

3804 - Director of Water and Wastewater Infrastructure and Deputy Zoning Administrator

Application Details

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 1:18 PM

Initially Submitted By: Billy Shelton

Last Submit Date:

Last Submitted By:

Contact Information

Primary Contact Information

Active User*: Yes

Type: External User

Name*: Mr. Billy Ugene Shelton
Salutation First Name Middle Name Last Name

Title: Director of Water & Wastewater Infrastructure

Email*: bshelton@richlands-va.gov

Address*: 200 Washington Sq

Richlands Virginia 24641
City State/Province Postal Code/Zip

Phone*: 276-964-4856 Ext.
Phone

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

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

Comments:

Organization Information

Status*: Approved
Name*: The Town of Richlands, Virginia
Organization Type*: Local Government
Tax ID*: 54-6001555
Unique Entity Identifier (UEI)*: F1SDSKKRRKT8
Organization Website: <https://town.richlands.va.us/default.htm>
Address*: 200 Washington Sq

Richlands Virginia 24641-
City State/Province Postal Code/Zip

Phone*: 276-964-4856 Ext.

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

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

Benefactor:

Vendor ID:

Comments:

VCFPF Applicant Information

Project Description

Name of Local Government*: Town of Richlands

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

NFIP/DCR Community 510163

Identification Number (CID)*:

If a state or federally recognized Indian tribe,

Name of Tribe:

Authorized Individual*: Bill Shelton
First Name Last Name

Mailing Address*: 200 Washington Sq
Address Line 1
Richlands
Address Line 2
Richlands Virginia 24639
City State Zip Code

Telephone Number*: 276-964-2566

Cell Phone Number*: 276-971-2727

Email*: bshelton@richlands-va.gov

Is the contact person different than the authorized individual?

Contact Person*: No

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

Project Description*:

Community Flood Preparedness Fund to establish a full-time Floodplain Administrator

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*: Town of Richlands

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

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

Scoring Criteria for Capacity Building & Planning - Round 4

Scoring

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

Capacity Building and Planning*: Stakeholder engagement and strategies

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*: Moderate 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*: 50-100% of census block

Comments:

Grant will benefit all the community

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

Scope of Work - General Information

Upload your Scope of Work

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

Scope of Work Attachment*: Flood Admin Scope of work_0001.pdf

Comments:

Flood admin scope of work

Budget Narrative

Budget Narrative Attachment*: Flood Plain Admin Budget_0001.pdf

Comments:

Budget

Scope of Work Supporting Information - Capacity Building and Planning

Scope of Work Supporting Information

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

Resource need identification*:

To have a flood admin to collaborate with VDEM and the public for the flooding needs of the town.

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*:

Support local, State, and federal flood mitigation efforts, including coordination with planning, engineering, environmental and emergency management stakeholders. Work closely with public safety agencies-including police, fire, and emergency management- to assist with preparedness, response, and recovery during flood-related emergencies.

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*:

Apply for as many grants as we can and work with other local organizations when able to

Describe policy management and/or development plans

Policy management and/or

development*:

Participate in emergency response operations during significant flood events, including field assessment and coordination with emergency partners.

Describe plans for stakeholder identification, outreach, and education strategies

Stakeholder identification,

outreach, and education

strategies*:

Conduct community outreach and education, providing residents and businesses with information on flood risks, mitigation strategies and available resources.

Budget

Budget Summary

Grant Matching Requirement*:

Planning and Capacity Building (staffing) - Fund 50%/Match 50%

*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.

*:

Total Project Amount (Request + Match)*: \$435,000.00
**This amount should equal the sum of your request and match figures
REQUIRED Match Percentage Amount: \$217,500.00

BUDGET TOTALS

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

Match Percentage:

33.84%

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

Total Requested Fund Amount: \$435,000.00

Total Match Amount: \$222,500.00

TOTAL: \$657,500.00

Personnel

Description	Requested Fund Amount	Match Amount	Match Source
Floodplain Administrator	\$325,000.00	\$167,500.00	
	\$325,000.00	\$167,500.00	

Fringe Benefits

Description	Requested Fund Amount	Match Amount	Match Source
Floodplain Administrator	\$110,000.00	\$55,000.00	
	\$110,000.00	\$55,000.00	

Travel

Description	Requested Fund Amount	Match Amount	Match Source
Floodplain Administrator	\$0.00	\$0.00	
	\$0.00	\$0.00	

Equipment

Description	Requested Fund Amount	Match Amount	Match Source
Floodplain Administrator	\$0.00	\$0.00	
	\$0.00	\$0.00	

Supplies

Description	Requested Fund Amount	Match Amount	Match Source
Floodplain Administrator	\$0.00	\$0.00	
	\$0.00	\$0.00	

Construction

Description	Requested Fund Amount	Match Amount	Match Source
Floodplain Admininistrator	\$0.00	\$0.00	
	\$0.00	\$0.00	

Contracts

Description	Requested Fund Amount	Match Amount	Match Source
Floodplain Administrator	\$0.00	\$0.00	
Floodplain Administrator	\$0.00	\$0.00	
	\$0.00	\$0.00	

Pre-Award and Startup Costs

Description	Requested Fund Amount	Match Amount	Match Source
Floodplain Administrator	\$0.00	\$0.00	
	\$0.00	\$0.00	

Other Direct Costs

Description	Requested Fun Amount	Match Amount	Match Source
Floodplain Administrator	\$0.00	\$0.00	
	\$0.00	\$0.00	

Supporting Documentation - General

Supporting Documentation

Named Attachment	Required Description	File Name	Type	Size	Upload Date
Detailed map of the project area(s) (Projects/Studies)	Map of Town	Flood app map.png	png	1 MB	12/01/2025 12:17 PM

Named Attachment	Required Description	File Name	Upload		
			Type	Size	Date
FIRMette of the project area(s) (Projects/Studies)	Firmmap	Firm map.png	png	955 KB	12/01/2025 12:20 PM
Historic flood damage data and/or images (Projects/Studies)	Flood assessments	TOWN FLOOD ASSESSMENTS.xlsx	xlsx	24 KB	12/01/2025 12:35 PM
A link to or a copy of the current floodplain ordinance	Chapter 151 Flood Ordinance	Flood Ordinance.pdf	pdf	714 KB	12/01/2025 12:24 PM
Maintenance and management plan for project					
A link to or a copy of the current hazard mitigation plan	Hazard Mitigation plan	Hazard Mitigation Plan September 2018.pdf	pdf	13 MB	12/01/2025 12:44 PM
A link to or a copy of the current comprehensive plan	Current Comp plan	RCL Comp Plan Current Draft as of 03-03-17.compressed.pdf	pdf	3 MB	12/01/2025 12:25 PM
Social vulnerability index score(s) for the project area	Svi index map	Social Vulanability Index.jpg	jpg	270 KB	12/01/2025 12:40 PM
Authorization to request funding from the Fund from governing body or chief executive of the local government	Requesting funding letter	Letter requesting funding_0001.pdf	pdf	389 KB	12/01/2025 12:27 PM
Signed pledge agreement from each contributing organization	Town Mayor Letter	20251201100355842.pdf	pdf	445 KB	12/01/2025 12:29 PM
Maintenance Plan					
<i>Benefit-cost analysis must be submitted with project applications over \$2,000,000. in lieu of using the FEMA benefit-cost analysis tool, applicants may submit a narrative to describe in detail the cost benefits and value. The narrative must explicitly indicate the risk reduction benefits of a flood mitigation project and compares those benefits to its cost-effectiveness.</i>					
Benefit Cost Analysis	Benefits package	Flood Plain Admin Budget_0001.pdf	pdf	295 KB	12/01/2025 12:34 PM
Other Relevant Attachments					

Letters of Support

Description	File Name	Type	Size	Upload Date
Packet of support	Flood admin grant packet_0001.pdf	pdf	2 MB	12/01/2025 12:30 PM