A person standing in flood water

Description automatically generatedA blue and white banner with white text

Description automatically generated

[Atlantic Avenue](https://abcnews.go.com/US/parts-south-carolina-brace-historic-rainfall/story?id=34219621)

Source: https://abcnews.go.com/US/parts-south-carolina-brace-historic-rainfall/story?id=34219621

Scope of Work Narrative

Town of Wachapreague Resilience Plan Application

Budget Narrative

[Atlantic Avenue](https://abcnews.go.com/US/parts-south-carolina-brace-historic-rainfall/story?id=34219621)

Scope of Work Narrative

Scope of Work Narrative

Community Flood Preparedness Fund Round 5

Scope of Work Narrative

Scope of Work Narrative

Scope of Work Narrative

Town of Wachapreague

Community Flood Preparedness Fund & Resilient Virginia Revolving Loan Fund

Detailed Budget Narrative

Anticipated Period of Performance: May 2025 through November 2025

Submission Date: January 2025

|  |  |
| --- | --- |
| **Grand Total State Funding Request** | **$45,000** |
| Grand Total Local Share of Project | $5,000 (in-kind) |
| Federal Funding (if applicable) | $0 |
| Project Grand Total | $50,000 |
| Locality Cost Match | 10% |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Breakout by Cost Type | Personnel | Fringe | Travel | Equipment | Supplies | Contracts | Indirect Costs | Other Costs | Total |
| Federal Share (if applicable) |  |  |  |  |  |  |  |  |  |
| Local Share – CFPF Grant | $4,220 |  |  | $780 |  | $45,000 |  |  |  |
| State Share – RVRF Match Loan |  |  |  |  |  |  |  |  |  |
| Pre-Award/ Startup |  |  |  |  |  |  |  |  |  |
| Maintenance |  |  |  |  |  |  |  |  |  |
| Total | $4,220 | $ | $ | $780 | $ | $45,000 | $ | $ | $ |

## Estimated Total Project Cost

The estimated total project cost is $50,000.00. The estimated total CFPF project cost (only flood- related plan elements) is $45,000.00.

## Amount of Funds Requested from the Fund

The total amount of requested grant assistance is $45,000 (90% of the CFPF Project Total), and the estimated local CFPF match is $5,000 (10% of total match for low-income geographic areas).

The town is seeking funding to develop a plan that identifies risks to flood hazards, as well as identify solutions to mitigate flood risk. The town qualifies as low-income due to its median household income being $54,844 (in 2022 dollars), 2018-2022 as reported by the U.S. Census Bureau, ACS 5-Year Estimate. For capacity building and planning grants, the match required is 10% and the Town is applying to have this waived as the Town has low capacity to develop and finance a comprehensive flood resilience plan.

The town intends to contract the development of the plan to a consultant, and 90% of the proposed budget is for contract costs. This is broken down in Table 1 below. Additionally, a task level breakdown can be found in Table 2.

Table 1: Estimated Project Cost and Source of Funds

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | | **Project Total** | **Town CFPF Match (0%)** | **CFPF Requested Funds (100%)** |
| **Task 1** | Project Initiation &  Management | $7,365.00 | $780.00 | $6,585.00 |
| **Task 2** | Resilience Activity  Review | $3,869.00 | $450.00 | $3,419.00 |
| **Task 3** | Community Resilience Building Workshop | $9,800.00 | $2,600.00 | $7,200.00 |
| **Task 4** | Develop Actions for Flood Preparedness | $6,939.00 | $720.00 | $6,219.00 |
| **Task 5** | Develop the Plan | $9,949.00 | $0.00 | $9,949.00 |
| **Task 6** | Final Plan | $12,078.00 | $450.00 | $11,628.00 |
| **Total** |  | **$50,000.00** | **$5,000.00** | **$45,000.00** |

Table 2: Task Level Breakdown

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | | | **Requested Funds** | **Task Total** |
| **Task 1** |  | **Project Initiation & Management** | | |
| Task 1.1 Form the Core Team and Project Team | | $ 1,475 | $ 1,855 |
| Task 1.2 Project Management | | $ 5,110 | $ 5,510 |
| **Task 2** |  | **Resilience Activity Review** | | |
| Task 2.1 Existing Conditions Documentation | | $ 2,056 | $ 2,256 |
| Task 2.2 Vision and Goals Setting | | $ 1,363 | $ 1,613 |
| **Task 3** |  | **Community Resilience Building Workshop** | | |
| Task 3.1 Create Workshop Material | | $ 3,344 | $ 4,344 |
| Task 3.2 Conduct the Workshop | | $ 3,856 | $ 5,456 |
| **Task 4** |  | **Develop Actions for Flood Preparedness** | | |
| Task 4.1 Develop a Risk Matrix | | $ 1,210 | $ 1,210 |
| Task 4.2 Develop Priority Actions and Mitigation Strategies | | $ 3,646 | $ 3,946 |
| Task 4.3 Action Prioritization | | $ 1,363 | $ 1,783 |
| **Task 5** |  | **Develop the Plan** | | |
| Task 5.1 Summarize Findings | | $ 3,980 | $ 3,980 |
| Task 5.2 Implementation Plan | | $ 4,184 | $ 4,184 |
| Task 5.3 Plan Maintenance Procedure | | $ 1,785 | $ 1,785 |
| **Task 6** |  | **Final Plan** | | |
| Task 6.1 Draft Plan | | $ 7,419 | $ 7,419 |
| Task 6.2 Final Plan and Presentation Materials | | $ 3,061 | $ 3,061 |
| Task 6.3 Plan Review and Adoption | | $ 1,148 | $ 1,598 |
| **Total** |  | |  | **$50,000.00** |

## Indirect Costs Are Not Eligible For Funding

The town’s capacity to provide significant in-kind match contributions is restricted, as it lacks the necessary volunteer workforce, available staff time, and sufficient donated materials or services. This limitation reduces Wachapreague's ability to offset project costs through non-monetary contributions, such as volunteer labor or use of existing assets, which are essential for meeting match requirements in many grant programs.

## Amount of Funds Available

An overview of in-kind match is provided in Table 3.

Table 3 – In-kind Match Overview

|  |  |
| --- | --- |
| **In-kind Category** | **Explanation** |
| Space and equipment | The community will provide a space and AV equipment for the community workshop. It is estimated that the time of the rental will be for 8 hours at a rate of $97.5/hr. The estimated total value is $780. |
| Labor - Volunteer | 15 community representatives to participate in action development workshops for approximately 8 hours at an average hourly rate of $15/hr for a value of $1,800.  15 community representatives for the community resiliency activity review for 2 hours at a rate of $15/hr for a value of $450.  15 community representatives for the final plan presentation for 2 hours at a rate of $15/hr for a value of $450. |
| Labor – Salary | The community will provide 1 local staff member to perform the activities and execute the project being funded. Staff will spend approximately 27 hours on grant-funded activities and tasks at an hourly rate of $30/hr. Total value of project management staff is approximately $800.  8 town council members to participate in action vetting for approximately 4 hours at an average rate of $22/hr for a value of approximately $720. |

## Authorization of Requested Funding

The Mayor pledges to allocate staff to complete the project. A copy of the approved pledge agreement is included in this application