

## Budget Narrative

Each application must include a detailed Budget Narrative explaining all proposed expenditures. A budget narrative is applicable to requests from any category of grants in this manual. Applicants must submit a budget narrative via the WebGrants Portal. The following items must be included in the Budget Narrative:

**Estimated total project cost:** This amount must reflect the total cost of bringing the project to completion. Estimates for all work to be completed by third parties (engineers, contractors, etc.) on the specified project should be included.

The estimated total project cost is **\$400,000**. The funding will be used for procuring Consultant Services for evolving the floodplain management program.

**Amount of funds requested from the Fund:** This is the total amount of any grant assistance sought from the Fund. Include a detailed breakdown of how this funding is proposed to be allocated. At a minimum this should include a breakdown of salaries, including any position requested, position title, 100 percent of salary amount and percent directly dedicated to grant activity fringe benefits, travel, equipment, supplies, construction, contracts, and any other direct costs. The budget narrative must include details and costs for each budget category sufficient to determine reasonableness and allowability.

The total amount of funds requested is **\$360,000 or 90% of total project costs**, as the project is located in a low-income geographic area. The grant funding will be used to pay for the consultant services contract.

**Indirect costs are not eligible for funding.** Salaries of existing staff are ineligible; however, salaries of staff who provide direct and documented support to the grant effort may be considered as match. Please refer to the match requirements in Part III of this manual. For local governments designated as low-income geographic areas, 100 percent of the estimated total project costs should be included.

Grant funding will not be used for indirect costs.

**Amount of funds available:** This amount, when combined with the amount of funding requested from the Fund, must reflect the total estimated project cost to demonstrate that all necessary funding has been secured to complete the project. Include a description of the source of these funds and evidence of the applicant's ability to obtain these funds to complete the project.

A **cash match of \$40,000** will be provided from the City's Climate Initiative Fund. This match value represents 10% of total project costs as the project is located in a low-income geographic area. The match commitment letter is included (**Attachment 1**).

**RVRF Match loans:** The match loan and amount of funding requested for loan.

No loans are requested.

**Authorization to request for funding:** Local governments seeking funding shall also attach signed documentation **authorizing the request for funding**.

The authorization to request funding letter is included (**Attachment 1**).

**Applicant Name:** City of Charlottesville  
**Community Flood Preparedness Fund &  
Resilient Virginia Revolving Loan Fund  
Detailed Budget Narrative**

**Period of Performance:** July 2025 (or upon receipt of award contract) through June 2028 (or three years from date of award contract execution)

**Submission Date:** January 24, 2025

<b>Grand Total State Funding Request</b>									<b>\$360,000</b>
Grand Total Local Share of Project									\$40,000
Federal Funding (if applicable)									\$0
Project Grand Total									\$400,000
Locality Cost Match									10%
<b>Breakout By Cost Type</b>	<b>Personnel</b>	<b>Fringe</b>	<b>Travel</b>	<b>Equipment</b>	<b>Supplies</b>	<b>Contracts</b>	<b>Indirect Costs</b>	<b>Other Costs</b>	<b>Total</b>
Federal Share (if applicable)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Local Share	\$0	\$0	\$0	\$0	\$0	\$40,000	\$0	\$0	\$40,000
State Share	\$0	\$0	\$0	\$0	\$0	\$360,000	\$0	\$0	\$360,000
Pre- Award/Startup	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$400,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$400,000</b>