

HAMPTON VA

Grant Routing Sheet

COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED

Date Routing Initiated: July 6, 2023 Application Due Date: July 17, 2023

Originating Department: Emergency Management Department No.: 325

Submitter's Name: Hui-Shan Walker Direct Telephone No. (757) 727-1208

E-mail Address: hui-shan.walker@hampton.gov

Grant Title: Peninsula Family Asst Ctr Regional Supply Cache

Other Participating Departments: N/A

BEFORE COMPLETING AN APPLICATION:

1. READ THE GENERAL INSTRUCTIONS. HW (Submitter's Initials)
2. COMPLETE GRANT PROPOSAL OVERVIEW. HW (Submitter's Initials)
3. DEPARTMENT HEAD
ORIGINATING DEPT. Hui-Shan Walker [Signature] 7/7/23
Print Name Signature Date
4. ASSISTANT CITY
MANAGER Steven Bond Email Approval 7/10/23
Print Name Signature Date

BEFORE SUBMITTING AN APPLICATION TO THE AWARDING AGENCY:

5. PREPARE INITIAL DOCUMENTATION PACKAGE FOR REVIEW TO INCLUDE (EITHER HARD COPY OR ELECTRONIC): ALL DOCUMENTS RELATED TO THE GRANT, INCLUDING, BUT NOT LIMITED TO INSTRUCTIONS, ATTACHMENTS, EXHIBITS, GRANT DOCUMENTS, PRIMARY GRANT (IF SUBAWARDEE). HW (Submitter's Initials)
6. COMPLETE APPLICATION **EXCEPT** NECESSARY SIGNATURES. HW (Submitter's Initials)
7. CITY ATTORNEY Tim Drewry Email Approval 7/14/23
Print Name Signature Date
8. BUDGET DIVISION Lori Green Email Approval 7/14/23
Print Name Signature Date
9. HUMAN RESOURCES N/A
Print Name Signature Date

10. FINANCE DEPARTMENT

Veronica Kmetz
Print Name

Email Approval
Signature

7/7/23
Date

11. RISK MANAGEMENT

Patricia Parker
Print Name

Email Approval
Signature

7/7/23
Date

AFTER GRANT IS AWARDED:

- ✓ After the grant award has been received, and if there are no changes to the application or condition(s), the grant may now be placed in Granicus for City Council action.
- ✓ Reference "Quick Tips for Submitting Grants - City Council Agenda"



If there are **ANY** changes to **ANY** component of the grant, consult with your department's City Attorney for advice on whether to re-route the grant for second approval or continue with the placement of the grant on the Council agenda.

Walker, Hui-Shan

From: Bond, Steven
Sent: Monday, July 10, 2023 10:57 AM
To: Parker, Patricia; Walker, Hui-Shan; Drewry, Tim; Green, Lori; Kmetz, Veronica
Subject: RE: RE: 1st of 2 Grants -Grant Routing and Grant Proposal Overview - State Homeland Security Program Grant -FAC Regional Supply Cache Application

CMO approves

Steven D. Bond, Esq.
Assistant City Manager
8th Floor, City Manager's Office
22 Lincoln Street, Hampton, VA 23669
Phone (757) 727-6392
Fax (757) 728-3037
sbond@hampton.gov

From: Parker, Patricia <pparker@hampton.gov>
Sent: Friday, July 7, 2023 12:17 PM
To: Walker, Hui-Shan <hui-shan.walker@hampton.gov>; Bond, Steven <sbond@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>
Subject: RE: RE: 1st of 2 Grants -Grant Routing and Grant Proposal Overview - State Homeland Security Program Grant - FAC Regional Supply Cache Application

Risk approves. Thank you!

Patricia L. Parker, ARM
Risk Manager
City of Hampton
Department of Risk Management
(757) 727-6386



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From: Walker, Hui-Shan <hui-shan.walker@hampton.gov>
Sent: Friday, July 7, 2023 10:28 AM
To: Bond, Steven <sbond@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Green, Lori

Walker, Hui-Shan

From: Parker, Patricia
Sent: Friday, July 7, 2023 12:17 PM
To: Walker, Hui-Shan; Bond, Steven; Drewry, Tim; Green, Lori; Kmetz, Veronica
Subject: RE: RE: 1st of 2 Grants -Grant Routing and Grant Proposal Overview - State Homeland Security Program Grant -FAC Regional Supply Cache Application

Risk approves. Thank you!

Patricia L. Parker, ARM
Risk Manager
City of Hampton
Department of Risk Management
(757) 727-6386



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Sent: Friday, July 7, 2023 10:28 AM
To: Bond, Steven <sbond@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
Subject: RE: 1st of 2 Grants -Grant Routing and Grant Proposal Overview - State Homeland Security Program Grant -FAC Regional Supply Cache Application

Good morning,

Please take a moment to review and approved the following State Homeland Security Program Grant Application for Family Assistance Center (FAC) Regional Supply Cache. The deadline for submission is July 17th.

Recent events and lessons learned from domestic violent extremism incidents exemplify that the capability to open and operate a FAC is imperative for consequence management. his project will allow Peninsula localities to purchase a ready cache of supplies to support the timely opening and set-up of a Family Assistance Center(FAC). This is to continue to support the regions continued planning, training and exercise for local and regional FACs.

Hampton is the fiduciary for this project. This grant is 100% funded. We have all the supporting letters from all the other jurisdictions.

Walker, Hui-Shan

From: Kmetz, Veronica
Sent: Friday, July 7, 2023 11:07 AM
To: Walker, Hui-Shan; Bond, Steven; Drewry, Tim; Green, Lori; Parker, Patricia
Subject: RE: RE: 1st of 2 Grants -Grant Routing and Grant Proposal Overview - State Homeland Security Program Grant -FAC Regional Supply Cache Application

Finance approves.

Veronica A. Kmetz
Finance Department
Phone: 757-727-6331
HAMPTON VA

To recognize exceptional service from anyone in the Finance Department or the Procurement Department, please click the link below or email COHfinance@hampton.gov. Thank you!!

<https://form.jotform.com/222680144247150>

From: Walker, Hui-Shan <hui-shan.walker@hampton.gov>
Sent: Friday, July 7, 2023 10:28 AM
To: Bond, Steven <sbond@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
Subject: RE: 1st of 2 Grants -Grant Routing and Grant Proposal Overview - State Homeland Security Program Grant -FAC Regional Supply Cache Application

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Hampton is the fiduciary for this project. This grant is 100% funded. We have all the supporting letters from all the other jurisdictions.

Have a great weekend.
Thanks,
Hui-Shan

Walker, Hui-Shan

From: Green, Lori
Sent: Friday, July 14, 2023 1:11 PM
To: Walker, Hui-Shan
Subject: RE: RE: 1st of 2 Grants -Grant Routing and Grant Proposal Overview - State Homeland Security Program Grant -FAC Regional Supply Cache Application

Approved. Thank you.

Best,
Lori

To everything there is a season, and a time to every purpose.

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From: Walker, Hui-Shan <hui-shan.walker@hampton.gov>
Sent: Friday, July 14, 2023 11:00 AM
To: Green, Lori <lgreen@hampton.gov>
Subject: FW: RE: 1st of 2 Grants -Grant Routing and Grant Proposal Overview - State Homeland Security Program Grant - FAC Regional Supply Cache Application
Importance: High

Good morning Lori,
When you get a moment can you review and approve?

Thanks,
Hui-Shan

From: Walker, Hui-Shan
Sent: Friday, July 7, 2023 10:28 AM
To: Bond, Steven <sbond@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
Subject: RE: 1st of 2 Grants -Grant Routing and Grant Proposal Overview - State Homeland Security Program Grant -FAC Regional Supply Cache Application

Good morning,

Please take a moment to review and approved the following State Homeland Security Program Grant Application for Family Assistance Center (FAC) Regional Supply Cache. The deadline for submission is July 17th.

Walker, Hui-Shan

From: Drewry, Tim
Sent: Friday, July 14, 2023 2:40 PM
To: Walker, Hui-Shan
Subject: RE: RE: 1st of 2 Grants -Grant Routing and Grant Proposal Overview - State Homeland Security Program Grant -FAC Regional Supply Cache Application

Hey Hui-Shan,

I approve.

-- Tim



Timothy W. Drewry
Deputy City Attorney

From: Walker, Hui-Shan <hui-shan.walker@hampton.gov>
Sent: Friday, July 14, 2023 1:22 PM
To: Drewry, Tim <tim.drewry@hampton.gov>
Subject: FW: RE: 1st of 2 Grants -Grant Routing and Grant Proposal Overview - State Homeland Security Program Grant - FAC Regional Supply Cache Application

Hi Tim,
Here is the second approval. Thanks, Hui-Shan

From: Green, Lori <lgreen@hampton.gov>
Sent: Friday, July 14, 2023 1:11 PM
To: Walker, Hui-Shan <hui-shan.walker@hampton.gov>
Subject: RE: RE: 1st of 2 Grants -Grant Routing and Grant Proposal Overview - State Homeland Security Program Grant - FAC Regional Supply Cache Application

Approved. Thank you.

Best,
Lori

To everything there is a season, and a time to every purpose.

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Grant Proposal Overview

COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED TO THE GRANT ROUTING SHEET BEFORE ROUTING IS INITIATED

Grant Title: Peninsula Family Asst Center Regional Supply Cache

1. **PRIMARY OR SUB-AWARD:** Application will be submitted to: the agency that is the primary source of funding (City = Primary Awardee); the agency that has received the funds from another awarding agency (City = Sub-Awardee).

If the City is a Sub-Awardee, the agreement between the Primary Awardee and the agency to which the City is making application must be attached to this Overview.

2. **GRANT AWARD PERIOD:** If awarded, funds are expected to be received: in the current fiscal year only; in the current fiscal year and the future fiscal year(s) of FY2023 & FY2024 or in the future fiscal year(s) of _____.

3. **PREVIOUS APPLICATIONS:** (Not including the current application) This grant was previously applied for during 2016, 2017, 2018, 2019, 2020, 2021 fiscal year(s); and was previously awarded during 2016, 2017, 2018, 2019, 2020, 2022 fiscal year(s).

If previously awarded, provide all prior agenda item numbers and dates of Council approval.

Budget Resolution 17-0038 2/8/17, Budget Resolution 18-0088 3/14/2018, Budget Resolution 19-0320 11/13/19; Budget resolution 20-0296 11/12/2020, Budget Resolution 22-0032 11/26/2022

4. **BACKGROUND/PURPOSE:**

Recent events and lessons learned from domestic violent extremism incidents exemplify that the capability to open and operate a FAC is imperative for consequence management. This project will allow Peninsula localities to purchase a ready cache of supplies to support the timely opening and set-up of a Family Assistance Center(FAC). This is to continue to support the regions continued planning, training and exercise for local and regional FACs.

5. TYPE OF GRANT EXPECTED TO BE AWARDED:

Cash Amount \$ 70,000

Non-Cash(Describe): _____

6. FINANCIAL OBLIGATIONS:

a. **Current Financial Obligations:** This grant will will not **require** matching funds/contributions. If so, please indicate in the space below the amount and whether the match is cash or in-kind, or both.

Required Match – CASH

Required Match – IN KIND

Amount: Cash \$ _____

*Value of In-Kind \$ _____

* Description: No local match required.

b. **Future Financial Obligations:** This proposal and/or the submitting department will will not incur or request commitments or financial obligations for/from the City beyond the grant period.

If it will, in the description box, please elaborate on the future financial obligation(s) for the grant:

Provide the future financial obligation amount(s) for the appropriate expenditure category below:

* Amount: \$ _____

Personnel Services

* Amount: \$ _____

Operating Expenses

* Amount: \$ _____

Capital Outlay

Provide information on the duration of the obligation and other relevant details below:

* Description:

* Grants with future financial obligations must be approved by the City Manager or her designee:

Approve

Disapprove

Signature _____

If it will not, please provide a description of how activities, programs, or positions funded by the grant will be addressed at the conclusion of the grant period:

* Description:

The Family Assistance Center Plan will be reviewed updated as needed. The supplies are reusable and if disposable items are utilized for a real life event then will be reimbursed through federal or state public assistance programs or future grants.

c. Resource Obligations: This proposal will will not require special facilities, equipment and/or services provided by the City. If it will, summarize arrangements in a separate memorandum and attach to this Overview.

Description:

[Empty box for description]

7. Sources of Grant and Matching Funds:

Please identify the funding source of your grant and any required or non-required matches.
• For Federal grants, please provide the Federal Catalog Number (CFDA) and the grant number.
• For State grants, the grant number must be supplied.
• All grant matches must be supplied by the submitting department, unless they have historically received a contribution/match from the City's Matching Funds Pool or a special arrangement has been made with the City Manager's Office-Budget Division.
• If another City department, other than the submitting department, will be providing a funding or in-kind match, documentation to that effect must be submitted along with this grant packet.

a. Source of Grant Funds (Please check all that apply.)

Federal \$ _____ Federal Catalog No. _____
Pass Through \$ 70,000 Federal Grant No. 97.067
State \$ _____ State Grant No. _____
Foundation \$ _____
Private \$ _____

b. Source of Matching Funds* (Please check all that apply.)

Department: N/A
Budget Line-Item: _____ Amount: _____
Budget Line-Item: _____ Amount: _____
Budget Line-Item: _____ Amount: _____

**If you are listing a funding source from a department other than your own, the Budget Division will need written authorization of agreement from the funding department.*

8. Proposed Budget:

	<u>City Department-Match</u>			<u>Other Matches</u>	
	Grant Total	Cash	In-Kind	Cash	In-Kind
Personnel Svcs					
Operating Exp.	70,000				
Capital Outlay					
Column Totals					

Grand Total: \$70,000

9. Additional information that will be helpful to reviewers:

The State Homeland Security Program (SHSP) supports state, local, tribal and territorial preparedness activities that address high priority preparedness gaps across all core capabilities that support terrorism preparedness.