



Grant Routing Sheet

COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED

Date Routing Initiated: 12/10/24 Application Due Date: 12/23/24
Originating Department: Emergency Management Department No.: 325
Submitter's Name: Sara Snowden Direct Telephone No. (757) 755-0434
E-mail Address: sara.snowden@hampton.gov
Grant Title: FY2024 UASI Terrorism/Active Assailant/Bleeding Ctrl Training
Other Participating Departments: _____

BEFORE COMPLETING AN APPLICATION:

- | | | | |
|---|--------------------------------------|---------------------------------|-------------------------|
| 1. READ THE GENERAL INSTRUCTIONS. | | <u>SMS</u> | (Submitter's Initials) |
| 2. COMPLETE GRANT PROPOSAL OVERVIEW. | | <u>SMS</u> | (Submitter's Initials) |
| 3. DEPARTMENT HEAD
ORIGINATING DEPT. | <u>Hui-Shan Walker</u>
Print Name | <u>[Signature]</u>
Signature | <u>12/10/24</u>
Date |
| 4. ASSISTANT CITY
MANAGER | <u>Hui-Shan Walker</u>
Print Name | <u>[Signature]</u>
Signature | <u>12/10/24</u>
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). SMS (Submitter's Initials)
6. COMPLETE APPLICATION **EXCEPT** NECESSARY SIGNATURES. SMS (Submitter's Initials)
- | | | | |
|--------------------|-----------------------------------|---|-------------------------|
| 7. CITY ATTORNEY | <u>Tim Drewry</u>
Print Name | <u>EMAIL APPROVAL</u>
Signature | <u>12/13/24</u>
Date |
| 8. BUDGET DIVISION | <u>Lori Green</u>
Print Name | <u>BUDGET
EMAIL APPROVAL</u>
Signature | <u>12/11/24</u>
Date |
| 9. HUMAN RESOURCES | <u>Nicole Clark</u>
Print Name | <u>EMAIL APPROVAL</u>
Signature | <u>12/11/24</u>
Date |

10. FINANCE DEPARTMENT	<u>Veronica Kmetz</u> Print Name	<u>EMAIL APPROVAL</u> Signature	<u>12/10/24</u> Date
11. RISK MANAGEMENT	<u>Patti Parker</u> Print Name	<u>EMAIL APPROVAL</u> Signature	<u>12/11/24</u> 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.

Snowden, Sara

From: Drewry, Tim
Sent: Friday, December 13, 2024 2:12 PM
To: Snowden, Sara
Subject: RE: FOR YOUR REVIEW: FY24 UASI Terrorism/Active Assailant/Bleeding Control Training Grant

CAO approves.

-- Tim

Timothy W. Drewry
Deputy City Attorney
City of Hampton
22 Lincoln Street
Hampton, VA 23669
P: (757) 727-6127
F: (757) 727-6788

CONFIDENTIALITY NOTICE: This email message, including any attachments, is for the sole use of the intended recipient(s) and may contain information that is legally privileged, confidential and/or otherwise legally exempt from disclosure. If you are not an intended recipient, you are not authorized to read, print, use, copy, disclose or disseminate this message or any part of the information contained in this message. If you have received this communication in error, please notify the sender immediately by email and destroy all copies of this message and any attachments. Unintended transmission shall not constitute waiver of the attorney-client or any other privilege.

----- Original message -----

From: "Snowden, Sara" <sara.snowden@hampton.gov>
Date: 12/13/24 2:05 PM (GMT-05:00)
To: "Drewry, Tim" <tim.drewry@hampton.gov>
Subject: FW: FOR YOUR REVIEW: FY24 UASI Terrorism/Active Assailant/Bleeding Control Training Grant

Tim,
You & Hui-Shan spoke verbally about this grant but could you please reply in writing with your approval for our records.

Thank you,
Sara

From: Snowden, Sara
Sent: Tuesday, December 10, 2024 2:31 PM
To: Walker, Hui-Shan <hui-shan.walker@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Gu, Yanfei <yanfei.gu@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
Cc: Green, Lori <lgreen@hampton.gov>; Pointer, Gwen <gwen.pointer@hampton.gov>
Subject: FOR YOUR REVIEW: FY24 UASI Terrorism/Active Assailant/Bleeding Control Training Grant
Importance: High

Snowden, Sara

From: Gu, Yanfei
Sent: Wednesday, December 11, 2024 10:48 AM
To: Clark, Nicole; Snowden, Sara; Walker, Hui-Shan; Drewry, Tim; Kmetz, Veronica; Parker, Patricia
Cc: Green, Lori; Pointer, Gwen
Subject: RE: FOR YOUR REVIEW: FY24 UASI Terrorism/Active Assailant/Bleeding Control Training Grant

Budget approves.

Yanfei Gu

Management Analyst
City Manager's Office - Budget Division

Email: yanfei.gu@hampton.gov
Direct: (757)727-6735
7th floor, 22 Lincoln Street | Hampton, Virginia 23669

Does your department need help? Complete our form [here](#).



From: Clark, Nicole <nmclark@hampton.gov>
Sent: Wednesday, December 11, 2024 10:46 AM
To: Snowden, Sara <sara.snowden@hampton.gov>; Walker, Hui-Shan <hui-shan.walker@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Gu, Yanfei <yanfei.gu@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
Cc: Green, Lori <lgreen@hampton.gov>; Pointer, Gwen <gwen.pointer@hampton.gov>
Subject: RE: FOR YOUR REVIEW: FY24 UASI Terrorism/Active Assailant/Bleeding Control Training Grant

HR approves.

Nicole M. Clark, Director (she/her)
MSHRM, SPHR, IPMA-SCP, SHRM-SCP
City of Hampton
22 Lincoln Street
Hampton, Virginia 23669
P: 757-727-6522 F: 757-727-6449



From: Snowden, Sara <sara.snowden@hampton.gov>
Sent: Tuesday, December 10, 2024 2:31 PM

Snowden, Sara

From: Clark, Nicole
Sent: Wednesday, December 11, 2024 10:46 AM
To: Snowden, Sara; Walker, Hui-Shan; Drewry, Tim; Gu, Yanfei; Kmetz, Veronica; Parker, Patricia
Cc: Green, Lori; Pointer, Gwen
Subject: RE: FOR YOUR REVIEW: FY24 UASI Terrorism/Active Assailant/Bleeding Control Training Grant

HR approves.

Nicole M. Clark, Director (she/her)
MSHRM, SPHR, IPMA-SCP, SHRM-SCP
City of Hampton
22 Lincoln Street
Hampton, Virginia 23669
P: 757-727-6522 F:757-727-6449



From: Snowden, Sara <sara.snowden@hampton.gov>
Sent: Tuesday, December 10, 2024 2:31 PM
To: Walker, Hui-Shan <hui-shan.walker@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Gu, Yanfei <yanfei.gu@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
Cc: Green, Lori <lgreen@hampton.gov>; Pointer, Gwen <gwen.pointer@hampton.gov>
Subject: FOR YOUR REVIEW: FY24 UASI Terrorism/Active Assailant/Bleeding Control Training Grant
Importance: High

Good afternoon,

We have received notice of grant funding as per the Virginia Department of Emergency Management (VDEM) allocation letter below. These funds are 100% funded with no match. The Urban Area Working Group (UAWG) reviewed our project and recommended allocation to VDEM. We have been awarded \$150,00 for this project to provide Stop the Bleed/Bleeding Control and Terrorism Awareness to residents, civic groups, and faith-based organizations throughout the HR region. In Phase 1 last year, we were awarded UASI funding to provide the same training to municipal employees. Hampton is serving as the fiduciary for this regional grant.

I am requesting your review and approval as soon as possible this week so that we can submit the application to VDEM for an official award letter that will then be brought to Council for acceptance and appropriation. Should you have any questions please do not hesitate to reach out to me.

*We have a short turnaround to get this reviewed and approved by the state and then into Granicus' deadline for the January Council agenda.

Thank you,
Sara

Snowden, Sara

From: Kmetz, Veronica
Sent: Tuesday, December 10, 2024 4:34 PM
To: Snowden, Sara; Walker, Hui-Shan; Drewry, Tim; Gu, Yanfei; Clark, Nicole; Parker, Patricia
Cc: Green, Lori; Pointer, Gwen
Subject: RE: FOR YOUR REVIEW: FY24 UASI Terrorism/Active Assailant/Bleeding Control Training Grant

Finance approves.

Thanks.

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



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: Snowden, Sara <sara.snowden@hampton.gov>
Sent: Tuesday, December 10, 2024 2:31 PM
To: Walker, Hui-Shan <hui-shan.walker@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Gu, Yanfei <yanfei.gu@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
Cc: Green, Lori <lgreen@hampton.gov>; Pointer, Gwen <gwen.pointer@hampton.gov>
Subject: FOR YOUR REVIEW: FY24 UASI Terrorism/Active Assailant/Bleeding Control Training Grant
Importance: High

Good afternoon,

We have received notice of grant funding as per the Virginia Department of Emergency Management (VDEM) allocation letter below. These funds are 100% funded with no match. The Urban Area Working Group (UAWG) reviewed our project and recommended allocation to VDEM. We have been awarded \$150,00 for this project to provide Stop the Bleed/Bleeding Control and Terrorism Awareness to residents, civic groups, and faith-based organizations throughout the HR region. In Phase 1 last year, we were awarded UASI funding to provide the same training to municipal employees. Hampton is serving as the fiduciary for this regional grant.

I am requesting your review and approval as soon as possible this week so that we can submit the application to VDEM for an official award letter that will then be brought to Council for acceptance and appropriation. Should you have any questions please do not hesitate to reach out to me.

*We have a short turnaround to get this reviewed and approved by the state and then into Granicus' deadline for the January Council agenda.

Snowden, Sara

From: Parker, Patricia
Sent: Wednesday, December 11, 2024 8:19 AM
To: Snowden, Sara; Walker, Hui-Shan; Drewry, Tim; Gu, Yanfei; Clark, Nicole; Kmetz, Veronica
Cc: Green, Lori; Pointer, Gwen
Subject: RE: FOR YOUR REVIEW: FY24 UASI Terrorism/Active Assailant/Bleeding Control Training Grant

Risk approves. Thank you!

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



CONFIDENTIALITY NOTICE: This email message, including any attachments, is for the sole use of the intended recipient(s) and may contain information that is legally privileged, confidential and/or exempt from disclosure under applicable law. If you are not an intended recipient, you may not review, use, copy, disclose or distribute this message or any of the information contained in this message to anyone. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of this message and any attachments. City of Hampton and Hampton City Schools may monitor e-mail messages to and from the City of Hampton/Hampton City Schools network. Unintended transmission shall not constitute waiver of any privilege or confidentiality protected under federal statutes, the Virginia Freedom of Information Act or any applicable laws.

From: Snowden, Sara <sara.snowden@hampton.gov>
Sent: Tuesday, December 10, 2024 2:31 PM
To: Walker, Hui-Shan <hui-shan.walker@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Gu, Yanfei <yanfei.gu@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
Cc: Green, Lori <lgreen@hampton.gov>; Pointer, Gwen <gwen.pointer@hampton.gov>
Subject: FOR YOUR REVIEW: FY24 UASI Terrorism/Active Assailant/Bleeding Control Training Grant
Importance: High

Good afternoon,

We have received notice of grant funding as per the Virginia Department of Emergency Management (VDEM) allocation letter below. These funds are 100% funded with no match. The Urban Area Working Group (UAWG) reviewed our project and recommended allocation to VDEM. We have been awarded \$150,00 for this project to provide Stop the Bleed/Bleeding Control and Terrorism Awareness to residents, civic groups, and faith-based organizations throughout the HR region. In Phase 1 last year, we were awarded UASI funding to provide the same training to municipal employees. Hampton is serving as the fiduciary for this regional grant.



Grant Proposal Overview

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

Grant Title: FY2024 UASI Terrorism/Active Assailant/Bleeding Ctrl Training

- 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 FY25/26 _____ or ☐ in the future fiscal year(s) of _____.

- 3. PREVIOUS APPLICATIONS:** (Not including the current application) This grant was previously applied for during FY24 _____ fiscal year(s); and was previously awarded during FY24 _____ fiscal year(s).


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

Resolution 24-0011 April 10, 2024

4. BACKGROUND/PURPOSE:

This project is the furtherance of an approved 2023 UASI grant initiative, which was awarded in April 2024, to provide terrorism awareness, active assailant response and Stop the Bleed training across all 17 Hampton Roads Planning District localities. The 2023 project provided training events on the southside and Peninsula beginning in June 2024 and will also disseminate approximately 3,000 bleeding control kits to participants and partner agencies. Although a significant undertaking, the 2023 project will fall far short of the level of need in the region. The second phase of the project will build upon initial successes and expand training opportunities for city/county employees, Community Emergency Response Teams, faith-based communities, and other high-risk groups. The proposed 2024 project will further enhance the protection of soft targets and crowded spaces by training participants to recognize and report suspicious behaviors related to terrorist or domestic violent extremist activities; and will further enhance community preparedness and resilience to such activities.

5. TYPE OF GRANT EXPECTED TO BE AWARDED:

 **Cash Amount** \$ 150,000

☐ **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:

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:

This is a time-limited, grant-funded regional initiative.

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:

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 \$ _____
Pass Through \$ _____
State \$ 150,000
Foundation \$ _____
Private \$ _____

Federal Catalog No. _____
Federal Grant No. _____
State Grant No. _____

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

Department: _____
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	20,000				
Operating Exp.					
Capital Outlay	130,000				
Column Totals					

Grand Total: \$150,000

9. Additional information that will be helpful to reviewers:

The Fiscal Year 2024 Homeland Security Grant Program Urban Area Security Initiative grant assists high-threat, high-density, Urban Area efforts to build, sustain, and deliver the capabilities necessary to prevent, prepare for, protect against, and respond to acts of terrorism.