

# 3756 - Commonwealth Regional Council Regional Resilience Plan

## Application Details

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### Funding Opportunity:

3292-Virginia Community Flood Preparedness Fund - Capacity Building/Planning Grants - CY25 Round 6

**Funding Opportunity Due Date:** Dec 1, 2025 11:59 PM

**Program Area:** Virginia Community Flood Preparedness Fund

**Status:** Under Review

**Stage:** Final Application

**Initial Submit Date:** Dec 1, 2025 8:15 PM

**Initially Submitted By:** Lauren Pugh

**Last Submit Date:**

**Last Submitted By:**

## Contact Information

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### Primary Contact Information

**Active User\*:** Yes

**Type:** External User

**Name\*:** Mrs. Lauren Jones Pugh  
Salutation First Name Middle Name Last Name

**Title:** Planning Director

**Email\*:** lpugh@commonwealthrc.org

**Address\*:** 200 Heartland Road

Keysville Virginia 23947  
City State/Province Postal Code/Zip

**Phone\*:** 434-391-6104 203

Phone Ext.

###-###-####

**Fax:** ###-###-####

**Comments:**

## Organization Information

**Status\*:** Approved  
**Name\*:** Commonwealth Regional Council  
**Organization Type\*:** Local Government - PDC  
**Tax ID\*:** 20-29225272  
**Unique Entity Identifier (UEI)\*:** ZKJ5TDLND2D8  
**Organization Website:**  
**Address\*:** 200 Heartland Road

Keysville Virginia 23947-  
City State/Province Postal Code/Zip

**Phone\*:** (434) 392-5933 Ext.

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**Fax:** ####-####-####

**Benefactor:**

**Vendor ID:**

**Comments:**

## VCFPF Applicant Information

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### *Project Description*

**Name of Local Government\*:** Commonwealth Regional Council

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

**NFIP/DCR Community** 510314

**Identification Number (CID)\*:**

If a state or federally recognized Indian tribe,

**Name of Tribe:**

**Authorized Individual\*:** Christin Jackson  
First Name Last Name

**Mailing Address\*:** 200 Heartland Road  
Address Line 1  
Address Line 2

Keysville Virginia 23947  
City State Zip Code

**Telephone Number\*:** 434-392-6104

**Cell Phone Number\*:** 434-391-4876

**Email\*:** cjackson@commonwealthrc.org

Is the contact person different than the authorized individual?

**Contact Person\*:** Yes

**Contact:** Lauren Pugh  
First Name Last Name  
200 Heartland Road  
Address Line 1  
Address Line 2  
Keysville Virginia 23947  
City State Zip Code

**Telephone Number:** 434-392-6104

**Cell Phone Number:** 434-738-7770

**Email Address:** lpugh@commonwealthrc.org

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

**Project Description\*:**

The Commonwealth Regional Council (CRC) is requesting \$419,990.98 in grant funds to partially fund a new established titled staff position at the CRC. These funds will also be used to hire a consultant to assist CRC staff in developing a regional Resiliency plan.

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

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

**Benefit a low-income geographic area\*:** Yes

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

**Census Block(s) Where Project will Occur\*:** Multiple - See attachment

**Is Project Located in an NFIP Participating Community?\*:** Yes

**Is Project Located in a Special Flood Hazard Area?\*:** No

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

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

## Eligibility - Round 4

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### ***Eligibility***

Is the applicant a local government (including counties, cities, towns, municipal corporations, authorities, districts, commissions, or political subdivisions created by the General Assembly or pursuant to the Constitution or laws of the Commonwealth, or any combination of these)?

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

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

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

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

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

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

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

## Scoring Criteria for Capacity Building & Planning - Round 4

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### **Scoring**

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

**Capacity Building and Planning\*:** Development of a new resilience plan

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

**Social Vulnerability Scoring:**

Very High Social Vulnerability (More than 1.5)

High Social Vulnerability (1.0 to 1.5)

Moderate Social Vulnerability (0.0 to 1.0)

Low Social Vulnerability (-1.0 to 0.0)

Very Low Social Vulnerability (Less than -1.0)

**Socially Vulnerable\*:** High Social Vulnerability

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

**NFIP\*:** No

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

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

**Low-Income Geographic Area\*:** Yes

**Does this project provide "community scale" benefits?**

**Community Scale Benefits\*:** More than one census block

**Comments:**

The Commonwealth Regional Council (CRC) will be creating a regional resiliency plan covering the CRC's footprint. The CRC covers the Counties of Amelia, Buckingham, Charlotte, Cumberland, Lunenburg, Nottoway and Prince Edward.

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

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### ***Scope of Work - General Information***

**Upload your Scope of Work**

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

**Scope of Work Attachment\*:** DCR CFPF SCOPE OF WORK.docx

**Comments:**

CRC scope of Work.

***Budget Narrative***

**Budget Narrative Attachment\*:** Budget Narrative.pdf

**Comments:**

The CRC has an approved indirect cost rate of 33%.

## Scope of Work Supporting Information - Capacity Building and Planning

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### ***Scope of Work Supporting Information***

**Describe identified resource needs including financial, human, technical assistance, and training needs****Resource need identification\*:**

The proposed program of work includes conducting a baseline assessment to evaluate the current resources and capacities available across the CRC localities. This assessment will identify needs in financial, human, technical, and training resources, and will inform the development of a roadmap to secure any gaps, supporting the creation of DCR-approved regional resilience plans.

**Describe the plan for developing, increasing, or strengthening knowledge, skills and abilities of existing or new staff.**

**This may include training of existing staff, hiring personnel, contracting consultants or advisors**

**Development of Existing or New****Staff\*:**

Once CRC has been awarded this grant, one CRC staff member will complete the Certified Floodplain Manager training, then test to obtain this certification. Along with this training, the CRC staff will also complete an analysis of the ?soft? capacities of existing local and regional CRC staff. The assessment will identify opportunities to enhance knowledge, skills, and abilities, as well as determine necessary training, personnel, and certifications. Strategies for addressing these capacity gaps will be developed in subsequent phases of the project. These identified gaps and solutions will be included in the resiliency plan.

**Where capacity is limited by funding, what strategies will be developed to increase resources in the local government?**  
**(This may include work with non-governmental organization, or applying for grants, loans, or other funding sources)**

**Resource Development****Strategies\*:**

Where capacity is limited by funding, the CRC will work with local governments to identify and implement strategies to increase available resources. This includes collaborating with non-governmental organizations, regional partners, and community-based groups to leverage technical expertise, in-kind support, and shared resources. Localities will be supported in identifying and applying for grants, low-interest loans, and other funding opportunities at the federal, state, and private levels to supplement local budgets. In addition, the CRC will assist in prioritizing projects and developing phased approaches to maximize the impact of limited resources. These strategies will help ensure that local governments can sustainably build capacity, implement resilience initiatives, and maintain compliance with floodplain management and hazard mitigation requirements.

**Describe policy management and/or development plans**

**Policy management and/or**

**development\*:**

This proposal includes a review and analysis of the soft capacities of existing local and regional PDC staff. We will reveal opportunities to increase knowledge, skill, and abilities, and will identify needed training, personnel, and certifications. Strategies for closing the gaps will be addressed in future phases of this work. This proposed project will provide the localities with the opportunity to examine relevant policies at the regional and local level. In future phases, this will enable them to take a more comprehensive and equitable approach to developing coordinated resilience plans, policies, and projects.

**Describe plans for stakeholder identification, outreach, and education strategies**

**Stakeholder identification,**

**outreach, and education**

**strategies\*:**

This proposal takes a comprehensive, inclusive approach to evaluate the resources currently available within these communities and to develop actionable roadmaps for addressing any identified gaps. The process includes stakeholder mapping and interviews to understand which engagement methods are most effective and where opportunities exist for localities and the PDC to broaden participation. These efforts will help ensure that future planning phases and resilience initiatives reflect the priorities and interests of diverse stakeholders across the region.

## Budget

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**Budget Summary**

**Grant Matching Requirement\*:**

LOW INCOME - Planning and Capacity Building - Fund 90%/Match 10%

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

Is a match waiver being requested?

**Match Waiver Request** Yes

Note: only low-income communities are eligible for a match waiver.

\*:

**I certify that my project is in a low-income geographic area:** Yes

**Total Project Amount (Request + Match)\*:** \$475,364.58

\*\*This amount should equal the sum of your request and match figures

**REQUIRED Match Percentage Amount:** \$47,536.46

## BUDGET TOTALS

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

### Match Percentage:

11.65%

Verify that your match percentage matches your required match percentage amount above.

**Total Requested Fund Amount:** \$419,990.98

**Total Match Amount:** \$55,373.60

**TOTAL:** \$475,364.58

### *Personnel*

Description	Requested Fund Amount	Match Amount	Match Source
New Titled Staff Position	\$132,117.43	\$0.00	
	<b>\$132,117.43</b>	<b>\$0.00</b>	

### *Fringe Benefits*

Description	Requested Fund Amount	Match Amount	Match Source
New Titled Staff position Fringe	\$35,681.35	\$0.00	
	<b>\$35,681.35</b>	<b>\$0.00</b>	

### *Travel*

Description	Requested Fund Amount	Match Amount	Match Source
Travel for CFM Training	\$597.20	\$0.00	
	<b>\$597.20</b>	<b>\$0.00</b>	

### *Equipment*

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

### *Supplies*

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

### *Construction*

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

### *Contracts*

Description	Requested Fund Amount	Match Amount	Match Source
Resiliency Plan	\$250,000.00	\$0.00	
	<b>\$250,000.00</b>	<b>\$0.00</b>	

#### **Pre-Award and Startup Costs**

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

#### **Other Direct Costs**

Description	Requested Fund Amount	Match Amount	Match Source
In-direct Costs (33%)	\$0.00	\$55,373.60	CRC in-direct costs
CFM Certifications and Membership costs	\$1,595.00	\$0.00	
	<b>\$1,595.00</b>	<b>\$55,373.60</b>	

## Supporting Documentation - General

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#### **Supporting Documentation**

Named Attachment	Required Description	File Name	Type	Size	Date	Upload
Detailed map of the project area(s) (Projects/Studies)	Map of CRC's footprint	CRC Region with Counties.pdf	pdf	6 MB	12/01/2025 05:01 PM	
FIRMette of the project area(s) (Projects/Studies)						
Historic flood damage data and/or images (Projects/Studies)						
A link to or a copy of the current floodplain ordinance						
Maintenance and management plan for project	Maintenance Plan	Maintenance Plan.pdf	pdf	39 KB	12/01/2025 05:00 PM	
A link to or a copy of the current hazard mitigation plan	CRC Regional Hazard Mitigation Plan	2023 Regional Hazard Mitigation Plan for PDC-14.pdf	pdf	124 MB	12/01/2025 01:23 PM	
A link to or a copy of the current comprehensive plan						
Social vulnerability index score(s) for the project area	The Commonwealth Regional Council Region's Social Vulnerability index score.	CFPF SVI County Averages.pdf	pdf	97 KB	12/01/2025 02:14 PM	

Named Attachment	Required Description	File Name	Type	Size	Upload Date
Authorization to request funding from the Fund from governing body or chief executive of the local government	Letter of Intent CRC	Letter of Intent CRC.pdf	pdf	33 KB	12/01/2025 03:45 PM
Signed pledge agreement from each contributing organization	Application form for grant	Appendix A - Application Form for Grant.pdf	pdf	77 KB	12/01/2025 02:52 PM

#### Maintenance Plan

*Benefit-cost analysis must be submitted with project applications over \$2,000,000. in lieu of using the FEMA benefit-cost analysis tool, applicants may submit a narrative to describe in detail the cost benefits and value. The narrative must explicitly indicate the risk reduction benefits of a flood mitigation project and compares those benefits to its cost-effectiveness.*

#### Benefit Cost Analysis

Other Relevant Attachments	County Census Tracts	County Census Tracts.docx	docx	16 KB	12/01/2025 05:11 PM
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#### **Letters of Support**

Description	File Name	Type	Size	Upload Date
Letter of Support Buckingham	LOS - Buckingham.pdf	pdf	60 KB	12/01/2025 03:19 PM
Letter of Support from Amelia County	LOS - Amelia.pdf	pdf	55 KB	12/01/2025 02:14 PM
Letter of Support from Charlotte County	LOS - Charlotte.pdf	pdf	64 KB	12/01/2025 02:14 PM
Letter of Support from Cumberland County	LOS - Cumberland.pdf	pdf	192 KB	12/01/2025 02:15 PM
Letter of Support from Lunenburg County	LOS - Lunenburg.pdf	pdf	66 KB	12/01/2025 02:15 PM
Letter of support from Nottoway County	LOS - Nottoway.pdf	pdf	228 KB	12/01/2025 02:15 PM
Letter of support from Prince Edward County	LOS - Prince Edward.pdf	pdf	60 KB	12/01/2025 02:16 PM