

3814 - CID510047_CityofEmporia_CFPF

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 7:37 PM

Initially Submitted By: Ashlyn Lee

Last Submit Date:

Last Submitted By:

Contact Information

Primary Contact Information

Active User*: Yes

Type: External User

Name*: Mr. Michael Charles Rae
Salutation First Name Middle Name Last Name

Title: Emergency Services Coordinator

Email*: mrae@ci.emporia.va.us

Address*: 709 West Atlantic Street

Emporia Virginia 23847
City State/Province Postal Code/Zip

Phone*: 434-637-3697 Ext.

Phone

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

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

Comments:

Organization Information

Status*: Approved
Name*: City of Emporia
Organization Type*: City Government
Tax ID*: 54-6001262
Unique Entity Identifier (UEI)*: JCJ4WJD313C5
Organization Website: <https://www.ci.emporia.va.us/>
Address*: 201 South Main Street

Emporia Virginia 23847-
City State/Province Postal Code/Zip
Phone*: 434-634-3332 Ext.
###-###-####
Fax: ###-###-####

Benefactor:

Vendor ID:

Comments:

VCFPF Applicant Information

Project Description

Name of Local Government*: City of Emporia

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

NFIP/DCR Community Identification Number (CID)*: 510047

If a state or federally recognized Indian tribe,

Name of Tribe:

Authorized Individual*: William Johnson
First Name Last Name

Mailing Address*: 201 South Main Street
Address Line 1
Address Line 2

Emporia Virginia 23847
City State Zip Code

Telephone Number*: 434-634-3332

Cell Phone Number*: 434-637-1010

Email*: wjohnson@ci.emporia.va.us

Is the contact person different than the authorized individual?

Contact Person*: Yes

Contact: Michael Rae
First Name Last Name
709 West Atlantic Street
Address Line 1
Address Line 2
Emporia Virginia 23847
City State Zip Code

Telephone Number: 434-634-5788

Cell Phone Number: 434-637-3697

Email Address: mrae@ci.emporia.va.us

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

Project Description*:

A citywide planning project that modernizes Emporia's emergency communication, workflows, and flood preparedness. The project strengthens coordination across departments and regional partners, improves outreach to vulnerable residents, and builds capacity for future resilience investments.

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*: The project is citywide and spans multiple census blocks.

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

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*: No
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*:

Long-term maintenance strategy, Resource assessments, planning, strategies, and development, 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*: Very 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:

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*: 510047_Budget Narrative - 12.1.25.pdf

Comments:

Budget Narrative

Budget Narrative Attachment*: 510047_Budget Narrative - 12.1.25.pdf

Comments:

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*:

Emporia's emergency management responsibilities are currently concentrated among a very limited number of staff, creating operational vulnerability during severe weather. Manual documentation processes slow situational awareness and consume valuable response time, and annual EOP and SOP compliance updates cannot be consistently completed with current staffing. Messaging to limited-English households, seniors, and residents with disabilities is often delayed or inaccessible. Training and exercises require 40-60 hours per scenario, reducing capacity for proactive planning and annual updates. The City also lacks modernized planning capacity, coordinated communication processes, and structured workflows necessary for effective preparedness, response, and recovery.

The initiative strengthens Emporia's financial, human, and technical capacity by modernizing internal planning systems, improving communication workflows, and building long-term community resilience. Resource assessments, planning strategies, policy and procedure modernization, and inclusive engagement with high-SVI and low-income neighborhoods are required to close existing gaps. Technology-enabled decision support is needed to help staff navigate operational tasks, maintain documentation accuracy, and reduce administrative burden, which is critical for a locality with limited personnel.

To further build internal capacity, the City will support key personnel such as the Emergency Services Coordinator and the Building Inspector in obtaining the Certified Floodplain Manager (CFM) credential to expand internal floodplain management capacity and strengthen compliance with state and federal standards. Staff and partner training, including role-specific training across relevant City departments and regional partners, is needed to ensure improved performance in documentation, communication, and workflow implementation. The City requires

multilingual and ADA-accessible communication templates, standardized documentation systems, modernized workflows, and technology-enabled tools to ensure accessibility, operational clarity, and accurate documentation. **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*:

The initiative strengthens Emporia's capacity by improving planning workflows, documentation processes, staff training, community communication, and interdepartmental coordination. Modernized procedures, multilingual and ADA-accessible communication templates, and structured documentation tools will help staff make faster, more consistent decisions and maintain continuity even when key personnel are unavailable. Technology-enabled decision support will help staff navigate operational tasks, maintain documentation accuracy, and reduce administrative burden, which are critical benefits for a locality with limited personnel.

To further build internal capacity, the City will support key personnel such as the Emergency Services Coordinator and the Building Inspector in obtaining the Certified Floodplain Manager (CFM) credential through the Association of State Floodplain Managers (ASFPM). CFM certification will expand Emporia's technical expertise in floodplain management, strengthen compliance with state and federal standards, and enhance long-term resilience by improving the integration of flood risk into planning, zoning, and infrastructure decisions.

Role-specific training will be delivered across relevant City departments and regional partners, including Public Works, Police, Fire/EMS, and the City Manager's Office. Staff workshops, partner trainings, and scenario-based exercises will be conducted using updated workflows. Updated procedures, training modules, and competency checks will support onboarding of new staff, annual compliance updates, and long-term resilience planning. CFM-certified staff will support ongoing compliance, mitigation planning, and integration of floodplain standards into annual EOP/HMP updates.

Training and engagement activities include tabletop exercises, documentation reviews, multilingual preparedness tools, and partner coordination. Modernized workflows will also preserve institutional knowledge and strengthen continuity during staff turnover.

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*:

Emporia evaluated multiple alternatives and determined that infrastructure upgrades and hiring additional emergency management staff are not feasible within the current budget. The selected approach provides a cost-effective solution by strengthening preparedness through workflow modernization, structured documentation processes, and equitable communication improvements. Strengthened planning processes provide a high-impact, cost-efficient alternative, with long-term maintenance sustained through existing staff time and non-CFPF operating budgets.

The project relies on regional coordination with Greensville and Brunswick Counties, the Crater Planning District Commission (CPDC), Virginia Department of Conservation and Recreation (DCR), Virginia Department of Emergency Management (VDEM), Lifestar Ambulance Services, and local nonprofits, faith-based groups, and senior centers. These partners support outreach, data sharing, statewide resilience guidance, preparedness, joint exercises, coordinated messaging, and integration with the forthcoming Regional Resilience Plan.

The City will maintain all planning workflows, documentation templates, communication tools, and training materials for a minimum of ten years using existing staff capacity and non-CFPF operating resources. Maintenance activities will be coordinated with regional partners and aligned with federal, state, and DCR

guidance. This approach enables Emporia to adopt locality-specific recommendations from the Regional Resilience Plan and ensures sustainability beyond the grant period.

Describe policy management and/or development plans

Policy management and/or development*:

The initiative modernizes the City's Emergency Operations Plan (EOP), Hazard Mitigation Plan (HMP), flood annexes, Standard Operating Procedures (SOPs), and After-Action processes by converting them into clear, digitized, role-based workflows supported by modern planning tools. Updated procedures will reflect current state and federal best practices and strengthen staff training, documentation quality, and operational clarity.

Policy and procedure modernization includes creating standardized documentation templates such as SitReps, IAPs, logs, checklists, and GIS-linked reporting tools, along with multilingual and ADA-accessible communication templates. Compliance reviews will identify gaps and needed updates to align workflows and procedures with state and federal standards.

The project establishes technology-enabled decision-support features to streamline operational tasks, improve documentation accuracy, and reduce administrative burden. Updated workflows will support onboarding of new staff, annual compliance updates, and long-term resilience planning.

All updated workflows, communication templates, and planning processes will be maintained through Emporia's annual EOP and HMP update cycles. Communication templates and the Partner Communication SOP will be reviewed annually and updated based on resident feedback and regional partner input. Maintenance activities will include regular checks for policy, compliance, and regulatory changes, succession planning, and routine accessibility updates to sustain multilingual and ADA-compliant communication formats for at least ten years.

Describe plans for stakeholder identification, outreach, and education strategies

Stakeholder identification, outreach, and education strategies*:

Stakeholder engagement ensures that planning improvements reflect the lived experiences of residents, particularly those in high-SVI neighborhoods. Engagement activities will include community listening sessions, multilingual preparedness workshops, paper and digital surveys conducted with partners, outreach through trusted community messengers such as churches, civic groups, and senior programs, and public review and refinement of communication templates and tools. Community input will directly shape the co-design of communication templates, planning workflows, and outreach strategies to ensure tools are culturally responsive, accessible, and effective for all residents.

The Flood Communication & Community Capacity Assessment will identify trusted messengers, information gaps, barriers, and the full message journey from warning sources to residents. The process includes interviews, focus groups, surveys, and communication network mapping, ensuring that high-SVI neighborhoods and other vulnerable groups receive clear and equitable information. Findings will inform the development of a multilingual, ADA-accessible Community Messaging Toolkit and a Partner Communication SOP with defined partner roles, message pathways, and community-facing infographics.

Regional partners include Greenville and Brunswick Counties, the Crater Planning District Commission, DCR, VDEM, Lifestar Ambulance Services, nonprofits, faith-based groups, and senior centers. These partners support outreach, survey coordination, preparedness messaging, SOP alignment, and joint exercises. Engagement activities will be conducted using accessible and multilingual materials, and at least eight engagement activities will be completed with a minimum of 250 residents.

Budget

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)*: \$900,000.00
**This amount should equal the sum of your request and match figures

REQUIRED Match Percentage Amount: \$90,000.00

BUDGET TOTALS

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

Match Percentage:

9.89%

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

Total Requested Fund Amount: \$820,000.00

Total Match Amount: \$90,000.00

TOTAL: \$910,000.00

Personnel

Description	Requested Fund Amount	Match Amount	Match Source
In-kind match	\$0.00	\$52,849.00	
In-kind match	\$0.00	\$10,000.00	
	\$0.00	\$62,849.00	

Fringe Benefits

Description	Requested Fund Amount	Match Amount	Match Source
Fringe	\$0.00	\$27,151.00	
	\$0.00	\$27,151.00	

Travel

Description	Requested Fund Amount	Match Amount Match Source
Travel	\$15,000.00	\$0.00
Travel	\$20,000.00	\$0.00
	\$35,000.00	\$0.00

Equipment

Description	Requested Fund Amount	Match Amount Match Source
None	\$0.00	\$0.00
	\$0.00	\$0.00

Supplies

Description	Requested Fund Amount	Match Amount Match Source
Supplies	\$10,000.00	\$0.00
	\$10,000.00	\$0.00

Construction

Description	Requested Fund Amount	Match Amount Match Source
None	\$0.00	\$0.00
	\$0.00	\$0.00

Contracts

Description	Requested Fund Amount	Match Amount Match Source
Contracts	\$765,000.00	\$0.00
	\$765,000.00	\$0.00

Pre-Award and Startup Costs

Description	Requested Fund Amount	Match Amount Match Source
None	\$0.00	\$0.00
	\$0.00	\$0.00

Other Direct Costs

Description	Requested Fun Amount	Match Amount Match Source
ODCs	\$10,000.00	\$0.00
	\$10,000.00	\$0.00

Supporting Documentation - General

Supporting Documentation

Named Attachment	Required Description	File Name
Detailed map of the project area(s) (Projects/Studies)	SVI Map	Emporia VA SVI Score Download 2025.png
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	https://library.municode.com/va/emporia/codes/code_of_ordinances?nodeId=PTIICOOR_CH90ZOSUOR_ARTVOVZODI_DIV2FLHAOVDIFH_S90-322EXSTFLAR	Emporia VA Code of Ordinances.pc
Maintenance and management plan for project		
A link to or a copy of the current hazard mitigation plan		
A link to or a copy of the current comprehensive plan	https://www.ci.emporia.va.us/DocumentCenter/View/139/2015-2035-Comprehensive-Plan-PDF	2015-2035 Comprehensive Plan PDF.pdf
Social vulnerability index score(s) for the project area		
Authorization to request funding from the Fund from governing body or chief executive of the local government		
Signed pledge agreement from each contributing organization		
Maintenance Plan		

Named**Attachment****Required Description****File Name**

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

Benefit Cost

Analysis

Other Relevant

Attachments

Letters of Support**Description****File Name****Type****Size****Upload Date**

No files attached.