

3784 - Resilience Staffing and Capacity Building

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 7:31 PM

Initially Submitted By: Benjamin McFarlane

Last Submit Date:

Last Submitted By:

Contact Information

Primary Contact Information

Active User*: Yes

Type: External User

Name*: Mr. Benjamin Middle Name McFarlane
Salutation First Name Last Name

Title: Chief Resilience Officer

Email*: bmcfarlane@hrpdcva.gov

Address*: 723 Woodlake Dr

Chesapeake Virginia 23464
City State/Province Postal Code/Zip

Phone*: (757) 420-8300 Ext.
Phone

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

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

Comments:

Organization Information

Status*: Approved
Name*: Hampton Roads Planning District Commission
Organization Type*: Local Government
Tax ID*:
Unique Entity Identifier (UEI)*:
Organization Website: rcrum@hrpdcva.gov
Address*: 723 Woodlake Drive

Chesapeake Virginia 23464
City State/Province Postal Code/Zip
Phone*: (757) 420-8300 Ext.
###-###-####
Fax: ###-###-####

Benefactor:

Vendor ID:

Comments:

VCFPF Applicant Information

Project Description

Name of Local Government*: Hampton Roads Planning District Commission

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

NFIP/DCR Community Identification Number (CID)*: 5123

If a state or federally recognized Indian tribe,

Name of Tribe:

Authorized Individual*: Robert Crum
First Name Last Name

Mailing Address*: 723 Woodlake Drive
Address Line 1
Address Line 2

Chesapeake Virginia 23320
City State Zip Code

Telephone Number*: 757-420-8300

Cell Phone Number*: 757-408-7479

Email*: rcrum@hrpdcva.gov

Is the contact person different than the authorized individual?

Contact Person*: Yes

Contact: Benjamin McFarlane
First Name Last Name
723 Woodlake Drive
Address Line 1
Address Line 2
Chesapeake Virginia 23320
City State Zip Code

Telephone Number: 757-420-8300

Cell Phone Number: 757-218-8930

Email Address: bmcfarlane@hrpdcva.gov

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

Project Description*:

Funding for an Environmental Education Planner position through the CFPF Capacity Building and Planning category to increase local and regional capacity for public outreach, education, and training, for coastal resilience, floodplain management, and related issues.

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*: No

Information regarding your census block(s) can be found at census.gov

Census Block(s) Where Project will Occur*: 515500208091041

Is Project Located in an NFIP Participating Community?* Yes

Is Project Located in a Special Flood Hazard Area?* No

Flood Zone(s) (if applicable): N/A

Flood Insurance Rate Map Number(s) (if applicable): N/A

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*: 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*: Yes
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*:

Goal planning, implementation, and evaluation, Long-term maintenance strategy, Other proposals that will significantly improve protection from flooding on a statewide or regional basis, 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*: No

Does this project provide “community scale” benefits?

Community Scale Benefits*: More than one census block

Comments:

The proposed project is intended to provide benefits and services region-wide. Hampton Roads includes low-income geographic areas as well as areas with very low and low social vulnerability, as shown in the attached maps.

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*: 2025-12-01 HRPDC Capacity Building Narrative Scope of Work.pdf

Comments:

Budget Narrative

Budget Narrative Attachment*: 2025-12-01 HRPDC Capacity Building Budget Narrative.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*:

The Hampton Roads Planning District Commission requires financial assistance from the Community Flood Preparedness Fund to hire additional staff to expand existing and establish new outreach, education, and training programs for coastal resilience, floodplain management, and related issues. The agency does not currently possess funding in its FY26 budget, nor does it anticipate having the required resources in future years. This position is necessary to increase outreach capacity across the region, which is currently underserved by existing regional and local government staff.

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 Hampton Roads Planning District Commission intends to use funds from the Community Flood Preparedness Fund to hire new staff for outreach and engagement and provide them with the necessary training and professional development opportunities. This new position will also be tasked with helping existing staff incorporate flood risk into stormwater, drinking water and emergency management programs.

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*:

The Hampton Roads Planning District Commission intends to support the position in the long-term through enhancements to its locality-funded special assessments (including, but not limited to, Coastal Resiliency, Stormwater, and Environmental Education, and additional grant opportunities as appropriate and available.

Describe policy management and/or development plans

Policy management and/or development*:

The new position will work with the HRPDC's existing programs related to environmental education, emergency management, and water resources to identify opportunities for incorporating public engagement, outreach, and training into local and regional comprehensive plans, strategic plans, source water protection plans, water supply plans, hazard mitigation plans, etc. The new position will assist localities in developing outreach materials and develop and implement programmatic enhancements to outreach, education, and training programs.

Describe plans for stakeholder identification, outreach, and education strategies

Stakeholder identification, outreach, and education strategies*:

The Hampton Roads Planning District Commission coordinates several local government committees that provide a mechanism for identifying key stakeholders and for engaging with communities. These include the Coastal Resiliency Committee, Regional Environmental Committee, All Hazards Advisory Committee, and others. The new position will work with existing HRPDC staff and these committees to develop outreach and education strategies to engage the public and key stakeholders through community events, promotional materials, educational resources, and campaign development. These efforts will support and complement existing local and regional planning efforts and other initiatives. In addition, the new position will maintain and improve connections with non-governmental partners, such as the CRS User Group and stakeholders identified as part of the region's Comprehensive Climate Action Plan.

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 No

Note: only low-income communities are eligible for a match waiver.

*:

Total Project Amount (Request + Match)*: \$1,102,468.00

**This amount should equal the sum of your request and match figures

REQUIRED Match Percentage Amount: \$551,234.00

BUDGET TOTALS

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

Match Percentage:

50.10%

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

Total Requested Fund Amount:	\$550,083.00
Total Match Amount:	\$552,385.00
TOTAL:	\$1,102,468.00

Personnel

Description	Requested Fund Amount	Match Amount	Match Source
Personnel Costs for New Position	\$398,186.00	\$0.00	
Personnel Costs for Existing Staff	\$0.00	\$173,121.00	Locality Dues and Special Assessments
	\$398,186.00	\$173,121.00	

Fringe Benefits

Description	Requested Fund Amount	Match Amount	Match Source
Fringe Costs for New Position	\$151,897.00	\$0.00	
Fringe Costs for Existing Staff	\$0.00	\$55,169.00	Locality Dues and Special Assessments
Indirect Costs for New Position and Existing Staff	\$0.00	\$324,095.00	Locality Dues and Special Assessments
	\$151,897.00	\$379,264.00	

Travel

Description	Requested Fund Amount	Match Amount	Match Source
	No Data for Table		

Equipment

Description	Requested Fund Amount	Match Amount	Match Source
	No Data for Table		

Supplies

Description	Requested Fund Amount	Match Amount	Match Source
	No Data for Table		

Construction

Description	Requested Fund Amount	Match Amount Match Source
No Data for Table		

Contracts

Description	Requested Fund Amount	Match Amount Match Source
No Data for Table		

Pre-Award and Startup Costs

Description	Requested Fund Amount	Match Amount Match Source
No Data for Table		

Other Direct Costs

Description	Requested Fun Amount	Match Amount Match Source
No Data for Table		

Supporting Documentation - General

Supporting Documentation

Named Attachment	Required Description	File Name	Type	Size	Upload Date
Detailed map of the project area(s) (Projects/Studies)					
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					
Maintenance and management plan for project					
A link to or a copy of the current hazard mitigation plan	2022 Hampton Roads Hazard Mitigation Plan	2022 Hampton Roads Hazard Mitigation Plan PDF.pdf	pdf	28 MB	12/01/2025 06:59 PM
A link to or a copy of the current comprehensive plan					
Social vulnerability index score(s) for the project area	SVI Value Map for HRPDC Localities and Surrounding Area	HRPDC SVI Round 6.pdf	pdf	1 MB	12/01/2025 07:25 PM

Named Attachment	Required Description	File Name	Type	Size	Upload Date
Authorization to request funding from the Fund from governing body or chief executive of the local government	Letter from Executive Director Robert Crum Authorizing Proposal Submission	2025-12-01 HRPDC CFPF Authorization Letter - Capacity.pdf	pdf	216 KB	12/01/2025 07:04 PM
Signed pledge agreement from each contributing organization					
Maintenance Plan	Maintenance Plan	HRPDC Capacity Building Proposal - Maintenance Plan.pdf	pdf	31 KB	12/01/2025 07:16 PM
<p><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></p>					
Benefit Cost Analysis					
Other Relevant Attachments	HRPDC FY26 Budget Compendium	HRPDC FY26 Budget Compendium.pdf	pdf	4 MB	12/01/2025 07:13 PM

Letters of Support

Description	File Name	Type	Size	Upload Date
HRPDC Approved Indirect Cost Allocation Plan	ICAP 2025-092 HRPDC_HRTPO FY24.pdf	pdf	488 KB	12/01/2025 07:26 PM
Resolution from Hampton Roads Planning District Commission Authorizing Proposal Submission	2025-07 HRPDC Resolution Authorizing Capacity Building Proposals Submission to DCR CFPF Capacity PDF.pdf	pdf	659 KB	12/01/2025 07:04 PM