

HAMPTON VA

Grant Proposal Overview

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

Grant Title: 2019 State Homeland Security Program-Hampton & Poquoson Shelter Trailers

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 November 1, 2019-June 30, 2021.

3. **PREVIOUS APPLICATIONS:** (Not including the current application) This grant was previously applied for during FY2016, FY2017 & FY2018 fiscal year(s); and was previously awarded during FY2016, FY2017 & FY2018 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

4. BACKGROUND/PURPOSE:

This grant will allow us to purchase 2 trailers with shelter supplies to include cots, blankets, comfort kits and other related shelter items for citizens of Hampton and Poquoson.

5. TYPE OF GRANT EXPECTED TO BE AWARDED:

Cash Amount \$ 57,500

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 \$ 57,500
Pass Through \$ 57,500
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: _____
 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					
Operating Exp.	57,500	0	0	0	
Capital Outlay					
Column Totals	57,500	0	0	0	

Grand Total: \$57,500

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.

HAMPTON VA

Grant Routing Sheet

COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED

Date Routing Initiated: June 4, 2019 Application Due Date: June 15, 2019
Originating Department: Office of Emergency Mgmt 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: 2019 State Homeland Security - Hampton & Poquoson Shelter Trailers
Other Participating Departments: Dept of Social Services

BEFORE COMPLETING AN APPLICATION:

1. READ THE GENERAL INSTRUCTIONS. NW (Submitter's Initials)
2. COMPLETE GRANT PROPOSAL OVERVIEW. NW (Submitter's Initials)
3. DEPARTMENT HEAD ORIGINATING DEPT. Hui-Shan Walker HWalker 6/4/19
Print Name Signature Date
4. ASSISTANT CITY MANAGER Steven Bond approved-see attached email 6/4/19
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). NW (Submitter's Initials)
6. COMPLETE APPLICATION **EXCEPT** NECESSARY SIGNATURES. NW (Submitter's Initials)
7. CITY ATTORNEY Tim Drewry approved-see attached email 6/4/19
Print Name Signature Date
8. BUDGET DIVISION LORIE Green approved-see attached email 6/4/19
Print Name Signature Date
9. HUMAN RESOURCES N/A _____
Print Name Signature Date

10. FINANCE DEPARTMENT

Karl Daughtrey
Print Name

approved - see
Signature
attached email

6/4/19
Date

11. RISK MANAGEMENT

Joe Sanders
Print Name

approved see
Signature
attached email

10/24/19
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: Tuesday, June 04, 2019 4:14 PM
To: Walker, Hui-Shan; Green, Lori; DeProfio, Brian; Drewry, Tim; Daughtrey, Karl; Green, Jacky; Kmetz, Veronica
Cc: Perkins, Lola; Rogers, Wanda
Subject: RE: RE: 2019
[_SHSP_GrantRouting_GrantProposalOverview_Hpt_Poquoson_Shelter_Trailers](#)

I approve.

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

From: Walker, Hui-Shan
Sent: Tuesday, June 04, 2019 3:53 PM
To: Bond, Steven <sbond@hampton.gov>; Green, Lori <lgreen@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>
Cc: Perkins, Lola <lrperkins@hampton.gov>; Rogers, Wanda <wrogers@hampton.gov>
Subject: RE: 2019_SHSP_GrantRouting_GrantProposalOverview_Hpt_Poquoson_Shelter_Trailers
Importance: High

Good afternoon,
This is the 2nd of 3 State Homeland Security Grants that Emergency Management is working on submitting to the state for consideration. We are requesting 2 trailers for additional shelter cots and supplies for both cities. This is a competitive grant statewide. The deadline is June 15, 2019. There are no matching funds required for this.

Please review and sign off on this grant.

Thanks,
Hui-Shan Walker, CEM
EM Coordinator
City of Hampton, VA
757-727-1208
hui-shan.walker@hampton.gov

Walker, Hui-Shan

From: Drewry, Tim
Sent: Tuesday, June 04, 2019 5:08 PM
To: Walker, Hui-Shan; Bond, Steven; Green, Lori; DeProfio, Brian; Daughtrey, Karl; Green, Jacky; Kmetz, Veronica
Cc: Perkins, Lola; Rogers, Wanda
Subject: RE: RE: 2019
[SHSP_GrantRouting_GrantProposalOverview_Hpt_Poquoson_Shelter_Trailers](#)

Good afternoon Hui-Shan,

I have reviewed and sign-off on this grant project proposal application as presented.

Please let me know if you need anything further.

Thanks,

-- Tim

HAMPTON VA

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
Sent: Tuesday, June 04, 2019 3:53 PM
To: Bond, Steven <sbond@hampton.gov>; Green, Lori <lgreen@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>
Cc: Perkins, Lola <lperkins@hampton.gov>; Rogers, Wanda <wrogers@hampton.gov>
Subject: RE: 2019_SHSP_GrantRouting_GrantProposalOverview_Hpt_Poquoson_Shelter_Trailers
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Walker, Hui-Shan

From: Green, Lori
Sent: Tuesday, June 04, 2019 4:11 PM
To: Walker, Hui-Shan; Bond, Steven; DeProfio, Brian; Drewry, Tim; Daughtrey, Karl; Green, Jacky; Kmetz, Veronica
Cc: Green, Lori; Perkins, Lola; Rogers, Wanda
Subject: RE: RE: 2019
_SHSP_GrantRouting_GrantProposalOverview_Hpt_Poquoson_Shelter_Trailers

Hello,

The Budget Division approves of this grant application as there is no required match provided.

Thank you.

L. A. Green
Budget Division

From: Walker, Hui-Shan
Sent: Tuesday, June 4, 2019 3:53 PM
To: Bond, Steven <sbond@hampton.gov>; Green, Lori <lgreen@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>
Cc: Perkins, Lola <lperkins@hampton.gov>; Rogers, Wanda <wrogers@hampton.gov>
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Please review and sign off on this grant.

Thanks,
Hui-Shan Walker, CEM
EM Coordinator
City of Hampton, VA
757-727-1208
hui-shan.walker@hampton.gov

Walker, Hui-Shan

From: Kmetz, Veronica
Sent: Wednesday, June 05, 2019 11:02 AM
To: Walker, Hui-Shan
Subject: RE: RE: 2019
_SHSP_GrantRouting_GrantProposalOverview_Hpt_Poquoson_Shelter_Trailers

Hui-Shan,

Finance approves. ☺

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



From: Walker, Hui-Shan <hui-shan.walker@hampton.gov>
Sent: Wednesday, June 5, 2019 11:00 AM
To: Kmetz, Veronica <veronica.kmetz@hampton.gov>
Subject: FW: RE: 2019_SHSP_GrantRouting_GrantProposalOverview_Hpt_Poquoson_Shelter_Trailers
Importance: High

Veronica,
Can you review and approve this? Thanks, Hui-Shan

From: Walker, Hui-Shan
Sent: Tuesday, June 04, 2019 3:53 PM
To: Bond, Steven <sbond@hampton.gov>; Green, Lori <lgreen@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>
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Please review and sign off on this grant.

Thanks,
Hui-Shan Walker, CEM
EM Coordinator
City of Hampton, VA
757-727-1208

Walker, Hui-Shan

From: Sanders, Joe
Sent: Thursday, October 24, 2019 7:17 PM
To: Walker, Hui-Shan
Subject: Re: RE: 2019 State Homeland Security Grant - Regional Shelter Trailers for Hampton and Poquoson - Need approval ASAP

Risk Management approves.

Joe Sanders
Risk Manager
City of Hampton, Virginia
757-727-6473

From: Walker, Hui-Shan <hui-shan.walker@hampton.gov>
Sent: Thursday, October 24, 2019 1:09:57 PM
To: Sanders, Joe <jsanders@hampton.gov>
Subject: RE: 2019 State Homeland Security Grant - Regional Shelter Trailers for Hampton and Poquoson - Need approval ASAP

Hi Joe,
The City changed the Grant Routing Form as we were applying for this grant back in late May/early June. We did not realize until we were working on another grant. So we need your review and approval although we didn't know at the time that we could get it prior to our grant submission. Once I get your approval I will submit into Granicus. Trying to get this and two other grants on the November Council agenda.

I will have one more to send to you like this. The other grant we used the new form so you already reviewed and approved that one.

Thanks,

Hui-Shan Walker, CEM
EM Coordinator
City of Hampton, VA
757-727-1208
hui-shan.walker@hampton.gov