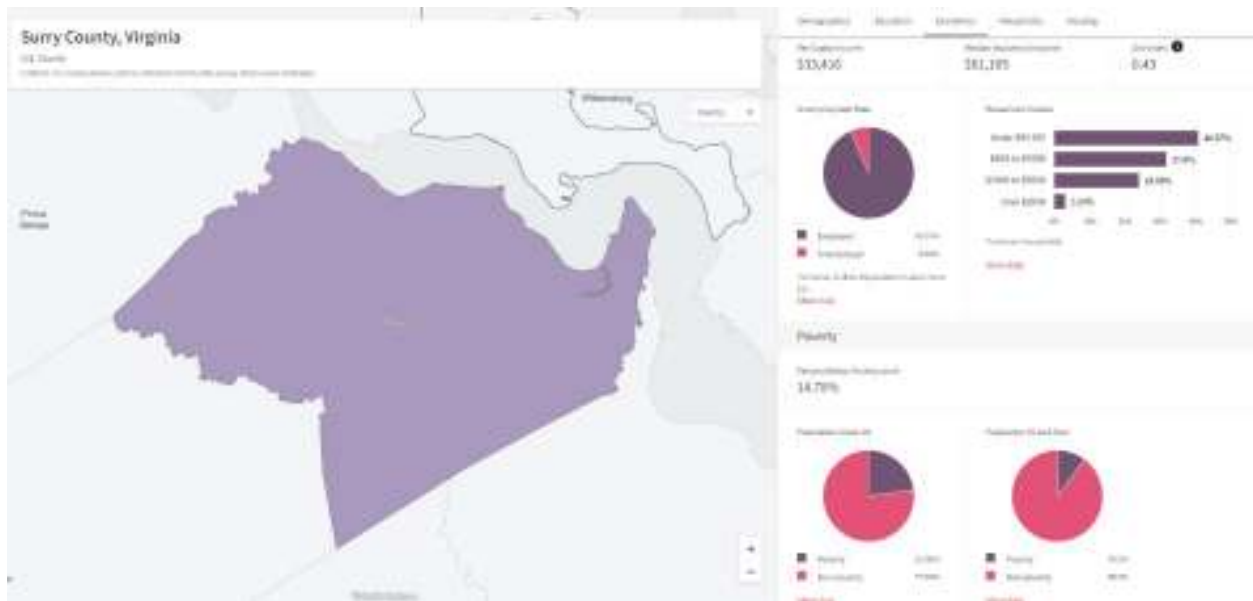


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Community Economic Profile



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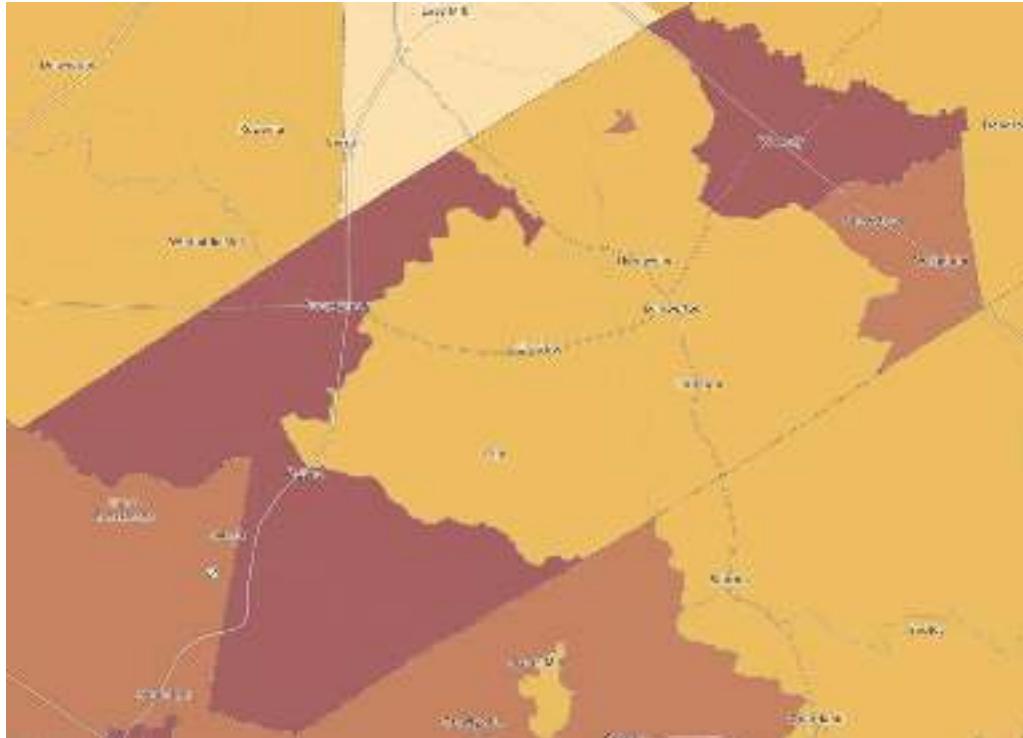
Phone: (804) 861-1666 • Fax: (804) 732-8972 • info@craterpdc.org • craterpdc.org

Sussex

Social Vulnerability Scores

AdaptVA

Social Vulnerability Index

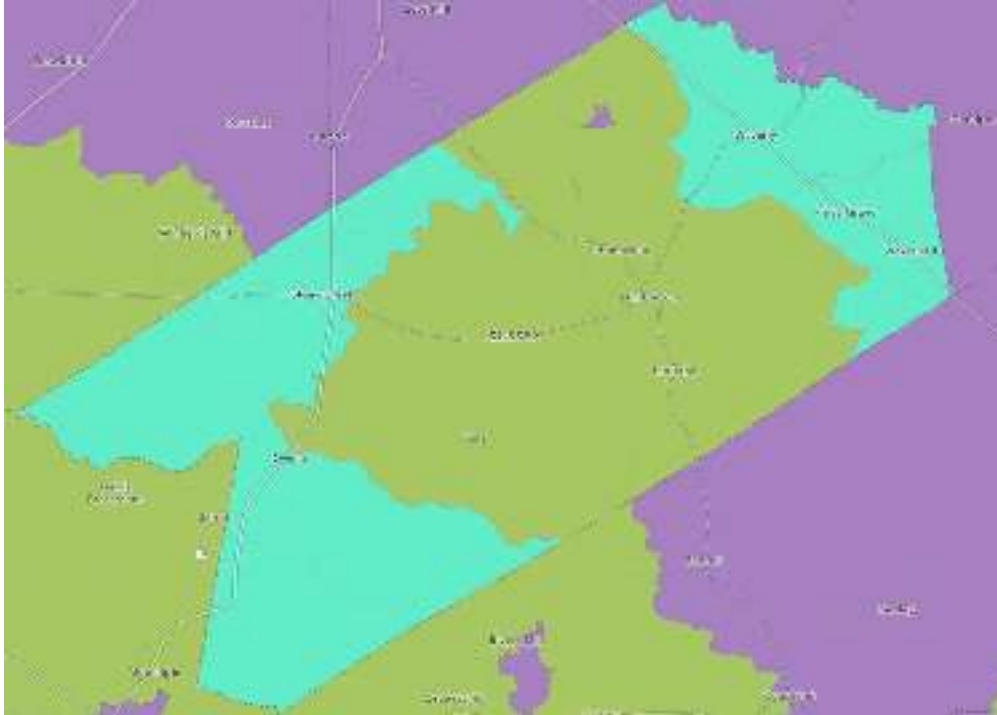


CRATER PLANNING DISTRICT COMMISSION

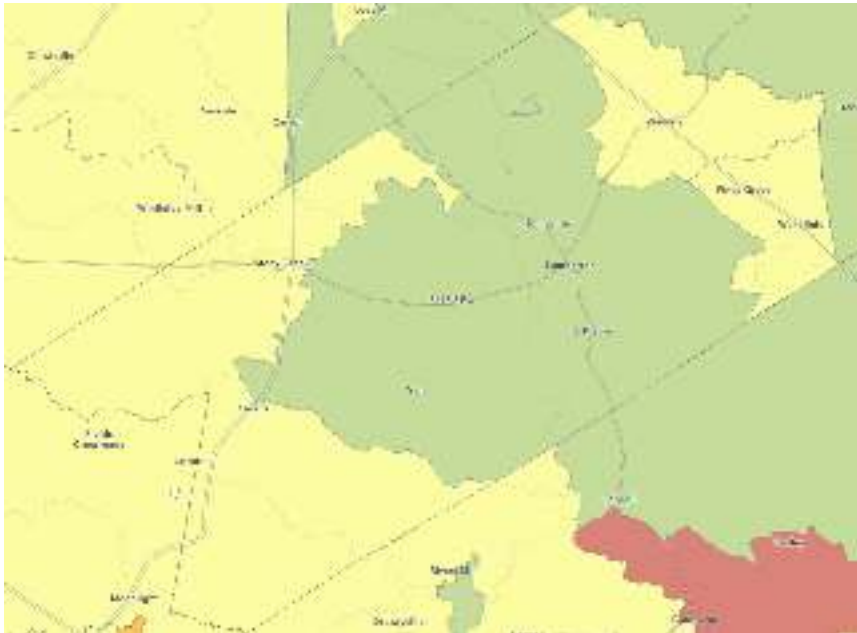
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Vulnerable Housing Classification



HAZARDOUS/Toxic Index Score

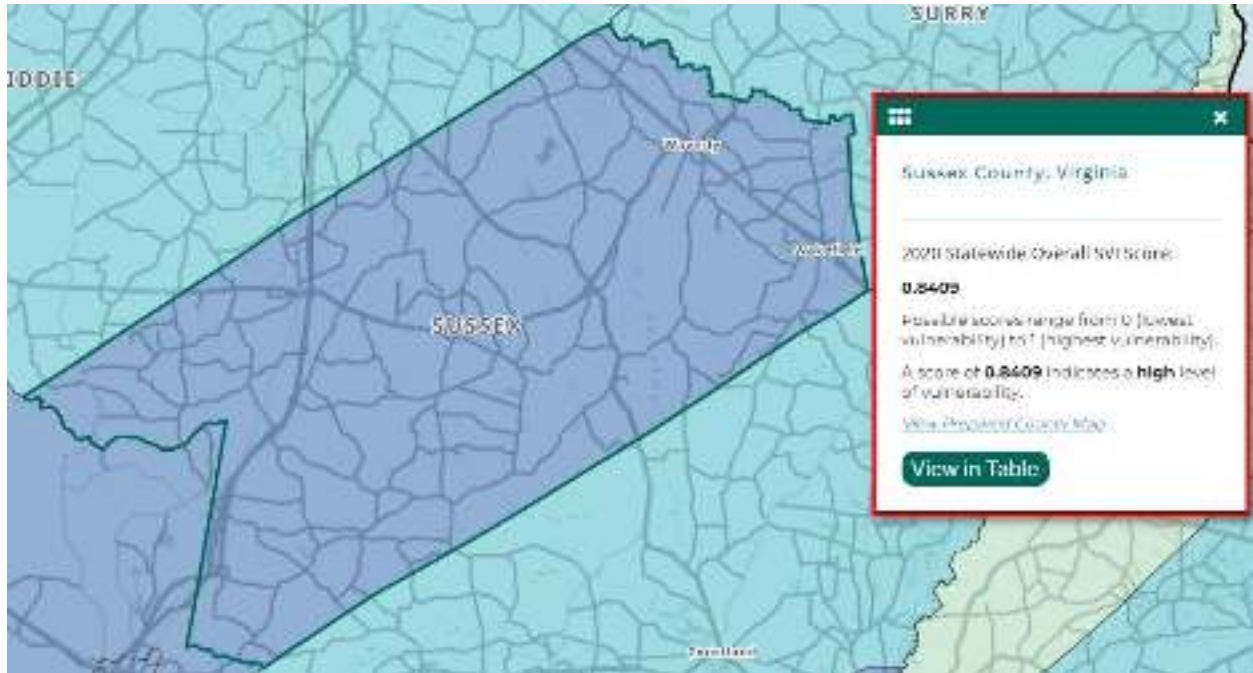


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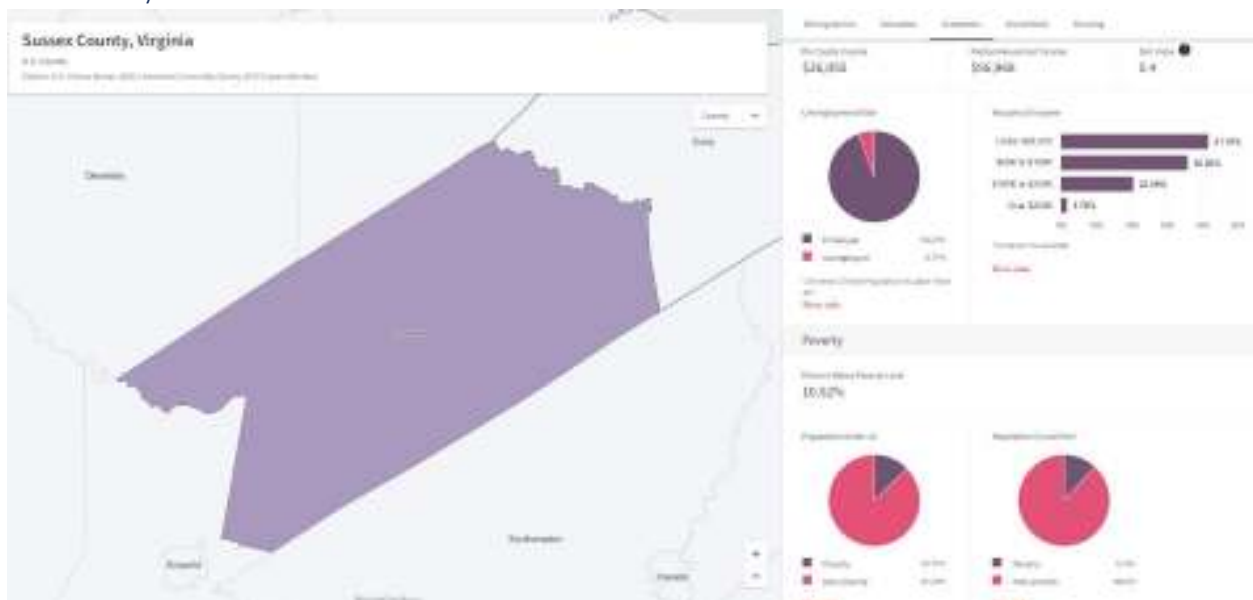
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Community Economic Profile



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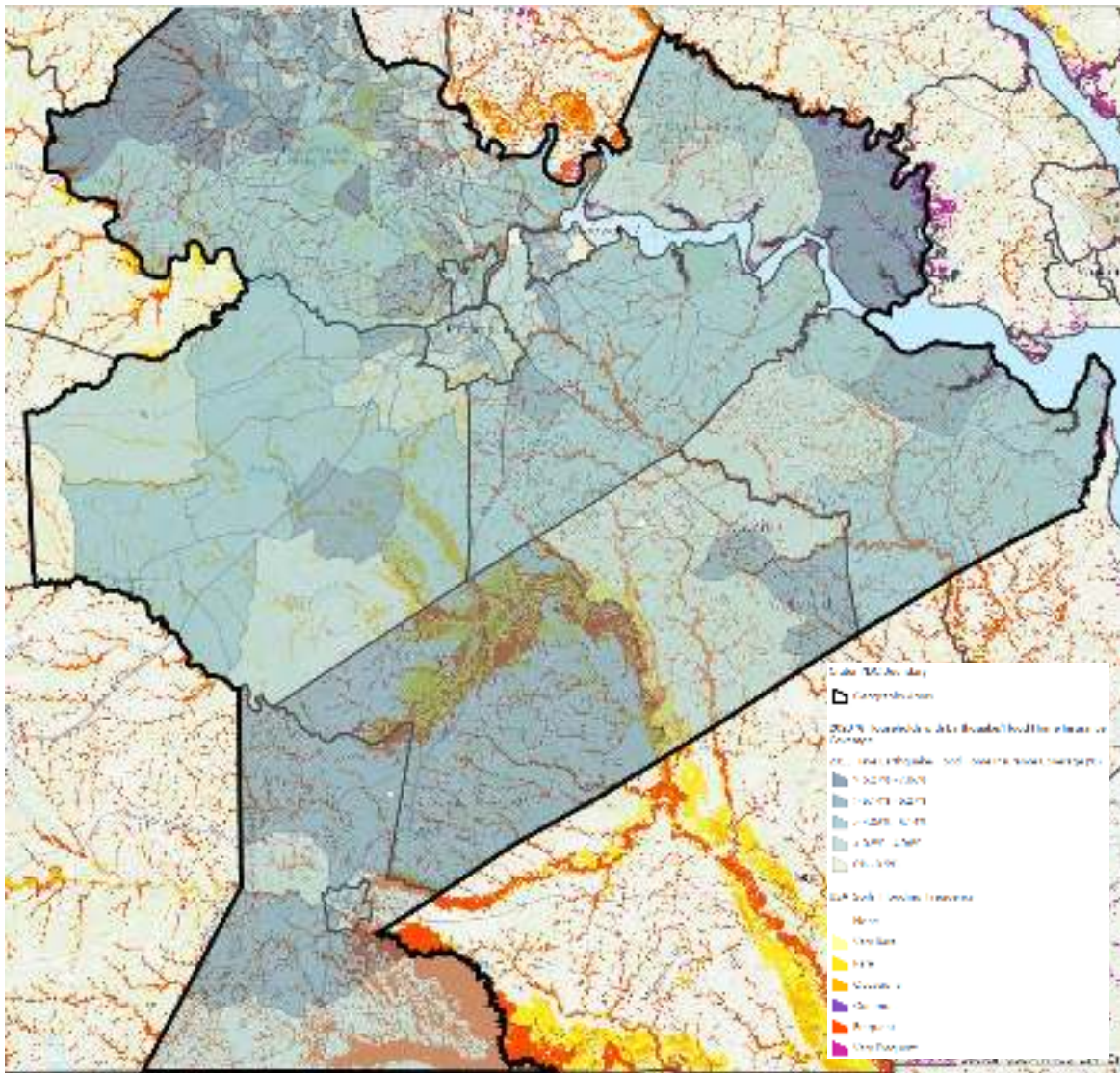
Appendix B. Flooding & Flood Insurance

CRATER PLANNING DISTRICT COMMISSION

Monument Professional Building • 1964 Wakefield Street • Post Office Box 1808 • Petersburg, VA 23805

Phone: (804) 861-1666 • Fax: (804) 732-8972 • info@craterpdc.org • craterpdc.org

On average, 4.31% of residents in each Crater PDC county have purchased flood insurance, despite much of the region lying within the 100 year floodplain or areas prone to more frequent flood events. The Census block groups with the highest percentage of households with flood insurance have just 7.86%. Even in some of the most flood-prone areas such as Greenville and Sussex County, just a small proportion of households have flood insurance policies.



CRATER PLANNING DISTRICT COMMISSION

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Appendix C. 20-Year Resilience Plan Alignment

	CFPF Application	CFPC Funding Awarded	Full Regional Resilience Plan	Interim Regional Resilience Plan	New Studies & Projects Begin	Full Hazard Mitigation Plan
2023	Full RRP 1.0, Interim RRP 1.1, CFM Position					
2024	Study/Project (from preliminary RRP findings & existing 2022 HMP recommendations)					
2025			1			
2026	Full RRP 2.0, Interim RRP 2.1, CFM Position			1.1		
2027						
2028	Interim RRP 2.2, Study/Project, CFM Position		2			
2029				2.1		
2030						
2031	Full RRP 3.0, Interim RRP 3.1, CFM Position			2.2		
2032						
2033	Interim RRP 3.2, Study/Project, CFM Position		3			
2034				3.1		
2035						
2036	Full RRP 4.0, Interim RRP 4.1, CFM Position			3.2		
2037						
2038	Interim RRP 4.2, Study/Project, CFM Position		4			
2039				4.1		
2040						
2041	Full RRP 5.0, Interim RRP 5.1, CFM Position			4.2		
2042						
2043	Interim RRP 5.2, Study/Project, CFM Position		5			



City of Petersburg

Office of the City Manager
135 North Union Street
Petersburg, Virginia 23803

(804) 733-2301
Fax 732-9212
TDD 733-8003

October 26, 2023

Virginia Department of Conservation and Recreation
Attention: Virginia Community Flood Preparedness Fund
Division of Dam Safety and Floodplain Management
600 East Main Street, 24th Floor
Richmond, Virginia 23219

**RE: Letter of Support for the Virginia Department of Conservation and Recreation,
Community Flood Preparedness Fund Grant Application**

To Whom It May Concern,

I am writing this letter in wholehearted support of the Crater Planning District Commission's application for the Virginia Department of Conservation and Recreation (DCR) Community Flood Preparedness Fund Grant. The proposal to develop a Regional Resilience Plan and the creation of a Certified Floodplain Manager/Environmental Resilience Planner are critical initiatives that promise to have significant and positive impacts on our community's preparedness and resilience in the face of flooding and other climate-related challenges.

Our region is no stranger to the effects of climate change, and we have witnessed the impact of flooding in recent years. The creation of a Regional Resilience Plan is a proactive and strategic step towards ensuring the safety and well-being of our communities in the future. The benefits of this plan are numerous, and I would like to highlight a few key points that underscore its importance:

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5. **Access to Funding:** Securing the DCR Community Flood Preparedness Fund Grant will provide essential financial resources to carry out the planning process effectively, making it a more achievable endeavor for our community.

I am confident that the Crater Planning District Commission, with its proven track record of effective regional planning and collaboration, is the ideal organization to lead this initiative. Their dedication and commitment to the welfare of our community are commendable.

I urge the Virginia Department of Conservation and Recreation to strongly consider and approve the grant application submitted by the Crater Planning District Commission. The development of a Regional Resilience Plan is a crucial step towards securing a safer, more resilient future for our region. By supporting this initiative, we invest in our community's well-being, economic prosperity, and environmental sustainability.

Thank you for your attention to this important matter. I am available to provide any additional information or clarification if needed. I look forward to the positive impact that this initiative will have on our community.

Sincerely,

A handwritten signature in blue ink, reading "John M. Altman, Jr.", with a stylized flourish at the end.

John M. Altman, Jr.
City Manager



CITY OF COLONIAL HEIGHTS

OFFICE OF THE CITY MANAGER

Douglas E. Smith
City Manager

City Hall • 201 James Avenue • P.O. Box 3401
Colonial Heights, Virginia 23834

Nancy M. Boshier
Executive Assistant

November 8, 2023

Virginia Department of Conservation and Recreation
Attention: Virginia Community Flood Preparedness Fund
Division of Dam Safety and Floodplain Management
600 East Main Street, 24th Floor
Richmond, Virginia 23219

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In recent years, the City of Colonial Heights has experienced the impact of flooding. The creation of a Regional Resilience Plan is a proactive and strategic step towards ensuring the safety and well-being of our communities in the future. The benefits of this plan are numerous, and I would like to highlight a few key points that underscore its importance:

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Sincerely,



Douglas E. Smith

City Manager

COMMONWEALTH OF VIRGINIA
COUNTY of CHARLES CITY



BOARD OF SUPERVISORS

GILBERT A. SMITH, CHAIRMAN
WILLIAM G. COADA, VICE-CHAIRMAN
BYRON M. ADAMS, SR., BOARD MEMBER

COUNTY ADMINISTRATOR

MICHELLE JOHNSON

November 3, 2023

To Whom It May Concern,

I am writing this letter in wholehearted support of the Crater Planning District Commission's application for the Virginia Department of Conservation and Recreation (DCR) Community Flood Preparedness Fund Grant. The proposal to develop a Regional Resilience Plan and the creation of a Certified Floodplain Manager/Environmental Resilience Planner are critical initiatives that promise to have significant and positive impacts on our community's preparedness and resilience in the face of flooding and other climate-related challenges.

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COMMONWEALTH OF VIRGINIA
COUNTY *of* CHARLES CITY



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Thank you for your attention to this important matter. I am available to provide any additional information or clarification if needed. I look forward to the positive impact that this initiative will have on our community.

Sincerely,



Michelle Johnson
County Administrator
Charles City County

County of Dinwiddie

BOARD OF SUPERVISORS

DR. MARK E. MOORE, CHAIR
WILLIAM D. CHAVIS, VICE CHAIR
DANIEL D. LEE
BRENDA EBRON-BONNER
HARRISON A. MOODY



COUNTY ADMINISTRATOR

W. KEVIN MASSENGILL

FOUNDED 1752

October 30, 2023

Virginia Department of Conservation and Recreation
Attention: Virginia Community Flood Preparedness Fund
Division of Dam Safety and Floodplain Management
600 East Main Street, 24th Floor
Richmond, Virginia 23219

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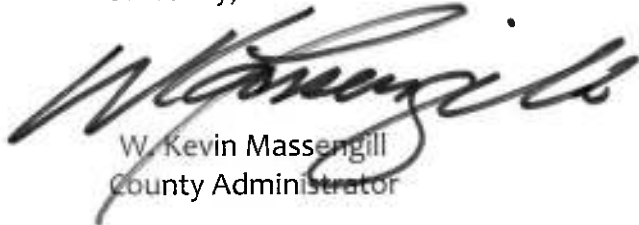
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Sincerely,



W. Kevin Massengill
County Administrator



County of Prince George, Virginia

"A welcoming community • Embracing its rural character • Focusing on its prosperous future"

November 2, 2023

Virginia Department of Conservation and Recreation
Attention: Virginia Community Flood Preparedness Fund
Division of Dam Safety and Floodplain Management
600 East Main Street, 24th Floor
Richmond, Virginia 23219

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Sincerely,

A handwritten signature in blue ink, appearing to read "Robert A. Baldwin", with a large, sweeping flourish at the end.

Robert A. Baldwin, AICP
Planning Director
Prince George County, VA



City of Hopewell

300 North Main Street
Hopewell, VA 23860

November 8, 2023

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Division of Dam Safety and Floodplain Management
600 East Main Street, 24th Floor
Richmond, Virginia 23219

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Sincerely,



Dr. Concetta Manker
City Manager



Chesterfield County, Virginia

Joseph P. Casey, Ph.D., County Administrator

9901 Lori Road – P.O. Box 40 – Chesterfield, VA 23832-0040

Phone: (804) 748-1211 – Fax: (804) 717-6297 – Internet: chesterfield.gov

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Matoaca District

JIM A. INGLE, VICE CHAIR

Bermuda District

CHRISTOPHER M. WINSLOW

Clover Hill District

JAMES M. "Jim" HOLLAND

Dale District

MARK S. MILLER, Ph.D.

Midlothian District

November 3, 2023

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5. **Access to Funding:** Securing the DCR Community Flood Preparedness Fund Grant will provide essential financial resources to carry out the planning process effectively, making it a more achievable endeavor for our community.

I am confident that the Crater Planning District Commission, with its proven track record of effective regional planning and collaboration, is the ideal organization to lead this initiative. Their dedication and commitment to the welfare of our community are commendable.

I urge the Virginia Department of Conservation and Recreation to strongly consider and approve the grant application submitted by the Crater Planning District Commission. The development of a Regional Resilience Plan is a crucial step towards securing a safer, more resilient future for our region. By supporting this initiative, we invest in our community's well-being, economic prosperity, and environmental sustainability.

Thank you for your attention to this important matter. I am available to provide any additional information or clarification if needed. I look forward to the positive impact that this initiative will have on our community.

Sincerely,



Joseph P. Casey, Ph.D.
County Administrator



October 26, 2023

Virginia Department of Conservation and Recreation
Attention: Virginia Community Flood Preparedness Fund
Division of Dam Safety and Floodplain Management
600 East Main Street, 24th Floor
Richmond, Virginia 23219

RE: Letter of Support for the Virginia Department of Conservation and Recreation, Community Flood Preparedness Fund Grant Application

To Whom It May Concern,

I am writing this letter in wholehearted support of the Crater Planning District Commission's application for the Virginia Department of Conservation and Recreation (DCR) Community Flood Preparedness Fund Grant. The proposal to develop a Regional Resilience Plan and the creation of a Certified Floodplain Manager/Environmental Resilience Planner are critical initiatives that promise to have significant and positive impacts on our community's preparedness and resilience in the face of flooding and other climate-related challenges.

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Sincerely,



William E. Johnson, III
City Manager



"The Countrie it selfe, I must confesse is a very pleasant land, rich in commodities; and fertile in soyle..."

Samuel Argall, ca. 1609

County of Surry

45 School Street, P. O. Box 65
Surry, VA 23883

www.surrycountyva.gov

Phone: 757-294-5271

Fax: 757-294-5206

Board of Supervisors

Robert L. Elliott, Jr, Chair
Judy S. Lyttle, Vice Chair
Timothy Calhoun
Brenton J. Byrd
Breyon D. Pierce

Melissa D. Rollins
County Administrator

November 1, 2023

Virginia Department of Conservation and Recreation
Attention: Virginia Community Flood Preparedness Fund
Division of Dam Safety and Floodplain Management
600 East Main Street, 24th Floor
Richmond, Virginia 23219

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"Take the Rural Route to Success"

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Melissa D. Rollins
Surry County Administrator

COUNTY OF SUSSEX

Board of Supervisors

Wayne O. Jones, Chairman
Susan B. Seward, Vice Chair
C. Eric Fly, Sr.
Alfred G. Futrell
Debbie P. Jones
Rufus E. Tyler, Sr.



Richard Douglas
County Administrator
rdouglas@sussexcountyva.gov

Telephone: (434) 246-1000
Facsimile: (434) 246-6013
www.sussexcountyva.gov

Post Office Box 1397
20135 Princeton Road
Sussex, Virginia 23884

October 31, 2023

Virginia Department of Conservation and Recreation
Attention: Virginia Community Flood Preparedness Fund
Division of Dam Safety and Floodplain Management
600 East Main Street, 24th Floor
Richmond, Virginia 23219

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Sincerely,



Richard Douglas
County Administrator

Dr. Charlette T. Woolridge
County Administrator

Gary L. Cifers
Assistant County Administrator

Russell Slayton
County Attorney



Belinda Astrop
Chair
Election District 1

James Brown
Vice-Chair
Election District 2

William Cain
Election District 3

Tony Conwell
Election District 4

October 25, 2023

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

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Community Flood Preparedness Fund Grant Application**

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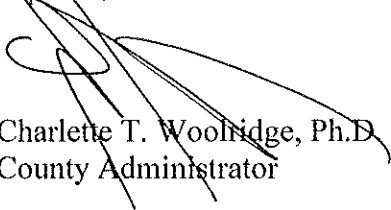
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Sincerely,



Charlette T. Woolridge, Ph.D.
County Administrator

CRATER PLANNING DISTRICT COMMISSION

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Capacity Building & Planning Application

Introduction

In Virginia, Planning District Commissions are required by law "...to encourage and facilitate local government cooperation and state-local cooperation in addressing on a regional basis problem of greater than local significance.". The localities comprising the Crater Planning District have been historically underserved and underrepresented; overshadowed by our neighbors in Richmond to the north, and Hampton Roads to the east. Crater Planning District Commission (CPDC) has new staff capacity and a renewed drive to lead our region into a sustainable and resilient future.

The Crater Region is rich in natural resources and cultural heritage. It is home to four rivers: the James, Appomattox, Meherrin, Blackwater and Nottoway. Thousands of acres of wetlands both ephemeral and perennial dot the landscape, as well as thousands of acres of forestland, each providing vital ecosystem services. The climate crisis threatens not only these resources, but also the people living in our localities.

While portions of Petersburg, Colonial Heights, Hopewell, Prince George, Charles City, Chesterfield, and Surry are accounted for in the Coastal Zone Management Plan and Watershed Implementation Plan (WIP III), our jurisdiction expands well beyond the boundaries of the Chesapeake Bay watershed and the DEQ-designated coastal zone. The creation and implementation of a Regional Resilience Plan will allow Crater PDC to serve the environmental needs of these localities through a cohesive and collaborative living document.

In order to successfully carry out the creation of Regional Resilience Plan and subsequent duties and responsibilities, CPDC also requests funding for a new Environmental and Resilience Planner position, as Crater Planning District Commission does not currently have a dedicated environmental staff member. The Coastal Zone Management (CZM) and Watershed Implementation Plan (WIP) programs are administered by a contracted consultant, and those programs focus exclusively on coastal flooding resilience and water quality in the Chesapeake Bay watershed. Hiring a full-time Environmental and Resilience Planner will allow the Crater Planning District Commission to vastly expand its scope of environmental services to include the entire district, not just the small areas within the coastal zone. This endeavor will also improve localities within the coastal zone as it will enable the PDC to offer services

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beyond those addressed by CZM and WIP. Climate resilience is more than living shorelines and water quality improvements, and the Crater Planning District Commission recognizes the importance of taking a holistic approach to resilience planning. Many opportunities to expand environmental programming exist, but the PDC lacks the capacity and expertise to pursue them. For example, the Albemarle-Pamlico National Estuary Partnership covers a large portion of the district's localities, as the PDC is home to three rivers that feed into the Chowan Basin, including the Nottoway River, Meherrin River, and the headwaters of the Blackwater River. A staff member in this position will allow the PDC to incorporate natural resource preservation, restoration, and conservation to protect these assets well into the future using partnerships with organizations like APNEP and land trusts/conservancies, assisting Soil and Water Conservation Districts, and providing much-needed technical assistance to district localities.

Scope of Work

Regional Resilience Plan Proposal

The Crater Planning District Commission proposes that the Virginia Department of Conservation and Recreation (DCR) provides funding through the Community Flood Preparedness Fund (CFPF) to partially cover the costs associated with the creation of a Regional Resilience Plan. With these funds, we will employ a consultant to assist with the drafting of the plan alongside PDC staff, with input and guidance from locality constituencies and community members. The plan will follow the framework and guidelines laid out in Appendix F of the 2023 Funding Manual for the Virginia Community Flood Preparedness Fund.

Through the creation of a Regional Resilience Plan, our communities will receive technical assistance, gain an understanding of the flood risks they face, available resources to combat flood-related disasters, and targeted, science-driven, community-specific recommendations using best management practices. The plan will include an inventory of existing conditions, including flood damage and NFIP rates. It will then provide comprehensive recommendations and the creation of a database of funding and data resources available. It is our hope that through this plan, our communities can then create their own local resilience plans, improve NFIP rates where applicable, and reap the benefits of the Community Rating System (CRS) incentive program.

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Need for Assistance

The planning staff of the localities comprising Crater PDC, with the exception of Chesterfield, are historically understaffed and underfunded due to a tradition of fiscal conservatism in the region. This has resulted in a lack of capacity to adequately perform necessary planning tasks, let alone take on an endeavor such as a resilience plan to expand upon their responsibilities. Furthermore, all localities have census blocks with at least Moderate Social Vulnerability according to the Adapt VA SVI score.

Petersburg, Hopewell, and Emporia are entirely identified as having Very High Social vulnerability, along with portions of Chesterfield, Charles City, and Sussex. A Regional Resilience Plan will allow Crater PDC to provide flood preparedness and prevention services free of charge to our members, thus alleviating the burden of already stretched-thin planning departments. Further evidence of the need for assistance for each locality is provided in Appendix A.

Project Timeline

The Regional Resilience Planning process will be carried out across four phases, with each anticipated to take approximately 12-18 months. We hope to present a complete final draft of the plan to the Planning Commission members and planning department constituents for adoption by the end of FY25. While the three-year timeline of the Resilience Plan does not align with the five-year Hazard Mitigation planning cycle, our hope is that the annual updates to each of these plans will be co-constitutional and completely in tandem. The 2025 Resilience Plan will be informed using the 2022 Hazard Mitigation Plan and annual updates to it, and the 2028 Resilience Plan will be informed using the upcoming 2027 Hazard Mitigation Plan. We also plan to incorporate any locally available resilience planning chapters, studies, etc. to avoid redundancy Regional Resilience Plan.

Phase 1 will entail a detailed inventory of existing conditions--it is essential to understand the as-is state of each of these communities as a first step in preparing to develop a resilience plan. Phase 2 is anticipated to close identified gaps, to conduct capacity and resilience planning, and to develop an approvable resilience plan. Phase 3 will include pursuing additional research, studies, and innovations that would support the implementation of the resilience plan; and Phase 4 will consist of developing and executing flood prevention and protection projects.

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Scope of Work Details

1. Assess capacity needs and assets to include:

a. Resource needs identification – financial, human, technical assistance, training.

The proposed program of work includes conducting a baseline assessment that would reveal the current state of resources and capacity available to our eleven localities. The assessment will reveal resource needs as they pertain to financial, human, technical assistance, and training, and will inform the creation of a roadmap for obtaining the missing resources pursuant to DCR-approvable resilience plans.

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.

This proposal includes a review and analysis of the “soft” capacities of existing local and regional CPDC staff. We will reveal opportunities to increase knowledge, skill, and abilities, and will identify needed training, personnel, and certifications. Strategies for closing the gaps will be addressed in future phases of this work.

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.

This team will inventory the universe of resources available to these three localities to assist them in future phases and in developing resilience plans. Project deliverables will include a catalog used to identify what, how, where, and when localities can obtain and develop needed resources. The Crater Planning District Commission and the selected consulting firm will serve as consultants to help the localities pursue appropriate resource development strategies, partnerships, and funding support.

d. Policy management and/or development.

This proposed project will provide the localities with the opportunity to examine relevant policies at the regional and local level. In future phases, this will enable them to take a more comprehensive and equitable approach to developing coordinated resilience plans, policies, and projects.

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.

Working simultaneously at the regional and local levels through the Crater Planning District Commission will enable the development of coordinated strategies and resources that can be applied across jurisdictional boundaries and help reduce the financial burdens associated with implementation. Regional-level solutions bring an economy of scale to many of the resources and capital costs associated with resilience plan implementation. For this specific phase of the project, identifying resource gaps experienced by multiple localities presents an opportunity to strategize how to pursue development of missing resources in a manner that efficiently benefits all localities with shared needs.

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3. Stakeholder identification, outreach, and education strategies.

This proposal involves taking a whole community approach to assess what resources these communities have in hand already and to develop roadmaps to fill any identified gaps in those resources. This approach also includes stakeholder mapping and interviewing in order to learn more about which existing channels of engagement are working well and where there are opportunities for localities and the PDC to expand stakeholder engagement and ensure future phases and planning work reflect the interests and priorities of diverse stakeholders.

4. Implementation plan and timelines for specific elements of completion such as training, certifications, plan development, etc.

This initial phase of work is expected to be conducted between January 2022 and August 2022. At the conclusion of this phase, localities will be equipped with a roadmap and timeline to develop an approvable resilience plan.

5. Parties responsible for capacity building and/or plan development process.

A key deliverable for this phase will be a roadmap that summarizes the key resources, hard and soft capacities, and studies that may be required for the development of a resilience plan. Specific strategies for executing the roadmap will be outlined to the extent appropriate, and additional work to identify roles and responsibilities related to executing the plan may be developed in later phases.

6. Performance outputs and measures. Describe the expected results and benefits and how success will be measured.

The overall goal of this phase of the project is to deliver a baseline assessment that identifies the gaps in hard and soft resources and capacities that localities will need to fill in order to develop a successful resilience plan. In addition, the team at UVA will use this process as a pilot to test and develop a model process in order to help other low-income inland and riverine communities prepare to develop their resilience plans.

At the conclusion of this project, CPDC and our eleven partner localities expect the following outputs and measures of success:

Performance Output: Flood Risk Inventory

Measure of Success: Identification of high-risk areas, mechanisms for flooding, and cascading impacts.

Performance Output: Comprehensive Inventory of Resources

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Measure of Success: Identification of gaps in resources needed to develop a DCR approvable resilience plan.

Performance Output: Stakeholder Mapping and Interviews

Measure of Success: Identification of diverse stakeholders, conducting of stakeholder interviews, and documentation of stakeholder perspectives and interests to inform future resilience planning efforts.

Performance Output: Analysis of “Soft” Capacities

Measure of Success: Identification of future staff training and capacity needs and outlining of steps necessary to address those needs in future roadmaps and plans.

Performance Output: Baseline Assessment Process Templates

Measure of Success: Successful testing and development of a baseline assessment process and creation of process templates that can be used to help other low-income, under resourced communities begin the process of resilience planning.

7. Plans for maintaining capacity, as necessary, over the long term.

The Crater Planning District Regional Resilience Plan will be fully updated every 3 years with annual updates in concert with the PlanRVA-Crater Hazard Mitigation Plan. This deliverable will include a framework for such updates to occur systematically, as well as plans for interim reports on the implementation process as developed by the CPDC Certified Floodplain Manager/Environmental and Resilience Planner Position proposed in the following section.

We have developed a preliminary timeline for maintaining and updating the Regional Resilience Plan, completing interim updates, and beginning new projects/studies in alignment with the Richmond-Crater Hazard Mitigation Plan, with regular re-applications to the CFPC below. This timeline will allow us (CPDC) to complete the Full Regional Resilience Plan update using the recommendations laid out in the R-C HMP released the year before. The Hazard Mitigation planning process follows a 5-year cycle opposed to the 3-year cycle of the CFPC, so we propose using 2024-2027 to become familiar and adjust to the CFPC/Resilience Planning process. Beyond this period, a regular cycle of CFPC applications, full and interim plan updates, and studies and projects emerges in alignment with the RCHMP. The full details of this proposed schedule are noted in Appendix C.

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Certified Floodplain Manager/Environmental & Resilience Planner Position and Additional Duties for Existing Staff Proposal

We recognize the commitment required to fulfill the duties of creating and maintaining a Regional Resilience Plan, and hereby propose that the Virginia Department of Conservation and Recreation provide funding through the CFPF to create a new staff position such that the Planning District Commission may hire and train a qualified Certified Floodplain Manager/ Environmental and Resilience Planner to fulfill such duties. Having a Certified Floodplain Manager on staff here at the PDC ensures that our locality members will not have to pay additional money to hire their own CFM or find a consultant to review plans and applications that require CFM review. We request that this position be funded for 3 years with plans to reapply to the CFPF for future funding.

The creation of a new Environmental/Resilience Planner position for Crater PDC would also help our localities pursue the recommendations laid out in the 2022 Richmond-Crater Hazard Mitigation Plan. Previously, Crater Staff participated in the creation of this plan in collaboration with PlanRVA Regional Commission but were unable to meaningfully engage with many of the Plan's action items. Many of the recommendations include flood prevention and mitigation measures, participation in the NFIP and CRS programs, and the hiring of a Certified Floodplain Manager. Given that many of our localities do not have the funding nor staff capacity to carry out the recommendations, the prospect of a regional staff person in this position would provide the technical assistance needed to apply for the proper grants and programs to implement. This staff member can also engage with emergency management activities beyond the HMP in the region and participate in the Emergency Management Alliance of Central Virginia.

Need for Assistance

Only one locality in Crater PDC has applied for previous rounds of the CFPF grant—the city of Petersburg. Despite being awarded the funds for the completion of a resilience plan and a certified floodplain manager position in 2021, both efforts have yet to reach fruition. The remainder of Crater PDC localities have never sought CFPF assistance. With the exception of Chesterfield County, none have completed resilience plans or CFM staff members, and environmental planning concerns typically fall under the purview of engineering and public works departments. Increasing the capacity of Crater PDC through the CFPF will both allow us to increase our scope of regional services and coordination as well as provide CFM and environmental/resilience plan technical assistance to each individual locality. The addition of new tasks for the Director of Economic Development, Environment, and Housing and the Executive Director largely involves providing support and guidance to the CFM/Environmental and Resilience Planner, as well as the creation and implementation of identified resilience planning priorities.

Project Details

Proposed Environmental and Resilience Planner Job Description & Division of Work

- **Regional Resilience Planning (50%)**

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- Working directly with consultant to prepare and implement a Regional Resilience Plan with regular updates in alignment with the PlanRVA-Crater PDC Hazard Mitigation Plan
- Coordinating with local government, state and federal agency, and non-governmental partners frequently on a variety of tasks and projects, including meeting coordination, preparation, and support
- Working with other Coastal Resiliency Program and Water Resources staff to identify and implement program priorities.
- Conducting research in specific project areas for best practices, geospatial and other data analysis, and information sharing
- Writing and presenting technical reports and analyses
- Representing the Crater PDC at public meetings and present material through formal and information presentations
- Providing technical assistance and support to other Crater PDC staff
- Establish and coordinate relationships with Local & Regional Watershed Groups
 - Incl. Chesapeake Bay Foundation, Albemarle-Pamlico National Estuary Partnership, James River Association, Friends of the Lower Appomattox River, DCR Soil & Water Conservation Districts, Land Conservancies, Enviva Forest Conservation Fund, Lower Chickahominy Watershed Collaborative, etc.
- Community Rating System Enrollment & Program Coordination
- Coordination of Coastal Zone Management/Watershed Implementation Plan Programs (30%)
- Planning District Commission GIS Services (10%)
- Planning District Commission Comprehensive Plan Assistance (5%)
- Planning District Commission Economic Development (5%)

New Tasks for Existing Staff Members

Director of Economic Development, Environment, & Housing--10% Time Commitment

- Direct supervision over Environmental and Resilience Planner
- Providing input and overseeing planning process
- Directly engaging with regional stakeholders in planning process and plan adoption
- Providing input and assistance throughout CFPF grant writing process, project selection, and CRS program navigation
- Representing Crater PDC in CFPF and CRS-related meetings and partnerships where necessary
- Assisting Environmental and Resilience Planner in organizing CFPF and CRS-related meetings, workshops, and public engagement exercises

Executive Director--5% Time Commitment

- Convening Crater Planning District Commission members and regional stakeholders to participate in planning process and plan adoption

CRATER PLANNING DISTRICT COMMISSION

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[Phone: \(804\) 861-1666](tel:(804)861-1666) • [Fax: \(804\) 732-8972](tel:(804)732-8972) • info@craterpdc.org • craterpdc.org

- Providing long-term visioning and strategic planning guidance for future projects to meet regional needs and goals

Scope of Work: Budget Narrative

Each of the eleven localities in the Crater Planning District have areas that qualify as low-income (<80% local/state median income), with six of the eleven localities entirely qualifying as low-income. In accordance with the CFPF Manual “for local governments designated as low-income geographic areas, 100 percent of the estimated total project costs should be included.”, CPDC requests \$558,963.71 for the activities and offers a 10.28% match of \$64,031.38, comprised of direct support costs for a total project cost of \$622,995.09 to implement these planning and capacity-building activities. The creation of a Regional Resilience Plan and addition of an Environmental/Resilience Planner to CPDC staff will allow CPDC and our localities to pursue additional funding for studies and projects under the CFPF to enhance food preparedness and resiliency throughout the Crater region. CFPF funding will also allow for the addition of new tasks for the Director of Economic Development, Environment, and Housing, as well as the Executive Director as the Planning District Commission creates and coordinates a far more robust environmental program with the incorporation of the new Environmental and Resilience Planner on staff. *See the table below for a detailed cost breakdown:*

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TASK	BUDGET	MATCH
<i>REGIONAL RESILIENCE PLANNING</i>		
Full Regional Resilience Plan	\$250,000.00	
Interim Regional Resilience Plan Update	\$50,000.00	
<i>NEW STAFF CAPACITY (breakdown for 3 Years)</i>		
Environmental & Resilience Planner-Salary: \$80,000/yr, 50% time allocation	\$120,000.00	
Environmental & Resilience Planner- Fringe Benefits (51.44% Salary):\$41,150.32/yr, 50% time allocation	\$61,725.48	
Environmental & Resilience Planner- MATCH-Indirect Costs as Direct Support (37.68% Salary):\$30,141.28/yr, 50% time allocation		\$45,211.92
<i>NEW TASKS FOR EXISTING STAFF (breakdown for 3 years)</i>		
Director of Economic Development, Environment, & Housing-Salary:\$94,000/yr, 10% time allocation	\$28,200.00	
Director of Economic Development, Environment, & Housing-Fringe Benefits (51.44% Salary):\$48,351.63/yr, 10% time	\$14,505.49	
Director of Economic Development, Environment, & Housing-MATCH: Indirect Costs as Direct Support (37.68% Salary): \$35,416.00/yr, 10% time allocation		\$10,624.80
Executive Director-Salary: \$145,000/yr, 5% time allocation	\$21,750.00	
Executive Director-Fringe Benefits (51.44% Salary), \$74584.96/yr, 5% time allocation	\$11,187.74	
Executive Director- MATCH: Indirect Costs as Direct Support (37.68% Salary): 54,631.07/yr, 5% time allocation		\$8,194.66
<i>STAFF TRAINING</i>		
CFM Certification-Training (if unable to access free FEMA E273 course), Initial Fees & Exam	\$935.00	
Biennial Renewal at \$120 with ASFMP membership (1x)	\$120.00	
ASFMP Annual membership Cost at \$180/yr (3x)	\$540.00	
<u>TOTAL REQUESTED</u>	\$558,963.71	\$64,031.38
<u>TOTAL PROJECT COST</u>	\$622,995.09	10.28%