

2025

NEWPORT NEWS

Community Flood
Preparedness Fund
Study Application
FloodREADY Homes

Appendix B: Budget Narrative Template

Applicant: **CID#510103 - City of Newport News**

Name: Community Flood Preparedness Fund &
Resilient Virginia Revolving Loan Fund

Detailed Budget Narrative

Period of Performance: June 1, 2025 through May 30, 2028

Submission Date: 1/24/2025

Grand Total State Funding Request									\$929,080.47
Grand Total Local Share of Project									\$103,231.16
Federal Funding (if applicable)									\$ -
Project Grand Total									\$1,032,311.63
Locality Cost Match									10%
Breakout By Cost Type	Personnel	Fringe	Travel	Equipment	Supplies	Contracts	Indirect Costs	Other Costs	Total
Federal Share (if applicable)	0	0	0	0	0	0	0	0	\$ -
Local Share	0	0	0	0	0	\$103,231.16	0	0	\$103,231.16
State Share – CFPF Grant	0	0	0	0	0	\$929,080.47	0	0	\$929,080.47
State Share – RVRF Match Loan	0	0	0	0	0	0	0	0	\$ -
Pre-Award/Startup	0	0	0	0	0	0	0	0	\$ -
Maintenance	0	0	0	0	0	0	0	0	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$1,032,311.63	\$ -	\$ -	\$1,032,311.63



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C. Budget Narrative

The following budget narrative details the project expenditures.

Table 1: Budget overview by task and year.

	YEAR 1	YEAR 2	YEAR 3	Total
Project Initiation, Kickoff, & Tracking				
Project Kickoff				
Prioritization Framework				
Project Database Development and Progress Tracking				
Task Total	\$ 35,897.70	\$ 3,439.28	\$ 3,574.40	\$ 42,911.38
Program Outreach and Promotion				
Participant Registration System				
Program Outreach and FAQ Material				
Flood Resilience Educational Materials				
Study FAQ Workshops (Yearly)				
Study Feedback Survey				
Task Total	\$ 36,508.00	\$ 20,716.80	\$ 21,516.00	\$ 78,740.80
Flood Resilience Assessments				
Assessment SOP and Training				
Scheduling				
In-Home Resilience Assessments				
FEMA Elevation Certificates				
BCA Analysis				
Home Recommendation Reports and Meetings with Homeowners				
Task Total	\$ 183,115.31	\$ 194,372.03	\$ 201,757.07	\$ 579,244.41
Implementation Analysis				
Year One Evaluation				
Funding Opportunities Analysis				
Outreach to Potential Local Partners				
Implementation Vision and Requirements Report				
Task Total	\$ -	\$ 71,951.36	\$ -	\$ 71,951.36
Study Assessment				
Program Evaluation				
Complete and Final Report				
Task Total	\$ -	\$ -	\$ 50,219.96	\$ 50,219.96
General Program Management, Coordination, and Reporting				
Project Management Plan				
Provide Regular Project Status Updates				
Maintain Records and Complete Administrative Grant Requirements				
Oversee Project Timeline and Delivery				
Task Total	\$ 66,489.72	\$ 69,982.28	\$ 72,771.72	\$ 209,243.72
	YEAR 1	YEAR 2	YEAR 3	TOTAL
Year Total	\$ 322,010.73	\$ 360,461.75	\$ 349,839.15	\$ 1,032,311.63

Estimated Total Project Cost

This three-year study, with a total cost of **\$1,032,311.63**, will be carried out with contractor support to address the escalating risks posed by flooding and sea-level rise in Newport News. Key deliverables include a study tracking geodatabase, 150 household Resilience Assessment and Recommendations Reports, an Implementation Analysis, and a Final Study Comprehensive Report. The tracking geodatabase, as outlined in the Scope of Work (SOW), will serve as a centralized tool for managing data collection from in-home Resilience Assessments and GIS analysis, directly supporting the development of these deliverables.

Without intervention, the cumulative economic damages from repetitive flooding and rising sea levels could surpass \$100 million in the coming decades, underscoring the urgency of this project.

Proven Capacity and Success

The City of Newport News has a proven capacity to effectively manage large-scale flood preparedness and resilience initiatives, as demonstrated through successful execution of projects awarded by the Virginia Community Flood Preparedness Fund (CFPF).

Notable examples include the Master Plan Development, Stormwater, Floodplain, Resilience and Climate Change Management grant that the City will complete in early 2026; for which the City was awarded \$4,926,063. It also includes the Newmarket Watershed Study, for which the City of Newport News was awarded \$522,000 with a 10% local match, bringing the total project cost to \$580,000. This project resolved significant discrepancies in floodplain mapping and identified actionable flood mitigation projects. Additionally, the Stoney Run Flood Reduction Improvements received \$4,272,300 in CFPF funding with a 10% local match, for a total project cost of \$4,747,000. This initiative involved detailed engineering studies, permitting, and community-oriented design solutions aimed at reducing flood risks and improving resilience for socially vulnerable areas.

Both projects were supported by highly qualified engineering contractors with expertise in hydrologic modeling, GIS analysis, and floodplain management, ensuring adherence to best practices and timely, within-budget delivery. Leveraging this robust system of internal expertise and contractor collaboration, the Department of Engineering is well-positioned to deliver on future resilience projects with similar efficiency and impact.

Funds Requested

The City is requesting **\$929,080.47** (90% of the total project cost) in CFPF Round 5 funding to support consultant services as outlined in the Scope of Work (SOW). These services include community outreach and homeowner engagement, in-home Resilience Assessments with Elevation Certificate preparation, and detailed

Implementation Analysis and reporting. No City personnel costs are included in the request.

The requested funds will support 90% of the total project cost, with the City providing the required 10% cash match as outlined in the Cash Match section.

Project Activities and Costs

The total project cost is distributed among the following key tasks (reference Table 1: Budget overview by task and year):

- **Project Initiation, Kickoff, and Tracking:** Includes project kickoff, development of a prioritization framework, and establishing a tracking database.
 - **Total cost:** \$42,911.38
(\$35,897.70 in Year 1, \$3,439.28 in Year 2, and \$3,574.40 in Year 3).
- **Program Outreach and Promotion:** Covers participant registration, outreach materials, workshops, and surveys to recruit participants and raise awareness of flood resilience.
 - **Total cost:** \$78,740.80
(\$36,508.00 in Year 1, \$20,716.80 in Year 2, and \$21,516.00 in Year 3).
- **Flood Resilience Assessments:** Involves developing SOPs, conducting in-home assessments, preparing FEMA Elevation Certificates, performing BCAs, and generating homeowner recommendation reports.
 - **Total cost:** \$579,244.41
(\$183,115.31 in Year 1, \$194,372.03 in Year 2, and \$201,757.07 in Year 3).
- **Implementation Analysis:** Focused on analyzing Year 1 findings, identifying funding opportunities, engaging local partners, and preparing the Implementation Vision and Requirements Report.
 - **Total cost:** \$71,951.36 (Year 2).
- **Study Assessment:** Concludes the project with program evaluation and preparation of a Final Report summarizing findings and future recommendations.
 - **Total cost:** \$50,219.96 (Year 3).
- **General Program Management, Coordination, and Reporting:** Ongoing management, updates, record-keeping, and administrative oversight.
 - **Total cost:** \$209,243.72
(\$66,489.72 in Year 1, \$69,982.28 in Year 2, and \$72,771.72 in Year 3).

Cash Funds Available

The City has **\$103,231.16** in cash on hand, contained within the City General Fund budget. This amount of cash funds is sufficient so that when combined with the potential grant funding, the City will have all the necessary funds available to complete the study. Additionally, the City will maintain a contingency of 5% to address unforeseen costs, ensuring that the project can be completed within budget.

Funding Authorization

Please see attached letter from the City Manager in the supporting documents for the documentation authorizing the funding request. This letter confirms the City's commitment to leveraging this study to address critical flood risks in low-income, high-vulnerability areas, as identified in the SOW's project scope and priority objectives.