



**Town of Buchanan**  
Post Office Box 205  
Buchanan, Virginia 24066  
Phone: 540-254-1212

April 8, 2022

Wendy Howard-Cooper  
Director for Dam Safety and Floodplain Management  
Department of Conservation and Recreation  
600 East Main Street, 24th Floor  
Richmond, Virginia 23219

**RE: Town of Buchanan Flood Resilience Plan and Staff Training CFPF Application**

Ms. Howard-Cooper:

The Town of Buchanan is pleased to submit the following application for funding from the Community Flood Preparedness Fund (CFPF) to develop a Flood Preparedness Resilience Plan and for Town staff to receive training to become a Certified Floodplain Manager. A CFPF Grant will enable the Town to develop a Resilience Plan in accordance with the DCR's five key elements, which will guide the implementation of flood mitigation projects and work towards a more resilient, flood ready community.

The Town of Buchanan is located adjacent to the James River and its economy and identity are closely linked to the river. In the past, the Town has experienced significant flood events, a Resilience Plan will provide a roadmap for our community to prepare for future floods while maintaining our close connection to the river. The plan will include specific community flood preparedness projects to guide our efforts. The Town of Buchanan lacks the financial resources to prepare a Resilience Plan without a CFPF Grant.

Please accept this letter and supporting documents as the Town's application for CFPF funding. Please feel free to reach out to Susan McCulloch, Town Manager, if you have any questions.

Sincerely,

Susan McCulloch, Town Manager  
Buchanan, Virginia

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

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

**Name of Local Government:**

Town of Buchanan

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

**Capacity Building/Planning**

**Project**

**Study**

**NFIP/DCR Community Identification Number (CID) 510019**

**If a state or federally recognized Indian tribe, Name of tribe** \_\_\_\_\_

**Name of Authorized Official:** Susan McCulloch

**Signature of Authorized Official:** 

**Mailing Address (1):** P.O. Box 205, 19753 Main St.

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

**City:** Buchanan **State:** Virginia **Zip:** 24066

**Telephone Number:** (540) 254-1212, Ext 3 **Cell Phone Number:** (\_\_\_\_) \_\_\_\_\_

**Email Address:** smcculloch@buchanan-va.gov

Contact Person (if different from authorized official): SAME AS 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 X No \_\_\_\_\_

Categories (select applicable project):

Project Grants (Check All that Apply)

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

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

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

**Capacity Building and Planning Grants**

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

**Location of Project (Include Maps): Town of Buchanan, Virginia (See Attachment A)**

**NFIP Community Identification Number (CID#): 510019**

**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):** Zones AE, AO, and AH

**Flood Insurance Rate Map Number(s) (If Applicable):** 51023C0264C, 51023C0265C, 51023C0266C, 51023C0268C

**Total Cost of Project:** \$60,000

**Total Amount Requested** \$54,000

**Scope of Work Narrative Supporting Documentation:**

- A link to or a copy of the current floodplain ordinance:  
[MASTER Buchanan Town Zoning word ver..docm \(00011659.DOCM;1\) \(townofbuchanan.com\)](#)
- A link to or a copy of the current hazard mitigation plan:  
[I \(botetourtva.gov\)](#)
- A link to or a copy of the current comprehensive plan:  
[https://www.townofbuchanan.com/home/~ptow/public\\_html/ckfinder/userfiles/files/Comprehensive Plan - 2019 - 2025.pdf](https://www.townofbuchanan.com/home/~ptow/public_html/ckfinder/userfiles/files/Comprehensive Plan - 2019 - 2025.pdf)
- Social vulnerability index score(s) for the project area from ADAPT VA's Virginia Vulnerability Viewer

Social Vulnerability Index Classification:	Low Social Vulnerability
Vulnerability Index Score:	-0.0
Housing Vulnerability:	fragile stock
Housing Characteristics:	high pct. mobile homes/long-term renters
Social Vulnerability Status:	Not Socially Vulnerable
Socio-Economic Characteristics:	No extreme values
Tract Name:	Census Tract 402, Botetourt County, VA

Hazardous/Toxic Index Classification:	Low Potential Hazardous/Toxic Exposure
Hazardous/Toxic Index Score:	-0.0
Tract Name:	Census Tract 402, Botetourt County, VA

- Completed Scoring Criteria Sheet in Appendix D: See **Attachment B**

## **Budget Narrative Supporting Documentation**

- Authorization to request funding from the Fund from governing body or chief executive of the local government: **See Attachment C**

## Scope of Work Narrative – Capacity Building and Planning

All applications must include a Scope of Work Narrative that clearly describes the proposed activities, including supporting documentation as necessary and, at a minimum, includes the following.

1. Assess capacity needs and assets to include:
  - a. Resource needs identification – financial, human, technical assistance, training.

**Financial** – The Town of Buchanan is a small community with a population of 1,196 people (2020 U.S. Census). Buchanan has extremely limited financial resources to address community flood preparedness concerns. Furthermore, Buchanan is a low-income community that has been financially depressed for decades. The Town of Buchanan’s Median Household Income (\$50,278) is only 69.1% of the surrounding Botetourt County’s (\$72,719) (2020 U.S. Census).

**Human and Technical Assistance** – As a small community, the Town of Buchanan simply does not have the staff resources available to adequately address community flood preparedness concerns on its own. The Town has two staff members whose responsibilities include planning related to flood preparedness. These individuals are the Town Manager and the Community Development Planner. The responsibilities of these positions cover a range of operational and planning issues. These staff members do not have the time or the specialized knowledge to adequately address community flood preparedness concerns. The Town will utilize funds from the Virginia Community Flood Preparedness Fund to contract with qualified planning and engineering professionals. Through a competitive Request for Qualifications procurement process, the Town has selected *Cardno now Stantec* to assist with community flood preparedness and brownfield redevelopment concerns.

**Training** – The Town of Buchanan recognizes the need to educate its leaders, staff, and citizens regarding community flood preparedness concerns. Training will include formal training of the Town Manager to become a Certified Floodplain Manager (CFM) in order to better understand, prepare for, and if necessary recover from flood hazards. Local leaders will be invited to participate in an educational exercise emphasizing what can be done to minimize flood hazards, how to prepare for an imminent flood event, and how to best recover from a flood. Citizens will be invited to learn about the Town’s efforts and offer input during future planning and project implementation efforts.

- b. Plan for developing, increasing, or strengthening knowledge, skills and abilities of existing or new staff. This may include training of existing staff, hiring personnel, contracting with of expert consultants or advisors.

The overarching goal of this proposed scope of work is to evaluate existing plans, ordinances, and related policies, address key information gaps, and develop a Resilience Plan, which includes the following five key elements:

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

To achieve this goal the Town of Buchanan has contracted with *Cardno now Stantec* to assist the Town in developing a Resilience Plan that will guide the Town's community flood preparedness efforts. Development of the Resilience Plan and future implementation of flood control projects will be a collaborative effort between Town leadership, staff, citizens and selected contractors. In addition, the Town will communicate with adjacent jurisdictions, such as Botetourt County, and relevant state and federal agencies regarding its planning and flood control project implementation decisions.

Specific training for Town staff will include the Town Manager becoming a CFM. This position will become the primary contact for the Town regarding flood related concerns. Local officials will be invited to participate in a table top training exercise to identify flood hazards, discuss strategies and procedures in the event of an imminent flood, and how to mitigate and manage damage after an event. The public will be invited to attend an informational meeting regarding the Town's efforts to develop Resilience Plan and implement future flood preparedness projects. The results of these combined efforts will increase the knowledge and overall level of preparedness for all community stakeholders.

- c. Resource development strategies. Where capacity is limited by funding, what strategies will be developed to increase resources in the local government? This may include work with non-governmental organizations, or applying for grants, loans, or other funding sources.

Financial resources to address community flood preparedness efforts are extremely limited for the Town of Buchanan. Projects specified in the Resilience Plan will require funding assistance from various sources. The Town intends to apply for additional funds from the Virginia Community Flood Preparedness Fund for implementation of projects specified in its Resilience Plan. Local funds necessary for future grant matches, to maintain and update the Resilience Plan, and staff time to address citizen concerns will be considered by the Town leadership. Staff will also coordinate with their selected consultants to identify additional grant resources for flood preparedness projects.



- d. Policy management and/or development.

As part of the Resilience Plan development process the *Cardno now Stantec* staff will review Town's Comprehensive Plan, local ordinances related to flood management, the Botetourt County Emergency Operations Plan, and other related documents. Based on this review, consultation between the Town's selected consultants and local leaders, input from citizens, and best management practices the Town will revise its policies and ordinances accordingly.

2. Goals and objectives tied to improving flood protection and prevention in a whole community approach to resilience. Identify and describe the goals and objectives of the project.

In order to develop a Resilience Plan that includes the five key elements outlined in the *2022 Grant Manual for the Virginia Community Flood Preparedness Fund*, which will guide the Town's approach to community flood preparedness for the foreseeable future, the Town and *Cardno now Stantec* will perform the following tasks:

### **Baseline Information for Resilience Plan Development**

- ***Flood Scenario Modeling:*** The Town of Buchanan has an existing detailed FEMA flood model that will be obtained to ascertain flood risk and evaluate alternatives. The existing FEMA Flood Insurance Rate Map (FIRM) model for regulatory and non-regulatory data will be requested and purchased within ten (10) days of project start. The model will then be used to develop multiple return periods (up to five) which are likely the 10-year, 50-year, 100-year, 500-year, and 1,000-year. Decisions on which frequencies to include will include research on past events and likely future conditions. Spatial GIS files will be produced to evaluate alternatives including depth grids and water surface elevations. Up to five (5) different flood control options will be evaluated for various return periods as part of this evaluation.
- ***Visual Inspections:*** The Town's selected consultant will perform visual inspections of features of interest to the community flood preparedness program located along the James River and within the floodway. This effort will also include an inspection of tributary streams and relevant drainage structures to insure localized flooding is not occurring as a result of maintenance related issues.
- ***Review of Flood Related Documents and Coordination with Town Staff:*** The Town's selected consultant will compile and review relevant local, County, and regional flood related documents to establish a baseline of Town's current community flood preparedness. As part of this effort the consultant will interview Town staff to capture their institutional knowledge.

### **Resilience Plan Development**

- ***Proposed Flood Control Projects:*** Based on the information learned while compiling the baseline information about the Town's current community flood preparedness,

*Cardno now Stantec* will develop a list of specific potential future community flood preparedness projects. Principles from the five key resilience plan elements will guide the inclusion of projects. An initial working list of projects will be developed and may change during the resilience plan development process. The list of projects ultimately included in the Town's Resilience Plan will incorporate input from key stakeholders and will provide the path for the Town's flood preparedness efforts.

- **Table Top Exercise for Key Stakeholders:** *Cardno now Stantec* will conduct a presentation/training for local officials and other key stakeholders, which is designed to educate and collect input regarding the Town's redevelopment, planning, and community flood preparedness priorities. This event will be limited to two (2) hours in consideration of the stakeholders' schedules. However, if any attendees have additional questions or comments the Town's consultants will conduct follow up discussions with those individuals.
- **Public Information and Input Meeting:** *Cardno now Stantec* will conduct a public meeting with the goal of educating the citizens of Buchanan about Town's community flood preparedness efforts and soliciting public input on the proposed projects that will be included in the Town's Resilience Plan. This event will be limited to two (2) hours.
- **Develop Town of Buchanan Resilience Plan:** *Cardno now Stantec* will integrate all the information gathered throughout the information collection, project development, the stakeholder table top exercise, and the public information meeting to develop the Town of Buchanan's Community Flood Preparedness Resilience Plan. The Resilience Plan will be made available to the public through the Town's website and as a hardcopy at the Town Offices.
- **Town Staff CFM Training:** Training for Town staff will include the Town Manager becoming a Certified Floodplain Manager. This position will become the primary contact for the Town regarding flood related concerns.

### 3. Stakeholder identification, outreach and education strategies.

Stakeholders will include the Town's elected officials, key staff members, and interested property owners. The Town will apprise adjacent government jurisdictions of its plans to develop a Resilience Plan. As part of the plan development process the Town staff and *Cardno now Stantec* plan to conduct an in-person and possibly virtual educational table top exercise to provide information and solicit input about the Resilience Plan and future community flood preparedness efforts. Also, a public meeting to educate the Town's citizens about the Resilience Plan and the Town's community flood preparedness efforts will be held prior to finalization of the Resilience Plan. Once completed the Resilience Plan will be available online and in hardcopy for review. Moving forward the Town Manager will be available to address questions and receive comments from interested parties. When determined to be helpful, the Town may hold additional public meetings prior to the start of significant projects.

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

In March 2022, the Town of Buchanan issued a Request for Qualifications, reviewed all responses, and selected *Cardno now Stantec* to assist with developing a Resilience Plan for the Town. Once the Town is notified of award of requested the funds it will instruct its selected contractor to commence with the Resilience Plan development process. The approximate timeline to complete the tasks associated with developing the plan are outlined below:

<b>Baseline Information for Resilience Plan Development</b>	
<b>Project Task</b>	<b>Months from Award Announcement</b>
Review of Flood Related Documents and Coordination with Town Staff	3
Visual Inspections	3
Flood Scenario Modeling	4
<b>Resilience Plan Development</b>	
Proposed Flood Control Projects	5
Table Top Exercise for Key Stakeholders	6
Public Information and Input Meeting	6
Develop Town of Buchanan Resilience Plan	9
Town Staff CFM Training	9

Assuming a June 2022 Community Flood Preparedness Fund Grant award, the Town anticipates completing all project tasks including development of a Resilience Plan by March 2023.

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

The **Authorized Official** and **Contact Person** for the Town is the Town Manager, Susan McCulloch. Ms. McCulloch is also the individual designated to become a CFM and manage all future community flood preparedness issues for the Town. Susan will coordinate closely with *Cardno now Stantec*, the Town’s selected consultant to develop the Resilience Plan.

The *Cardno now Stantec* Project Manager is Joe Morici. Mr. Morici is a Professional Engineer and a Senior Principal. He leads the regional efforts to collaborate with local governments to develop programs in their communities. This includes identifying potential project sites, developing community support, authoring successful grant applications, developing work plans, and identifying, obtaining, and leveraging multiple sources of funding. For each project, he partners with the client to develop a tailored solution to ensure the project meets the both the short-term and long-term needs of the

client. Mr. Morici will coordinate with a range of qualified professional engineers, planners, and environmental consultants to develop this project.

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

The primary objectives of this project include the following:

- Development of a Community Flood Preparedness Resilience Plan that includes the five key elements outlined by the Virginia Department of Conservation and Recreation. The Resilience Plan will serve as a road map for the Town to improve its community flood preparedness in the coming years.
- Education about community flood preparedness for the key stakeholders and citizens of the Town. Education efforts will prepare local officials regarding next steps to prevent flooding, steps to take to prepare for an impending flood event, and what to do to clean up after a flood.
- Development of a sustainable community flood preparedness program. Development of Resilience Plan is a first step. In the coming years, the Town will strive to complete projects specified in the plan. The Resilience Plan is also a dynamic document in that the Town will revisit the plan's projects and insure they are still in accordance with the Town's overall priorities.
- Funds from this grant will also pay for the Town Manager to become a CFM. The CFM certification will insure that there is an individual on staff that is knowledgeable regarding a wide range of flood related issues. This position will become the Town's point of contact regarding all flood related concerns from stakeholders and citizens.

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

Capacity for community flood preparedness will be maintained by integrating responsibility for the program into the duties of the Town Manager. The current Town Manager will become certified as a CFM and recognizes the importance of flood preparedness. Furthermore, the Town will be implementing projects specified in the Resilience Plan in the coming years, and public education and outreach efforts will raise awareness of these issues with the Town's citizens.

## Budget Narrative

### Estimated Total Project Cost

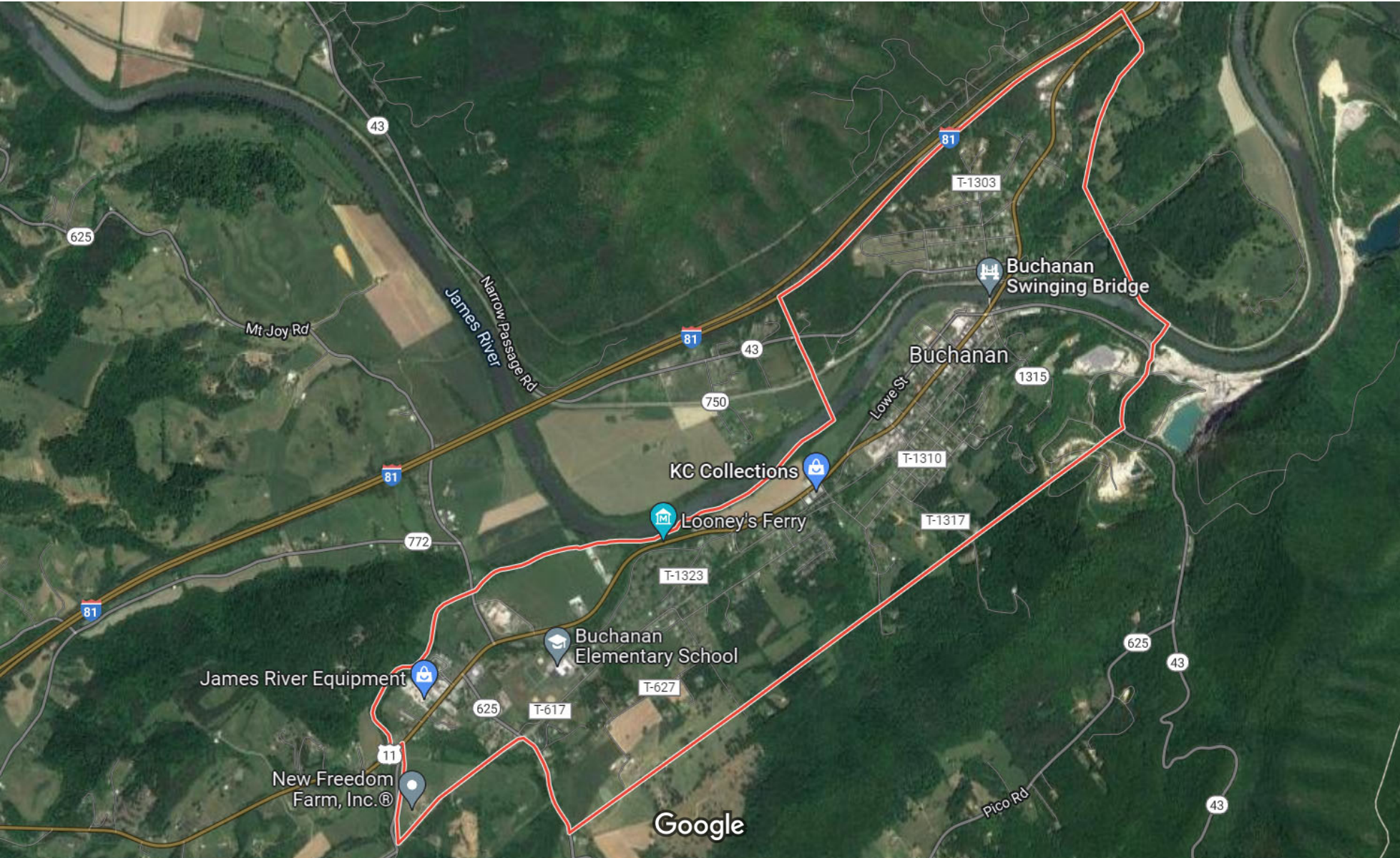
The total cost of the project outlined in the Scope of Work is \$60,000. This cost includes development of the Town of Buchanan’s Community Flood Preparedness Resilience Plan and Certified Floodplain Manager training for the Buchanan Town Manager. The estimated costs for tasks to complete the proposed Scope of Work are noted in the following table:

<b>Baseline Information for Resilience Plan Development</b>	
<b>Project Task</b>	<b>Estimated Cost</b>
Review of Flood Related Documents and Coordination with Town Staff	\$4,000
Visual Inspections	\$4,000
Flood Scenario Modeling	\$20,000
<b>Resilience Plan Development</b>	
Develop Proposed Flood Control Projects	\$10,000
Table Top Exercise for Key Stakeholders	\$3,000
Public Information and Input Meeting	\$3,000
Develop Town of Buchanan Resilience Plan	\$12,000
Town Staff CFM Training	\$4,000
<b>Total Cost</b>	<b>\$60,000</b>

- **Amount of funds requested from the Fund,**
- **Amount of cash funds available,**
- **Authorization to request for funding**

The total amount the Town is requesting from the Virginia Community Flood Preparedness Fund is \$54,000. All of these funds will be used to compensate *Cardno now Stantec* to complete the Scope of Work outlined in this application. The Town of Buchanan is providing a local match of \$6,000. The authorization for the Town to request funds and the commitment of the \$6,000 match has been attached as **Attachment C**.

### Town of Buchanan, Virginia



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

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

<b>Applicant Name:</b>	<b>Buchanan, Virginia</b>	
<b>Eligibility Information</b>		
<b>Criterion</b>	<b>Description</b>	<b>Check One</b>
<b>1. Is the applicant a local government (including counties, cities, towns, municipal corporations, authorities, districts, commissions, or political subdivisions created by the General Assembly or pursuant to the Constitution or laws of the Commonwealth, or any combination of these)?</b>		
Yes	Eligible for consideration	<b>X</b>
No	Not eligible for consideration	
<b>2. Does the local government have an approved resilience plan and has provided a copy or link to the plan with this application?</b>		
Yes	Eligible for consideration under all categories	
No	Eligible for consideration for studies, capacity building, and planning only	<b>X</b>
<b>3. If the applicant is <u>not a town, city, or county</u>, are letters of support from all affected local governments included in this application? – NOT APPLICABLE</b>		
Yes	Eligible for consideration	
No	Not eligible for consideration	
<b>4. Has this or any portion of this project been included in any application or program previously funded by the Department?</b>		
Yes	Not eligible for consideration	
No	Eligible for consideration	<b>X</b>
<b>5. Has the applicant provided evidence of an ability to provide the required matching funds?</b>		
Yes	Eligible for consideration	<b>X</b>
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:	Buchanan, Virginia		
Scoring Information			
Criterion	Point Value	Points Awarded	
<b>6. Eligible Capacity Building and Planning Activities (Select all that apply)</b>			
Revisions to existing resilience plans and modifications to existing comprehensive and hazard mitigation plans.	55		
Development of a new resilience plan.	55	55	
Resource assessments, planning, strategies and development.	45	45	
Policy management and/or development.	40	40	
Stakeholder engagement and strategies.	25	25	
Goal planning, implementation and evaluation.	25	25	
Long term maintenance strategy.	25	25	
Other proposals that will significantly improve protection from flooding on a statewide or regional basis.	15		
<b>7. Is the area within the local government to which the grant is targeted socially vulnerable? (Based on <a href="#">ADAPT VA's Social Vulnerability Index Score.</a>)</b>			
Very High Social Vulnerability (More than 1.5)	15		
High Social Vulnerability (1.0 to 1.5)	12		
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		
<b>8. Is the proposed activity part of an effort to join or remedy the community's probation or suspension from the NFIP?</b>			
Yes	10		
No	0	0	
<b>9. Is the proposed project in a low-income geographic area as defined in this manual?</b>			
Yes	10	10	
No	0		
<b>10. Does this project provide "community scale" benefits?</b>			
Yes	20	20	
No			
<b>Total Points</b>		<b>253</b>	





At a regular meeting of the Town Council of the Town of Buchanan held at the Buchanan Town Hall on the 14<sup>th</sup> day of March 2022 beginning at 7:00 p.m.:

MEMBERS:	VOTE:
Craig Bryant, Mayor	YES
Chris Witt, Vice-Mayor	YES
James Manspile	YES
Chris Petty	YES
Marlon Rickman	YES

On motion of Councilmember Manspile, which carried by a vote of 5 - 0, the following was adopted:

**A Resolution**

**Authorizing Contracting with Stantec to Provide Planning/Engineering Services for the Department of Conservation and Recreation (DCR) Community Flood Preparedness Grant Fund**

Whereas, the Town of Buchanan has had challenges in the past with flooding, and

Whereas, there is now a grant program available for Flood Preparedness Planning offered by the Department of Conservation and Recreation;

Whereas, the Town Manager issued a Request for Qualifications that was due March 8, 2022 and Stantec successfully responded and has been working with the Town on brownfield projects;

Now, therefore, be it resolved that the Town of Buchanan does hereby authorize the Town Manager to work with Stantec (formerly Cardno); and

Now, therefore, be it further resolved that the Town authorizes Stantec to apply for a planning grant for Community Flood Preparedness Planning with a Town cash match of up to \$6,000 and submit it on or before April 8, 2022.

AYES: 5


NAYS: 0

ABSENT: 0

APPROVED:

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
Town Clerk

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



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

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## Correction, Town of Buchanan CFPF Application

1 message

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**Susan McCulloch** <SMcCulloch@buchanan-va.gov>  
To: "cfpf@dcr.virginia.gov" <cfpf@dcr.virginia.gov>  
Cc: Harry Gleason <hgleason@buchanan-va.gov>

Thu, Apr 7, 2022 at 5:55 PM

Good afternoon,

Please see attached the Town of Buchanan's submission for a planning grant for the CFPF Program.

Should you have any questions, please don't hesitate to contact me at 540-254-1212 x3.

Sincerely,

Susan

Susan McCulloch, Town Manager

*Town of Buchanan, Virginia*

Office: 540-254-1212 X3

Email: [SMcCulloch@buchanan-va.gov](mailto:SMcCulloch@buchanan-va.gov)

Alt Email: [townmanager@buchanan-va.gov](mailto:townmanager@buchanan-va.gov)



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 **CID510019\_TownofBuchanan\_CFPF.pdf**  
820K