



Grant Routing Sheet

COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED

Date Routing Initiated: 12/08/2023 Application Due Date: 1/09/2024
 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: FY2023 HR UASI- Peninsula Regional Family Assistance Center Planning, Training & Exercise
 Other Participating Departments: _____

BEFORE COMPLETING AN APPLICATION:

- 1. READ THE GENERAL INSTRUCTIONS. HW (Submitter's Initials)
- 2. COMPLETE GRANT PROPOSAL OVERVIEW. HW (Submitter's Initials)
- 3. DEPARTMENT HEAD
ORIGINATING DEPT. Hui-Shan Walker [Signature] 12/08/23
Print Name Signature Date
- 4. ASSISTANT CITY
MANAGER Steven Bond Email Approval 12/11/23
Print Name Signature Date

BEFORE SUBMITTING AN APPLICATION TO THE AWARDING AGENCY:

- 5. PREPARE INITIAL DOCUMENTATION PACKAGE FOR REVIEW TO INCLUDE (EITHER HARD COPY OR ELECTRONIC): ALL DOCUMENTS RELATED TO THE GRANT, INCLUDING, BUT NOT LIMITED TO INSTRUCTIONS, ATTACHMENTS, EXHIBITS, GRANT DOCUMENTS, PRIMARY GRANT (IF SUBAWARDEE). HW (Submitter's Initials)
- 6. COMPLETE APPLICATION **EXCEPT** NECESSARY SIGNATURES. HW (Submitter's Initials)
- 7. CITY ATTORNEY Tim Drewry Email Approval 12/15/23
Print Name Signature Date
- 8. BUDGET DIVISION Lori Green / Kenneth Barrentide Email Approval 12/11/23
Print Name Signature Date
- 9. HUMAN RESOURCES Nicole Clark Email Approval 12/11/23
Print Name Signature Date

10. FINANCE DEPARTMENT	<u>Veronica Kmetz</u> Print Name	<u>email approval</u> Signature	<u>12/11/23</u> Date
11. RISK MANAGEMENT	<u>Patricia Parker</u> Print Name	<u>email approval</u> Signature	<u>12/11/23</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.

Walker, Hui-Shan

From: Bond, Steven
Sent: Monday, December 11, 2023 3:15 PM
To: Kmetz, Veronica
Cc: Walker, Hui-Shan; Drewry, Tim; Green, Lori; Clark, Nicole; Abbott, Brittany; Anderson, Janice; Parker, Patricia
Subject: Re: RE Email 1 of 3 - Grant Routing Form & Proposal Overview for FY2023 UASI Peninsula FAC Grant

I approve
Sent from my iPhone

On Dec 11, 2023, at 2:30 PM, Kmetz, Veronica <veronica.kmetz@hampton.gov> wrote:

Finance approves.

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

<image001.png>

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

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

From: Walker, Hui-Shan <hui-shan.walker@hampton.gov>
Sent: Monday, December 11, 2023 2:19 PM
To: Bond, Steven <sbond@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Abbott, Brittany <brittany.abbott@hampton.gov>; Anderson, Janice <janice.anderson@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
Subject: RE: RE Email 1 of 3 - Grant Routing Form & Proposal Overview for FY2023 UASI Peninsula FAC Grant

We are the sub-awardee and I noticed box wasn't checked in the original attached version. Thanks, Hui-Shan

From: Walker, Hui-Shan
Sent: Monday, December 11, 2023 2:06 PM
To: Bond, Steven <sbond@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Abbott, Brittany

Walker, Hui-Shan

From: Drewry, Tim
Sent: Friday, December 15, 2023 1:08 PM
To: Walker, Hui-Shan; Bond, Steven; Green, Lori; Clark, Nicole; Abbott, Brittany; Anderson, Janice; Kmetz, Veronica; Parker, Patricia
Subject: Re: RE Email 1 of 3 - Grant Routing Form & Proposal Overview for FY2023 UASI Peninsula FAC Grant

I approve.

- 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.

From: Walker, Hui-Shan <hui-shan.walker@hampton.gov>
Sent: Monday, December 11, 2023 2:06:04 PM
To: Bond, Steven <sbond@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Abbott, Brittany <brittany.abbott@hampton.gov>; Anderson, Janice <janice.anderson@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
Subject: RE Email 1 of 3 - Grant Routing Form & Proposal Overview for FY2023 UASI Peninsula FAC Grant

Good afternoon,

We have received the official Virginia Department of Emergency Management (VDEM) allocation letter. (Attached) These funds are 100% funded with no match. They needed to regional and we offered to write the grant proposal for the Urban Area Working Group (UAWG) to review and recommend allocation to VDEM. This project is Phase II of our Family Assistance Center (FAC) planning, training and exercise for the Peninsula localities. We have been allocated \$110,000. Hampton is serving as the fiduciary.

I am requesting your review and approval 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 10th Council agenda.

Thanks,

Walker, Hui-Shan

From: Budget Department Email Account
Sent: Monday, December 11, 2023 4:25 PM
To: Bond, Steven; Drewry, Tim; Green, Lori; Clark, Nicole; Abbott, Brittany; Anderson, Janice; Kmetz, Veronica; Parker, Patricia; Walker, Hui-Shan
Cc: Green, Lori; Gu, Yanfei
Subject: RE: RE Email 1 of 3 - Grant Routing Form & Proposal Overview for FY2023 UASI Peninsula FAC Grant

Good Afternoon all,

The Budget Division approves of this grant application, as there is no cash match or future funding required.

/r

Kenneth Barrentine
Budget Division

From: Green, Lori <lgreen@hampton.gov>
Sent: Monday, December 11, 2023 3:57 PM
To: Budget Department Email Account <budget@hampton.gov>
Subject: FW: RE Email 1 of 3 - Grant Routing Form & Proposal Overview for FY2023 UASI Peninsula FAC Grant
Importance: High

From: Walker, Hui-Shan <hui-shan.walker@hampton.gov>
Sent: Monday, December 11, 2023 2:06 PM
To: Bond, Steven <sbond@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Abbott, Brittany <brittany.abbott@hampton.gov>; Anderson, Janice <janice.anderson@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
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Walker, Hui-Shan

From: Clark, Nicole
Sent: Monday, December 11, 2023 3:57 PM
To: Walker, Hui-Shan
Subject: RE: RE Email 1 of 3 - Grant Routing Form & Proposal Overview for FY2023 UASI Peninsula FAC Grant

Human Resources 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: Walker, Hui-Shan <hui-shan.walker@hampton.gov>
Sent: Monday, December 11, 2023 2:06 PM
To: Bond, Steven <sbond@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Abbott, Brittany <brittany.abbott@hampton.gov>; Anderson, Janice <janice.anderson@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
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Thanks,
Hui-Shan

Walker, Hui-Shan

From: Parker, Patricia
Sent: Monday, December 11, 2023 3:28 PM
To: Kmetz, Veronica; Walker, Hui-Shan; Bond, Steven; Drewry, Tim; Green, Lori; Clark, Nicole; Abbott, Brittany; Anderson, Janice
Subject: RE: RE Email 1 of 3 - Grant Routing Form & Proposal Overview for FY2023 UASI Peninsula FAC Grant

Risk approves.

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



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Finance approves.

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!!

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Grant Proposal Overview

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

Grant Title: FY2023 HR UASI- Peninsula Family Assistance Center Planning, Training & Exercise

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 FY2025 or in the future fiscal year(s) of _____.

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

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

4. BACKGROUND/PURPOSE:

Mass shootings are occurring more often throughout the nation with more than 646 events documented in 2022 (Gun Violence Archive). During the past few years, our region has experienced multiple mass shootings requiring extensive multidisciplinary collaboration and garnering national attention with the most recent event occurring November 2022. In a continuing effort to prepare to combat and respond to these possible event(s), the cities of Hampton, Newport News, Poquoson, Williamsburg and the counties of York and James City are requesting funds to support Phase II of our Family Reunification Center(s)/Family Assistance Center(s) (FRC/FAC) planning, training and exercise for our employees and communities. This investment project will allow us to develop a series of training events and exercises within each jurisdiction and/or regionally on the Peninsula. Continuing to plan for regional operational coordination is a regional priority. Lessons learned from each training and exercise will be used to update the 2022 Peninsula Regional FAC Basic Plan and Annexes.

5. TYPE OF GRANT EXPECTED TO BE AWARDED:

Cash Amount \$ 110,000

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:

We will contract for the support services for planning, training and exercise for the Peninsula Region. There will be no additional positions or program activities requiring funding at the end of this grant.

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

Description:

[Empty box for Resource Obligations 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 \$ 110,000
Foundation \$ _____
Private \$ _____

Federal Catalog No. _____
Federal Grant No. CFDA # 97.067
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					
Operating Exp.					
Capital Outlay					
Column Totals					

Grand Total: \$110,000

9. Additional information that will be helpful to reviewers:

This is 100% funded with no cash or in-kind match required.