

HAMPTON VA

Grant Routing Sheet

COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED

Date Routing Initiated: April 8, 2021 Application Due Date: April 23, 2021
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 2021 State Homeland Security Grant Program Regional Citizen Corps Council Hampton and Poquoson CERT

Other Participating Departments: N/A

BEFORE COMPLETING AN APPLICATION:

- | | | | |
|---|--------------------------------------|-------------------------------------|------------------------|
| 1. READ THE GENERAL INSTRUCTIONS. | <u>HW</u> | (Submitter's Initials) | |
| 2. COMPLETE GRANT PROPOSAL OVERVIEW. | <u>HW</u> | (Submitter's Initials) | |
| 3. DEPARTMENT HEAD
ORIGINATING DEPT. | <u>Hui-Shan Walker</u>
Print Name | <u>Hui-Shan Walker</u>
Signature | <u>4/19/21</u>
Date |
| 4. ASSISTANT CITY
MANAGER | <u>Steven Bond</u>
Print Name | <u>email</u>
Signature | <u>4/22/21</u>
Date |

BEFORE SUBMITTING AN APPLICATION TO THE AWARDING AGENCY:

- | | | | |
|---|-----------------------------------|--------------------------------|------------------------|
| 5. PREPARE INITIAL DOCUMENTATION PACKAGE FOR REVIEW TO INCLUDE (EITHER HARD COPY OR ELECTRONIC): ALL DOCUMENTS RELATED TO THE GRANT, INCLUDING, BUT NOT LIMITED TO INSTRUCTIONS, ATTACHMENTS, EXHIBITS, GRANT DOCUMENTS, PRIMARY GRANT (IF SUBAWARDEE). | <u>HW</u> | (Submitter's Initials) | |
| 6. COMPLETE APPLICATION EXCEPT NECESSARY SIGNATURES. | <u>HW</u> | (Submitter's Initials) | |
| 7. CITY ATTORNEY | <u>Tim Drewry</u>
Print Name | <u>Tim Drewry</u>
Signature | <u>4/23/21</u>
Date |
| 8. BUDGET DIVISION | <u>Lori Green</u>
Print Name | <u>email</u>
Signature | <u>4/22/21</u>
Date |
| 9. HUMAN RESOURCES | <u>Nicole Clark</u>
Print Name | <u>email</u>
Signature | <u>4/23/21</u>
Date |

10. FINANCE DEPARTMENT

Verinica Kmetz

Print Name

email

Signature

4/19/21

Date

11. RISK MANAGEMENT

Patricia Parker

Print Name

Patricia Parker

Signature

04/20/2021

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.

From: Bond, Steven

Sent: Thursday, April 22, 2021 8:53 AM

To: Hanger, Tracy <tracy.hanger@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>

Cc: Walker, Hui-Shan <hui-shan.walker@hampton.gov>

Subject: RE: FY2021 State Homeland Security Program Grant Regional Citizen Corps - Hampton and Poquoson CERT

I approve. Is there a draft letter of support that we can present for Mary's signature.

Steven D. Bond, Esq.
Assistant City Manager
City Manager's Office
P: (757) 727-6392
F: (757) 728-3037
22 Lincoln Street
Hampton, VA 23669

From: Hanger, Tracy

Sent: Thursday, April 22, 2021 8:28 AM

To: Bond, Steven <sbond@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>

Cc: Walker, Hui-Shan <hui-shan.walker@hampton.gov>

Subject: FW: FY2021 State Homeland Security Program Grant Regional Citizen Corps - Hampton and Poquoson CERT

Good morning,

I am following up with you on a grant review packet for a grant application that Emergency Management would like to submit for this grant cycle. I also need to request a letter of support from the City Manager so that it can be submitted along with the grant application which we typically request once the grant routing process has been completed. The grant deadline is in one week. Can you please review at your earliest convenience?

Thanks,

Tracy

Tracy Hanger | Emergency Planner | Emergency Management

O: 757-727-1096 | C: 757-810-8754

Email: tracy.hanger@hampton.gov Website: <https://hampton.gov/eoc>



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

Green, Lori <lgreen@hampton.gov>

Thu 4/22/2021 8:53 PM

To: Hanger, Tracy <tracy.hanger@hampton.gov>; Bond, Steven <sbond@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>

Cc: Walker, Hui-Shan <hui-shan.walker@hampton.gov>

The Budget Division approves.

Thank you.

Lori Green | Budget Manager | O: (757) 727-6377



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: Hanger, Tracy

Sent: Thursday, April 22, 2021 9:03 AM

To: Bond, Steven <sbond@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>

Cc: Walker, Hui-Shan <hui-shan.walker@hampton.gov>

Subject: RE: FY2021 State Homeland Security Program Grant Regional Citizen Corps - Hampton and Poquoson CERT

Please see the attached draft letter of support and the transmittal memo for signature. I typically send this with the approved grant packet to Tim for transmittal to Mary. Randy Wheeler has signed the letter of support from Poquoson.

Thanks,

Tracy

Tracy Hanger | Emergency Planner | Emergency Management

O: 757-727-1096 | C: 757-810-8754

Email: tracy.hanger@hampton.gov Website: <https://hampton.gov/eoc>



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

Clark, Nicole <nmclark@hampton.gov>

Fri 4/23/2021 11:13 AM

To: Hanger, Tracy <tracy.hanger@hampton.gov>; Bond, Steven <sbond@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Green, Lori <lgreen@hampton.gov>

Cc: Walker, Hui-Shan <hui-shan.walker@hampton.gov>

Human Resources approves.

Nicole M. Clark MSHRM, SPHR, IPMA-SCP, SHRM-SCP

Director

City of Hampton

22 Lincoln Street

Hampton, Virginia 23669

P: 757-727-6522 F: 757-727-6449



From: Hanger, Tracy <tracy.hanger@hampton.gov>

Sent: Thursday, April 22, 2021 8:28 AM

To: Bond, Steven <sbond@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>

Cc: Walker, Hui-Shan <hui-shan.walker@hampton.gov>

Subject: FW: FY2021 State Homeland Security Program Grant Regional Citizen Corps - Hampton and Poquoson CERT

Good morning,

I am following up with you on a grant review packet for a grant application that Emergency Management would like to submit for this grant cycle. I also need to request a letter of support from the City Manager so that it can be submitted along with the grant application which we typically request once the grant routing process has been completed. The grant deadline is in one week. Can you please review at your earliest convenience?

Thanks,

Tracy

Tracy Hanger | Emergency Planner | Emergency Management

O: 757-727-1096 | C: 757-810-8754

Email: tracy.hanger@hampton.gov Website: <https://hampton.gov/eoc>



From: Hanger, Tracy

Sent: Monday, April 19, 2021 3:53 PM

To: Bond, Steven <sbond@hampton.gov>; Tim Drewry (<tim.drewry@hampton.gov>) <tim.drewry@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Parker, Patricia <pparker@hampton.gov>

Cc: Walker, Hui-Shan <hui-shan.walker@hampton.gov>

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

Good afternoon,

I am sending this Grant Proposal Overview package at the request of Hui-Shan Walker for the upcoming 2021 State Homeland Security Program Grant. The State Homeland Security Program (SHSP) supports state, local, tribal and territorial preparedness activities that address high priority preparedness gaps across all core capabilities that support terrorism preparedness.

This investment will support the development of a Regional Citizen Corp Hampton and Poquoson Community Emergency Response Team (CERT) Program. This project supports CERT training in both communities. **There is no local match requirement for this grant.**

The grant application is due in the state electronic management system by **April 30, 2021**. I have attached the Grant Routing Sheet, the Grant Proposal Overview, the 2020 SHSP grant application and the FY 2021 HSGP Notice of Funding Opportunity for your review. If at all possible we would appreciate your response via email so that I can complete the routing and application process. Please let me know if you have any questions.

Thanks,

Tracy

Tracy Hanger | Emergency Planner | Emergency Management

O: 757-727-1096 | C: 757-810-8754

Email: tracy.hanger@hampton.gov Website: <https://hampton.gov/eoc>



Hanger, Tracy

From: Kmetz, Veronica
Sent: Monday, April 19, 2021 4:35 PM
To: Hanger, Tracy; Bond, Steven; Drewry, Tim; Green, Lori; Clark, Nicole; Parker, Patricia
Cc: Walker, Hui-Shan
Subject: RE: FY2021 State Homeland Security Program Grant Regional Citizen Corps - Hampton and Poquoson CERT

Finance approves.

Thanks.

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

HAMPTON VA

From: Hanger, Tracy <tracy.hanger@hampton.gov>
Sent: Monday, April 19, 2021 3:53 PM
To: Bond, Steven <sbond@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
Cc: Walker, Hui-Shan <hui-shan.walker@hampton.gov>
Subject: FY2021 State Homeland Security Program Grant Regional Citizen Corps - Hampton and Poquoson CERT

Good afternoon,

I am sending this Grant Proposal Overview package at the request of Hui-Shan Walker for the upcoming 2021 State Homeland Security Program Grant. The State Homeland Security Program (SHSP) supports state, local, tribal and territorial preparedness activities that address high priority preparedness gaps across all core capabilities that support terrorism preparedness.

This investment will support the development of a Regional Citizen Corp Hampton and Poquoson Community Emergency Response Team (CERT) Program. This project supports CERT training in both communities. **There is no local match requirement for this grant.**

The grant application is due in the state electronic management system by **April 30, 2021**. I have attached the Grant Routing Sheet, the Grant Proposal Overview, the 2020 SHSP grant application and the FY 2021 HSGP Notice of Funding Opportunity for your review. If at all possible we would appreciate your response via email so that I can complete the routing and application process. Please let me know if you have any questions.

Thanks,

Tracy



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 help us continue to offer joint Community Emergency Response Team training and exercises along with Community Animal Response Team training and exercises to the citizens of Hampton and Poquoson.

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>	
	Grant Total	Cash	In-Kind	Cash	In-Kind
Personnel Svcs	36,050				
Operating Exp.	8,950				
Capital Outlay					
Column Totals	45,000				

Grand Total: 45,000

9. 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.