

# HAMPTON VA

## Grant Routing Sheet

\*COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED\*

Date Routing Initiated: 2/28/18 Application Due Date: 2/28/18

Originating Department: Emergency Management Department No.: \_\_\_\_\_

Submitter's Name: Hui-Shan Walker Direct Telephone No. (757) 373-4434

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

Grant Title: 2017 Supplemental Emergency Management Performance Grant

Other Participating Departments: Social Services & 311

### 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] 2/28/18  
Print Name Signature Date
4. ASSISTANT CITY MANAGER Steven Bond SEE ATTACHED 3/10/18  
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. BUDGET DIVISION LORI Green [APPROVED] \_\_\_\_\_  
Print Name Signature Date  
By Lori Green at 11:26 am, Feb 28, 2018
8. FINANCE DEPARTMENT Karl Daughtrey/Jacky Green SEE ATTACHED 2/28/18  
Print Name Signature Date
9. CITY ATTORNEY Lola Perkins KIM KARIE SEE ATTACHED 2/28/18  
Print Name Signature Date
10. SIGN and SUBMIT APPLICATION. HW (Submitter's Initials)

**AFTER GRANT AWARDED:**

- 11. ADD AWARD LETTER TO DOCUMENTATION. SMS (Submitter's Initials)
  
- 12. ORIGINATING DEPT. HUI-SHAN WALKER [Signature] 5/30/18  
(Approval as to Content) Print Name Signature Date
  
- 13. RISK MANAGEMENT JOE SANDERS EMAIL ATTACHED 5/30/18  
Print Name Signature Date
  
- 14. HUMAN RESOURCES \_\_\_\_\_  
Print Name Signature Date
  
- 15. BUDGET DIVISION LORI GREEN EMAIL ATTACHED 5/31/18  
Print Name Signature Date
  
- 16. FINANCE DEPARTMENT JACKY GREEN EMAIL ATTACHED 5/30/18  
Print Name Signature Date
  
- 17. CITY ATTORNEY KIMBERLY KARLE EMAIL ATTACHED 5/30/18  
Print Name Signature Date
  
- 18. CITY COUNCIL COUNCIL 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. DISSEMINATE 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)

# HAMPTON VA

## Grant Proposal Overview

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

**Grant Title:** 2017 Supplemental Local Emergency Management Performance Grant

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 \_\_\_\_\_.

3. **PREVIOUS APPLICATIONS:** (Not including the current application) This grant was previously applied for during 2016 fiscal year(s); and was previously awarded during 2017 fiscal year(s).

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

17-0037 on Feb. 8, 2017 (See attached)

#### 4. **BACKGROUND/PURPOSE:**

Our shelter(s) for our citizens with Disabilities & Access/Functional Needs need an outside electrical outlet so that our Medical Supply Unit Trailer can be supplied continuous power to keep the medications and other climate controlled items at a steady temperature. Currently, we have to run a long extension cords into the facility, therefore not being able to completely close the doors to the facility. This outside electrical outlet would be tied into the school generator. There are also some supplies that are needed to support shelter.

With our Everbridge system, we are needing a cell phone list from the provider. More and more of our residents are disconnecting landlines and using only cell phones. This would ensure that we are better equipped to notify our residents during an emergency by reaching those who solely use their cell phones.

Also, updated laptops are needed in our EOC to replace the ones that are past warranty and support. This will allow us to continue to be operationally ready should an incident occur.

**5. TYPE OF GRANT EXPECTED TO BE AWARDED:**

**Cash Amount \$** 30,000

**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 \$ 30,000

\* Description:

We will match this grant with in-kind contributions. This is extra funds that the state has in additional to what the city receives annual in the Local Emergency Management Performance Grant. These funds require a dollar to dollar 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** \$ 30,000  
**Pass Through** \$ 30,000  
**State** \$ \_\_\_\_\_  
**Foundation** \$ \_\_\_\_\_  
**Private** \$ \_\_\_\_\_

**Federal Catalog No.** 97.042  
**Federal Grant No.** 97.042  
**State Grant No.** \_\_\_\_\_

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

**Department:** Emergency Management  
**Budget Line-Item:** 325-119-01100 **Amount:** \$30,000  
**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>	
	<b>Grant Total</b>	<b>Cash</b>	<b>In-Kind</b>	<b>Cash</b>	<b>In-Kind</b>
Personnel Svcs			\$30,000		
Operating Exp.					
Capital Outlay					
<b>Column Totals</b>					

**Grand Total:** \$30,000

**9. Additional information that will be helpful to reviewers:**

## Snowden, Sara

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**From:** Walker, Hui-Shan  
**Sent:** Wednesday, April 18, 2018 4:32 PM  
**To:** Snowden, Sara  
**Subject:** FW: RE: 2017 SLEMPG Grant Proposal - Review Required Today if Possible

Fyi. For you to print so we have his approval in the grant package. Thanks, Hui-Shan

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**From:** Bond, Steven  
**Sent:** Thursday, March 01, 2018 10:52 AM  
**To:** Walker, Hui-Shan <hui-shan.walker@hampton.gov>  
**Subject:** RE: RE: 2017 SLEMPG Grant Proposal - Review Required Today if Possible

Sorry I am just getting to this. Yesterday was Council meeting day and I was putting out fires. I certainly approve if it is not too late.

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

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**From:** Walker, Hui-Shan  
**Sent:** Wednesday, February 28, 2018 11:02 AM  
**To:** Bond, Steven <sbond@hampton.gov>  
**Subject:** RE: 2017 SLEMPG Grant Proposal - Review Required Today if Possible  
**Importance:** High

Good morning Steven,

I apologize for the short notice of this grant application submission. It is due today. I have been swamped and wasn't sure up until yesterday that I could actually submit an application for additional supplemental local emergency management performance grant (SLEMPG) funds. I had to get estimates and one came in this morning. This is the extra money the state has left after awarding the localities the normal Local Emergency Management Performance Grant (LEMPG). They provided a short turnaround of a month and I was on vacation a week of that and the HPO trainings and still being short staffed working on mitigation issues.

Can you review and provide your approval for submission? This is a competitive grant and hopefully we will get it to support the following:

Our shelter(s) for our citizens with Disabilities & Access/Functional Needs need an outside electrical outlet so that our Medical Supply Unit Trailer can be supplied continuous power to keep the medications and other climate controlled items at a steady temperature. Currently, we have to run a long extension cords into the facility, therefore not being able to completely close the doors to the facility. This outside electrical outlet would be tied into the school generator. There are also some supplies that are needed to support shelter.

With our Everbridge system, we are needing a cell phone list from the provider. More and more of our residents are disconnecting landlines and using only cell phones. This would ensure that we are better equipped to notify our residents during an emergency by reaching those who solely use their cell phones.

Also, updated laptops are needed in our EOC to replace the ones that are past warranty and support. This will allow us to continue to be operationally ready should an incident occur.

Thanks and again I apologize for the short notice.

Hui-Shan Walker, CEM  
EM Coordinator  
City of Hampton, VA  
757-727-1208  
[hui-shan.walker@hampton.gov](mailto:hui-shan.walker@hampton.gov)

## Walker, Hui-Shan

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**From:** Kmetz, Veronica  
**Sent:** Wednesday, February 28, 2018 11:11 AM  
**To:** Walker, Hui-Shan; Daughtrey, Karl  
**Cc:** Green, Jacky  
**Subject:** RE: RE: 2017 SLEMPG Grant Proposal - Review Required Today if Possible

Hui-Shan,

I've looked over your paperwork. Finance signs off on this.

Thanks.

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

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**From:** Walker, Hui-Shan  
**Sent:** Wednesday, February 28, 2018 10:59 AM  
**To:** Daughtrey, Karl  
**Cc:** Green, Jacky; Kmetz, Veronica  
**Subject:** RE: 2017 SLEMPG Grant Proposal - Review Required Today if Possible  
**Importance:** High

Good morning Karl,

I apologize for the short notice of this grant application submission. It is due today. I have been swamped and wasn't sure up until yesterday that I could actually submit an application for additional supplemental local emergency management performance grant (SLEMPG) funds. I had to get estimates and one came in this morning. This is the extra money the state has left after awarding the localities the normal Local Emergency Management Performance Grant (LEMPG). They provided a short turnaround of a month and I was on vacation a week of that and the HPO trainings and still being short staffed working on mitigation issues.

Can you review and provide your approval for submission? This is a competitive grant and hopefully we will get it to support the following:

Our shelter(s) for our citizens with Disabilities & Access/Functional Needs need an outside electrical outlet so that our Medical Supply Unit Trailer can be supplied continuous power to keep the medications and other climate controlled items at a steady temperature. Currently, we have to run a long extension cords into the facility, therefore not being able to completely close the doors to the facility. This outside electrical outlet would be tied into the school generator. There are also some supplies that are needed to support shelter.

With our Everbridge system, we are needing a cell phone list from the provider. More and more of our residents are disconnecting landlines and using only cell phones. This would ensure that we are better equipped to notify our residents during an emergency by reaching those who solely use their cell phones.

Also, updated laptops are needed in our EOC to replace the ones that are past warranty and support. This will allow us to continue to be operationally ready should an incident occur.



Thanks and again I apologize for the short notice.

Hui-Shan Walker, CEM  
EM Coordinator  
City of Hampton, VA  
757-727-1208  
[hui-shan.walker@hampton.gov](mailto:hui-shan.walker@hampton.gov)

## **Walker, Hui-Shan**

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**From:** Karle, Kimberly  
**Sent:** Wednesday, February 28, 2018 4:19 PM  
**To:** Perkins, Lola; Walker, Hui-Shan  
**Subject:** RE: RE: 2017 SLEMPG Grant Proposal - Review Required Today if Possible

Ok, thanks!

Get [Outlook for Android](#)

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**From:** Walker, Hui-Shan  
**Sent:** Wednesday, February 28, 2018 4:13:50 PM  
**To:** Karle, Kimberly; Perkins, Lola  
**Subject:** RE: RE: 2017 SLEMPG Grant Proposal - Review Required Today if Possible

Kim,  
Page 4 it does ask about terrorism and gang violence so we mention our safe and clean program. Not left over from another proposal.

Yes, we have spoken to the schools and are working with them on this request. We did a similar project with Northampton Community Center.

I look forward to working with you.  
Thanks,  
Hui-Shan

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**From:** Karle, Kimberly  
**Sent:** Wednesday, February 28, 2018 12:58 PM  
**To:** Walker, Hui-Shan <hui-shan.walker@hampton.gov>; Perkins, Lola <lrperkins@hampton.gov>  
**Subject:** RE: RE: 2017 SLEMPG Grant Proposal - Review Required Today if Possible

I do have two questions which are probably just a side effect of not having done much work for you yet. Page 4 of the proposal, in the threats section, has a paragraph about gang violence and Safe and Clean. I wasn't sure if that was supposed to be in there, or maybe it was just left over from an earlier proposal.

The new electrical system is supposed to be tied into the school's generator. Has the school, or does the school, need to consent to that? I know we work with the schools on sheltering issues all the time, so if that issue has already been worked out then I have no problem with this application moving forward.

Just let me know if I can do anything else for you!

*Kimberly Karle*  
*Senior Assistant City Attorney*  
*City of Hampton*  
*22 Lincoln Street*  
*Hampton, VA 23669*  
*P: (757) 727-6117*  
*F: (757) 727-6788*

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**From:** Walker, Hui-Shan  
**Sent:** Wednesday, February 28, 2018 11:00 AM  
**To:** Perkins, Lola <lrperkins@hampton.gov>  
**Cc:** Karle, Kimberly <kimberly.karle@hampton.gov>  
**Subject:** RE: RE: 2017 SLEMPG Grant Proposal - Review Required Today if Possible

Thanks so much Lola!!! ☺

---

**From:** Perkins, Lola  
**Sent:** Wednesday, February 28, 2018 11:00 AM  
**To:** Walker, Hui-Shan <hui-shan.walker@hampton.gov>  
**Cc:** Karle, Kimberly <kimberly.karle@hampton.gov>  
**Subject:** RE: RE: 2017 SLEMPG Grant Proposal - Review Required Today if Possible

Hi Hui-Shan:

I'm swamped today but Kim is able to shift some items around and review it today. I have forwarded it to her and she will reach out with any questions.

Thanks,  
Lola

**HAMPTON** 

*Lola Rodriguez Perkins*  
*Senior Deputy City Attorney*  
*City of Hampton*  
*(757) 727-6127*

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**From:** Walker, Hui-Shan  
**Sent:** Wednesday, February 28, 2018 10:56 AM  
**To:** Perkins, Lola  
**Subject:** RE: 2017 SLEMPG Grant Proposal - Review Required Today if Possible  
**Importance:** High

Good morning Lola,  
I apologize for the short notice of this grant application submission. It is due today. I have been swamped and wasn't sure up until yesterday that I could actually submit an application for additional supplemental local emergency management performance grant (SLEMPG) funds. I had to get estimates and one came in this morning. This is the extra money the state has left after awarding the localities the normal Local Emergency Management Performance Grant(LEMPG). They provided a short turnaround of a month and I was on vacation a week of that and the HPO trainings and still being short staffed working on mitigation issues.

I will continue to ask the state for guidance on the following, but still have had no response to date:

- 1) Please continue to include the language in the email regarding us waiting for guidance. It has been a while since we checked in with them so, it would be helpful to ping them. For the benefit of the group: the guidance we are seeking relates to two of the standard terms and conditions for the grant which require:

*If, during the past three years, recipients have been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency (LEP)), sex, age, disability, religion, or familial status, recipients must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements to the DHS FAO and the DHS Office of Civil Rights and Civil Liberties (CRCL) by e-mail at [crcl@hq.dhs.gov](mailto:crcl@hq.dhs.gov) or by mail at U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties Building 410, Mail Stop #0190 Washington, D.C. 20528.*

*In the event courts or administrative agencies make a finding of discrimination on grounds of race, color, national origin (including LEP), sex, age, disability, religion, or familial status against the recipient, or recipients settle a case or matter alleging such discrimination, recipients must forward a copy of the complaint and findings to the DHS FAO and the CRCL office by e-mail or mail at the addresses listed above.*

Can you review and provide your approval for submission? This is a competitive grant and hopefully we will get it to support the following:

Our shelter(s) for our citizens with Disabilities & Access/Functional Needs need an outside electrical outlet so that our Medical Supply Unit Trailer can be supplied continuous power to keep the medications and other climate controlled items at a steady temperature. Currently, we have to run a long extension cords into the facility, therefore not being able to completely close the doors to the facility. This outside electrical outlet would be tied into the school generator. There are also some supplies that are needed to support shelter.

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Also, updated laptops are needed in our EOC to replace the ones that are past warranty and support. This will allow us to continue to be operationally ready should an incident occur.

Thanks and again I apologize for the short notice.

Hui-Shan Walker, CEM  
EM Coordinator  
City of Hampton, VA  
757-727-1208  
[hui-shan.walker@hampton.gov](mailto:hui-shan.walker@hampton.gov)

## Snowden, Sara

---

**From:** Sanders, Joe  
**Sent:** Wednesday, May 30, 2018 2:38 PM  
**To:** Snowden, Sara; Daughtrey, Karl; Green, Jacky; DeProfio, Brian; Green, Lori; Karle, Kimberly  
**Cc:** Walker, Hui-Shan  
**Subject:** RE: TIME SENSITIVE-Request for Grant Approval

Risk approves

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**From:** Snowden, Sara  
**Sent:** Wednesday, May 30, 2018 12:25 PM  
**To:** Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Karle, Kimberly <kimberly.karle@hampton.gov>; Sanders, Joe <jsanders@hampton.gov>  
**Cc:** Walker, Hui-Shan <hui-shan.walker@hampton.gov>  
**Subject:** TIME SENSITIVE-Request for Grant Approval  
**Importance:** High

On May 29, 2018, the Office of Emergency Management received an award notification for the 2017 Supplemental Local Emergency Grant Program in the amount of \$60,000 (\$30,000 federal funds, \$30,000 in-kind local match).

This grant opportunity resulted from the availability of extra state funding but funds must be spent by September 30, 2018. In order for our office to swiftly obtain a resolution from City Council and utilize the funding, we must meet the June 1 Granicus deadline for inclusion on the June Council agenda. As a result of the short timeframe, **your approval is kindly requested by tomorrow, May 31, 2018.**

Grant funds will be used for projects to include:

- installing exterior outlets at our two primary shelter sites to support climate control in the shelter support unit (medical supply trailer);
- expanding our Everbridge emergency notification capabilities to include cell phone listings for Hampton residents; and
- replacing computers at the EOC that are outside of the warranty period and can no longer be serviced.

Attached please find the award notification as well as copies of the grant acceptance package and original proposal.

I thank you in advance for your review/approval and apologize for the short notice. Please do not hesitate to contact me with any questions.

With gratitude,  
Sara

---

*Sara Snowden* | Deputy Coordinator | Emergency Management | O: 757-726-0649  
Email: [sara.snowden@hampton.gov](mailto:sara.snowden@hampton.gov) Website: <https://hampton.gov/eoc>

HAMPTON VA



## Snowden, Sara

---

**From:** Green, Lori  
**Sent:** Thursday, May 31, 2018 9:44 AM  
**To:** Snowden, Sara  
**Cc:** Walker, Hui-Shan  
**Subject:** RE: TIME SENSITIVE-Request for Grant Approval

Good Morning,

The Budget Division signs off on this grant in that no cash match is required and local in-kind match being utilized is unique to this grant alone.

Thank you-!

---

**From:** Snowden, Sara  
**Sent:** Wednesday, May 30, 2018 12:25 PM  
**To:** Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Karle, Kimberly <kimberly.karle@hampton.gov>; Sanders, Joe <jsanders@hampton.gov>  
**Cc:** Walker, Hui-Shan <hui-shan.walker@hampton.gov>  
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I thank you in advance for your review/approval and apologize for the short notice. Please do not hesitate to contact me with any questions.

With gratitude,  
Sara

---

*Sara Snowden* | Deputy Coordinator | Emergency Management | O: 757-726-0649  
Email: [sara.snowden@hampton.gov](mailto:sara.snowden@hampton.gov) Website: <https://hampton.gov/eoc>

HAMPTON VA





## Snowden, Sara

---

**From:** Green, Jacky  
**Sent:** Wednesday, May 30, 2018 3:01 PM  
**To:** Snowden, Sara; Daughtrey, Karl; DeProfio, Brian; Green, Lori; Karle, Kimberly; Sanders, Joe  
**Cc:** Walker, Hui-Shan; Kmetz, Veronica  
**Subject:** RE: TIME SENSITIVE-Request for Grant Approval

Please accept this email as approval from Finance.

Thank you,

Jacky Green

---

**From:** Snowden, Sara  
**Sent:** Wednesday, May 30, 2018 12:25 PM  
**To:** Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Karle, Kimberly <kimberly.karle@hampton.gov>; Sanders, Joe <jsanders@hampton.gov>  
**Cc:** Walker, Hui-Shan <hui-shan.walker@hampton.gov>  
**Subject:** TIME SENSITIVE-Request for Grant Approval  
**Importance:** High

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With gratitude,  
Sara

---

*Sara Snowden* | Deputy Coordinator | Emergency Management | O: 757-726-0649  
Email: [sara.snowden@hampton.gov](mailto:sara.snowden@hampton.gov) Website: <https://hampton.gov/eoc>

HAMPTON VA



## Snowden, Sara

---

**From:** Karle, Kimberly  
**Sent:** Wednesday, May 30, 2018 3:33 PM  
**To:** Snowden, Sara; Daughtrey, Karl; Green, Jacky; DeProfio, Brian; Green, Lori; Sanders, Joe  
**Cc:** Walker, Hui-Shan  
**Subject:** RE: TIME SENSITVE-Request for Grant Approval

CAO approves

*Kimberly Karle*  
*Senior Assistant City Attorney*  
*City of Hampton*  
*22 Lincoln Street*  
*Hampton, VA 23669*  
*P: (757) 727-6117*  
*F: (757) 727-6788*

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**From:** Snowden, Sara  
**Sent:** Wednesday, May 30, 2018 12:25 PM  
**To:** Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Karle, Kimberly <kimberly.karle@hampton.gov>; Sanders, Joe <jsanders@hampton.gov>  
**Cc:** Walker, Hui-Shan <hui-shan.walker@hampton.gov>  
**Subject:** TIME SENSITVE-Request for Grant Approval  
**Importance:** High

On May 29, 2018, the Office of Emergency Management received an award notification for the 2017 Supplemental Local Emergency Grant Program in the amount of \$60,000 (\$30,000 federal funds, \$30,000 in-kind local match).

This grant opportunity resulted from the availability of extra state funding but funds must be spent by September 30, 2018. In order for our office to swiftly obtain a resolution from City Council and utilize the funding, we must meet the June 1 Granicus deadline for inclusion on the June Council agenda. As a result of the short timeframe, **your approval is kindly requested by tomorrow, May 31, 2018.**

Grant funds will be used for projects to include:

- installing exterior outlets at our two primary shelter sites to support climate control in the shelter support unit (medical supply trailer);
- expanding our Everbridge emergency notification capabilities to include cell phone listings for Hampton residents; and

- replacing computers at the EOC that are outside of the warranty period and can no longer be serviced.

Attached please find the award notification as well as copies of the grant acceptance package and original proposal.

I thank you in advance for your review/approval and apologize for the short notice. Please do not hesitate to contact me with any questions.

With gratitude,  
Sara

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