

Appendix A: Application Form for Grant Requests for All Categories

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

Name of Local Government: Rappahannock-Rapidan Regional Commission

Category of Grant Being Applied for (check one):

Capacity Building/Planning

Project

Study

NFIP/DCR Community Identification Number (CID) 042 (See below for all)

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

Name of Authorized Official: Patrick L. Mauney

Signature of Authorized Official: 

Mailing Address (1): 420 Southridge Parkway

Mailing Address (2): Suite 106

City: Culpeper **State:** VA **Zip:** 22701

Telephone Number: (540) 829-7450 **Cell Phone Number:** (____) _____

Email Address: plmauney@rrregion.org

Contact Person (If different from authorized official): _____

Mailing Address (1): _____

Mailing Address (2): _____

City: _____ **State:** _____ **Zip:** _____

Telephone Number: (____) _____ **Cell Phone Number:** (____) _____

Email Address: _____

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

Categories (select applicable project):

Project Grants (Check All that Apply)

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

Study Grants (Check All that Apply)

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

Capacity Building and Planning Grants

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

Location of Project (Include Maps): Rappahannock-Rapidan Region

NFIP Community Identification Number (CID#):(See appendix F) 510041 (Culpeper County);
510042 (Town of Culpeper); 510055 (Fauquier County); 510094 (Madison County); 510203 (Orange

County); 510366 (Town of Orange); 510128 (Rappahannock County); 510056 (Town of Remington); 510057 (Town of Warrenton); 510288 (Town of Washington); 510137-DCR1 (Town of Gordonsville); 510061-DCR1 (Town of The Plains)??

Is Project Located in an NFIP Participating Community? Yes No

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

Flood Zone(s) (If Applicable): _____

Flood Insurance Rate Map Number(s) (If Applicable): N/A

Total Cost of Project: \$150,000

Total Amount Requested: \$37,500

Appendix D: Scoring Criteria for Capacity Building & Planning

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

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

Capacity Building and Planning Eligible for Consideration		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Applicant Name:	Rappahannock-Rapidan Regional Commission		
Scoring Information			
Criterion	Point Value	Points Awarded	
6. Eligible Capacity Building and Planning Activities (Select all that apply)			
Revisions to existing resilience plans and modifications to existing comprehensive and hazard mitigation plans.	55	55	
Development of a new resilience plan.	55	55	
Resource assessments, planning, strategies and development.	45	45	
Policy management and/or development.	40	40	
Stakeholder engagement and strategies.	25	25	
Goal planning, implementation and evaluation.	25	25	
Long term maintenance strategy.	25	25	
Other proposals that will significantly improve protection from flooding on a statewide or regional basis.	15		
7. Is the area within the local government to which the grant is targeted socially vulnerable? (Based on ADAPT VA's Social Vulnerability Index Score.)			
Very High Social Vulnerability (More than 1.5)	15		
High Social Vulnerability (1.0 to 1.5)	12		
Moderate Social Vulnerability (0.0 to 1.0)	8	8	
Low Social Vulnerability (-1.0 to 0.0)	0		
Very Low Social Vulnerability (Less than -1.0)	0		
8. Is the proposed activity part of an effort to join or remedy the community's probation or suspension from the NFIP?			
Yes	10		
No	0	0	
9. Is the proposed project in a low-income geographic area as defined in this manual?			
Yes	10		
No	0	0	
10. Does this project provide "community scale" benefits?			
Yes	20	20	
No			
Total Points			298

Appendix D: Checklist All Categories

Virginia Department of Conservation and Recreation

Community Flood Preparedness Fund Grant Program

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

Scope of Work Narrative

Introduction

The Rappahannock-Rapidan Regional Commission (RRRC) is a planning district commission in Virginia's Northern Piedmont and consists of Culpeper, Fauquier, Madison, Orange and Rappahannock Counties, and the incorporated towns within them. While not within the Coastal Zone, the Rappahannock-Rapidan Region is vulnerable to climate change, particularly extreme weather events. Portions of the Region are experiencing rapid development as the Washington, DC metropolitan area continues to move westward. The vulnerability of future buildings, infrastructure and critical facilities is of great concern to community leaders across the Region as are threats to its robust agricultural economy and agritourism.

The most common hazard identified in the Region's [2018 Hazard Mitigation Plan](#) is flooding, which is primary focus of the proposed project. Three major rivers, the York, the Rappahannock and the Potomac, all of which have tributaries of significant size, drain the region to the Chesapeake Bay. Runoff from creeks and streams high in the Blue Ridge Mountains contribute to the downstream flow, often resulting in flash floods during periods of heavy rain and/or rapid snow melt.

Increases in the intensity of rain events is also a concern for the approximately one hundred state-regulated dams in the Region that have known hazard classifications, including fourteen high hazard potential dams and 27 significant hazard potential dams. Furthermore, lack of stormwater management on land developed prior to state stormwater law and stormwater practices not sized for the changing climate carry additional flood risk.

With these risk factors and others in mind, RRRC seeks grant funding to develop a regional resiliency plan to assist its member jurisdictions in assessing and mitigating these risks, as part of its overall Regional Hazard Mitigation Plan update process.

Capacity Needs and Assets

The Rappahannock-Rapidan Region is a semi-rural region of 183,197 residents, and as such, the majority of RRRC's member jurisdictions operate with limited resources and technical capacity. For this reason, RRRC is requesting grant funding to contract a consultant to provide technical and planning expertise in the development of a regional resiliency plan with locality-specific strategies as part of its Hazard Mitigation Plan update. By working regionally and incorporating resiliency plan development into the larger planning process, RRRC would be able to more efficiently and effectively utilize these limited resources. Additionally, the Region's localities would benefit from collaboration and information sharing throughout the process, taking advantage of the technical expertise within the more developed jurisdictions.

RRRC serves as the plan developer and coordinator for the Rappahannock-Rapidan Regional Hazard Mitigation Plan. The plan's most recent adoption date is December 13, 2018 and must be reviewed and updated within 5 years to ensure compliance and maintain eligibility for various FEMA grant programs. While RRRC staff previously conducted Hazard Mitigation Plan updates, the significant updates being required and the desire to include the resiliency component exceed current staff capacity.

Goals and Objectives

The proposed project seeks to incorporate DCR's Resilience Plan Elements into the next update of the Rappahannock-Rapidan Regional Hazard Mitigation Plan in order to address both cross-jurisdictional and locality-specific issues related to flood control and resilience. Objectives of this process include:

- Update Hazard Mitigation risk assessment data, including climate change considerations and current flood maps
- Include additional emphasis on stormwater management and nature-based solutions
- Conduct more comprehensive stakeholder outreach than previous Hazard Mitigation Plan updates, addressing cross-departmental considerations and environmental justice
- Develop lists of actionable locality-specific projects
- Approval of Resiliency/Hazard Mitigation Plan by each jurisdiction and DCR

Stakeholder Identification, Outreach and Education Strategies

RRRC will seek to expand the stakeholder identification and outreach component of past Hazard Mitigation Plan updates to include a broader cross-section of stakeholders from its jurisdictions in-line with a whole-community approach. As part of the plan development process, the steering committee made up of local government and RRRC staff will identify the most effective methods of community engagement to achieve that objective.

Planned tasks and activities include development of outreach materials in English and Spanish, media advisories and press releases delivered to local newspapers in the region, and public notice of stakeholder meetings and public comment opportunities. Public input will also be solicited via survey and feedback mechanisms as the plan update progresses.

Additionally, local governments participating in the plan update have agreed, through letters of intent to participate, to provide notices of the plan update on local government websites, providing notice through available media (including jurisdiction email lists and social media) and supporting public meetings and outreach within their jurisdiction. During the course of the plan update, it may be necessary to conduct virtual meetings. RRRC will follow Code of Virginia guidance to ensure that meetings are properly noticed and accessible and allow for public comment.

The planning process will make use of several existing mechanisms to ensure broad-based participation and involvement from local and regional stakeholders. In addition to the Steering Committee that will guide the project, the Regional Commission currently organizes

several regional committees that will be briefed at the outset and during the Hazard Mitigation Plan update:

- Rappahannock-Rapidan Land Use & Environment Committee: includes representatives from Virginia Department of Health, Virginia Department of Environmental Quality, local governments, Soil & Water Conservation Districts, non-profit water quality organizations
- RRRC Chief Administrative Officers Committee
- Rappahannock-Rapidan Food Council
- RRRC Rural Transportation Committee / Planners Roundtable

VDEM Region II coordinates a Culpeper Area Emergency Coordinators meeting, at which project information will be shared throughout the planning process. This group includes representatives from Community Colleges, Hospitals, and local emergency management. The Regional Commission will also notify its neighboring Planning Districts of the plan update and communicate with them throughout the plan update process. All stakeholders, including businesses, will also be reached through the planned media releases.

Implementation Plan

The requested funds would be spent contracting a consultant to provide technical assistance to RRRC through the Plan development process. The consultant would be chosen through a competitive bid process and perform the same services for the overall Hazard Mitigation Plan update.

A grant application was submitted to the Virginia Department of Emergency Management (VDEM) and Federal Emergency Management Administration (FEMA) in late 2021. Rather than a stand-alone plan, the resiliency plan would be a part of the regional hazard mitigation plan with relevant sections on flooding, dam failure, etc. and locality-specific resiliency goals added to the locality summaries.

Risk Assessment

The consultant will compile data and update the existing Hazard Mitigation Plan risk assessment with participation and review by the steering committee. RRRC will seek new data regarding identified hazards as part of the plan update process. Where such data is unavailable, the hazard profiles included in the current plan (2018) will be used.

Community asset information is included in the current plan (2018) and those assets identified will form the baseline for the plan update. Following the initiation of the plan update, participating jurisdictions will review previously identified assets and will offer additional assets for inclusion with a focus on the following assets:

- Critical facilities (Public Safety, Public infrastructure)
- Lifeline Infrastructure
- Vulnerable Population facilities (Senior Centers, Schools, Assisted Living)
- Natural Resources with important environmental benefits
- Economic drivers (primary employers)
- Significant historic resources

As the plan update process begins, local and regional plans, studies and reports relevant to hazard mitigation will be inventoried. These plans may include local Emergency Operations Plans, Comprehensive Plans, Emergency Response plans (general or hazard-specific), and studies focused on those hazards identified as part of this plan update. The process will include requests to local government contacts, as well as to those regional and state agencies with specific focus on the hazards impacting the region (VDEM, DEQ, Soil & Water Conservation Districts, etc.).

Existing information from the Commonwealth of Virginia Hazard Mitigation Plan will be reviewed and incorporated for areas and hazards where statewide information is critical. Information on resiliency and climate change in the Commonwealth's Hazard Mitigation Plan and other resiliency efforts will be utilized to guide the inclusion and incorporation of such impacts into the region's plan. Additionally, each of the participating jurisdictions in the Region will have an updated FIRM in place, which will be incorporated into the flood risk analysis.

The Risk Assessment Update will likewise build on methods utilized in the existing plan (2018) and will incorporate new data that is available at the beginning of the plan update process. The update process will include review and updates for regional and local hazard profiles, vulnerability assessments, loss estimates and risk rankings, as new data and information allows.

The Risk Assessment will include:

- Review and addition/subtraction of hazards included in the plan
- Review and incorporation of relevant information from Commonwealth of Virginia Hazard Mitigation Plan
- Identification of hazards that are not mitigation-related
- Identifying gaps and limitations of existing data
- Incorporating, by narrative, potential implications of climate change on the region

Based on feedback from FEMA Region III, the Rappahannock-Rapidan Regional Commission anticipates re-organizing the Regional Hazard Mitigation Plan to provide locality summary documents that are expected to enhance the connectivity between local risks and locally-developed mitigation strategies. As the overall planning process progresses, the Regional Commission will work with the selected consultant and the stakeholder committees to determine the preferred approach to incorporating resiliency within each locality summary sections, as well as creating a stand-alone section focused on flood resiliency information and strategies.

Mitigation Strategy Development

The mitigation strategy section of the current 2018 Regional Hazard Mitigation Plan includes documentation of local and region capability assessments, mitigation goals, mitigation actions, implementation plans and mitigation priorities for each participating jurisdiction. RRRC anticipates each participating jurisdiction reviewing the existing information and completing FEMA's Local Capability Assessment Tool focused on the following areas:

- Planning & Regulatory
- Administrative & Financial
- Technical
- Education & Outreach

The 2018 plan includes mitigation goals for the Rappahannock-Rapidan region. As part of the update, RRRC will lead the steering committee in a review of those goals and incorporate new information and data gathered during the update to inform revisions and additional mitigation goals. This review will include information from the Commonwealth of Virginia Hazard Mitigation Plan, as well as incorporation of concerns identified by the public and/or other stakeholders.

The 2018 plan includes regional mitigation actions and local mitigation actions identified by each participating jurisdiction. The update will evaluate those identified actions and provide a status update for each action.

Participating jurisdictions may identify and evaluate new mitigation actions that will address goals and problem statements identified during this planning process. Those mitigation actions will focus on local plans/regulations, structural or infrastructure projects, natural resource/system protection, and/or education and outreach programs. Each identified mitigation action will be evaluated based on commonly accepted criteria, as appropriate for each action:

- Anticipated effectiveness
- Technical feasibility
- Administrative capability
- Local Champion/Political Will
- Legal authority
- Environmental constraints
- Social considerations
- Community objectives
- Benefit Cost Analysis (limited)

Each participating jurisdiction will then prioritize these mitigation actions as high/medium/low and as short/mid/long range actions. New mitigation actions will incorporate implementation plans that identify:

- Hazards addressed
- Responsible agency/department
- Possible Funding sources
- Timeline
- Initial/Next Steps

Plan Approval and Adoption

RRRC will coordinate approval and adoption processes for the Hazard Mitigation Plan/Resiliency Plan in coordination with the steering committee and participating jurisdictions.

Plan review, adoption, and approval efforts will include:

- A draft Plan will be prepared and shared for review with local and community partners
- The final draft Plan will be submitted, along with a completed Plan Review Tool, to the Virginia State Hazard Mitigation Officer (SHMO) for review. Any revisions requested by the State will be completed and the Plan Update resubmitted.
- After the SHMO is satisfied that the Plan Update meets all of the required elements and submits the documents to FEMA Region III for review, any revisions requested by FEMA Region III will be completed and the Plan Update resubmitted.
- After FEMA Region III is satisfied with the Plan Update and designates the Plan Update as “approvable pending adoption,” an Adoption Resolution will be prepared for adoption by each Participating Jurisdiction. The Adoption Resolution will include the following:
 - Responsibility for overall coordination of plan maintenance and implementation including the requirement to provide periodic reporting to the Participating Jurisdiction’s governing body on at least an annual basis
 - Continuing participation in plan maintenance and implementation by the Participating Jurisdiction’s governing body, agencies, and organizations during the subsequent 5-year cycle
 - Specific roles and responsibilities for agencies and organizations as described in the Mitigation Strategy and the mitigation action implementation plans
- The governing body of each Participating Jurisdiction will formally adopt the final version of the Plan and the signed resolutions will be submitted by RRRC to the SHMO who will relay the documents to FEMA Region III for the issuance of approval letters.

Timeline

The process of updating the Region’s Hazard Mitigation Plan, of which the resiliency plan will be a part of, is expected to last 18 to 24 months with the following estimated timeline, subject to change based on funding availability:

1. Grant planning/administration and contracting consultant: July – August 2022
2. Hazard identification and data collection: September 2022 – January 2023
3. Risk and vulnerability assessment: September 2022 – April 2023
4. Capability assessment: January 2023 – June 2023
5. Mitigation strategy development: April 2023 – September 2023
6. Draft plan review: October – November 2023
7. Submit plan to VDEM for review: December 2023
8. Submit plan to FEMA for review: January 2024
9. Local plan adoption: March – April 2024
10. Project closeout: July 2024

Responsible Parties

RRRC staff would handle grant administration, project coordination, meeting planning and facilitation. A consultant would provide technical assistance, data gathering, analysis and plan

writing. Outreach activities are expected to be shared between RRRC, the participating local jurisdictions, and the consultant team.

Each participating jurisdiction has identified a primary and secondary contact person that will serve on the Hazard Mitigation Plan/Resiliency Plan steering committee, as identified in the included letters of intent to participate. These representatives bring experience in emergency management and response, planning and zoning, public works/utilities infrastructure, and community development. Each jurisdiction has also agreed to involve their floodplain administrator (if that individual is not the primary or secondary contact) and other relevant local staff and stakeholders as part of the plan review and update.

In many instances, the designated contacts have participated in previous updates to the regional hazard mitigation plan and are accustomed to the process of reviewing mitigation strategies, capability assessments and critical facilities. Should the steering committee identify areas with lower levels of expertise, the Regional Commission will reach out to partner agencies (VDEM, DEQ, DCR) or other regional organizations to provide guidance and input.

Performance outputs and Measures and Plans for Maintaining Capacity

The Rappahannock-Rapidan Regional Commission will include plan maintenance procedures in the Regional Hazard Mitigation/Resiliency Plan for monitoring of implementation efforts, evaluation of the Plan effectiveness in achieving local and regional goals and procedures for reviewing the Plan based on subsequent disaster events and within the context of FEMA's five-year Hazard Mitigation Plan update cycle.

Plan implementation procedures will be identified to track progress on implementation projects, methods of communicating funding opportunities tied to specific mitigation actions and incorporate co-benefits for identified mitigation actions.

Budget Narrative

The total project cost for the Rappahannock-Rapidan Regional Hazard Mitigation Plan update, inclusive of the incorporation of DCR's identified Resilience Plan Elements into the overall Hazard Mitigation Plan update, is budgeted at \$150,000. A previous application to FEMA's Building Resilient Infrastructure and Communities (BRIC) program will provide \$100,000 in funding for the Hazard Mitigation Plan update. This application requests \$37,500 from the CFPF, with the Regional Commission contributing \$12,500 in cash match, in order to incorporate the Resilience Plan Elements and locally resilience strategies into the plan update.

Included with this application package is a letter certifying authorization to request funding and confirming availability of matching funds.



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TOWN OF WASHINGTON
FREDERIC CATLIN

March 31, 2022

Wendy C. Howard-Cooper
Division Director, Dam Safety & Floodplain Management
Virginia Department of Conservation & Recreation
600 East Main Street, 24th Floor
Richmond, VA 23219-2094

Re: Community Flood Preparedness Fund Application Pledge Agreement

Ms. Howard-Cooper,

At its meeting on February 23, 2022, the Rappahannock-Rapidan Regional Commission (RRRC) approved submission of an application to the Community Flood Preparedness Fund (CFPF) program administered by the Department of Conservation and Recreation. As part of the application, RRRC committed to match grant funds with cash, per the program guidelines. The source of funds will be local per capita dues provided by RRRC's member jurisdictions, or other allowable matching fund source.

Please accept this letter as authorization of the submission of the application and confirmation that, if the grant application is successful, RRRC will provide a cash match of \$12,500, or 25% for the application request, unless a lower match is allowable based on DCR's review of the application. In the latter case, RRRC will provide the amount less than 25% not provided by the Department of Conservation and Recreation.

Thank you for your consideration of the request from RRRC.

Sincerely,

Patrick Mauney
Executive Director



**John C. Egertson, AICP
County Administrator**

302 N. Main Street, Culpeper, Virginia 22701
Phone: (540) 727-3427
E-mail: jegertson@culpepercounty.gov

December 8, 2020

Mr. Patrick Mauney
Executive Director
Rappahannock-Rapidan Regional Commission
420 Southridge Parkway, Suite 106
Culpeper, VA 22701

Subject: Rappahannock-Rapidan Regional Hazard Mitigation Plan Update
Authorization and Letter of Intent to Participate
CULPEPER COUNTY

Dear Mr. Mauney:

Per your letter, dated December 4, 2020, CULPEPER COUNTY is committed to participating in the Rappahannock-Rapidan Regional Hazard Mitigation Plan (HMP) Update project. By way of this letter, the CULPEPER COUNTY:

1. Authorizes the Rappahannock-Rapidan Regional Commission to guide and direct this planning process, perform certain parts of the planning process, and prepare certain parts of the plan documents on our behalf.
2. Agrees to meet the minimum requirements of jurisdictional participation (a.k.a. the Planning Partner Expectations), specifically:
 - Execute and return this “Authorization and Acknowledgement” letter to the Rappahannock-Rapidan Regional Commission.
 - Identify local government representatives to serve as the planning point of contacts (POC), below. These people will be responsible for representing their community and assuring that these participation expectations are met by their community.
 - Support the Steering Committee selected to oversee the development of this plan.
 - Provide representation at steering committee meetings (~ 3 meetings over 8-12 months likely beginning in 2022, including a Kick-Off Meeting and a Jurisdictional Review Workshop meeting).
 - Provide data and information about your community as requested by the Rappahannock-Rapidan Regional Commission, including:

- Structure and facility inventory data
 - Identification of new development and anticipated development
 - Identification of natural hazard risk areas
 - Identification of natural hazard events and losses that have impacted your community in the last five years
 - Identification of plans, reports and ordinances addressing natural hazard risk
 - Identify mitigation activity in our community in the last five years, including progress on previously identified mitigation actions

- Support public outreach efforts in your community which may include:
 - Providing notices of the planning project on our locality website if available with links to a project website hosted on the Commission website
 - Providing notice of the planning project, the availability of Plan documents, and notice of public meetings via available local media (e.g. newsletters, flyers, email blasts, social media, etc.)
 - Advertising and supporting public meetings in your area.

- Assist with the identification of stakeholders within our community that should be informed and potentially involved with the planning process.
- Review draft Plan sections when requested and provide comment and input as appropriate.
- Prepare and submit a local Capability Assessment to the Rappahannock-Rapidan Regional Commission. Templates and instructions to aid in the compilation of this information will be provided to all participating partners. Each partner will be expected to complete their templates in a timely manner and according to the timeline specified by the Steering Committee. The Steering Committee will assure that technical and administrative resources are available to assist with the preparation and completion of the assessments.
- Identify specific mitigation actions to address each of the natural hazards posing high or medium risk to your community.
- Involve your local NFIP Floodplain Administrator in the planning process.
- Adopt the Plan by resolution of their governing body after FEMA conditional approval.
- Periodically provide the Steering Committee with summary or local government staff and volunteer labor spent on the planning process.

3. Assigns the following persons to be the Points of Contact for our jurisdiction. We understand that these POCs are responsible for assuring local representation at steering committee meetings, and assuring that the other minimum requirements of jurisdictional participation, as detailed in the Planning Partner Expectations above, are met.

Primary Project Contact: Bill Ooten, Director of Emergency Management Services

Phone Number: 540-727-7161

Email Address: booten@culpepercounty.gov

Secondary Project Contact: Captain Thomas Dawson

Phone Number: 540-727-7161

Email Address: tdawson@culpepercounty.gov

4. Recognizes that failure to meet the minimum participation expectations and deadlines, as determined by the Steering Committee will result in our locality being excluded from the planning process.

Sincerely,



John Egertson, AICP, County Administrator



COUNTY OF FAUQUIER
OFFICE OF THE COUNTY ADMINISTRATOR

PAUL S. McCULLA
County Administrator

10 Hotel Street, Suite 204
Warrenton, Virginia 20186
PHONE 540-422-8001
FAX 540-422-8022
E-mail: paul.mcculla@faquiercounty.gov

ERIN M. KOZANECKI
Deputy County Administrator

December 9, 2020

Mr. Patrick Mauney
Executive Director
Rappahannock-Rapidan Regional Commission
420 Southridge Parkway, Suite 106
Culpeper, VA 22701

Subject: Rappahannock-Rapidan Hazard Mitigation Plan Update
Authorization and Letter of Intent to Participate
Fauquier County

Dear Mr. Mauney:

Per your letter, dated December 4, 2020, the County of Fauquier is committed to participating in the Rappahannock-Rapidan Regional Hazard Mitigation Plan (HMP) Update project. By way of this letter, the County of Fauquier:

1. Authorizes the Rappahannock-Rapidan Regional Commission to guide and direct this planning process, perform certain parts of the planning process, and prepare certain parts of the plan documents on our behalf.
2. Agrees to meet the minimum requirements of jurisdictional participation (a.k.a. the Planning Partner Expectations), specifically:
 - Execute and return this "Authorization and Acknowledgement" letter to the Rappahannock-Rapidan Regional Commission.
 - Identify local government representatives to serve as the planning point of contacts (POC), below. These people will be responsible for representing their community and assuring that these participation expectations are met by their community.
 - Support the Steering Committee selected to oversee the development of this plan.
 - Provide representation at steering committee meetings (~ 3 meetings over 8-12 months likely beginning in 2022, including a Kick-Off Meeting and a Jurisdictional Review Workshop meeting).

- Provide data and information about your community as requested by the Rappahannock-Rapidan Regional Commission, including:
 - Structure and facility inventory data
 - Identification of new development and anticipated development
 - Identification of natural hazard risk areas
 - Identification of natural hazard events and losses that have impacted your community in the last five years
 - Identification of plans, studies, reports and ordinances addressing natural hazard risk
 - Identify mitigation activity in your community in the last five years, including progress on previously identified mitigation actions
- Support public outreach efforts in your community which may include:
 - Providing notices of the planning project on our locality website if available with links to a project website hosted on the Commission websiteProviding notice of the planning project, the availability of Plan documents, and notice of public meetings via available local media (e.g. newsletters, flyers, email blasts, social media, etc.)
 - Advertising and supporting public meetings in your area.
- Assist with the identification of stakeholders within your community that should be informed and potentially involved with the planning process.
- Review draft Plan sections when requested and provide comment and input as appropriate.
- Prepare and submit a local Capability Assessment to the Rappahannock-Rapidan Regional Commission. Templates and instructions to aid in the compilation of this information will be provided to all participating partners. Each partner will be expected to complete their templates in a timely manner and according to the timeline specified by the Steering Committee. The Steering Committee will assure that technical and administrative resources are available to assist with the preparation and completion of the assessments.
- Identify specific mitigation actions to address each of the natural hazards posing high or medium risk to your community.
- Involve your local NFIP Floodplain Administrator in the planning process.
- Adopt the Plan by resolution of their governing body after FEMA conditional approval.
- Periodically provide the Steering Committee with summary of local government staff and volunteer labor spent on the planning process.

Mr. Patrick Mauney

December 9, 2020

Page 2

3. Assigns the following persons to be the Points of Contact for our jurisdiction. We understand that these POCs are responsible for assuring local representation at steering committee meetings, and assuring that the other minimum requirements of jurisdictional participation, as detailed in the Planning Partner Expectations above, are met.

Michael Guditus, PEM, MEP
Emergency Manager
Fauquier County Department of Fire, Rescue and Emergency Management
62 Culpeper Street, Warrenton, Va. 20186
Office: 540-422-8800
Cell: 540-340-4381
Michael.guditus@fauquiercounty.gov

4. Recognizes that failure to meet the minimum participation expectations and deadlines, as determined by the Steering Committee will result in our locality being excluded from the planning process.

Sincerely,



Paul S. McCulla
County Administrator

PSM:rd

cc: Mr. Darren Stevens, DFREM
Mr. Michael Guditus, DFREM

Chairman
R. Clay Jackson

Vice-Chairman
Charlotte Hoffman

BOARD MEMBER
Amber Foster
Kevin McGhee
Carlton Yowell

County Administrator
Jack Hobbs

County Attorney
Sean D. Gregg

302 Thrift Road
P. O. Box 705
Madison, Virginia 22727
(540) 948-7500 (ph)
(540) 948-3843 (fax)

Madison County Board of Supervisors

December 9, 2020

Patrick Mauney
Executive Director
Rappahannock-Rapidan Regional Commission
420 Southridge Parkway, Suite 106
Culpeper, VA 22701

Subject: Rappahannock-Rapidan Regional Hazard Mitigation Plan Update
Authorization and Letter of Intent to Participate
Madison County, VA

Dear Mr. Mauney:

Per your letter, dated December 4, 2020, Madison County is committed to participating in the Rappahannock-Rapidan Regional Hazard Mitigation Plan (HMP) Update project. By way of this letter, Madison County:

1. Authorizes the Rappahannock-Rapidan Regional Commission to guide and direct this planning process, perform certain parts of the planning process, and prepare certain parts of the plan documents on our behalf.
2. Agrees to meet the minimum requirements of jurisdictional participation (a.k.a. the Planning Partner Expectations), specifically:
 - Execute and return this “Authorization and Acknowledgement” letter to the Rappahannock-Rapidan Regional Commission.
 - Identify local government representatives to serve as the planning point of contacts (POC), below. These people will be responsible for representing their community and assuring that these participation expectations are met by their community.
 - Support the Steering Committee selected to oversee the development of this plan.
 - Provide representation at steering committee meetings (~ 3 meetings over 8-12 months likely beginning in 2022, including a Kick-Off Meeting and a Jurisdictional Review Workshop meeting).
 - Provide data and information about your community as requested by the Rappahannock-Rapidan Regional Commission, including:
 - Structure and facility inventory data

- Identification of new development and anticipated development
 - Identification of natural hazard risk areas
 - Identification of natural hazard events and losses that have impacted your community in the last five years
 - Identification of plans, studies, reports and ordinances addressing natural hazard risk
 - Identify mitigation activity in your community in the last five years, including progress on previously identified mitigation actions
 - Support public outreach efforts in your community which may include:
 - Providing notices of the planning project on our locality website if available with links to a project website hosted on the Commission website
 - Providing notice of the planning project, the availability of Plan documents, and notice of public meetings via available local media (e.g. newsletters, flyers, email blasts, social media, etc.)
 - Advertising and supporting public meetings in your area.
 - Assist with the identification of stakeholders within your community that should be informed and potentially involved with the planning process.
 - Review draft Plan sections when requested and provide comment and input as appropriate.
 - Prepare and submit a local Capability Assessment to the Rappahannock-Rapidan Regional Commission. Templates and instructions to aid in the compilation of this information will be provided to all participating partners. Each partner will be expected to complete their templates in a timely manner and according to the timeline specified by the Steering Committee. The Steering Committee will assure that technical and administrative resources are available to assist with the preparation and completion of the assessments.
 - Identify specific mitigation actions to address each of the natural hazards posing high or medium risk to your community.
 - Involve your local NFIP Floodplain Administrator in the planning process.
 - Adopt the Plan by resolution of their governing body after FEMA conditional approval.
 - Periodically provide the Steering Committee with summary or local government staff and volunteer labor spent on the planning process.
3. Assigns the following persons to be the Points of Contact for our jurisdiction. We understand that these POCs are responsible for assuring local representation at steering committee meetings and assuring that the other minimum requirements of jurisdictional participation, as detailed in the Planning Partner Expectations above, are met.

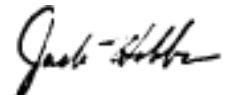
Primary Project Contact: John Sherer
Phone Number: 540/383-2057
Email Address: jsherer@madisonco.virginia.gov

Secondary Project Contact: Brian Gordon
Phone Number: 540/948-5161
Email Address: bgordon@madisonco.virginia.gov

Page 3 of 3
Patrick Mauney
December 9, 2020

4. Recognizes that failure to meet the minimum participation expectations and deadlines, as determined by the Steering Committee will result in our locality being excluded from the planning process.

Sincerely,



Jack Hobbs
County Administrator

Cc: John Sherer, Emergency Services Coordinator
Brian Gordon, Director of Emergency Communications

ORANGE COUNTY, VIRGINIA

OFFICE OF THE COUNTY ADMINISTRATOR

THEODORE L. VOORHEES
COUNTY ADMINISTRATOR

tvoorhees@orangecountyva.gov
PHONE: (540) 672-3313
FAX: (540) 672-1679
orangecountyva.gov



MAILING ADDRESS:
P. O. Box 111
ORANGE, VA 22960

PHYSICAL ADDRESS:
112 WEST MAIN STREET
ORANGE, VA 22960

December 8, 2020

Mr. Patrick Mauney
Executive Director
Rappahannock-Rapidan Regional Commission
420 Southridge Parkway, Suite 106
Culpeper, Virginia 22701

Subject: Rappahannock-Rapidan Regional Hazard Mitigation Plan Update
Authorization and Letter of Intent to Participate
County of Orange

Dear Mr. Mauney:

Per your letter, dated December 4, 2020, the County of Orange is committed to participating in the Rappahannock-Rapidan Regional Hazard Mitigation Plan (HMP) Update project. By way of this letter, the County of Orange:

1. Authorizes the Rappahannock-Rapidan Regional Commission to guide and direct this planning process, perform certain parts of the planning process, and prepare certain parts of the plan documents on our behalf.

2. Agrees to meet the minimum requirements of jurisdictional participation (a.k.a. the Planning Partner Expectations), specifically:

- Execute and return this 'Authorization and Acknowledgement' letter to the Rappahannock-Rapidan Regional Commission.
- Identify local government representatives to serve as the planning point of contacts (POC), below. These people will be responsible for representing their community and assuring that these participation expectations are met by their community.
- Support the Steering Committee selected to oversee the development of this plan.
- Provide representation at steering committee meetings (~ 3 meetings over 8-12 months likely beginning in 2022, including a Kick-Off Meeting and a Jurisdictional Review Workshop meeting).
- Provide data and information about your community as requested by the Rappahannock-Rapidan Regional Commission, including:
 - Structure and facility inventory data
 - Identification of new development and anticipated development
 - Identification of natural hazard risk areas
 - Identification of natural hazard events and losses that have impacted your community in the last five years

- Identification of plans, studies, reports and ordinances addressing natural hazard risk
 - Identify mitigation activity in your community in the last five years, including progress on previously identified mitigation actions
- Support public outreach efforts in your community which may include:
 - Providing notices of the planning project on our locality website if available with links to a project website hosted on the Commission website
 - Providing notice of the planning project, the availability of Plan documents, and notice of public meetings via available local media (e.g. newsletters, flyers, email blasts, social media, etc.)
 - Advertising and supporting public meetings in your area.
- Assist with the identification of stakeholders within your community that should be informed and potentially involved with the planning process.
- Review draft Plan sections when requested and provide comment and input as appropriate.
- Prepare and submit a local Capability Assessment to the Rappahannock-Rapidan Regional Commission. Templates and instructions to aid in the compilation of this information will be provided to all participating partners. Each partner will be expected to complete their templates in a timely manner and according to the timeline specified by the Steering Committee. The Steering Committee will assure that technical and administrative resources are available to assist with the preparation and completion of the assessments.
- Identify specific mitigation actions to address each of the natural hazards posing high or medium risk to your community.
- Involve your local NFIP Floodplain Administrator in the planning process.
- Adopt the Plan by resolution of their governing body after FEMA conditional approval.
- Periodically provide the Steering Committee with summary or local government staff and volunteer labor spent on the planning process.

3. Assigns the following persons to be the Points of Contact for our jurisdiction. We understand that these POCs are responsible for assuring local representation at steering committee meetings and assuring that the other minimum requirements of jurisdictional participation, as detailed in the Planning Partner Expectations above, are met.

Primary Project Contact: Nathan Mort, Chief of Fire and EMS
Phone Number: (540) 406-1484
Email Address: nmort@orangecountyva.gov

Secondary Project Contact: Roger Wilson, Assistant Chief of Operations
Phone Number: (540) 406-9245
Email Address: rwilson@orangecountyva.gov

4. Recognizes that failure to meet the minimum participation expectations and deadlines, as determined by the Steering Committee will result in our locality being excluded from the planning process.

Sincerely,



Theodore L. Voorhees
County Administrator

Garrey W. Curry, Jr.,
County Administrator



Christine Smith, Chair
Debbie P. Donehey, Vice-Chair
Ronald L. Frazier
I. Christopher Parrish
Keir A. Whitson

RAPPAHANNOCK COUNTY
COUNTY ADMINISTRATOR'S OFFICE

3 Library Road - P.O. Box 519
Washington, Virginia 22747-0519
Phone: (540) 675-5330 Fax: (540) 675-5331
www.rappahannockcountyva.gov

December 9, 2020

Mr. Patrick Mauney
Executive Director
Rappahannock-Rapidan Regional Commission
420 Southridge Parkway, Suite 106
Culpeper, VA 22701

Subject: Rappahannock-Rapidan Hazard Mitigation Plan Update
Authorization and Letter of Intent to Participate
Rappahannock County

Dear Mr. Mauney:

Per your letter, dated December 4, 2020, the Rappahannock County, is committed to participating in the Rappahannock-Rapidan Hazard Mitigation Plan (HMP) Update project. By way of this letter, the Rappahannock County:

1. Authorizes the Rappahannock-Rapidan Regional Commission to guide and direct this planning process, perform certain parts of the planning process, and prepare certain parts of the plan documents on our behalf.
2. Agrees to meet the minimum requirements of jurisdictional participation (a.k.a. the Planning Partner Expectations), specifically:
 - Execute and return this “Authorization and Acknowledgement” letter to the Rappahannock-Rapidan Regional Commission.
 - Identify local government representatives to serve as the planning point of contacts (POC), below. These people will be responsible for representing their community and assuring that these participation expectations are met by their community.
 - Support the Steering Committee selected to oversee the development of this plan.
 - Provide representation at steering committee meetings (~ 3 meetings over 8-12 months likely beginning in 2022, including a Kick-Off Meeting and a Jurisdictional Review Workshop meeting).
 - Provide data and information about your community as requested by the Rappahannock-Rapidan Regional Commission, including:
 - Structure and facility inventory data
 - Identification of new development and anticipated development

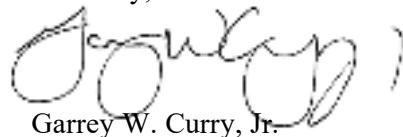
- Identification of natural hazard risk areas
 - Identification of natural hazard events and losses that have impacted your community in the last five years
 - Identification of plans, studies, reports and ordinances addressing natural hazard risk
 - Identify mitigation activity in your community in the last five years, including progress on previously identified mitigation actions
- Support public outreach efforts in your community which may include:
 - Providing notices of the planning project on our locality website if available with links to a project website hosted on the Commission website
 - Providing notice of the planning project, the availability of Plan documents, and notice of public meetings via available local media (e.g. newsletters, flyers, email blasts, social media, etc.)
 - Advertising and supporting public meetings in your area.
- Assist with the identification of stakeholders within your community that should be informed and potentially involved with the planning process.
- Review draft Plan sections when requested and provide comment and input as appropriate.
- Prepare and submit a local Capability Assessment to the Rappahannock-Rapidan Regional Commission. Templates and instructions to aid in the compilation of this information will be provided to all participating partners. Each partner will be expected to complete their templates in a timely manner and according to the timeline specified by the Steering Committee. The Steering Committee will assure that technical and administrative resources are available to assist with the preparation and completion of the assessments.
- Identify specific mitigation actions to address each of the natural hazards posing high or medium risk to your community.
- Involve your local NFIP Floodplain Administrator in the planning process.
- Adopt the Plan by resolution of their governing body after FEMA conditional approval.
- Periodically provide the Steering Committee with summary or local government staff and volunteer labor spent on the planning process.

3. Assigns the following persons to be the Points of Contact for our jurisdiction. We understand that these POCs are responsible for assuring local representation at steering committee meetings, and assuring that the other minimum requirements of jurisdictional participation, as detailed in the Planning Partner Expectations above, are met.

Primary Project Contact: Emergency Management Coordinator (currently vacant, G. Curry interim)
 Phone Number: (540) 675-5322
 Email Address: emanagement@rappahannockcountyva.gov
 Secondary Project Contact: Garrey W. Curry, Jr.
 Phone Number: (540) 675-5330
 Email Address: gcurry@rappahannockcountyva.gov

4. Recognizes that failure to meet the minimum participation expectations and deadlines, as determined by the Steering Committee will result in our locality being excluded from the planning process.

Sincerely,



Garrey W. Curry, Jr.
County Administrator



TOWN OF CULPEPER

400 S. Main St., Suite 101 • Culpeper, VA 22701
(540) 829-8250 • FAX (540) 829-8249
www.culpepervva.gov

Town Council

Michael T. Olinger, Mayor
William M. Yowell, Vice Mayor
Keith L. Brown
Jamie Clancey
Keith D. Price
Frank Reaves Jr.
Pranas A. Rimeikis
Jon D. Russell
Meaghan E. Taylor

Town Manager

Christopher D. Hively, PE

December 7, 2020

Mr. Patrick Mauney
Executive Director
Rappahannock-Rapidan Regional Commission
420 Southridge Parkway, Suite 106
Culpeper, VA 22701

Subject: Rappahannock-Rapidan Hazard Mitigation Plan Update
Authorization and Letter of Intent to Participate
Town of Culpeper

Dear Mr. Mauney:

Per your letter, dated December 4, 2020, the Town of Culpeper, is committed to participating in the Rappahannock-Rapidan Regional Hazard Mitigation Plan (HMP) Update project. By way of this letter, the Town of Culpeper:

1. Authorizes the Rappahannock-Rapidan Regional Commission to guide and direct this planning process, perform certain parts of the planning process, and prepare certain parts of the plan documents on our behalf.
2. Agrees to meet the minimum requirements of jurisdictional participation (a.k.a. the Planning Partner Expectations), specifically:

- Execute and return this “Authorization and Acknowledgement” letter to the Rappahannock-Rapidan Regional Commission.
- Identify local government representatives to serve as the planning point of contacts (POC), below. These people will be responsible for representing their community and assuring that these participation expectations are met by their community.
- Support the Steering Committee selected to oversee the development of this plan.
- Provide representation at steering committee meetings (~ 3 meetings over 8-12 months likely beginning in 2022, including a Kick-Off Meeting and a Jurisdictional Review Workshop meeting).
- Provide data and information about your community as requested by the Rappahannock-Rapidan Regional Commission, including:
 - Structure and facility inventory data
 - Identification of new development and anticipated development
 - Identification of natural hazard risk areas
 - Identification of natural hazard events and losses that have impacted your community in the last five years
 - Identification of plans, studies, reports and ordinances addressing natural hazard risk
 - Identify mitigation activity in your community in the last five years, including progress on previously identified mitigation actions
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 - Providing notices of the planning project on our locality website if available with links to a project

- website hosted on the Commission website
 - Providing notice of the planning project, the availability of Plan documents, and notice of public meetings via available local media (e.g. newsletters, flyers, email blasts, social media, etc.)
 - Advertising and supporting public meetings in your area.
-
- Assist with the identification of stakeholders within your community that should be informed and potentially involved with the planning process.
 - Review draft Plan sections when requested and provide comment and input as appropriate.
 - Prepare and submit a local Capability Assessment to the Rappahannock-Rapidan Regional Commission. Templates and instructions to aid in the compilation of this information will be provided to all participating partners. Each partner will be expected to complete their templates in a timely manner and according to the timeline specified by the Steering Committee. The Steering Committee will assure that technical and administrative resources are available to assist with the preparation and completion of the assessments.
 - Identify specific mitigation actions to address each of the natural hazards posing high or medium risk to your community.
 - Involve your local NFIP Floodplain Administrator in the planning process.
 - Adopt the Plan by resolution of their governing body after FEMA conditional approval.
 - Periodically provide the Steering Committee with summary or local government staff and volunteer labor spent on the planning process.

3. Assigns the following persons to be the Points of Contact for our jurisdiction. We understand that these POCs are responsible for assuring local representation at steering committee meetings, and assuring that the other minimum requirements of jurisdictional participation, as detailed in the Planning Partner Expectations above, are met.

Primary Project Contact: Jim Hoy

Phone Number: 825-0285

Email Address: jhoy@culpeperva.gov

Secondary Project Contact: Andrew Hopewell

Phone Number: 829-8260

Email Address: ahopewell@culpeperva.gov

4. Recognizes that failure to meet the minimum participation expectations and deadlines, as determined by the Steering Committee will result in our locality being excluded from the planning process.

Sincerely,



Christopher D. Hively
Town Manager

Cc: Jim Hoy
Andrew Hopewell



Town of Gordonsville, Virginia

Office of the Town Manager

Post Office Box 276
112 South Main Street
Gordonsville, Virginia 22942
Phone: (540) 832-2233; Fax: (540) 832-2449
E-mail: dkonda@gordonsville.org

December 22, 2020

Mr. Patrick Mauney
Executive Director
Rappahannock-Rapidan Regional Commission
420 Southridge Parkway, Suite 106
Culpeper, VA 22701

Subject: Rappahannock-Rapidan Regional Hazard Mitigation Plan Update Authorization and Letter of Intent to Participate - Town of Gordonsville

Dear Mr. Mauney:

Per your letter, dated December 4, 2020, the Town of Gordonsville is committed to participating in the Rappahannock-Rapidan Regional Hazard Mitigation Plan (HMP) Update project. By way of this letter, the Town:

1. Authorizes the Rappahannock-Rapidan Regional Commission to guide and direct this planning process, perform certain parts of the planning process, and prepare certain parts of the plan documents on our behalf.
2. Agrees to meet the minimum requirements of jurisdictional participation (a.k.a. the Planning Partner Expectations), specifically:
 - Execute and return this "Authorization and Acknowledgement" letter to the Rappahannock-Rapidan Regional Commission.
 - Identify local government representatives to serve as the planning point of contacts (POC), below. These people will be responsible for representing their community and assuring that these participation expectations are met by their community.
 - Support the Steering Committee selected to oversee the development of this plan.
 - Provide representation at steering committee meetings (~ 3 meetings over 8-12 months likely beginning in 2022, including a Kick-Off Meeting and a Jurisdictional Review Workshop meeting).

- Provide data and information about our community as requested by the Rappahannock-Rapidan Regional Commission, including:
 - Structure and facility inventory data
 - Identification of new development and anticipated development
 - Identification of natural hazard risk areas
 - Identification of natural hazard events and losses that have impacted our community in the last five years
 - Identification of plans, studies, reports and ordinances addressing natural hazard risk
 - Identify mitigation activity in our community in the last five years, including progress on previously identified mitigation actions
- Support public outreach efforts in our community which may include:
 - Providing notices of the planning project on our locality website if available with links to a project website hosted on the Commission website
 - Providing notice of the planning project, the availability of Plan documents, and notice of public meetings via available local media (e.g. newsletters, flyers, email blasts, social media, etc.)
 - Advertising and supporting public meetings in our area.
 - Assist with the identification of stakeholders within our community that should be informed and potentially involved with the planning process.
 - Review draft Plan sections when requested and provide comment and input as appropriate.
 - Prepare and submit a local Capability Assessment to the Rappahannock-Rapidan Regional Commission. Templates and instructions to aid in the compilation of this information will be provided to all participating partners. Each partner will be expected to complete their templates in a timely manner and according to the timeline specified by the Steering Committee. The Steering Committee will assure that technical and administrative resources are available to assist with the preparation and completion of the assessments.
 - Identify specific mitigation actions to address each of the natural hazards posing high or medium risk to our community.
 - Involve our local NFIP Floodplain Administrator in the planning process.
 - Adopt the Plan by resolution of their governing body after FEMA conditional approval.
 - Periodically provide the Steering Committee with summary of local government staff and volunteer labor spent on the planning process.

Patrick Mauney
December 22, 2020
Page 3 of 3

3. Assigns the following persons to be the Points of Contact for our jurisdiction. We understand that these POCs are responsible for ensuring local representation at steering committee meetings, and ensuring that the other minimum requirements of jurisdictional participation, as detailed in the Planning Partner Expectations above, are met.

Primary Project Contact: Deborah S. Kendall, AICP, Town Manager

Phone Number: 540-832-2233

Email Address: dkendall@gordonsville.org

Secondary Project Contact: Robert K. Coiner, Mayor

Phone Number: 540-832-3264

Email Address: bobbycoiner@gmail.com

4. Recognizes that failure to meet the minimum participation expectations and deadlines, as determined by the Steering Committee, will result in our locality being excluded from the planning process.

We look forward to working with you on this important endeavor.

Sincerely,

TOWN OF GORDONSVILLE



Deborah S. Kendall, AICP
Town Manager

Cc: Mayor and members of Council
Janet W. Jones, Town Clerk

January 8, 2021

Mr. Patrick Mauney
Executive Director
Rappahannock-Rapidan Regional Commission
420 Southridge Parkway, Suite 106
Culpeper, VA 22701

Subject: Rappahannock-Rapidan Regional Hazard Mitigation Plan Update
Authorization and Letter of Intent to Participate
TOWN OF MADISON

Dear Mr. Mauney:

Per your letter, dated December 4, 2020, the **TOWN OF MADISON**, is committed to participating in the Rappahannock-Rapidan Regional Hazard Mitigation Plan (HMP) Update project. By way of this letter, the **TOWN OF MADISON**:

1. Authorizes the Rappahannock-Rapidan Regional Commission to guide and direct this planning process, perform certain parts of the planning process, and prepare certain parts of the plan documents on our behalf.
2. Agrees to meet the minimum requirements of jurisdictional participation (a.k.a. the Planning Partner Expectations), specifically:
 - Execute and return this “Authorization and Acknowledgement” letter to the Rappahannock-Rapidan Regional Commission.
 - Identify local government representatives to serve as the planning point of contacts (POC), below. These people will be responsible for representing their community and assuring that these participation expectations are met by their community.
 - Support the Steering Committee selected to oversee the development of this plan.
 - Provide representation at steering committee meetings (~ 3 meetings over 8-12 months likely beginning in 2022, including a Kick-Off Meeting and a Jurisdictional Review Workshop meeting).
 - Provide data and information about your community as requested by the Rappahannock-Rapidan Regional Commission, including:
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 - Identification of new development and anticipated development
 - Identification of natural hazard risk areas
 - Identification of natural hazard events and losses that have impacted your community in the last five years
 - Identification of plans, studies, reports and ordinances addressing natural hazard risk
 - Identify mitigation activity in your community in the last five years, including progress on previously identified mitigation actions
 - Support public outreach efforts in your community which may include:
 - Providing notices of the planning project on our locality website if available with links to a project website hosted on the Commission website

- Providing notice of the planning project, the availability of Plan documents, and notice of public meetings via available local media (e.g. newsletters, flyers, email blasts, social media, etc.)
- Advertising and supporting public meetings in your area.

- Assist with the identification of stakeholders within your community that should be informed and potentially involved with the planning process.
- Review draft Plan sections when requested and provide comment and input as appropriate.
- Prepare and submit a local Capability Assessment to the Rappahannock-Rapidan Regional Commission. Templates and instructions to aid in the compilation of this information will be provided to all participating partners. Each partner will be expected to complete their templates in a timely manner and according to the timeline specified by the Steering Committee. The Steering Committee will assure that technical and administrative resources are available to assist with the preparation and completion of the assessments.
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- Involve your local NFIP Floodplain Administrator in the planning process.
- Adopt the Plan by resolution of their governing body after FEMA conditional approval.
- Periodically provide the Steering Committee with summary or local government staff and volunteer labor spent on the planning process.

3. Assigns the following persons to be the Points of Contact for our jurisdiction. We understand that these POCs are responsible for assuring local representation at steering committee meetings, and assuring that the other minimum requirements of jurisdictional participation, as detailed in the Planning Partner Expectations above, are met.

Primary Project Contact: MAYOR WILLIAM LAMAR

Phone Number: 540-948-6717

Email Address: mbkrcy@yahoo.com

Secondary Project Contact: NANCY KNIGHTING

Phone Number: 540-948-7031

Email Address: niteing@verizon.net

4. Recognizes that failure to meet the minimum participation expectations and deadlines, as determined by the Steering Committee will result in our locality being excluded from the planning process.

Sincerely,



**Town of Orange
Town Manager's Office**

119 Bellevue Avenue, Orange, Virginia 22960
Phone: (540) 672-5005 Fax: (540) 672-4435
Email: townmanager@townoforangeva.org

December 9, 2020

Mr. Patrick Mauney
Executive Director
Rappahannock-Rapidan Regional Commission
420 Southridge Parkway, Suite 106
Culpeper, VA 22701

Subject: Rappahannock-Rapidan Regional Hazard Mitigation Plan Update
Authorization and Letter of Intent to Participate
Town of Orange

Dear Mr. Mauney:

Per your letter, dated December 4, 2020, the Town of Orange is committed to participating in the Rappahannock-Rapidan Regional Hazard Mitigation Plan (HMP) Update project. By way of this letter, the Town of Orange

1. Authorizes the Rappahannock-Rapidan Regional Commission to guide and direct this planning process, perform certain parts of the planning process, and prepare certain parts of the plan documents on our behalf.

2. Agrees to meet the minimum requirements of jurisdictional participation (a.k.a. the Planning Partner Expectations), specifically:

- Execute and return this “Authorization and Acknowledgement” letter to the Rappahannock-Rapidan Regional Commission.
- Identify local government representatives to serve as the planning point of contacts (POC), below. These people will be responsible for representing their community and assuring that these participation expectations are met by their community.
- Support the Steering Committee selected to oversee the development of this plan.
- Provide representation at steering committee meetings (~ 3 meetings over 8-12 months likely beginning in 2022, including a Kick-Off Meeting and a Jurisdictional Review Workshop meeting).
- Provide data and information about your community as requested by the Rappahannock-Rapidan Regional Commission, including:
 - Structure and facility inventory data
 - Identification of new development and anticipated development
 - Identification of natural hazard risk areas

- Identification of natural hazard events and losses that have impacted your community in the last five years
- Identification of plans, studies, reports and ordinances addressing natural hazard risk
- Identify mitigation activity in your community in the last five years, including progress on previously identified mitigation actions

- Support public outreach efforts in your community which may include:
 - Providing notices of the planning project on our locality website if available with links to a project website hosted on the Commission website
 - Providing notice of the planning project, the availability of Plan documents, and notice of public meetings via available local media (e.g. newsletters, flyers, email blasts, social media, etc.)
 - Advertising and supporting public meetings in your area.
- Assist with the identification of stakeholders within your community that should be informed and potentially involved with the planning process.
- Review draft Plan sections when requested and provide comment and input as appropriate.
- Prepare and submit a local Capability Assessment to the Rappahannock-Rapidan Regional Commission. Templates and instructions to aid in the compilation of this information will be provided to all participating partners. Each partner will be expected to complete their templates in a timely manner and according to the timeline specified by the Steering Committee. The Steering Committee will assure that technical and administrative resources are available to assist with the preparation and completion of the assessments.
- Identify specific mitigation actions to address each of the natural hazards posing high or medium risk to your community.
- Involve your local NFIP Floodplain Administrator in the planning process.
- Adopt the Plan by resolution of their governing body after FEMA conditional approval.
- Periodically provide the Steering Committee with summary or local government staff and volunteer labor spent on the planning process.

- Assigns the following persons to be the Points of Contact for our jurisdiction. We understand that these POCs are responsible for assuring local representation at steering committee meetings, and assuring that the other minimum requirements of jurisdictional participation, as detailed in the Planning Partner Expectations above, are met.

Primary Project Contact: John G. Cooley

Phone Number: (540) 672-6917

Email Address: townplanner@townoforangeva.org

Secondary Project Contact: Gregory S. Woods

Phone Number: (540) 672-5005

Email Address: townmanager@townoforangeva.org

4. Recognizes that failure to meet the minimum participation expectations and deadlines, as determined by the Steering Committee will result in our locality being excluded from the planning process.

Sincerely,



Gregory S. Woods
Town Manager

GSW/

1/5/2021

Mr. Patrick Mauney
Executive Director
Rappahannock-Rapidan Regional Commission
420 Southridge Parkway, Suite 106
Culpeper, VA 22701

Subject: Rappahannock-Rapidan Regional Hazard Mitigation Plan Update
Authorization and Letter of Intent to Participate
Town of Remington

Dear Mr. Mauney:

Per your letter, dated December 4, 2020, the Town of Remington is committed to participating in the Rappahannock-Rapidan Regional Hazard Mitigation Plan (HMP) Update project. By way of this letter, the Town of Remington:

1. Authorizes the Rappahannock-Rapidan Regional Commission to guide and direct this planning process, perform certain parts of the planning process, and prepare certain parts of the plan documents on our behalf.
2. Agrees to meet the minimum requirements of jurisdictional participation (a.k.a. the Planning Partner Expectations), specifically:
 - Execute and return this "Authorization and Acknowledgement" letter to the Rappahannock-Rapidan Regional Commission.
 - Identify local government representatives to serve as the planning point of contacts (POC), below. These people will be responsible for representing their community and assuring that these participation expectations are met by their community.
 - Support the Steering Committee selected to oversee the development of this plan.
 - Provide representation at steering committee meetings (~3 meetings over 8-12 months likely beginning in 2022, including Kick-Off Meeting and a Jurisdictional Review Workshop meeting).
 - Provide data and information about your community as requested by the Rappahannock-Rapidan Regional Commission, including:
 - Structure and facility inventory data
 - Identification of new development and anticipated development
 - Identification of natural hazard risk areas
 - Identification of natural hazard events and losses that have impacted your community in the last five years.
 - Identification of plans, studies, reports and ordinances addressing natural hazard risk.
 - Identify mitigation activity in your community in the last five years, including progress on previously identified mitigation actions.
 - Support public outreach efforts in your community which may include:

- Providing notices of the planning project on our locality website if available with links to a project website hosted on the Commission website.
- Providing notice of the planning project, the availability of Plan documents, and notice of public meetings via available local media (e.g., newsletter, flyers, email blasts, social media, etc.) Advertising and supporting public meetings in your area.
- Assist with the identification of stakeholders within your community that should be informed and potentially involved with the planning process.
- Review and draft Plan sections when requested and provide comment and input as appropriate.
- Prepare and submit a local Capability Assessment to the Rappahannock-Rapidan Regional Commission. Templates and instructions to aid in the compilation of this information will be provided to all participating partners. Each partner will be expected to complete their templates in a timely manner and according to the timeline specified by the Steering Committee. The Steering Committee will assure that technical and administrative resources are available to assist with the preparation and completion of the assessments.
- Identify specific mitigation actions to address each of the natural hazards posing high or medium risk to your community.
- Involve your local NFIP Floodplain Administrator in the planning process.
- Adopt the Plan by resolution of their governing body after FEMA conditional approval.
- Periodically provide the Steering Committee with summary of local government staff and volunteer labor spent on the planning process.

3. Assigns the following persons to be the Points of Contact for our jurisdiction. We understand that these POC's are responsible for assuring local representation at steering committee meetings, and assuring that the other minimum requirements of jurisdictional participation, as detailed in the Planning Partner Expectations above, are met.

Primary Project Contact: James Steward
Phone Number: 540-439-3220
Email Address: JSteward@remington-va.gov

Secondary Project Contact: Sharon Lee
Phone Number: 540-439-3220
Email Address: Slee@remington-va.gov

4. Recognizes that failure to meet the minimum participation expectations and deadlines, as determined by the Steering Committee will result in our locality being excluded from the planning process.

Sincerely,



James Steward
Town Superintendent



Brandie Schaeffer
TOWN MANAGER
T(540) 347-1101
bschaeffer@warrentonva.gov

TOWN COUNCIL
H.E. Carter Nevill, Mayor
Renard J. Carlos
Sean M. Polster
Heather D. Sutphin
William T. Semple II
Brett A. Hamby
James N. Hartman III
Kevin T. Carter

December 7, 2020

Mr. Patrick Mauney
Executive Director
Rappahannock-Rapidan Regional Commission
420 Southridge Parkway, Suite 106
Culpeper, VA 22701

Subject: Rappahannock-Rapidan Regional Hazard Mitigation Plan Update
Authorization and Letter of Intent to Participate
Town of Warrenton, Virginia

Dear Mr. Mauney:

Per your letter, dated December 4, 2020, the Town of Warrenton is committed to participating in the Rappahannock-Rapidan Regional Hazard Mitigation Plan (HMP) Update project. By way of this letter, the Town of Warrenton:

1. Authorizes the Rappahannock-Rapidan Regional Commission to guide and direct this planning process, perform certain parts of the planning process, and prepare certain parts of the plan documents on our behalf.
2. Agrees to meet the minimum requirements of jurisdictional participation (a.k.a. the Planning Partner Expectations), specifically:
 - Execute and return this "Authorization and Acknowledgement" letter to the Rappahannock-Rapidan Regional Commission.
 - Identify local government representatives to serve as the planning points of contact (POCs) below.
 - Support the Steering Committee selected to oversee the development of this plan.
 - Provide representation at steering committee meetings (~ 3 meetings over 8-12 months likely beginning in 2022, including a Kick-Off Meeting and a Jurisdictional Review Workshop meeting).
 - Provide data and information about your community as requested by the Rappahannock-Rapidan Regional Commission, including:
 - Structure and facility inventory data
 - Identification of new development and anticipated development
 - Identification of natural hazard risk areas
 - Identification of natural hazard events and losses that have impacted your community in the last five years
 - Identification of plans, studies, reports, and ordinances addressing natural hazard risk
 - Identify mitigation activity in your community in the last five years, including progress on previously identified mitigation actions



Brandie Schaeffer
TOWN MANAGER
T(540) 347-4505
bschaeffer@warrentonva.gov

TOWN COUNCIL
H.E. Carter Nevill, Mayor
Robert Kravetz, Vice Mayor
Sean Polster
Jerry Wood
Alec Burnett
Brett Hamby
Renard Carlos
Kevin Carter

- Support public outreach efforts in your community, which may include:
 - Providing notices of the planning project on our locality website if available with links to a project website hosted on the Commission website
 - Providing notice of the planning project, the availability of Plan documents, and notice of public meetings via available local media (e.g., newsletters, flyers, email blasts, social media, etc.)
 - Advertising and supporting public meetings in your area.
- Assist with identifying stakeholders within your community that should be informed and potentially involved with the planning process.
- Review draft Plan sections when requested and provide comments and input as appropriate.
- Prepare and submit a local Capability Assessment to the Rappahannock-Rapidan Regional Commission.
- Identify specific mitigation actions to address each of the natural hazards posing a high or medium risk to your community.
- Involve your local NFIP Floodplain Administrator in the planning process.
- Adopt the plan by resolution of their governing body after FEMA's conditional approval.
- Periodically provide the Steering Committee with a summary of local government staff and volunteer labor spent on the planning process.

3. Assigns the following persons to be the Points of Contact for our jurisdiction. We understand that these POCs are responsible for assuring local representation at steering committee meetings and assuring that jurisdictional participation's other minimum requirements, as detailed in the Planning Partner Expectations above, are met.

Primary Project Contact: Michael Potter

Phone Number: (540) 340-4308

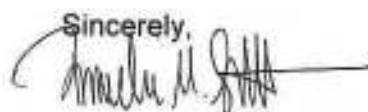
Email Address: mpotter@warrentonva.gov

Secondary Project Contact: Dustin Dawson

Phone Number: 540-718-1894

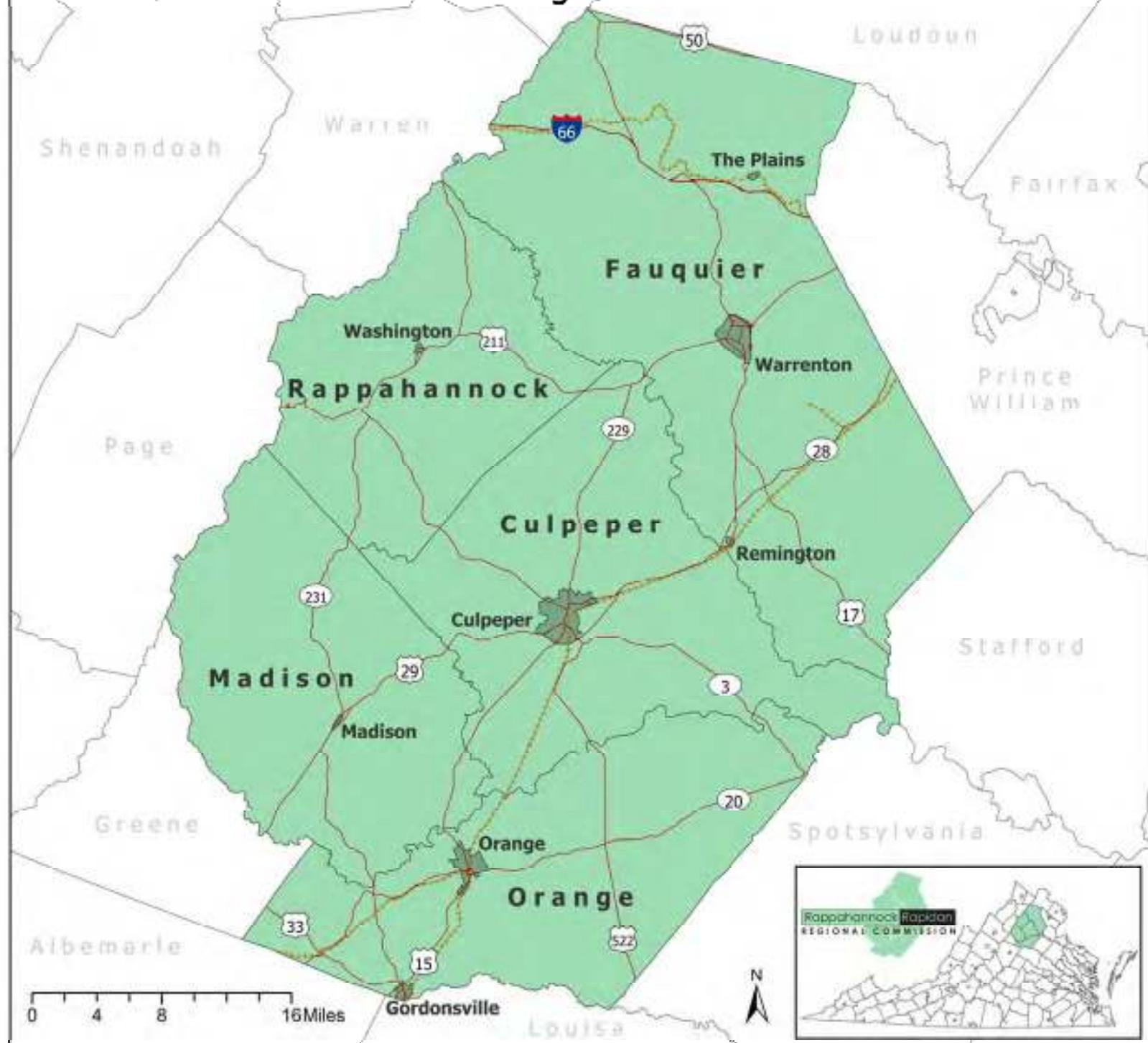
Email Address: ddawson@warrentonva.gov

4. Recognizes that failure to meet the minimum participation expectations and deadlines, as determined by the Steering Committee, will result in our locality being excluded from the planning process.

Sincerely,

Brandie M. Schaeffer
Town Manager

Rappahannock-Rapidan Regional Commission

Planning District 9



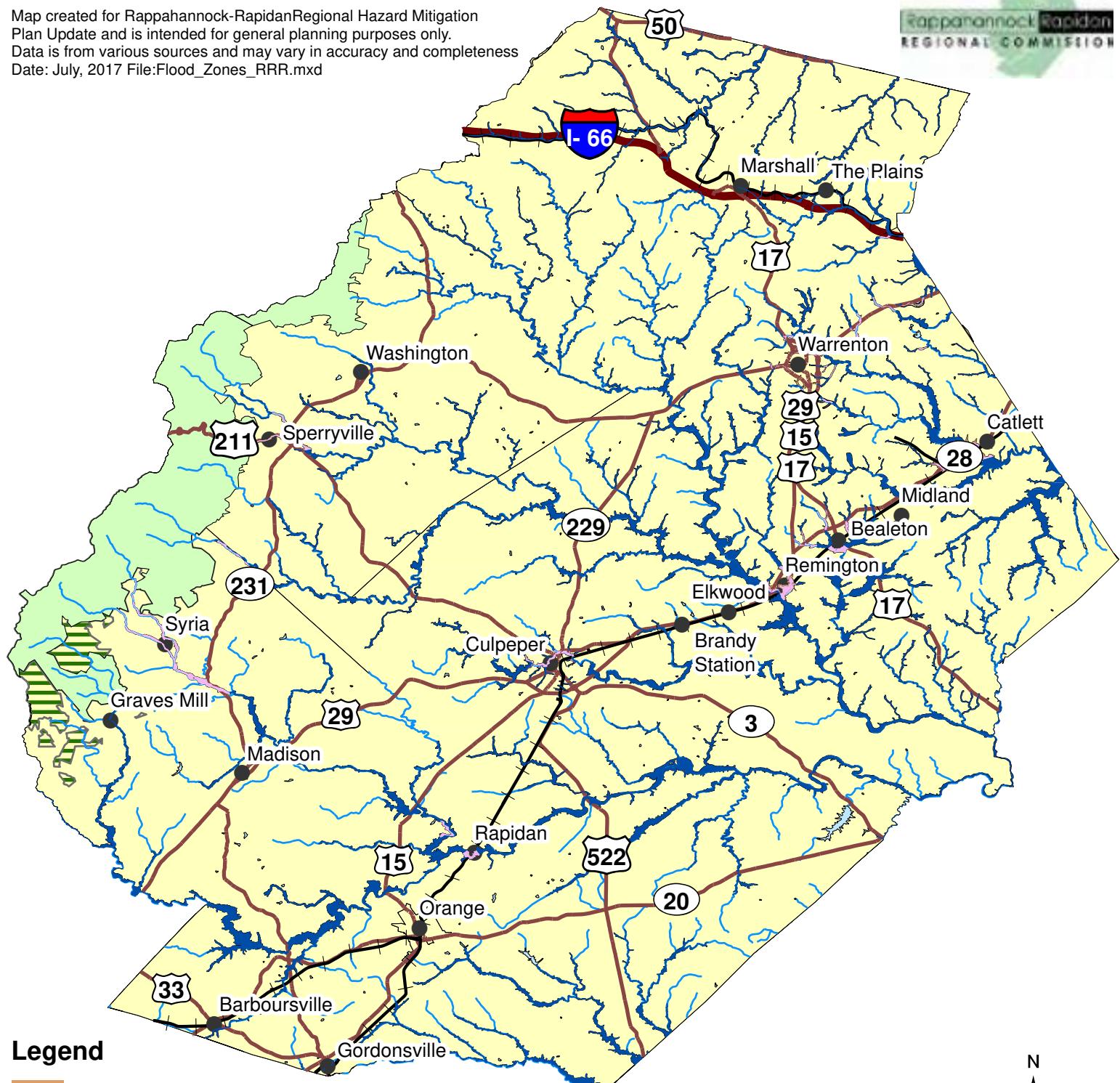
Flood Hazard Areas

Figure 5.1

Rappahannock-Rapidan Regional Hazard Mitigation Plan

Flood Zone Data Source: FEMA, Localities

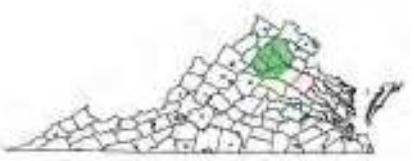
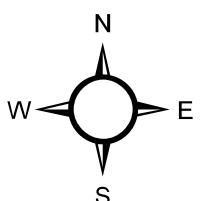
Map created for Rappahannock-Rapidan Regional Hazard Mitigation Plan Update and is intended for general planning purposes only.
Data is from various sources and may vary in accuracy and completeness
Date: July, 2017 File:Flood_Zones_RRR.mxd



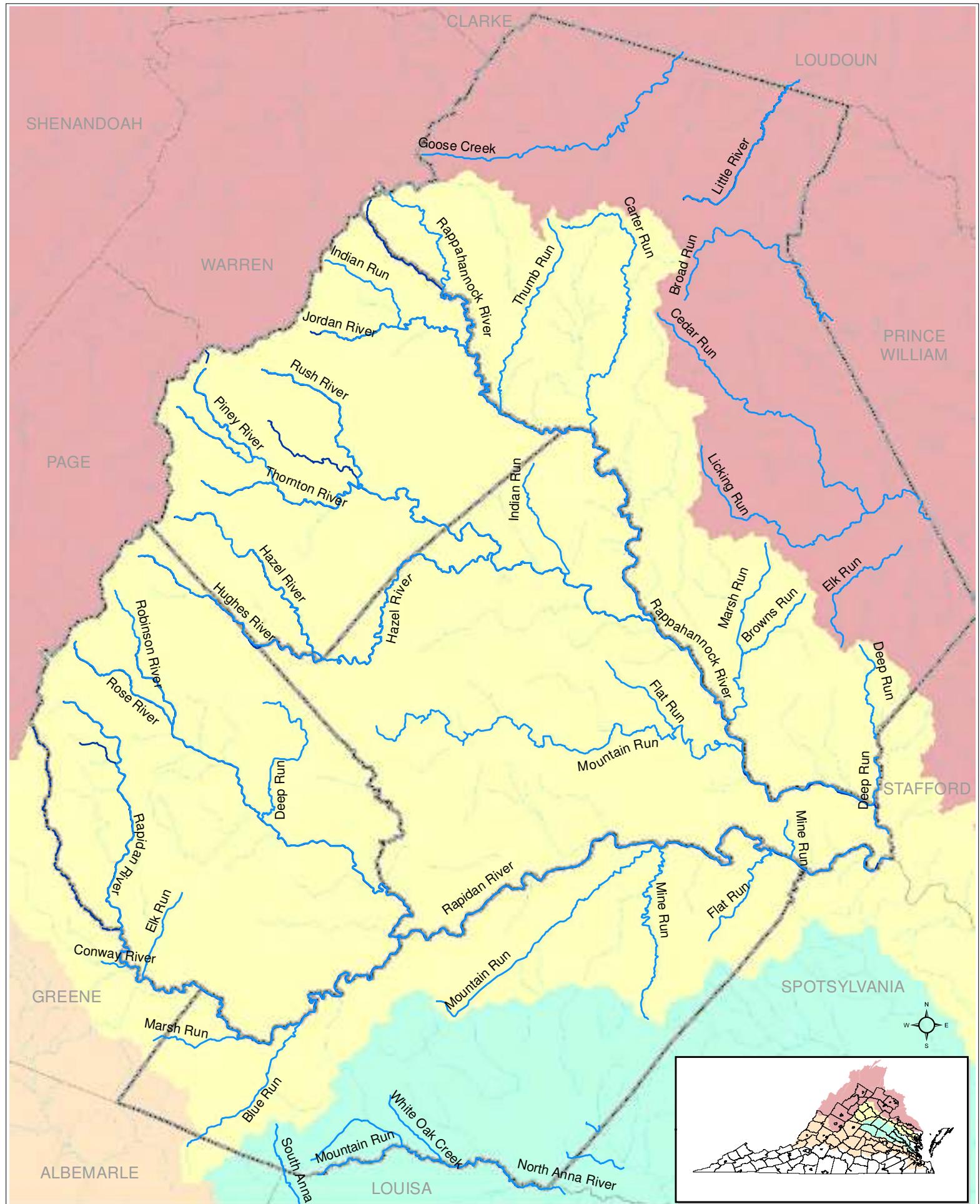
Legend

- 500 Year Flood Zone
- 100 Year Flood Zone (Base Elevation)
- 100 Year Flood Zone (No Base Elevation)
- Streams and Bodies of Water
- Shenandoah National Park
- Rapidan Wildlife Management Area
- Area of Minimal Flood Hazard

0 5 10 15 20 Miles

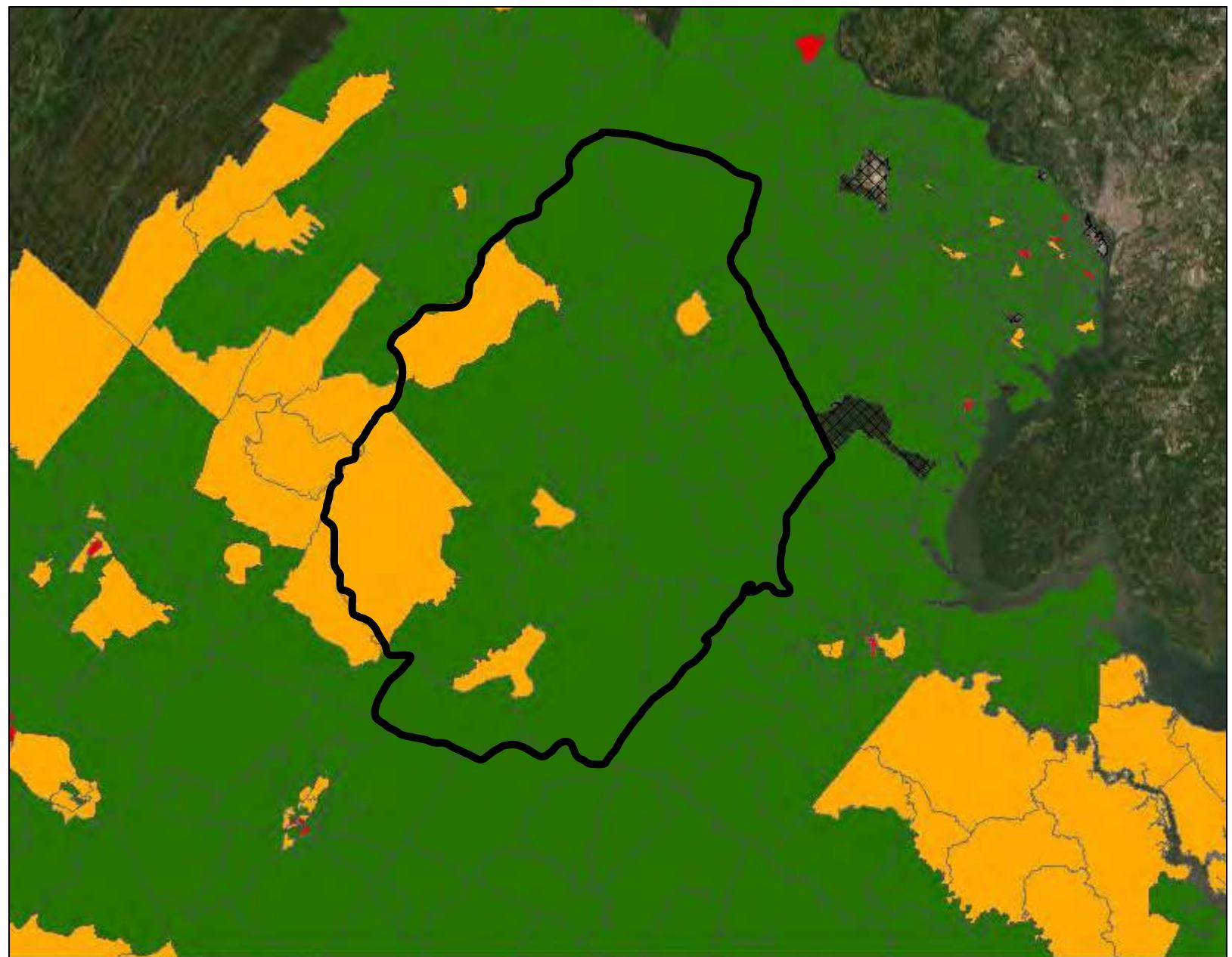


Rivers & Watersheds of the Rappahannock-Rapidan Region



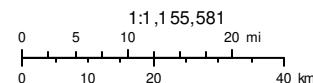
Social Vulnerability Classification

- High Social Vulnerability
- Moderate Social Vulnerability
- Not Socially Vulnerable
- ☒ Not included in the analysis



April 5, 2022

Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



Created from the Virginia Vulnerability Viewer



ADAPTVA



CFPF, rr <cfpf@dcr.virginia.gov>

CFPF Grant Round 3 - RRRC Application Submission

1 message

Patrick Mauney <plmauney@rrregion.org>

Tue, Apr 5, 2022 at 2:44 PM

To: cfpf@dcr.virginia.gov

Cc: Michelle Edwards <medwards@rrregion.org>

Good Afternoon,

Per the 2022 Virginia Community Flood Preparedness Fund Round 3 Grant Manual, please find attached an application and required attachments from the Rappahannock-Rapidan Regional Commission (Planning District 9). While our application is a regional project, we did conform to the naming requirements using our office location as the Community Identification Number.

Our application is to support the development of Regional Resilience Plan as a complementary part of our existing Regional Hazard Mitigation Plan, which is slated for update beginning later this calendar year.

Please feel free to reach out to me or to Michelle Edwards (medwards@rrregion.org) with any questions. Thank you for your consideration,

Patrick Mauney

--

Patrick L. Mauney

Executive Director

Rappahannock-Rapidan Regional Commission

[420 Southridge Parkway, Suite 106](#)

Culpeper, VA 22701

O: 540.829.7450, ext. 11

C: 540.403.0595

[CID510042_RRRC-Multi-CFPF.pdf](#)
9776K



OFFICERS

CHAIRMAN
MEAGHAN TAYLOR

VICE-CHAIRMAN
PAUL S. McCULLA

TREASURER
GREG WOODS

SECRETARY &
EXECUTIVE DIRECTOR
PATRICK L. MAUNNEY

COMMISSIONERS

CULPEPER COUNTY
GARY DEAL
JOHN EGERTSON

TOWN OF CULPEPER
CHRIS HIVELY
MEAGHAN TAYLOR

FAUQUIER COUNTY
CHRISTOPHER T. BUTLER
PAUL S. McCULLA

TOWN OF THE PLAINS
LORI B. SISSON

TOWN OF REMINGTON
EVAN H. "SKEET" ASHBY

TOWN OF WARRENTON
BRANDIE SCHAEFFER
WILLIAM T. SEMPLE II

MADISON COUNTY
R. CLAY JACKSON
JONATHON WEAKLEY

TOWN OF MADISON
WILLIAM L. LAMAR

ORANGE COUNTY
JAMES CROZIER
THEODORE VOORHEES

TOWN OF GORDONSVILLE
ROBERT COINER

TOWN OF ORANGE
MARTHA B. ROBY
GREG WOODS

RAPPAHANNOCK COUNTY
GARREY W. CURRY, JR.
DEBBIE DONEHEY

TOWN OF WASHINGTON
FREDERIC CATLIN

November 22, 2022

Wendy C. Howard-Cooper
Division Director, Dam Safety & Floodplain Management
Virginia Department of Conservation & Recreation
600 East Main Street, 24th Floor
Richmond, VA 23219-2094

Re: Community Flood Preparedness Fund Application

Ms. Howard-Cooper,

In response to your letter dated September 30, 2022 requesting additional information related to our application for funding to support incorporation of the Department of Conservation and Recreation's Resilience Plan Elements into an upcoming Hazard Mitigation Plan update, we are providing the following along with this letter:

- Documentation of local floodplain ordinances and comprehensive plans via links to such documents
- Budget narrative including estimate provided by consultant for the described scope, along with additional details on the Rappahannock-Rapidan Regional Commission's (RRRC) match funding

Thank you for the opportunity to provide the additional information in support of our previously submitted application, and do not hesitate to contact me or Michelle Edwards should you have additional questions.

Thank you for your consideration of the request from RRRC.

Sincerely,

Patrick Mauney
Executive Director

Budget Narrative

The total project cost for the Rappahannock-Rapidan Regional Hazard Mitigation Plan update, inclusive of the incorporation of DCR's identified Resilience Plan Elements into the overall Hazard Mitigation Plan update, is budgeted at \$150,000.

A previous application to FEMA's Building Resilient Infrastructure and Communities (BRIC) program will provide \$100,000 in funding for the Hazard Mitigation Plan update. This application requests \$37,500 from the CFPF, with the Regional Commission contributing \$12,500 in match, in order to incorporate the Resilience Plan Elements and local resilience strategies into the plan update.

The entirety of the CFPF request will be used for contractual services, with RRRC contributing the additional \$2,280 in contractual services via its existing reserve funds. A consultant would provide technical assistance, data gathering, analysis and plan writing (see "Responsible Parties" section of the application). RRRC maintains an on-call planning services contract with the Berkley Group. A work order with cost proposal to complete the tasks identified in this application is included here.

The remainder of the matching funds (\$7,112 salaries and \$3,108 fringe benefits) will be provided as in-kind RRRC staff time. RRRC staff would handle grant administration, project coordination, outreach to local governments, meeting planning and facilitation (see "Responsible Parties" section of the application).

CFPF Application Budget Breakdown

	CFPF Request	RRRC Matching Funds	Total
Contractual Services	\$37,500.00	\$2,280.00	\$39,780.00
Salaries*	\$0.00	\$7,112.00	\$7,112.00
Fringe Benefits (43.7%)*	\$0.00	\$3,108.00	\$3,108.00
TOTAL	\$37,500.00	\$12,500.00	\$50,000.00

*Salaries and Fringe Benefits are totaled from four RRRC staff members – Executive Director (22 hrs), Environmental Programs Manager (95 hrs), Regional Planner (30 hrs), Fiscal Officer (8 hrs)

Total Estimated Project Cost & Source

	Resilience Plan Elements	Hazard Mitigation Plan	Total
CFPF	\$37,500.00	\$0	\$37,500.00
FEMA BRIC Request	\$0.00	\$80,000.00	\$80,000.00
RRRC Matching Funds	\$12,500.00	\$20,000.00	\$32,500.00
TOTAL	\$50,000.00	\$100,000.00	\$150,000.00



October 24, 2022

Mr. Patrick L. Mauney, Executive Director
Rappahannock-Rapidan Regional Commission
420 Southridge Parkway #106
Culpeper, Virginia 22701

RE: Work Order 1: Hazard Mitigation Plan Update and Resilience Plan Development

Dear Mr. Mauney:

The Berkley Group is pleased to present this scope of work to update the Rappahannock-Rapidan Regional Commission's Hazard Mitigation Plan and to develop a Regional Resilience Plan, to be incorporated as a component of the updated Hazard Mitigation Plan.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew D. Williams".

Andrew D. Williams, AICP
Chief Executive Officer

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

Mr. Patrick Mauney, Executive Director

Date

SCOPE OF WORK

As requested, we are presenting the Scope of Work under this Work Order as two distinct projects: Hazard Mitigation Plan Update and Regional Resilience Plan Development. However, this Work Order and Scope of services assumes that these would be developed in conjunction with one another, with the Resilience Plan incorporated as a component of the updated Hazard Mitigation Plan.

Project 1: Hazard Mitigation Plan Update

The Scope of Work to update Rappahannock-Rapidan Regional Commission's ("the Commission") Hazard Mitigation Plan ("HMP") will include the following tasks:

Task 1 - Project Management & Coordination

The Berkley Group will manage the project and consult and coordinate with Commission staff, locality representatives, and Virginia Department of Emergency Management and Federal Emergency Management Agency staff on general project management activities.

Task 2 - Project Initiation

2.1 Mobilization Meeting with Commission Staff and Local Representatives

The Berkley Group will conduct an initial project mobilization meeting with Commission staff and representatives of localities participating in the HMP update to discuss project scope, expectations, schedule, responsibilities, participation, and grant management. It is expected that formulation of a Project Management Team or Steering Committee ("PMT") will be included in this discussion.

2.2 Development of Public Engagement/Education Plan

The Berkley Group will work to prepare a Public Engagement/Education Plan to support public engagement in the development of the HMP update. An initial draft will be prepared, to be provided to the PMT for review, revision, and eventual approval. The Public Engagement/Education Plan will identify public engagement goals, objectives, strategies, and planned activities, and will ensure that cross-departmental and environmental justice considerations are taken into account. As part of public engagement activities referenced as part of this scope, the Berkley Group will provide and support Spanish translation support services.

2.3 Review, Evaluation, Assessment of Current Plan

The Berkley Group will initiate a review, evaluation, and assessment of the current HMP. Generally, this review will focus on content included in the current plan, and the identification of necessary updates and information/data gaps. These activities will continue through drafting of the HMP update.

2.4 1st PMT Meeting: Kick-off with Project Management Team; Review, Evaluation, Assessment of Current Plan

The Berkley Group will coordinate and facilitate an initial meeting of the PMT. The meeting will focus on project scope, schedule, public engagement, and the review of the current HMP and opportunities for improvements through the HMP update.

2.5 Public Engagement/Education Kick-Off

The Berkley Group will coordinate and support initial public engagement/education activities, expected to include preparation of press release, social media, website, and email content publicizing the project and encouraging participation in the process.

Task 3 - Plan Update Development

3.1 Public Engagement/Education Activity - Scope of HMP; Review, Evaluation, Assessment of Current Plan

With direction from the PMT, the Berkley Group will coordinate and conduct a public engagement/education activity focused on the scope and objectives of the HMP and the public's review, evaluation, and assessment of the current HMP.

3.2 2nd PMT Meeting: Hazard Identification & Vulnerability Assessment

The Berkley Group will coordinate and facilitate a second meeting of the PMT. The meeting will focus on hazard identification and vulnerability assessment for the region and participating localities, including a discussing of intended risk/vulnerability assessment methodology.

3.3 Hazard Identification and Vulnerability Assessment Update

The Berkley Group will work to update HMP content, data, and mapping regarding hazard identification and vulnerability. These activities will continue through drafting of the HMP update.

3.4 Public Engagement/Education Activity - Hazard Identification and Vulnerability Assessment; Mitigation Goals and Strategies

With direction from the PMT, the Berkley Group will coordinate and conduct a public engagement/education activity focused on hazard identification, regional and local vulnerability to hazards, and mitigation goals and strategies. It is anticipated that this activity may involve a region-wide survey, pending direction from the PMT.

3.5 3rd PMT Meeting: Capability Assessment; Evaluate/Update Original Mitigation Goals and Strategies

The Berkley Group will coordinate and facilitate a third meeting of the PMT. The meeting will focus on the assessment of federal, state, regional, and local capabilities to mitigate the effects of hazards, and the evaluation and updating of regional and local mitigation goals and strategies.

- 3.6 Evaluate/Update Original Mitigation Goals and Strategies**
The Berkley Group will work to evaluate and update HMP mitigation goals and strategies in coordination with PMT representatives. These activities will continue through drafting of the HMP update.
- 3.7 4th PMT Meeting: Review Project and Draft Plan Status/Progress**
The Berkley Group will coordinate and facilitate a fourth meeting of the PMT. The meeting will focus on the review of project status and completed and pending activities, as well as a review of draft HMP elements.
- 3.8 General Plan Update Drafting**
Throughout this phase of the project, the Berkley Group will be drafting content for the updated HMP.

Task 4 - Final Plan Review and Adoption

- 4.1 Production of Final Draft Plan**
The Berkley Group will produce a final draft of the updated HMP, coordinating the release and dissemination of the draft for public and locality review and comment.
- 4.2 5th PMT Meeting: Review Final Draft Plan**
The Berkley Group will coordinate and facilitate a fifth meeting of the PMT. The meeting will focus on the review of the final draft plan, the process for locality review and submission of comments and revisions, and the process for locality approval of the draft.
- 4.3 Revision of Final Draft Plan**
The Berkley Group will collect comments and requested revisions and develop and release a markup version of the draft Plan.
- 4.4 6th PMT Meeting: Public Meeting; Review/Approve Final Draft Plan**
The Berkley Group will coordinate and facilitate a sixth meeting of the PMT. The meeting will involve a presentation of the draft Plan and provide an opportunity for public comment on the draft Plan. Additionally, the meeting will provide opportunity for the PMT to consider action on the draft, to send the updated HMP to VDEM and FEMA for review.
- 4.5 Submit Final Draft Plan to VDEM for Review**
The Berkley Group will finalize the draft updated HMP and submit to VDEM for review (VDEM will forward to FEMA for review, and the Berkley Group will support this step as necessary).
- 4.6 Address VDEM/FEMA Comments**
The Berkley Group will address VDEM and/or FEMA comments and revisions, as necessary, coordinating with the PMT.

4.7 Local Jurisdiction Adoption

Pending FEMA's determination that the updated HMP is "Approvable Pending Local Adoption," the Berkley Group will support local adoption of the updated HMP as necessary and as requested.

Deliverables: The Commission will receive an updated Hazard Mitigation Plan, submitted in Microsoft Word and PDF digital formats. The updated HMP will be developed through a collaborative and iterative process as outlined in the scope of work tasks above, and therefore drafts and other work documents will be provided to the Commission throughout the course of the Project.

Project 2: Regional Resilience Plan Development

The Scope of Work to develop a Regional Resilience Plan for the Rappahannock-Rapidan Regional Commission, consistent with Virginia Department of Conservation and Recreation ("DCR") and Community Flood Preparedness Fund ("CFPF") standard and requirements, ("the Resilience Plan") will include the following tasks:

Task 1 - Project Management & Coordination

The Berkley Group will manage the project and consult and coordinate with Commission staff and locality representatives on general project management activities, in coordination with Project 1, Task 1 activities.

Task 2 - Project Initiation

The Berkley Group will perform tasks and activities to initiate the project to coincide with Project 1, Task 2 activities. This will include:

2.1 Mobilization Meeting with Commission Staff and Local Representatives

The Berkley Group will ensure that the goals, objectives and focus of the Resilience Plan are discussed and considered as part of the initial project mobilization meeting with Commission staff and representatives of localities participating in the HMP update (Project 1, Task 2.1) and development of the Regional Resilience Plan.

2.2 Development of Public Engagement/Education Plan

The Berkley Group will ensure that public engagement and education criteria for DCR/CFPF Resilience Plans are addressed within the Public Engagement/Education Plan developed under Project 1, Task 2.2; specifically, the Berkley Group will ensure that the Public Engagement/Education Plan, as well as the developed Resilience Plan, includes considerations of all parts of local government, regardless of socioeconomic status or race.

2.3 Review, Evaluation, Assessment of Current Plan

In the review, evaluation, and assessment of the current HMP (Project 1, Task 2.3), the Berkley Group will determine the relevance of existing

content to the Resilience Plan and identify necessary updates and information/data gaps relevant to the Resilience Plan.

2.4 1st PMT Meeting: Kick-off with Project Management Team; Review, Evaluation, Assessment of Current Plan

As part of the Project 1, Task 2.4 1st PMT Meeting, the Berkley Group will include a review of Project 2 and Resilience Plan requirements related to project scope, and discuss the review, evaluation, and assessment of the current HMP within the context of the Resilience Plan.

2.5 Public Engagement/Education Kick-Off

The Berkley Group will address the Resilience Plan as part of initial public engagement/education activities conducted under Project 1, Task 2.5.

Task 3 - Plan Development

3.1 Public Engagement/Education Activity - Scope of Resilience Plan; Review, Evaluation, Assessment of Current HMP

As part of Project 2, Task 3.1, the Berkley Group will ensure that the determined public engagement/education activity addresses the scope and objectives of the Resilience Plan.

3.2 2nd PMT Meeting: Hazard Identification & Vulnerability Assessment

As part of the Project 1, Task 3.2 2nd PMT Meeting, the Berkley Group will facilitate a focused, in-depth discussion on flooding hazards and vulnerability relative to the region and localities. Discussion will include a review of current and best available studies and modelling pertaining to flooding affecting the region and localities, potential effects associated with climate change, and a review of current flood maps.

3.3 Hazard Identification and Vulnerability Assessment Update

As part of Project 1, Task 3.3, the Berkley Group will work to specifically identify the impacts of flooding on the region and localities, with a focus on incorporating current and best available studies and modelling, assessing potential effects associated with climate change, and the identifying vulnerability based upon current flood maps.

3.4 Public Engagement/Education Activity - Hazard Identification and Vulnerability Assessment; Mitigation Goals and Strategies

As part of Project 1, Task 3.4, the Berkley Group will address flooding as a specific component of a public engagement/education activity, intended to solicit public input pertaining to regional and local impacts and vulnerability to this specific hazard, as well as mitigation goals and strategies to address flooding.

3.5 3rd PMT Meeting: Capability Assessment; Evaluate/Update Original Mitigation Goals and Strategies

In conjunction with Project 1, Task 3.5, the Berkley Group will ensure that the PMT specifically addresses federal, state, regional, and local capabilities to mitigate the effects of flooding, and the evaluation and updating of regional and local mitigation goals and strategies specific to flooding. This will include discussing and considering strategies that are project-based and focused on flood control and resilience and strategies that incorporate nature-based infrastructure to the maximum extent possible, with a goal of developing an implementation plan with clearly articulated timelines/phasing and coordination, where applicable, with other local and inter-jurisdictional projects, plans, and activities.

3.6 Evaluate/Update Original Mitigation Goals and Strategies

As part of Project 1, Task 3.6, and based upon Task 3.5 and additional input, the Berkley Group will work to evaluate and update mitigation goals and strategies to specifically address flooding in the manner stated in Task 3.5.

3.7 4th PMT Meeting: Review Project and Draft Plan Status/Progress

Draft Resilience Plan components as part of the draft HMP will be reviewed as part of the Project 1, Task 3.7 fourth meeting of the PMT.

3.8 General Plan Update Drafting

In conjunction with the drafting of content for the updated HMP, the Berkley Group will address necessary Resilience Plan content.

Task 4 - Final Plan Review and Adoption

4.1 Production of Final Draft Plan

As part of the final draft of the updated HMP produced under Project 1, Task 4.1, the Berkley Group will incorporate a regional Resilience Plan and necessary content and components.

4.2 5th PMT Meeting: Review Final Draft Plan

As part of the Project 1, Task 4.2 fifth meeting of the PMT, the Berkley Group will specifically highlight Resilience Plan components included in the final draft plan, the process for locality review and submission of comments and revisions, and the process for locality approval of the draft.

4.3 Revision of Final Draft Plan

As part of Project 1, Task 4.3, the Berkley Group will collect comments and requested revisions specific to Resilience Plan components and develop and release a markup version of the draft Plan.

4.4 6th PMT Meeting: Public Meeting; Review/Approve Final Draft Plan

As part of the Project 1, Task 4.4 sixth meeting of the PMT, the Berkley Group will highlight Resilience Plan components in the presentation of the draft Plan and provide an opportunity for public comment on these specific

components. The meeting will provide opportunity for the PMT to consider action on the draft.

4.5 Submit Final Draft Plan to DCR for Review/Approval

To coincide with the submission of the draft Plan to VDEM/FEMA for review and approval (Project 1, Task 4.5 and Task 4.6), the Berkley Group will submit the draft to DCR for review and approval.

4.6 Local Jurisdiction Adoption

In conjunction with Project 1, Task 4.7, the Berkley Group will support local adoption of the Plan, as the updated HMP and local Resilience Plan, as necessary and as requested.

Deliverables: The Commission will receive a Regional Resilience Plan, incorporated as part of the Project 1 Hazard Mitigation Plan deliverables, submitted in Microsoft Word and PDF digital formats. The Regional Resilience Plan will be developed through a collaborative and iterative process as outlined in the scope of work tasks above, and therefore drafts and other work documents will be provided to the Commission throughout the course of the Project.

ASSUMPTIONS

1. **Initiation:** The Commission will identify and provide relevant supporting documents to be considered during document review.
2. **Contact Person:** The Commission will provide a single staff contact that will be responsible for collecting and transmitting data, resources, and other related information to the Berkley Group.
3. **Meetings:** This scope of work assumes that Commission staff will assist in organizing meeting dates, provide printed PMT meeting materials and chapter drafts as needed, and serve as the direct point of contact for PMT and local officials unless otherwise specified.
4. **Comments & Revisions:** To the extent possible, comments from the PMT will be provided in a comment/response format to the Berkley Group for review and consideration prior to each meeting. The fee estimate for drafting is based on revisions agreed upon during the meetings identified in the scope of work and fee estimate.
5. **FEMA Plan Approval Process:** The scope of work presented presumes that approval of the updated HMP will proceed under FEMA's "Approvable Pending Local Adoption" process.
6. **On-Site and Virtual Meetings:** The Berkley Group anticipates the majority of project work and meetings will be conducted remotely/virtually; however, anticipated in-person meetings have been identified in the schedule.
7. **Meeting Materials:** PMT meeting materials will be provided up to, but not earlier than, five (5) business days before a meeting.
8. **Covid-19 Policy:** Berkley Group staff will adhere to all public health best practices as recommended by the Center for Disease Control (CDC) or state/local regulations, whichever is more stringent.

SCHEDULE

The following is the anticipated schedule for the identified scope of work and tasks for both projects. Please note, further refinement of this schedule should be expected through coordination with the Commission, local representatives and the PMT, VDEM, and FEMA; additionally, the length of VDEM, FEMA, and DCR reviews is unknown and may affect the overall timeline for project completion.

Hazard Mitigation Plan Update	Resilience Plan		2022		2023						2024					
			November	December	January	February	March	April	May	June	July	August	September	October	November	December
1	1	Project Management & Coordination														
NA	NA	Grant Award/Grant Agreement Execution														
2.1	2.1	Mobilization Meeting with Commission Staff and Local Representatives		V												
2.2	2.2	Development of Public Engagement/Education Plan														
2.3	2.3	Review, Evaluation, Assessment of Current Plan														
2.4	2.4	1st PMT Meeting: Kick-off with Project Management Team; Review, Evaluation, Assessment of Current Plan			X											
2.5	2.5	Public Engagement/Education Kick-Off														
3.1	3.1	Public Engagement/Education Activity - Scope of HMP; Review, Evaluation, Assessment of Current Plan														
3.2	3.2	2nd PMT Meeting: Hazard Identification & Vulnerability Assessment				V										
3.3	3.3	Hazard Identification and Vulnerability Assessment Update														
3.4	3.4	Public Engagement/Education Activity - Hazard Identification and Vulnerability Assessment; Mitigation Goals and Strategies														
3.5	3.5	3rd PMT Meeting: Capability Assessment; Evaluate/Update Original Mitigation Goals and Strategies					V									
3.6	3.6	Evaluate/Update Original Mitigation Goals and Strategies														
3.7	3.7	4th PMT Meeting: Review Project and Draft Plan Status/Progress								V						
3.8	3.8	General Plan Update Drafting														
4.1	4.1	Production of Final Draft Plan														
4.2	4.2	5th PMT Meeting: Review Final Draft Plan									V					
4.3	4.3	Revision of Final Draft Plan														
4.4	4.4	6th PMT Meeting: Public Meeting; Review/Approve Final Draft Plan											X			
4.5	NA	Submit Final Draft Plan to VDEM for Review														
NA	4.5	Submit Final Draft Plan to DCR for Review/Approval														
4.6	NA	Address VDEM/FEMA Comments														
4.7	4.6	Local Jurisdiction Adoption														

X = Anticipated In-person Attendance; V = Virtual Attendance

FEE

The fee has been developed based upon the Scope of Work and similarly assumes that the Hazard Mitigation Plan Update and Regional Resilience Plan would be developed in conjunction with one another. The lump sum fee for the Hazard Mitigation Plan Update is \$80,380; the lump sum fee for the Regional Resilience Plan is \$39,780. Fees per itemized task for each project are as outlined below:

Task	Description	HMP Update	Resilience Plan
1	Project Management & Coordination	\$3,880	\$3,880
2.1	Mobilization Meeting with Commission Staff and Local Representatives	\$620	\$620
2.2	Development of Public Engagement/Education Plan	\$880	\$880
2.3	Review, Evaluation, Assessment of Current Plan	\$2,080	\$2,080
2.4	1st PMT Meeting: Kick-off with Project Management Team; Review, Evaluation, Assessment of Current Plan	\$780	\$780
2.5	Public Engagement/Education Kick-Off	\$680	\$680
3.1	Public Engagement/Education Activity - Scope of HMP; Review, Evaluation, Assessment of Current Plan	\$880	\$880
3.2	2nd PMT Meeting: Hazard Identification & Vulnerability Assessment	\$1,040	\$1,040
3.3	Hazard Identification and Vulnerability Assessment Update	\$30,800	\$8,400
3.4	Public Engagement/Education Activity - Hazard Identification and Vulnerability Assessment; Mitigation Goals and Strategies	\$2,080	\$2,080
3.5	3rd PMT Meeting: Capability Assessment; Evaluate/Update Original Mitigation Goals and Strategies	\$1,040	\$1,040
3.6	Evaluate/Update Original Mitigation Goals and Strategies	\$4,160	\$3,520
3.7	4th PMT Meeting: Review Project and Draft Plan Status/Progress	\$780	\$780
3.8	General Plan Update Drafting	\$15,200	\$4,160
4.1	Production of Final Draft Plan	\$4,960	\$2,080
4.2	5th PMT Meeting: Review Final Draft Plan	\$720	\$720
4.3	Revision of Final Draft Plan	\$1,040	\$1,040
4.4	6th PMT Meeting: Public Meeting; Review/Approve Final Draft Plan	\$720	\$720
P1-4.5	Submit Final Draft Plan to VDEM for Review	\$520	NA
P2-4.5	Submit Final Draft Plan to DCR for Review/Approval	NA	\$520
P1-4.6	Address VDEM/FEMA Comments	\$1,440	NA
4.7/4.6	Local Jurisdiction Adoption	\$2,080	\$2,080
	Non-Direct Costs	\$4,000	\$1,800
	TOTAL	\$80,380	\$39,780

The links below are for local comprehensive plans and floodplain ordinances (either direct or with Article or Chapter reference). Please note that comprehensive plans for the Town of Madison and Town of Remington and floodplain ordinances for the Town of Madison and Town of The Plains are not available online.

RRRC Local Comprehensive Plans

- [Culpeper County](#)
- [Fauquier County](#)
- [Madison County](#)
- [Orange County](#)
- [Rappahannock County](#)
- [Town of Culpeper](#)
- [Town of Gordonsville](#)
- [Town of Orange](#)
- [Town of The Plains](#)
- [Town of Warrenton](#)
- [Town of Washington](#)

RRRC Local Floodplain Ordinances

- [Culpeper County](#)
- [Fauquier County](#)
- [Madison County](#) (See Article 11)
- [Orange County](#)
- [Rappahannock County](#)
- [Town of Culpeper](#) (See Chapter 27, Article IV)
- [Town of Gordonsville](#)
- [Town of Orange](#)
- [Town of Remington](#) (See Article 13)
- [Town of Warrenton](#) (See Section 3-5.1)
- [Town of Washington](#) (See Article 12)