

HAMPTON VA

Grant Routing Sheet

COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED

Date Routing Initiated: May 15, 2019 Application Due Date: May 30, 2019

Originating Department: Emergency Management Department No.: 325

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

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

Grant Title: HMGP DR 4401-VA-004 Installation of Generator Quick Connects at 5 Pump Stations

Other Participating Departments: Public Works

* Old grant routing sheet attached for May 15, 2019

BEFORE COMPLETING AN APPLICATION:

1. READ THE GENERAL INSTRUCTIONS.

HW (Submitter's Initials)

2. COMPLETE GRANT PROPOSAL OVERVIEW.

HW (Submitter's Initials)

3. DEPARTMENT HEAD
ORIGINATING DEPT.

Hui-Shan Walker

5/15/2019

Print Name

Signature

Date

4. ASSISTANT CITY
MANAGER

Steven Bond

5/16/2019 email

Print Name

Signature

Date

BEFORE SUBMITTING AN APPLICATION TO THE AWARDING AGENCY:

5. PREPARE INITIAL DOCUMENTATION PACKAGE FOR REVIEW TO INCLUDE (EITHER HARD COPY OR ELECTRONIC): ALL DOCUMENTS RELATED TO THE GRANT, INCLUDING, BUT NOT LIMITED TO INSTRUCTIONS, ATTACHMENTS, EXHIBITS, GRANT DOCUMENTS, PRIMARY GRANT (IF SUBAWARDEE).

SMS (Submitter's Initials)

6. COMPLETE APPLICATION **EXCEPT** NECESSARY SIGNATURES.

HW (Submitter's Initials)

7. CITY ATTORNEY

Tim Drewry

5/23/19 email

Print Name

Signature

Date

8. BUDGET DIVISION

Lori Green

5/20/19 email

Print Name

Signature

Date

9. HUMAN RESOURCES

N/A grant originated May 2019

Print Name

Signature

Date

10. FINANCE DEPARTMENT

Veronica Kmetz

5/16/19 email

Print Name

Signature

Date

11. RISK MANAGEMENT

N/A grant originated May 2019

Print Name

Signature

Date

AFTER GRANT IS AWARDED:

- ✓ After the grant award has been received, and if there 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.

HAMPTON VA

Grant Routing Sheet [Form #2]

PLEASE NOTE:

Completed "GRANT PROPOSAL OVERVIEW" Form must accompany Grant Routing Sheet.

Date Routing Initiated: May 15, 2019 Application Due Date: May 30, 2019
Originating Department: Emergency Management Department No. 325
Submitter's Name: Hui-Shan Walker Direct Telephone No. (757) 727-1208
E-mail Address: hui-shan.walker@hampton.gov
Grant Title: HMGP-DR4401-4411: Manual Transfer Switches for ⁵10 Pump Stations
Other Participating Departments: Public Works

BEFORE COMPLETING AN APPLICATION:

1. READ THE GENERAL INSTRUCTIONS. fw (Submitter's Initials)

2. COMPLETE GRANT PROPOSAL OVERVIEW. fw (Submitter's Initials)

3. DEPARTMENT HEAD
ORIGINATING DEPT.

Hui-Shan Walker

Print Name

fwalker
Signature

5/15/19
Date

4. ASSISTANT CITY
MANAGER

Steven Bond

Print Name

(email attached)
Signature

5/16/19
Date

BEFORE SUBMITTING AN APPLICATION TO THE AWARDING AGENCY:

5. PREPARE INITIAL DOCUMENTATION PACKAGE FOR REVIEW; TO INCLUDE (EITHER HARD COPY OR ELECTRONIC) OF ALL DOCUMENTS RELATED TO THE GRANT, INCLUDING, BUT NOT LIMITED TO, INSTRUCTIONS, ATTACHMENTS, EXHIBITS, GRANT DOCUMENTS, PRIMARY GRANT (IF SUBAWARDEE).

_____ (Submitter's Initials)

6. COMPLETE APPLICATION EXCEPT NECESSARY SIGNATURES. sm (Submitter's Initials)

7. BUDGET DIVISION

Lori Green/Brian DeProffio

Print Name

(email attached)
Signature

5/20/19
Date

8. FINANCE DEPARTMENT

Karl Daughtrey/ Jacky Green

Print Name

(email attached)
Signature

5/16/19
Date

9. CITY ATTORNEY

Tim Drewry

Print Name

[Signature]
Signature

5/23/19
Date

10. SIGN & SUBMIT APPLICATION.

sm (Submitter's Initials)

AFTER GRANT AWARDED:

11. ADD AWARD LETTER TO DOCUMENTATION. _____ (Submitter's Initials)

12. ORIGINATING DEPT. _____
(Approval as to Content) Print Name Signature Date

13. RISK MANAGEMENT _____
Print Name Signature Date

14. HUMAN RESOURCES _____
Print Name Signature Date

15. BUDGET DIVISION _____
Print Name Signature Date

16. FINANCE DEPARTMENT _____
Print Name Signature Date

17. CITY ATTORNEY _____
Print Name Signature Date

18. CITY COUNCIL **GRANICUS FILE NO.** _____

CREATE GRANICUS FILE _____
Print Name Signature Date

ATTACH GRANT DOCUMENTS _____
Print Name Signature Date

ROUTE FOR APPROVAL _____
Print Name Signature Date

19. ADD SIGNED RESOLUTION TO DOCUMENTATION. _____ (Submitter's Initials)

20. OBTAIN SIGNATURES _____
Print Name Signature Date

21. ORIGINATING DEPARTMENT TO RETAIN ORIGINAL DOCUMENTATION. _____ (Submitter's Initials)

22. DISSMINATE ELECTRONIC COPIES TO (INITIAL WHEN DISSEMINATED):

CITY ATTORNEY: _____ (Submitter's Initials)

FINANCE: _____ (Submitter's Initials)

OTHER PARTICIPATING DEPARTMENTS (LIST): _____ (Submitter's Initials)

_____ (Submitter's Initials)

Snowden, Sara

From: Bond, Steven
Sent: Thursday, May 16, 2019 12:14 PM
To: Snowden, Sara; Green, Lori; DeProfio, Brian; Daughtrey, Karl; Green, Jacky; Drewry, Tim
Cc: Spikes, Traci; Mitchell, Jason L.; Walker, Hui-Shan; Kmetz, Veronica
Subject: RE: REQUEST FOR APPROVAL- Grant Applications

Please let this email serve as my approval for both grants.

Steven D. Bond, Esq.
Assistant City Manager
City of Hampton, VA
Phone: 757-727-6392
Fax: 757-728-3037

From: Snowden, Sara
Sent: Thursday, May 16, 2019 10:57 AM
To: Bond, Steven <sbond@hampton.gov>; Green, Lori <lgreen@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>
Cc: Spikes, Traci <tspikes@hampton.gov>; Mitchell, Jason L. <jmitchell@hampton.gov>; Walker, Hui-Shan <hui-shan.walker@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>
Subject: REQUEST FOR APPROVAL- Grant Applications
Importance: High

Good morning,

The Office of Emergency Management is pursuing two (2) grants through the Hazard Mitigation Grant Program (HMGP 4401-4411) on behalf of Public Works. These funds were made available through a competitive application process following the recent disasters of Hurricanes Florence and Michael. The application is due on **May 30, 2019**. The City Manager's signature is required for submission so your assistance in expediting the routing process is appreciated.

These grants are funded at a rate of 75% Federal, 20% State and require a 5% local match.

The grants are entitled:

- 1. HMGP 4401-4411: Generators for 2 Pump Stations**
- 2. HMGP 4401-4411: Manual Transfer Switches for 10 Pump Stations**

Attached please find the following for your review:

- (2) Grant Routing Sheets (Routing Sheet & Overview)
- (2) Grant Proposal (Application)

Upon receiving local authorization, we will submit the grant application for funding consideration by VDEM. This is a competitive statewide process and recipients will be determined through a peer review process.

Thank you in advance for your consideration and prompt review. **In your response, please signify your approval for both applications.**

Please feel free to contact me if you have any questions.

Sara Snowden | Deputy Coordinator | Emergency Management
O: 757-726-0649 | C: 757-755-0434
Email: sara.snowden@hampton.gov Website: <https://hampton.gov/eoc>

HAMPTON VA



Snowden, Sara

From: Green, Lori
Sent: Monday, May 20, 2019 10:00 AM
To: Mitchell, Jason L.
Cc: Snowden, Sara; Bond, Steven; DeProfio, Brian; Daughtrey, Karl; Green, Jacky; Drewry, Tim; Spikes, Traci; Walker, Hui-Shan; Kmetz, Veronica; Green, Lori
Subject: Re: REQUEST FOR APPROVAL- Grant Applications

Good morning and thank you Jason. Based on this communication, the Budget Division approves these two grant applications.

Thank you.
Lori Green

On May 17, 2019, at 5:51 AM, Mitchell, Jason L. <jmitchell@hampton.gov> wrote:

Good morning Lori,

Public Works / Wastewater Operations will cover the matching funds for these two grants. Please allow this email to serve as approval.

Thank you

Jason Mitchell
City of Hampton
Department of Public Works
550 N Back River Road
Hampton VA 23669

From: Green, Lori <jgreen@hampton.gov>
Sent: Thursday, May 16, 2019 12:20 PM
To: Snowden, Sara; Bond, Steven; DeProfio, Brian; Daughtrey, Karl; Green, Jacky; Drewry, Tim
Cc: Spikes, Traci; Mitchell, Jason L.; Walker, Hui-Shan; Kmetz, Veronica
Subject: RE: REQUEST FOR APPROVAL- Grant Applications

Hello, the Grant Overview Forms for these two grants indicates that the match will be provided by Wastewater Management. However, I see no confirmation from Wastewater Management. As such, I cannot sign off on this grant until Wastewater Management provides written confirmation that they will fund the required matches for these two grants.

Thank you.

V/r,
Lori Green
Budget Manager, Interim
City Manager's Office – Budget Division
Email: jgreen@hampton.gov
Telephone: (757) 727-6377

From: Snowden, Sara
Sent: Thursday, May 16, 2019 10:57 AM
To: Bond, Steven <sbond@hampton.gov>; Green, Lori <lgreen@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>
Cc: Spikes, Traci <tspikes@hampton.gov>; Mitchell, Jason L. <jmitchell@hampton.gov>; Walker, Hui-Shan <hui-shan.walker@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>
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Please feel free to contact me if you have any questions.

<image005.png>

Sara Snowden | Deputy Coordinator | Emergency Management

O: 757-726-0649 | C: 757-755-0434

Email: sara.snowden@hampton.gov Website: <https://hampton.gov/eoc>

<image006.jpg>

Snowden, Sara

From: Kmetz, Veronica
Sent: Thursday, May 16, 2019 11:58 AM
To: Snowden, Sara; Bond, Steven; Green, Lori; DeProfio, Brian; Daughtrey, Karl; Green, Jacky; Drewry, Tim
Cc: Spikes, Traci; Mitchell, Jason L.; Walker, Hui-Shan
Subject: RE: REQUEST FOR APPROVAL- Grant Applications

Finance approves.

Veronica A. Kmetz

Finance Department

Phone: 757-727-6331

HAMPTON VA

From: Snowden, Sara <sara.snowden@hampton.gov>
Sent: Thursday, May 16, 2019 10:57 AM
To: Bond, Steven <sbond@hampton.gov>; Green, Lori <lgreen@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>
Cc: Spikes, Traci <tspikes@hampton.gov>; Mitchell, Jason L. <jmitchell@hampton.gov>; Walker, Hui-Shan <hui-shan.walker@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>
Subject: REQUEST FOR APPROVAL- Grant Applications
Importance: High

Good morning,

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Please feel free to contact me if you have any questions.

Sara Snowden | Deputy Coordinator | Emergency Management
O: 757-726-0649 | C: 757-755-0434
Email: sara.snowden@hampton.gov Website: <https://hampton.gov/eoc>

HAMPTON VA





Grant Proposal Overview

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

Grant Title: HMGP DR 4401-VA-004 Installation of Generator Quick Connects at 5 Pump Stations

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 _____ or in the future fiscal year(s) of FY2021-2022.

3. **PREVIOUS APPLICATIONS:** (Not including the current application) This grant was previously applied for during FY2017 fiscal year(s); and was previously awarded during FY2018 fiscal year(s).

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

Resolution 18-0370 December 12, 2018

4. **BACKGROUND/PURPOSE:**

HMGP DR 4401-VA-004 Hurricane Florence grant funding application to install generator quick connect manual transfer switches at five (5) pump stations. The quick connections will facilitate the attachment of portable generators at five (5) key pump stations in the event of a power outage.

5. TYPE OF GRANT EXPECTED TO BE AWARDED:

Cash Amount \$ 129,088

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

Amount: Cash \$ _____

Required Match – IN KIND

*Value of In-Kind \$ 6,147

* **Description:**

The project goal is to purchase and install generator quick connects at five pump stations in the City with a budget of \$129,088. Of the total budget, the Federal Emergency Management Agency (FEMA) will provide \$98,353 (75%) in federal funding; the Virginia Department of Emergency Management (VDEM) will provide a state match of \$24,588 (20%) and the remaining \$6,147 (5%) required for local match will be funded through Public Works Wastewater as an in-kind match.

b. **Future Financial Obligations:** This proposal will will not incur commitments or financial obligations for the City beyond the grant period. If it will, an authority memorandum from the City Manager's Office-Budget Division estimating future matching requirements and the time period must be attached to this Overview.

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.

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.

Federal \$ 129,088
Pass Through \$ 98,353
State \$ 24,588
Foundation \$ _____
Private \$ _____

Federal Catalog No. 97.039
Federal Grant No. 97.039
State Grant No. DR-4401-VA-004

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

Department: Public Works Wastewater
Budget Line-Item: 09-485-350-06014 **Amount:** \$6,147
Budget Line-Item: _____ **Amount:** _____
Budget Line-Item: _____ **Amount:** _____

**If you are listing a department funding source other than your department, the Budget Division will need written authorization of agreement to withdraw these funds.*

8. Proposed Budget:

	<u>City Department-Match</u>			<u>Other Match(es)</u>	
	<u>Grant Total</u>	<u>Cash</u>	<u>In-Kind</u>	<u>Cash</u>	<u>In-Kind</u>
Personnel Svcs					
Operating Exp.	\$122,941		\$6,147		
Capital Outlay					
Column Totals	\$122,941		\$6,147		

Grand Total: \$129,088

9. Additional information that will be helpful to reviewers:

The City has 108 pump stations which serve to pump sewage to processing sites. Several of these pump stations are subject to frequent power outages which increases the possibility of sewage overflows into local waterways as well as residential and commercial areas of the city. This grant is seeking to outfit five (5) pump stations with manual transfer switches enabling a quick connection to portable generators in the event of power outages at the pump stations, thereby mitigating sewage backups and overflows.