

HAMPTON VA

Grant Routing Sheet

COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED

Date Routing Initiated: July 7, 2023 Application Due Date: July 17, 2023

Originating Department: Emergency Management Department No.: 325

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

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

Grant Title: FY 2023 State Homeland Security Grant Program Regional Citizen Corps Project Hampton and Poquoson

Other Participating Departments: N/A

BEFORE COMPLETING AN APPLICATION:

1. READ THE GENERAL INSTRUCTIONS. HW (Submitter's Initials)
2. COMPLETE GRANT PROPOSAL OVERVIEW. HW (Submitter's Initials)
3. DEPARTMENT HEAD ORIGINATING DEPT. Hui-Shan Walker (Print Name) *H Walker* (Signature) 7/7/23 (Date)
4. ASSISTANT CITY MANAGER Steven Bond (Print Name) *Email Approval* (Signature) 7/10/23 (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 (Print Name) *Email Approval* (Signature) 7/14/23 (Date)
8. BUDGET DIVISION Lori Green (Print Name) *Email Approval* (Signature) 7/14/23 (Date)
9. HUMAN RESOURCES Nicole Clark (Print Name) *Email Approval* (Signature) 7/7/23 (Date)

10. FINANCE DEPARTMENT

Verinica Kmetz

Print Name

Email Approval

Signature

7/7/23

Date

11. RISK MANAGEMENT

Patricia Parker

Print Name

Email Approval

Signature

7/7/23

Date

AFTER GRANT IS AWARDED:

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



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

Walker, Hui-Shan

From: Bond, Steven
Sent: Monday, July 10, 2023 10:58 AM
To: Parker, Patricia; Walker, Hui-Shan; Drewry, Tim; Kmetz, Veronica; Clark, Nicole; Green, Lori
Subject: RE: RE: RE: 2nd of 2 Grants -Grant Routing and Grant Proposal Overview - State Homeland Security Program Grant - Regional Citizen Corps Project Hampton Poquoson

CMO approves

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

From: Parker, Patricia <pparker@hampton.gov>
Sent: Friday, July 7, 2023 12:07 PM
To: Walker, Hui-Shan <hui-shan.walker@hampton.gov>; Bond, Steven <sbond@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Green, Lori <lgreen@hampton.gov>
Subject: RE: RE: RE: 2nd of 2 Grants -Grant Routing and Grant Proposal Overview - State Homeland Security Program Grant - Regional Citizen Corps Project Hampton Poquoson

Risk approves. Thank you!

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



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

Walker, Hui-Shan

From: Kmetz, Veronica
Sent: Friday, July 7, 2023 11:15 AM
To: Walker, Hui-Shan; Bond, Steven; Drewry, Tim; Parker, Patricia; Clark, Nicole; Green, Lori
Subject: RE: RE: RE: 2nd of 2 Grants -Grant Routing and Grant Proposal Overview - State Homeland Security Program Grant - Regional Citizen Corps Project Hampton Poquoson

Finance approves.

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

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

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

From: Walker, Hui-Shan <hui-shan.walker@hampton.gov>
Sent: Friday, July 7, 2023 11:12 AM
To: Bond, Steven <sbond@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Green, Lori <lgreen@hampton.gov>
Subject: RE: RE: 2nd of 2 Grants -Grant Routing and Grant Proposal Overview - State Homeland Security Program Grant - Regional Citizen Corps Project Hampton Poquoson

Good morning,

Please take a moment to review and approved the following State Homeland Security Program Grant Application for Regional Citizen Corps Project Hampton Poquoson. The deadline for submission is July 17th.

This grant will allow us to continue to provide training and outreach events in Hampton and Poquoson. The training opportunities will provide residents/participants the knowledge and supplies needed to prepare for, survive and recover from multiple hazards such as acts of domestic extremism and terrorism, severe weather events, civil disturbances and cyberattacks. Hampton & Poquoson will utilize economies of scale to provide basic CERT classes, advanced courses, STOP the Bleed training, terrorism awareness trainings, purchase supplies and attendance to training classes and/or conferences.

Hampton is the fiduciary for this project. This grant is 100% funded. We have all the supporting letters required from Poquoson and the region.

Have a great weekend.

Thanks,
Hui-Shan

Walker, Hui-Shan

From: Parker, Patricia
Sent: Friday, July 7, 2023 12:07 PM
To: Walker, Hui-Shan; Bond, Steven; Drewry, Tim; Kmetz, Veronica; Clark, Nicole; Green, Lori
Subject: RE: RE: RE: 2nd of 2 Grants -Grant Routing and Grant Proposal Overview - State Homeland Security Program Grant - Regional Citizen Corps Project Hampton Poquoson

Risk approves. Thank you!

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



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

From: Walker, Hui-Shan <hui-shan.walker@hampton.gov>
Sent: Friday, July 7, 2023 11:12 AM
To: Bond, Steven <sbond@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Green, Lori <lgreen@hampton.gov>
Subject: RE: RE: 2nd of 2 Grants -Grant Routing and Grant Proposal Overview - State Homeland Security Program Grant - Regional Citizen Corps Project Hampton Poquoson

Good morning,

Please take a moment to review and approved the following State Homeland Security Program Grant Application for Regional Citizen Corps Project Hampton Poquoson. The deadline for submission is July 17th.

This grant will allow us to continue to provide training and outreach events in Hampton and Poquoson. The training opportunities will provide residents/participants the knowledge and supplies needed to prepare for, survive and recover from multiple hazards such as acts of domestic extremism and terrorism, severe weather events, civil disturbances and cyberattacks. Hampton & Poquoson will utilize economies of scale to provide basic CERT classes, advanced courses, TOP the Bleed training, terrorism awareness trainings, purchase supplies and attendance to training classes and/or conferences.

Walker, Hui-Shan

From: Clark, Nicole
Sent: Friday, July 7, 2023 12:06 PM
To: Walker, Hui-Shan; Bond, Steven; Drewry, Tim; Kmetz, Veronica; Parker, Patricia; Green, Lori
Subject: RE: RE: RE: 2nd of 2 Grants -Grant Routing and Grant Proposal Overview - State Homeland Security Program Grant - Regional Citizen Corps Project Hampton Poquoson

Human Resources approves.

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



From: Walker, Hui-Shan <hui-shan.walker@hampton.gov>
Sent: Friday, July 7, 2023 11:12 AM
To: Bond, Steven <sbond@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Green, Lori <lgreen@hampton.gov>
Subject: RE: RE: 2nd of 2 Grants -Grant Routing and Grant Proposal Overview - State Homeland Security Program Grant - Regional Citizen Corps Project Hampton Poquoson

Good morning,

Please take a moment to review and approved the following State Homeland Security Program Grant Application for Regional Citizen Corps Project Hampton Poquoson. The deadline for submission is July 17th.

This grant will allow us to continue to provide training and outreach events in Hampton and Poquoson. The training opportunities will provide residents/participants the knowledge and supplies needed to prepare for, survive and recover from multiple hazards such as acts of domestic extremism and terrorism, severe weather events, civil disturbances and cyberattacks. Hampton & Poquoson will utilize economies of scale to provide basic CERT classes, advanced courses, STOP the Bleed training, terrorism awareness trainings, purchase supplies and attendance to training classes and/or conferences.

Hampton is the fiduciary for this project. This grant is 100% funded. We have all the supporting letters required from Poquoson and the region.

Have a great weekend.

Thanks,
Hui-Shan

Walker, Hui-Shan

From: Green, Lori
Sent: Friday, July 14, 2023 1:11 PM
To: Walker, Hui-Shan
Subject: RE: RE: RE: 2nd of 2 Grants -Grant Routing and Grant Proposal Overview - State Homeland Security Program Grant - Regional Citizen Corps Project Hampton Poquoson

Approved. Thank you.

Best,

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

CONFIDENTIALITY NOTICE: This communication and any files or attachments transmitted with it may contain information that is confidential, privileged and exempt from disclosure under applicable law. It is intended solely for the use of the intended recipient. If you are not the intended recipient, you are hereby notified that any unauthorized review, use, disclosure, dissemination, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify the sender by reply e-mail and destroy all copies of the original message. Additionally, we will take the appropriate action to avoid sending you an unintended e-mail in the future. Thank you for your cooperation.

From: Walker, Hui-Shan <hui-shan.walker@hampton.gov>
Sent: Friday, July 14, 2023 10:59 AM
To: Green, Lori <lgreen@hampton.gov>
Subject: FW: RE: RE: 2nd of 2 Grants -Grant Routing and Grant Proposal Overview - State Homeland Security Program Grant - Regional Citizen Corps Project Hampton Poquoson
Importance: High

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

Thanks,
Hui-Shan

From: Walker, Hui-Shan
Sent: Friday, July 7, 2023 11:12 AM
To: Bond, Steven <sbond@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Green, Lori <lgreen@hampton.gov>
Subject: RE: RE: 2nd of 2 Grants -Grant Routing and Grant Proposal Overview - State Homeland Security Program Grant - Regional Citizen Corps Project Hampton Poquoson

Good morning,

Please take a moment to review and approved the following State Homeland Security Program Grant Application for Regional Citizen Corps Project Hampton Poquoson. The deadline for submission is July 17th.

Walker, Hui-Shan

From: Drewry, Tim
Sent: Friday, July 14, 2023 2:39 PM
To: Walker, Hui-Shan
Subject: RE: RE: RE: 2nd of 2 Grants -Grant Routing and Grant Proposal Overview - State Homeland Security Program Grant - Regional Citizen Corps Project Hampton Poquoson

Hey Hui-Shan,

I approve.

-- Tim



Timothy W. Drewry
Deputy City Attorney

From: Walker, Hui-Shan <hui-shan.walker@hampton.gov>
Sent: Friday, July 14, 2023 1:21 PM
To: Drewry, Tim <tim.drewry@hampton.gov>
Subject: FW: RE: RE: 2nd of 2 Grants -Grant Routing and Grant Proposal Overview - State Homeland Security Program Grant - Regional Citizen Corps Project Hampton Poquoson

Hi Tim,
Lori just approved both grants. So need you your signoff when you get a moment.

Thanks!
Hui-Shan

From: Green, Lori <lgreen@hampton.gov>
Sent: Friday, July 14, 2023 1:11 PM
To: Walker, Hui-Shan <hui-shan.walker@hampton.gov>
Subject: RE: RE: RE: 2nd of 2 Grants -Grant Routing and Grant Proposal Overview - State Homeland Security Program Grant - Regional Citizen Corps Project Hampton Poquoson

Approved. Thank you.

Best,

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

CONFIDENTIALITY NOTICE: This communication and any files or attachments transmitted with it may contain information that is confidential, privileged and exempt from disclosure under applicable law. It is intended solely for the use of the intended recipient. If

HAMPTON VA

Grant Proposal Overview

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

Grant Title: FY2021 State Homeland Security Program Grant Regional Citizen Corps Hampton and Poquoson CERT

- 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 FY22/FY23 or in the future fiscal year(s) of _____.

- 3. PREVIOUS APPLICATIONS:** (Not including the current application) This grant was previously applied for during FY16, FY17, FY18, FY19, FY20 fiscal year(s); and was previously awarded during FY16, FY17, FY18, FY19, FY20 fiscal year(s).

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

Resolution Budget 17-0038 February 8, 2017 Resolution Budget 18-0088 March 14, 2018 Resolution Budget 19-0320 November 13, 2019, Resolution Budget 20-0296 November 12, 2020

4. BACKGROUND/PURPOSE:

This grant will allow us to continue to provide training and outreach events in Hampton and Poquoson. The training opportunities will provide residents/participants the knowledge and supplies needed to prepare for, survive and recover from multiple hazards such as acts of domestic extremism and terrorism, severe weather events, civil disturbances and cyberattacks.

Hampton & Poquoson will utilize economies of scale to provide basic CERT classes, advanced courses, STOP the Bleed training, terrorism awareness trainings, purchase supplies and attendance to training classes and/or conferences.

5. TYPE OF GRANT EXPECTED TO BE AWARDED:

Cash Amount \$ 45,000

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 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 \$ 45,000
Pass Through \$ 45,000
State \$ _____
Foundation \$ _____
Private \$ _____

Federal Catalog No. 97.067
Federal Grant No. 97.067
State Grant No. _____

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

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

**If you are listing a 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	33,000				
Operating Exp.	12,000				
Capital Outlay					
Column Totals	45,000				

Grand Total: 45,000

c. Additional information that will be helpful to reviewers:

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