

Commonwealth of Virginia Subaward Application Points of Contact



Virginia Department of Emergency Management
 Grants Management Office
 9711 Farrar Court - Suite 200 Tel: 804-267-7600
 Richmond, VA 23236-3713 Fax: 804-272-2046

Grant Year: FY2021

Federal Program and CFDA #: 97.042

Sub-Grantee

Organization Type (Check Applicable Box)

Subgrantee (Jurisdiction Legal Name):

City of Hampton

State Agency

City/County

College

Sub-recipient (Agency Name):

Airport

Authority

Planning District

Legal Address:

Other: (Please specify)

22 Lincoln Street

Hampton, VA 23669

EIN #: 54-6001336

DUNS #: 66019902

Project Title:

Total Dollar Amount Requested: \$ 141,480.00

Please Provide all Signatures (as applicable)

By signing this application, I certify (1) to the statements contained in the list of certifications; (2) that the statements herein are true, complete and accurate to the best of my knowledge; and (3) that if awarded I will not undergo any obligations until I have received approval or clearance for any Environmental Historical Preservation (EHP) requirements. (4) that the below representatives are authorized to submit grant management requirements both paper and electronic to VDEM and VDEM's grant management system. I also provide the required assurances and agree to comply with any resulting terms if I obtain an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

**City Manager, County Administrator, State Agency Head, Executive Director or their authorized designee.*

Contact Details:

Chief Administrative Officer *

Name: Mary B. Bunting

Title: City Manager

Email: mbunting@hampton.gov

Telephone: 757-727-6392

Address: 22 Lincoln Street

Hampton, VA 23669

*** Chief Administrative Officer [signature]** *St D. Bunting*

10/25/2021

Date

ENTER PRIMARY & SECONDARY CONTACT INFORMATION ON THE FOLLOWING PAGES

**CITY OF HAMPTON
 OFFICE OF THE CITY ATTORNEY**
 Approved as to form and legal sufficiency
 Date: 10/25/2021

Commonwealth of Virginia Subaward Application Points of Contact



Virginia Department of Emergency Management
 Grants Management Office
 9711 Farrar Court - Suite 200 Tel: 804-267-7600
 Richmond, VA 23236-3713 Fax: 804-272-2046

ENTER PRIMARY CONTACT INFORMATION FOR YOUR SUBAWARD

PROGRAM/PROJECT MANAGER	
PRIMARY CONTACT	
Name:	Hui-Shan Walker
Title:	Emergency Management Coordinator
E-mail:	hui-shan.walker@hampton.gov
Telephone:	757-727-1208
Address:	1300 Thomas Street, Room 97
	Hampton, VA 23669
FINANCE OFFICER	
PRIMARY CONTACT	
Name:	Karl Daughtrey
Title:	Finance Director
Organization:	City of Hampton
E-mail:	kdaughtrey@hampton.gov
Telephone:	757-727-6230
Fax:	757-727-6262
Address:	22 Lincoln Street
	Hampton, VA 23669

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Virginia Department of Emergency Management
 Grants Management Office
 9711 Farrar Court - Suite 200 Tel: 804-267-7600
 Richmond, VA 23236-3713 Fax: 804-272-2046

ENTER SECONDARY CONTACT INFORMATION FOR YOUR SUBAWARD

PROGRAM/PROJECT MANAGER	
SECONDARY CONTACT	
Name:	Sara Snowden
Title:	Deputy Coordinator
E-mail:	sara.snowden@hampton.gov
Telephone:	757-726-0649
Address:	1300 Thomas Street, Room 97
	Hampton, VA 23669
FINANCE OFFICER	
SECONDARY CONTACT	
Name:	Veronica Kmetz
Title:	Accountant
Organization:	City of Hampton
E-mail:	veronica.kmetz@hampton.gov
Telephone:	757-727-6331
Fax:	757-727-6262
Address:	22 Lincoln Street
	Hampton, VA 23669

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence and officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the modification of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of the certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose according. The certification is a material representation of the fact on which reliance was placed when this transaction was made or entered into. Submission of the certification is a prerequisite for making or entering into the transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned state, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence and officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instruction. Submission of this statement is a prerequisite for making or entering into this accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

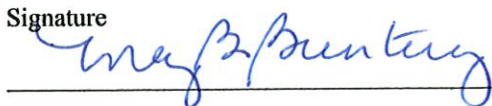
Applicant's Organization

City of Hampton

Printed name and title of authorized representation


Mary B. Bunting, City Manager

Signature



Date

10-22-2021

CITY OF HAMPTON
OFFICE OF THE CITY ATTORNEY
Approved as to form and legal sufficiency
Date: 10/22/2021

City Attorney

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.


PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

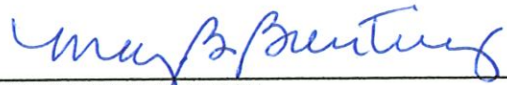
NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

CITY OF HAMPTON
OFFICE OF THE CITY ATTORNEY
Approved as to form and legal sufficiency
Date: 10/27/2021

City Attorney

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE City Manager
APPLICANT ORGANIZATION City of Hampton	DATE SUBMITTED October 20, 2021

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

O.M.B. No. 1660-0025
Expires August 31, 2011

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 1.7 hours per response. The burden estimate includes the time for reviewing instructions and searching existing data sources, gathering and maintaining the data needed and completing, and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (1660-0001). **NOTE: Do not send your completed form to this address.**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying" and 28 CFR Part 17, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Federal Emergency Management Agency (FEMA) determines to award the transaction, grant, or cooperative agreement.

1. LOBBYING

As required by section 1352, Title 31 of the U.S. Code, and implemented at 44 CFR Part 18, for persons entering into a grant or cooperating agreement over \$ 100,000, as defined at 44 CFR Part 18, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.

(b) If any other funds than Federal appropriated funds have been paid or will be paid to any other person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or an employee of Congress, or employee of a member of Congress in connection with this Federal Grant or cooperative agreement, the undersigned shall complete and submit Stand Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

Standard Form-LLL "Disclosure of Lobbying Activities" attached

(This form must be attached to certification if nonappropriated funds are to be used to influence activities.)

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 44 CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A.

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of a or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause of default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**3. DRUG-FREE WORKPLACE
(GRANTEE OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 44 CFR Part 17, Subpart F, for grantees, as defined at 44 CFR Part 17.615 and 17.620-

A. The applicant certifies that it will continue to provide a drug-free workplace by;

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug free awareness program to inform employees about-

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant to be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-

(1) Abide by the term of the statement; and

(2) Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring on the workplace no later than five calendar days after such convictions;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position, title, to the applicable FEMA awarding office, i.e., regional office or FEMA office.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is convicted-

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation act of 1973, as amended; or

(2) Requiring such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, City, County, State, Zip code)

1300 Thomas Street, Room 97

Hampton, VA 23669

Check If there are workplaces on file that are not identified here.

Sections 17.630 of the regulations provide that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for FEMA funding. States and State agencies may elect to use a state wide certification.

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency

ENVIRONMENTAL AND HISTORIC PRESERVATION SCREENING FORM

OMB Control Number: 1660-0115
Expiration: 4/30/2020

Paperwork Burden Disclosure Notice

Public reporting burden for this data collection is estimated to average 8 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, Washington, DC, 20472, Paperwork Reduction Project (1660-0115).

PRIVACY NOTICE

The collection of this information is authorized by the National Environmental Policy Act of 1969, as amended, Pub. L. No. 91-190, § 102, 42 U.S.C. §§ 4321-4347; and National Historic Preservation Act of 1966, as amended, Pub. L. No. 89-665, § 102, 16 U.S.C. § 470.

This information is being collected for the primary purpose of determining eligibility and administration of FEMA Preparedness Grant Programs and to ensure compliance with existing laws and regulations regarding the environment and historic preservation.

The disclosure of information on this form is required by law and failure to provide the information requested may delay or prevent the organization from receiving grant funding.

Directions for completing this form: This form is designed to initiate and facilitate the environmental and historic preservation (EHP) compliance review for your FEMA preparedness grant-funded project(s). FEMA conducts its EHP compliance reviews in accordance with National Environmental Policy Act (NEPA) and other EHP-related laws and executive orders. In order to initiate EHP review of your project, you must complete all relevant sections of this form and submit it to the Grant Programs Directorate (GPD) along with all other pertinent project information. Failure to provide requisite information could result in delays in the release of grant funds. ***Be advised that completion of this form does not complete the EHP review process.*** You will be notified by FEMA when your review is complete and/or if FEMA needs additional information.

This form should be completed electronically. The document is available in both Word and Adobe Acrobat (pdf) formats at this website: (<https://www.fema.gov/media-library/assets/documents/90195>). The following website has additional guidance and instructions on the EHP review process and the information required for the EHP review: <https://www.fema.gov/environmental-planning-and-historic-preservation-compliance>

Submit completed form through your grant administrator who will forward it to GPDEHPInfo@dhs.gov. Please use the subject line: ***EHP Submission: Project Title, location, Grant Award Number (Example, EHP Submission: Courthouse Camera Installation, Any Town, State, 12345; 2011-SS-0xxxx).***

SECTION A. PROJECT INFORMATION

DHS Grant Award Number: 97.042

Grant Program: FY2021 Local Emergency Management Performanc

Grantee: Virginia Department of Emergency Management

Grantee POC: Lisa Anderson

Mailing Address: 9711 Farrar Court, Suite 200 North Chesterfield, VA

E-Mail: lisa.anderson@vdem.virginia.gov

Sub-Grantee: City of Hampton

Sub-Grantee POC: Hui-Shan Walker

Mailing Address: 1300 Thomas Street, Room 97 Hampton, VA 23669

E-Mail: hui-shan.walker@hampton.gov

Estimated cost of project: \$141,480

Project title: FY2021 EmergencyManagement Performance (

Project location (physical address or latitude-longitude): 1300 Thomas Street, Room 97, Hampton, VA 23669

Project Description. Provide a complete project description. The project description should contain a summary of what specific action is proposed, where it is proposed, how it will be implemented. Include a brief description of the objectives the project is designed to accomplish (the purpose), and the reason the project is needed. Use additional pages if necessary. If multiple sites are involved, provide the summary for each site:

We utilize the Local Emergency Management Performance Grant to hire Part-Time Planners to assist with our emergency operations plan annexes and mitigation projects. These funds also allow for travel to training workshops, conferences, and FEMA classes. Employees trained will bring best practices to the organization.

SECTION B. PROJECT TYPE

Based on the proposed project activities, determine which project type applies below and complete the corresponding sections that follow. For multi-component projects or those that may fit into multiple project types, complete the sections that best apply and fully describe all major components in the project description. If the project involves multiple sites, information for each site (such as age of structure, location, ground disturbance, etc.) must be provided. Attach additional pages to this submission, if needed.

1. **Purchase of equipment.** Projects in this category involve the purchase of equipment that will require installation on or in a building or structure. Complete other portions of Section B as needed. Complete Section C.1.
2. **Training and exercises.** Projects in this category involve training exercises with any field-based components, such as drills or full-scale exercises. Complete Section C.2.
3. **Renovations/upgrades/modifications or physical security enhancements to existing structures.** Projects in this category involve renovations, upgrades, retrofits, and installation of equipment or systems in or on a building or structure. Examples include, but are not limited to: interior building renovations; electrical system upgrades; sprinkler systems; vehicle exhaust systems; closed circuit television (CCTV) cameras; security fencing; access control for an area, building, or room; bollards; motion detection systems; alarm systems; security door installation or upgrades; lighting; and audio-visual equipment (projectors, smart boards, whiteboards, monitors, displays, and projector screens). Complete Section C.3.
4. **Generator installation.** Projects in this category involve installation of new or replacement generators, to include the concrete pads, underground fuel and electric lines, and if necessary, a fuel storage tank. Complete Section C.4.
5. **New construction/addition.** Projects in this category involve new construction, addition to, or expansion of a facility. These projects involve construction of a new building, or expansion of the footprint or profile of a current structure. Complete Section C.5.
6. **Communication towers, antennas, and related equipment.** Projects in this category involve construction of new or replacement communications towers, or installation of communications-related equipment on a tower or building or in a communications shelter or building. Complete Section C.6.
7. **Other.** Projects that do not fit in any of the categories listed above. Complete Section C.7.

SECTION C. PROJECT TYPE DETAILS

Check the box that applies to the proposed project and complete the corresponding details.

1. **Purchase of equipment.** *If the entire project is limited to purchase of mobile/portable equipment and there is no installation needed, this form does not need to be completed and submitted.*

a. Specify the equipment, and the quantity of each: _____

b. Provide the Authorized Equipment List (AEL) number(s) (if known): _____

c. Complete Section D.

2. **Training and exercises.** *If the training is classroom and discussion-based only, and is not field-based, this form does not need to be completed and submitted.*

a. Describe the scope of the proposed training or exercise (purpose, materials, and type of activities required): _____

b. Provide the location of the training (physical address or latitude-longitude): _____

c. Would the training or exercise take place at an existing facility which has established procedures for that particular proposed training or exercise, and that conforms with existing land use designations? Yes No

• If yes, provide the name of the facility and the facility point of contact (name, telephone number, and e-mail address): _____

• If no, provide a narrative description of the area where the training or exercise would occur (e.g., exercise area within four points defined by latitude/longitude coordinates): _____

• Does the field-based training/exercise differ from previously permitted training or exercises in any way, including, but not limited to frequency, amount of facilities/land used, materials or equipment used, number of participants, or type of activities? _____

• If yes, explain any differences between the proposed activity and those that were approved in the past, and the reason(s) for the change in scope: _____

• If no, provide reference to previous exercise (e.g., FEMA grant name, number, and date): _____

d. Would any equipment or structures need to be installed to facilitate training? _____

• If yes, complete Section D

3. **Renovations/upgrades/modifications, or physical security enhancements to existing structures.** *If so, Complete Section D.*

4. **Generator Installation.**

- a. Provide capacity of the generator (kW): _____
- b. Identify the fuel to be used for the generator (diesel/propane/natural gas): _____
- c. Identify where the fuel for the generator would be stored (e.g. stand-alone tank, above or below ground, or incorporated in generator): _____
- d. Complete Section D.

5. **New construction/addition.**

- a. Provide detailed project description (site acreage, new facility square footage/number of stories, utilities, parking, stormwater features, etc): _____
- b. Provide technical drawings or site plans of the proposed project: Attached
- c. Complete Section D.

6. **Communication towers, antennas, and related equipment.**

- a. Provide the current net height (in feet above ground level) of the existing tower or building (with current attached equipment): _____
- b. Provide the height (in feet above ground level) of the existing tower or building after adding/replacing equipment: _____

Complete items 6.c through 6.g below ONLY if this project involves construction of a new or replacement communications tower. Otherwise continue to Section D.

- c. Provide the ground-level elevation (feet above mean sea level) of the site of the proposed communications tower: _____
- d. Provide the total height (in feet above ground level) of the proposed communications tower or structure, including any antennas to be mounted: _____
- If greater than 199 feet above ground level, state why this is needed to meet the requirements of the project: _____
- e. Would the tower be free-standing or require guy wires? Free standing Guy wires
- If guy wires are required, state number of bands and the number of wires per band: _____
- Explain why a guyed tower is needed to meet the requirements of this project: _____
- f. What kind of lighting would be installed, if any (e.g., white strobe, red strobe, or steady burning)? _____
- g. Provide a general description of terrain (e.g., mountainous, rolling hills, flat to undulating): _____
- h. Describe the frequency and seasonality of fog/low cloud cover: _____

i. Provide a list of habitat types and land use at and adjacent to the tower site (within 1/2 mile), by acreage and percentage of total (e.g., woodland conifer forest, grassland, agriculture) water body, marsh: _____

j. Is there evidence of bird roosts or rookeries present within 1/2 mile of the proposed site? Yes No

• Describe how presence/absence of bird roosts or rookeries was determined: _____

k. Identify the distance to nearest wetland area (e.g., forested swamp, marsh, riparian, marine) and coastline if applicable: _____

l. Distance to nearest existing telecommunication tower: _____

m. Have measures been incorporated for minimizing impacts to migratory birds? Yes No

• If yes, Describe: _____

n. Has a Federal Communications Commission (FCC) registration been obtained for this tower? Yes No

• If yes, provide Registration #: _____

• If no, why? _____

o. Has the FCCE106 process been completed? Yes No

p. Has the FCC Tower Construction Notification System (TCNS) process been completed? Yes No

• If yes, Describe: _____

q. Would any related equipment or structures need to be installed (e.g., backup generator and fuel source, communications shelter, fencing, or security measures)? Yes No

• If yes, explain where and how each installation would be done. Provide details about generator capacity (kW), fuel source, fuel location and tank volume, amount of fencing, and size of communication shelter: _____

r. Complete Section D.

7. **Other:** Complete this section if the proposed project does not fit any of the categories above.

a. Provide a complete project description: _____

b. Complete Section D.

SECTION D. PROJECT DETAILS

Complete all of the information requested below.

1. **Project Installation**

a. Explain how and where renovations/upgrades/modifications would take place, or where equipment/systems will be installed:

b. Would ground disturbance be required to complete the project or training? Yes No

• If Yes, provide total extent (depth, length, and width) of each ground-disturbing activity. Include both digging and trenching. For example, light poles and fencing have unique ground-disturbing activities (e.g., six light poles, 24" dia. x 4' deep; trenching 12" x 500' x 18" deep; 22 fence posts, 12" diameter x 3' deep, and 2 gate posts, 18" diameter x 3' deep):

• If yes, describe the current disturbed condition of the area (e.g., parking lot, road right-of-way, commercial development): _____

c. Would the equipment use the existing infrastructure for electrical distribution systems? Yes No

• If no, describe power source and detail its installation at the site: _____

2. **Age of structure/building at project site**

a. Provide the year existing building(s) or structure(s) on/in/nearest to the location involved in the proposed project was built: _____

• If the building or structure involved is over 45 years old and significant renovation, rehabilitation, or modification has occurred, provide the year(s) modified and briefly describe the nature of the modification(s): _____

b. Are there any structures or buildings that are 50 years old or older in or adjacent to the project area? Yes No

• If yes, provide the location of the structure(s), ground-level color photographs of the structure(s), and identify their location(s) on an aerial map: _____

c. Is the project site listed in the National Register of Historic Places (National Register), or in/near a designated local or National Register Historic District? The internet address for the National Register is: <http://nrhp.focus.nps.gov/> Yes No

• If yes, identify the name of the historic property, site and/or district and the National Register document number: _____

3. **Site photographs, maps and drawings**

a. Attach site photographs. Site photographs are required for all projects. Use the following as a checklist for photographs of your project. Attach photographs to this document or as accompanying documents in your submission.

- Labeled, color, ground-level photographs of the project site: Required
 - Labeled, color photograph of each location where equipment would be attached to a building or structure: Required
 - Labeled, color aerial photographs of the project site: Required
 - Labeled, color aerial photographs that show the extent of ground disturbance (if applicable): Attached
 - Labeled, color ground-level color photographs of the structure from each exterior side of the building/structure (applicable only if building/structure is more than 45 years old): Attached
- b. Are there technical drawings or site plans available? Yes No
- If yes, attach: Attached

Appendix A has guidance on preparing photographs for EHP review

4. **Environmental documentation**

a. Is there any previously completed environmental documentation for this project at this proposed project site (e.g., Environmental Assessment, or wetland delineation, or cultural/archaeological study)?

Yes No

• If yes, attach documentation with this form:

Attached

b. Is there any previously completed agency coordination for this project (e.g., correspondence with the U.S. Fish and Wildlife Service, State Historic Preservation Office, Tribal Historic Preservation Office)?

Yes No

• If yes, attach documentation with this form:

Attached

c. Was a NEPA document prepared for this project?

Yes No

• If yes, what was the decision? (Check one, and please attach):

Finding of No Significant Impact (FONSI) from an Environmental Assessment (EA) or

Record of Decision (ROD) from an Environmental Impact Statement (EIS).

Name of preparing agency: _____

Date Attached: _____

Appendix A. Guidance for Supporting Photographs for EHP Grant Submissions

Photographs are a vital component of the EHP review process and add an additional level of understanding about the nature and scope of the project. They also provide pre-project documentation of site conditions. Please follow the guidance provided below when preparing photographs for your EHP submission. The following pages provide examples of best practices used in earlier EHP submissions.

Minimum requirements for photographs

1. Photographs should be in color.
2. Label all photographs with the name of facility, location (city/county, state) and physical location (physical address or latitude-longitude).
3. Label the photographs to clearly illustrate relevant features of the project, such as location of installed features (e.g., cameras, fences, sirens, antennas, generators) and ground disturbance. See examples below.
4. Identify ground disturbance. Adding graphics to a digital photograph is a means to illustrate the size, scope and location of ground disturbing activities.

Best Practices

1. Provide photographs in a separate file.
2. Place no more than 2 pictures per page.
3. Compressing pictures files (such as with Microsoft Picture Manager)¹ or saving the file in PDF format will reduce the size of the file and facilitate e-mail submissions.
4. Identify the photograph file with the project name so that it can be matched to the corresponding FEMA EHP screening form.
5. Maximum file size for enclosures should not exceed 12 MB. If the total size of files for an EHP submission exceeds 12 MB, send the submission in multiple e-mails.
6. If necessary, send additional photographs or data in supplemental e-mails. Please use the same e-mail subject line with the additional label: 1 of x, 2 of x, . . . x of x.

Options for Creating Photographs

1. Obtain an aerial photo. There are multiple online sources for aerial photographs.
2. For the aerial photo, use the screen capture feature (Ctrl + Print Screen keys) and copy the image to photo editing software, such as Paint, or PhotoShop.¹ Use that software to crop the image so the photo has the content necessary.
3. Open PowerPoint, or other graphics-oriented software, and paste the aerial or ground-level photograph on the canvas.
4. Use drawing tools, such as line drawing and shapes, to indicate the location of project features (for example: fencing, lighting, sirens, antennas, cameras, generators).
5. Insert text to label the features and to label the photograph.
6. Use drawing tools to identify ground-disturbing activities (if applicable).
7. Save the file with the project name or grant number so that it can be appropriately matched to the corresponding FEMA EHP screening form. Include this file with the EHP screening when submitting the project.

Example Photographs

Aerial Photographs. The example in Figure 1 provides the name of the site, physical address and proposed location for installing new equipment. This example of a labeled aerial photograph provides good context of the surrounding area.



Figure 1. Example of labeled, color aerial photograph.

Ground-level photographs. The ground-level photograph in Figure 2 supplements the aerial photograph in Figure 1, above. Combined, they provide a clear understanding of the scope of the project. This photograph has the name and address of the project site, and uses graphics to illustrate where equipment will be installed.

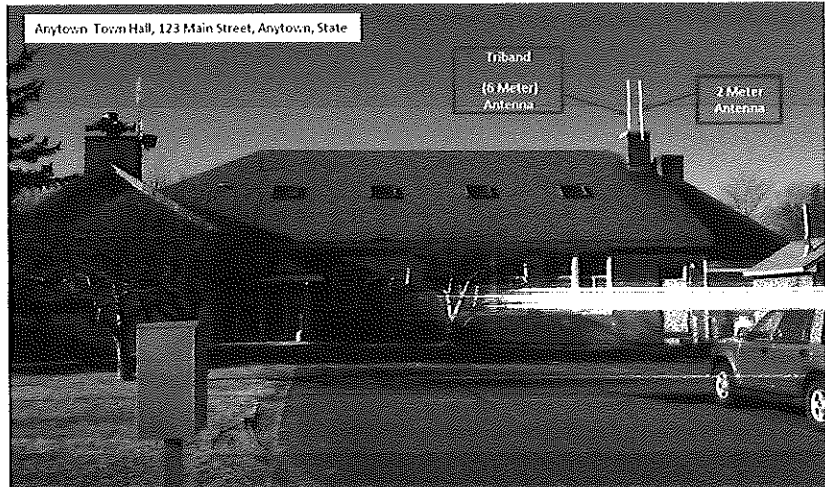


Figure 2. Example of ground-level photograph showing proposed attachment of new equipment.

Appendix A. Supporting Photographs for EHP Grant Submissions

Ground-level photograph with equipment close-up. Figure 3 includes a pasted image of a CCTV camera that would be placed at the project site. Using desktop computer software, such as PowerPoint,1 this can be accomplished by inserting a graphic symbol (square, triangle, circle, star, etc.) where the equipment would be installed. This example includes the name and location of the site. The site coordinates are in the degree-minute-second format.

New CCTV
Camera

Abc Tower Site, Some County, State: 12° 34' 56.7" N,
45° 67' 89.12" W

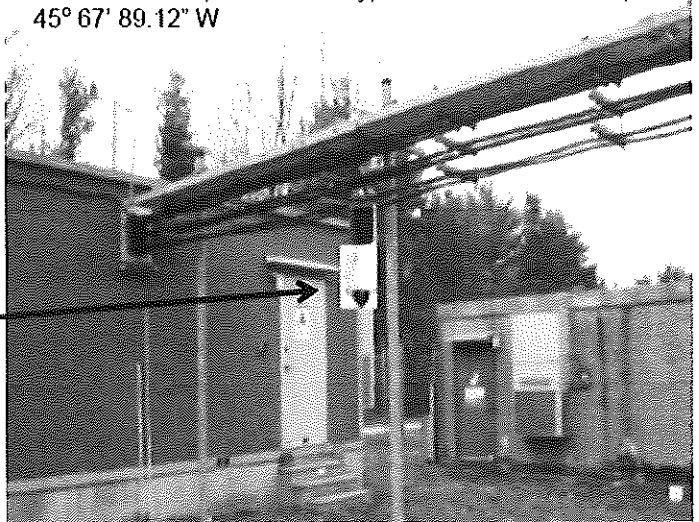


Figure 3. Ground-level photograph with graphic showing proposed equipment installation.

Ground-level photograph with excavation area close-up. The example in Figure 4 shows the proposed location for the concrete pad for a generator and the ground disturbance to connect the generator to the building's electrical service. This information can be illustrated with either an aerial or ground-level photograph, or both. This example has the name and physical address of the project site.

Trenching from
generator to
building's
electrical service:
22 ft x 18 in x 6
in.

Generator Pad,
4 ft x 10 ft x 8 in

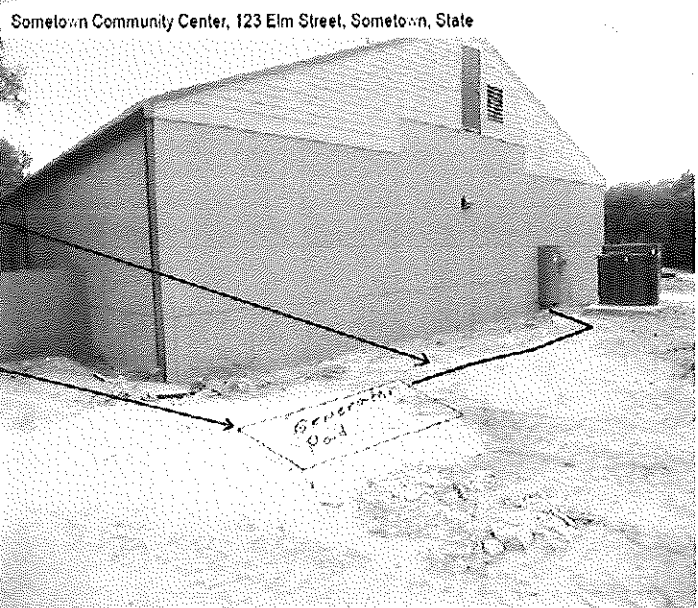


Figure 4. Ground-level photograph showing proposed ground disturbance area.

Appendix A. Supporting Photographs for EHP Grant Submissions

Communications equipment photographs. The example in Figure 5 supports a project involving installation of equipment on a tower. Key elements are identifying where equipment would be installed on the tower, name of the site and its location. This example provides site coordinates in decimal format.



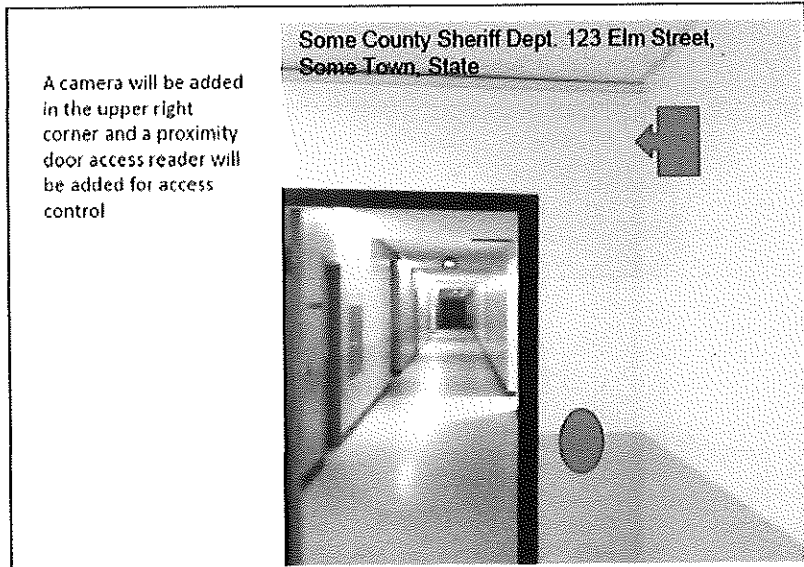
6ft and 3ft
Microwave
Dishes at 50ft

4ft Microwave
Dish at 20ft

Any County Tower, State: 12.3456° N, 34.5678° W

Figure 5. Ground-level photograph showing proposed locations of new communications equipment on an existing tower.

Interior equipment photographs. The example in Figure 6 shows the use of graphic symbols to represent security features planned for a building. The same symbols are used in the other pictures where the same equipment would be installed at other locations in/on the building. This example includes the name of the facility and its physical address.



Some County Sheriff Dept. 123 Elm Street,
Some Town, State

A camera will be added
in the upper right
corner and a proximity
door access reader will
be added for access
control

Figure 6. Interior photograph showing proposed location of new equipment.

Ground-level photographs of nearby historic structures and buildings. Consultation with the State Historic Preservation Office (SHPO) may be required for projects involving structures that are more than 50 years old, or are on the National Register of Historic Places. In that event, it will be necessary to provide a color, ground-level photograph of each side of the building/structure.

1 Use of brand name does not constitute product endorsement, but is intended only to provide an example of the type of product capable of providing an element of the EHP documentation.



VIRGINIA DEPARTMENT OF EMERGENCY MANAGEMENT

Local Emergency Management Performance Grant (LEMPG)

Work Elements

Please sign and submit with your grant application

To be eligible to receive funds from this program, locality must meet NIMS compliance requirements as established by the federal government and document NIMS compliance via LCAR.

Planning

1. **Local Emergency Operations Plan (EOP):** Locality must have a current Emergency Operations Plan. A current plan is defined by §44-146.19 (E) of the Code of Virginia as undergoing a comprehensive review and revision, and being adopted by the locality's governing body every four years. Grant awards will not be made to localities that do not have a current EOP as of August 1 of the grant year being applied for.

2. **College and University Coordination:** Each locality that has within its borders a public college or university, including community colleges, is required to coordinate planning with the institution, which includes collaboration with the designated emergency management point of contact. Each locality that has within its borders a private college or university is encouraged to coordinate planning with the institution.

Training and Exercises

1. Required FEMA Training:

- Coordinators and/or Deputy Coordinator and any EMPG funded personnel new to their positions after October 1st will complete at least the following courses and keep on file.
 - a) Fundamentals of Emergency Management (FEMA IS-230.d)
 - b) Emergency Planning (FEMA IS-235.c)
 - c) IS-100.c, IS-200.c, IS-700.b, IS-800.c

2. **Exercise Workshop:** Localities will attend the annual Regional Training Exercise Planning Workshop (TEPW) sponsored by VDEM.
 - **Exercise Participation:** All EMPG Program funded localities shall participate in at least one exercise during the program year.
 - a) Localities actively engaged in the regional exercise program for the current year either as hosts or participants will be deemed to have met this local exercise program requirement.
 - b) Emergency Planning Zone localities actively engaged in the VOPEX exercises as jurisdictional participants for the current year will be deemed to have met this local exercise program requirement.

3. **Local Exercise Program:** All localities are to submit to their Chief Regional Coordinator by June 30th a multi-year exercise program in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP) principles. HSEEP information and a multi-year plan template can be found at <https://www.llis.dhs.gov/hseep>
 - Exercises are to use components of the local EOP as the basis for development, and exercises planned in a three year period are to be progressively more complex and challenging.
 - Funded localities are to prepare a post-exercise After Action Review (AAR) that documents performance in terms of areas of strength and areas requiring improvement. In addition, an Improvement Plan matrix must be completed and used to update plans and procedures.

Crisis Management System


- **Trained Personnel:** Locality shall maintain personnel who are trained in, and have account access to, the state's online crisis management system (WebEOC).


Capability Reporting

- **Submit Updated Local Capability Assessment for Readiness (LCAR).** §44-146.19 (F) of the Code of Virginia requires all political subdivisions to provide an annually updated emergency management assessment to the State Coordinator of Emergency Management on or before July 1st of each year. Locality will submit an updated LCAR no later than June 30th.

We agree to complete all Work Elements by June 30th and submit the required

Final Progress Report by July 31st for City of Hampton : Locality/ Town

 10/20/21
Coordinator of Emergency Management Date

 10-22-21
Chief Administrative Officer Date

Harrison P. Bresse III 10-25-2021
VDEM Chief Regional Coordinator Date

CITY OF HAMPTON
OFFICE OF THE CITY ATTORNEY
Approved as to form and legal sufficiency
Date: 10/22/2021


City Attorney

Grant Application - FY2021-EMPG-Hampton Emergency Management

Draft

Grant Application Summary

The Grant Application defines all project details including Scope-of-Work, all costs, worksheets, and other required data and documents.

Title: FY2021-EMPG-Hampton Emergency Management

Total Project Cost: \$141,480.00

Eligible Amount: \$141,480.00

Funding Sources:
Federal - \$70,740.00
State - \$0.00
Local - \$70,740.00
Edit

FEMA Obligation Data: Federal Number - < no value >

Workflow Summary

Current Step: 1) Applicant Submission
Description: Applicant completed and then submits Application to VDEM

Draft

Grant

EMPG 2021 Emergency Management Performance Grant FY 2021
Emergency Management Performance Grant
Declared: July 1, 2021
Closed: June 30, 2022
Work Deadline: June 30, 2022
CFDA Number: 97.042

Applicant

Hampton, City of
Name (Legal): City of Hampton Location
Jurisdiction: Independent City of Hampton Independent City of Hampton Location (Region 5 Region)
FIPS: 650-35000-00
FEIN #: 54-6001336
Vendor #: 000046247
DUNS #: 066019902
Type: City
Physical/Mailing: 22 Lincoln Street
Hampton, VA, 23669

Introduction

Summary Information

Grant: EMPG 2021 Emergency Management Performance Grant FY 2021

Project Type: EMPG Local

Please indicate whether your Agency intends to participate in this grant award, or whether your Agency will opt-out of participating:

Opt-In

Title: FY2021-EMPG-Hampton Emergency Management

Used to help identify the project. Ex: "FY2021 - EMPG - Hampton, City of".

This application contains Work Activity and Costs in the following areas:

Planning
Training
Equipment

Hold Ctrl key to select multiple areas.

Project Description:

For FY2021 EM personnel and city staff supporting emergency management throughout the city are tasked to:

- i. Update the Emergency Operations Plan to include full review of the Emergency Support Functions, Support Annexes and Incident Annexes with emphasis on the Evacuation Support Annex and the Mass Care, Housing and Human Services Emergency Support Function to incorporate recent studies and guidance documents. Present revised EOP to City Council for adoption on or before August 10, 2022. Participate in local and regional mitigation planning to include adoption of the 2022 Hampton Roads Hazard Mitigation Plan in April, 2022. Conduct WebEOC initial and refresher training for personnel providing support staff to the EOC.
- ii. Continued support for mitigation construction and project management for home elevation projects.
- iii. Participate in regional exercises in collaboration with other jurisdictions.
- iv. Attend regional meetings and conference events with various stakeholders regarding evacuation readiness, mitigation programs and recovery/resilience initiatives.
- v. Complete required coursework to maintain professional qualifications.
- vi. Send relevant city staff to DHS/FEMA National Hurricane Conference and/or other related conferences, training and workshops.
- vii. Purchase technological equipment to enhance our Emergency Operations Center to support our emergency preparedness, response and recovery operations.
- viii. Continue to respond to COVID-19 pandemic to provide planning and logistics support.

Provide a brief, but detailed, description of the Project.

Primary Contact:

Hui-Shan Walker - Emergency Management Coordinator

Edit

Email Address: hwalker@hampton.gov

Phone: 757-727-6067

Alternate Contact:

Sara Snowden - Deputy Coordinator

Edit

Organization: City of Hampton

Email Address: sara.snowden@hampton.gov

Phone: 757-727-1208

Chief Administrative Officer:

MARY BUNTING - CITY MANAGER

Edit

Email Address: MBUNTING@HAMPTON.GOV

Phone: 757-727-6392

Finance Officer:

Veronica Kmetz - Senior Accountant

Edit

Email Address: veronica.kmetz@hampton.gov

Phone: 757-727-6331

Applicant Certification

As the designated Chief Administrative Officer, I certify

- (1) to the statements contained in the list of certifications;
- (2) that the statements herein are true, complete and accurate to the best of my knowledge; and
- (3) that if awarded I will not undergo any obligations until I have received approval or clearance for any Environmental Historical Preservation (EHP) requirements.
- (4) that the above representatives are authorized to submit grant management requirements both paper and electronic to VDEM and VDEM's grant management system.

I also provide the required assurances and agree to comply with any resulting terms if I obtain an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

Certified by Tracy Hanger on Oct 6, 2021 12:00 am

Requested Applicant Updates

Fill out the below fields only if the current values are incorrect or missing. - (View Applicant)

State Tax Number:

54-6001336

Current State Tax Number value:

Federal Tax Number:

54-6001336

Current Federal Tax Number value:

FEIN:

54-6001336

Current Federal Employer Identification Number value: 54-6001336

FIPS:

650

Current FIPS value: 650-35000-00

DUNS:

066019902

Current DUNS value: 066019902

Grant Application Worksheets

1 results

#	Grant Application Worksheet Title	Amount	Grant Application Worksheet Type	Status
654	FY2021- EMPG-Hampton Emergency Management	\$141,480.00	EMPG Local	Included

Costs

Fund Allocation

The EMPG program requires a 50/50 match, which means that in order to be awarded the full allocated amount, the total cost for this project must add up to an amount of \$141,480.00. Note also that the total M&A costs for this project cannot exceed \$3,537.00.

Federal Allocated Amount: \$70,740.00

Total Project Cost: \$141,480.00

Balance: \$0.00

Worksheet Cost Type Summary

Cost Type	Quantity Sum	Unit Cost Avg.	Total Cost Sum
Information Technology	1.00	\$16,000.00	\$16,000.00
Planning	1.00	\$100,000.00	\$100,000.00
Training Workshops and Conferences	1.00	\$25,480.00	\$25,480.00

Cost Line Items

Please specify any project-level costs that aren't worksheet-specific (since those costs will be specified in the individual worksheets).

In the Description field please type in a brief description of the line item (for example: Project Management).

Classification	Description	EHP	Qty	Price	Total
	Grant Application Worksheet Total			\$141,480.00	
	Grant Application Total			\$0.00	
	Grand Total			\$141,480.00	

Timeline

Project Milestones

In this section, please describe what will happen from start to completion of this grant. Provide a description and the estimated start and completion dates of each milestone.

For salaries covered under this grant, please answer the following questions when creating milestones:

- What activities or planning events will the EM or EM staff facilitate or participate in?
- Where will these occur?
- Are these events necessary? What are the objectives of the events or activities?
- Please provide timelines/dates of when these activities or events will place.

Task Description	Start Day	End Day
Continued support for mitigation construction and project management for our home elevation/acquisit	Jul 1, 2021	Jun 30, 2022
Receive allocation award notice for the grant. Complete documentation to receive award letter.	Oct 1, 2021	Nov 30, 2021
Continue update of EOP and Hazard Mitigation Plan. Review and update ESFs and Support Annexes.	Jul 1, 2021	Dec 31, 2021
Continue update of EOP and Hazard Mitigation Plan. Begin review of EOP Incident Annexes.	Jan 1, 2022	Mar 31, 2022
Send EOP and HM Plan final drafts to City Attorney, City Manager & City Council for approval.	Apr 1, 2022	Jul 1, 2022

Documentation

Please download, complete and upload the below list of required documentation:

Document Name:

Actions:

FEMA EHP Screening Form Instructions

FEMA EHP Screening Form

Certification Regarding Lobbying

Grant Assurances

FEMA Form 20-16C

LEMPG Work Elements

Certifications

Certification 1: Applicant understands that no project can be started (federal and/or matching funds) until an EHP review and approval is received from VDEM. Any project having the potential to impact Environmental or Historical Preservation (EHP) resources without the prior approval of FEMA, including but not limited to communications towers, physical security enhancements, new construction, and modifications to buildings, structures and objects that are 50 years old or greater. Applicant must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. Any activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will not be eligible for FEMA funding.
Certified by Tracy Hanger on Oct 8, 2021 12:00 am

Certification 2: In accordance with HSPD-5, the adoption of the National Incident Management System (NIMS) is a requirement to receive Federal preparedness assistance through grants, contracts, and other activities. By submitting this project, you, and all participating entities, are certifying that your locality/state agency is NIMS compliant.
Certified by Tracy Hanger on Oct 8, 2021 12:00 am

Certification 3: Submission of this project proposal does not guarantee funding, in whole or part, for the project outlined above.
Certified by Tracy Hanger on Oct 8, 2021 12:00 am

Certification 4: Any projects allocated funds will be required to complete a grant application, check all purchases against the Allowable Equipment Lists, and follow the Administrative Guidelines.
Certified by Tracy Hanger on Oct 8, 2021 12:00 am

Certification 5: I have read and comply with federal grant guidance for this program which included the federal grant code regulations (2 CFR-200) - Uniform Guide.
Certified by Tracy Hanger on Oct 8, 2021 12:00 am

Certification 6: I understand all requests (if awarded) to purchase Small Unmanned Aircraft System (SUAS) with FEMA grant funding must also include a description of the policies and procedures in place to safeguard individuals' privacy, civil rights, and civil liberties of the jurisdiction that will purchase, take title to, or otherwise use the SUAS equipment and must be approved by FEMA in advance of purchase.
Certified by Tracy Hanger on Oct 8, 2021 12:00 am

Certification 7: I have followed all administrative processes within my entity to submit this request for funding.
Certified by Tracy Hanger on Oct 8, 2021 12:00 am

Grant Application Worksheet



Project Information

Title: **FY2021- EMPG-Hampton Emergency Management**

Used to help identify the worksheet/location. Ex: "Old City Hall Building".

Category: **EMPG Local (General ND Worksheet)**

Local Gap(s):

1. Within every 12 months, update all emergency operations plans that define the roles and responsibilities of responders involved in incident management across multiple disciplines, and the sequence and scope of tasks needed to prevent, protect, mitigate, respond to and recover from events. Capability gaps identified are: evaluating and updating plans, incorporating risk analysis, pre-incident planning, strategic planning, whole community involvement and coordination.

This project addresses the capability gap of updating our emergency operations plan to meet the annual review requirement and to maintain the 4-year adoption cycle requirement per the Code of Virginia.

2. With notice of an incident requiring evacuation, complete the evacuation, including people with access and functional needs requiring evacuation. Capability gap identified is the need to review population and evacuation data to reflect an updated hurricane evacuation study.

This project addresses the capability gap by incorporating the evacuation data from the 2020 Virginia Hurricane Evacuation Study into our emergency operations plan for evacuation and sheltering.

3. Ensure the ability to provide emergency sheltering, food and water for people requiring shelter and people requiring food and water, including people with access and functional needs and animals requiring shelter, food and water when needed. Capability gap identified in the 2020 Virginia Hurricane Evacuation Study that we have a shelter capacity deficit for evacuations for storm surge of Categories B, C and D storms and we also have a shelter capacity deficit for Categories A, B C and D storms with COVID social distancing requirements.

This project reviews this capability gap during the emergency operations plan update by review of the Emergency Support Function for Mass Care, Housing and Human Services. Additional planning is needed to expand capacity to shelter people and pets during the COVID pandemic and the post-COVID environment.

Regional Gap(s):

1. Within every 12 months, update all emergency operations plan that define the roles and responsibilities of 24 partner organizations involved in incident management across 17 jurisdictions affected, and the sequence and scope of tasks needed to prevent, protect, mitigate, respond to and recovery from events. Capability gaps identified are: evaluating and updating plans, incorporating risk analysis, pre-incident planning, strategic planning, whole community involvement and coordination.

The Hampton Roads Region identified that it does not have a Regional Operations Plan and has a communications gap in ensuring information flow and establishing lines of communication during incidents.

This project addresses the Hampton Roads capability assessment goal to integrate partner organizations into operational plans by evaluating and updating plans. This project will address the Hampton Roads assessment goal by updating the Hampton Emergency Operations Plan within the 4-year update period.

2. Identify and mobilize life-sustaining commodities, resources and services to people requiring shelter and people requiring food and water. Maintain distribution system for 14 days. Capability gap recognized is identifying adequate staff to task to this function and the need to deconflict vendor supply during times of high demand.

This project reviews this capability gap during the emergency operations plan update by review of the Emergency Support Function for Mass Care, Housing and Human Services and the Logistics Management Support Annex.

State Gap(s):

1. Within every 4 years update all emergency operations plans that define the roles and responsibilities of 25 partner organizations involved in incident management across 10 jurisdictions affected, and the sequence and scope of tasks needed to prevent, protect, mitigate, respond to and recovery from events. (Virginia SPR 2019)

This project addresses the state capability assessment goal by updating the Hampton Emergency Operations Plan in a timeframe to meet the state capability goal of updating all emergency operations plans within every 4 years. The project includes review and revision of the Emergency Support Functions, Support Annexes and Incident Annexes. Major revisions are needed to update the Evacuation Support Annex due to the new 2020 Virginia Hurricane Evacuation Study and minor revisions are needed to the Mass Care, Housing and Human Services Emergency Support Function to support changes to the plan for congregate, non-congregate and pet sheltering best practices a year into the pandemic. Hampton is also participating in the 2022 Hampton Roads Hazard Mitigation Plan revision and adoption process as a Support Annex to the EOP. This also supports this project by continuing to support mitigation construction and project management for home elevation projects.

2. Within 8 hours of potential or actual incident, establish and maintain unified and coordinated operational structure and process across 10 jurisdictions affected and with 25 partner organizations involved in incident management for 7 days.

This project addresses the state capability assessment goal of establishing and maintaining unified and coordinated operational structure and processes by supporting technology purchases and collaborative efforts between the Emergency Operations Center and responders. It also supports training personnel to fill roles and responsibilities in an incident.

Project Description:

For FY2021 EM personnel and city staff supporting emergency management throughout the city are tasked to:

- i. Update the Emergency Operations Plan to include full review of the Emergency Support Functions, Support Annexes and Incident Annexes with emphasis on the Evacuation Support Annex and the Mass Care, Housing and Human Services Emergency Support Function to incorporate recent studies and guidance documents. Present revised EOP to City Council for adoption on or before August 10, 2022. Participate in local and regional mitigation planning to include adoption of the 2022 Hampton Roads Hazard Mitigation Plan in April, 2022. Conduct WebEOC initial and refresher training for personnel providing support staff to the EOC.
- ii. Continued support for mitigation construction and project management for home elevation projects.
- iii. Participate in regional exercises in collaboration with other jurisdictions.
- iv. Attend regional meetings and conference events with various stakeholders regarding evacuation readiness, mitigation programs and recovery/resilience initiatives.
- v. Complete required coursework to maintain professional qualifications.
- vi. Send relevant city staff to DHS/FEMA National Hurricane Conference and/or other related conferences, training and workshops.
- vii. Purchase technological equipment to enhance our Emergency Operations Center to support our emergency preparedness, response and recovery operations.
- viii. Continue to respond to COVID-19 pandemic to provide planning and logistics support.

This project addresses the capability gap of updating our emergency operations plan to meet the annual review requirement and to maintain the 4-year adoption cycle requirement per the Code of Virginia.

This project addresses the capability gap by incorporating the evacuation data from the 2020 Virginia Hurricane Evacuation Study into our emergency operations plan for evacuation and sheltering.

This project reviews this capability gap during the emergency operations plan update by review of the Emergency Support Function for Mass Care, Housing and Human Services. Additional planning is needed to expand capacity to shelter people and pets during the COVID pandemic and the post-COVID environment.

This project reviews this capability gap during the emergency operations plan update by review of the Emergency Support Function for Mass Care, Housing and Human Services.

This project provides continued support for mitigation construction and project management of home elevation projects to reduce the risk of loss due to flooding.

This project supports regional collaboration by attending regional meetings with stakeholders for evacuation readiness, mitigation programs, recovery and resilience initiatives and exercise collaboration. This project addresses the requirement to update the 2022 Hampton Roads Hazard Mitigation Plan.

This project supports training for emergency management and emergency operations center support staff to promote establishment of a unified command and organizational structure during events and emergencies.

This project supports equipment purchases for the Emergency Operations Center.

This project supports continued response to the COVID-19 pandemic by supporting planning and logistics.

Please provide a summary of your project. How will this project address the gaps identified?

Mission Area:

Response

Core Capability:

Planning

Does this project contribute to law enforcement terrorism prevention-oriented planning, organization, training, exercise, or equipment activities?

No

Does this project contribute to development and operation of fusion centers?

No

Project Impact

Measuring Project Impact: List 2-5 specific performance outcomes/outputs that can be used to measure the success of the project. At least one outcome and one output is required per project.

Outcome

- A. This project supports planning activities required for a comprehensive review and update of the Hampton Emergency Operations Plan with the goal to meet the annual review and 4-year adoption requirements in the Code of Virginia by August 10, 2022.
- B. Attend regional meetings and conference events with various stakeholders regarding evacuation readiness, mitigation programs and recovery/resilience initiatives. It supports adoption of the 2022 Hampton Roads Hazard Mitigation Plan.
- C. This project supports mitigation projects to acquire, elevate, relocate, retrofit, reconstruct or floodproof structures in flood prone areas.

Output

- A. Adoption of the 2022 Hampton Emergency Operations Plan by August 10, 2022.
- B. Adopt the 2022 Hampton Roads Hazard Mitigation Plan in April, 2022.
- C. Provide management and oversight for current home elevation projects.

Costs

Cost Line Items

Select One

In this section, provide the details of all costs of the project. As this information is used for the Benefit-Cost Analysis, reasonable cost estimates are essential. As project administrative costs are calculated on a sliding scale, do not include this in the budget. List all items and costs in line item fashion.

- For Labor, include equipment costs -- please indicate all "soft" or in-kind matches.
- For Fees Paid, include any other costs associated with the project.
- Do not include indirect costs in project management costs.

Classification	Description	EHP	Qty	Unit	Price	Total
Area						
Planning						
Type						
Planning	Update plans	No	1	\$	100,000.00	\$100,000.00
AEL Code						
Area						
Training						
Type						
Training Workshops and Conferences	Send relevant city staff to DHS/FEMA National Hurricane Conference and/or other related conferences, trainings and workshops.	No	1	\$	25,480.00	\$25,480.00
AEL Code						
Area						
Equipment						
Type						
Information Technology	Purchase technological equipment support our emergency preparedness, response and recovery operations.	No	1	\$	16,000.00	\$16,000.00
AEL Code						
Grand Total					\$141,480.00	