



Grant Routing Sheet

COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED

Date Routing Initiated: 12/12/2023 Application Due Date: 01/15/2024

Originating Department: Emergency Management Department No.: 325

Submitter's Name: Gwen Pointer Direct Telephone No. (757) 570-9795

E-mail Address: gwen.pointer@hampton.gov

Grant Title: FY2023 Emergency Management Performance Grant

Other Participating Departments: N/A

BEFORE COMPLETING AN APPLICATION:

- | | | | |
|---|------------------------|------------------------|-----------------|
| 1. READ THE GENERAL INSTRUCTIONS. | <u>GAP</u> | (Submitter's Initials) | |
| 2. COMPLETE GRANT PROPOSAL OVERVIEW. | <u>GAP</u> | (Submitter's Initials) | |
| 3. DEPARTMENT HEAD
ORIGINATING DEPT. | <u>Hui-Shan Walker</u> | <u>[Signature]</u> | <u>12/12/23</u> |
| | Print Name | Signature | Date |
| 4. ASSISTANT CITY
MANAGER | <u>Steve Bond</u> | <u>Email Approval</u> | <u>12/13/23</u> |
| | 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). | <u>GAP</u> | (Submitter's Initials) | |
| 6. COMPLETE APPLICATION EXCEPT NECESSARY SIGNATURES. | <u>GAP</u> | (Submitter's Initials) | |
| 7. CITY ATTORNEY | <u>Tim Drewry</u> | <u>Email Approval</u> | <u>12/15/23</u> |
| | Print Name | Signature | Date |
| 8. BUDGET DIVISION | <u>Lori Green</u> | <u>Email Approval</u> | <u>12/15/23</u> |
| | Print Name | Signature | Date |
| 9. HUMAN RESOURCES | <u>Nicole Clark</u> | <u>Email Approval</u> | <u>12/13/23</u> |
| | Print Name | Signature | Date |

10. FINANCE DEPARTMENT

Veronica Kmetz

Print Name

Brittany Abbott
Email Approval

Signature

12/18/23
Date

11. RISK MANAGEMENT

Patricia Parker

Print Name

Email Approval

Signature

12/13/23
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: Wednesday, December 13, 2023 9:18 AM
To: Walker, Hui-Shan; Drewry, Tim; Clark, Nicole; Green, Lori; Kmetz, Veronica; Daughtrey, Karl; Abbott, Brittany; Anderson, Janice; Parker, Patricia
Cc: Pointer, Gwen
Subject: RE: RE: Email 3 of 3 - Grant Routing Form & Proposal Overview for FY2023 Local Emergency Management Performance Grant

Approved

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: Walker, Hui-Shan <hui-shan.walker@hampton.gov>
Sent: Wednesday, December 13, 2023 7:52 AM
To: Bond, Steven <sbond@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Abbott, Brittany <brittany.abbott@hampton.gov>; Anderson, Janice <janice.anderson@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
Cc: Pointer, Gwen <gwen.pointer@hampton.gov>
Subject: RE: Email 3 of 3 - Grant Routing Form & Proposal Overview for FY2023 Local Emergency Management Performance Grant
Importance: High

Good morning,

Please review the attached grant packet for the FY2023 Emergency Management Performance Grant. This is a grant that we receive annually from the Virginia Department of Emergency Management. It is a 1:1 grant. We receive \$70,740 and we provide an in-kind match with my salary of \$70,740 which totals \$141,480. The city receives the allocation letter from the state and then we must submit a grant application with forms signed by the City Manager to receive the grant award letter for City Council acceptance and appropriation.

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,
Hui-Shan

Walker, Hui-Shan

From: Drewry, Tim
Sent: Friday, December 15, 2023 1:09 PM
To: Walker, Hui-Shan; Bond, Steven; Clark, Nicole; Green, Lori; Kmetz, Veronica; Daughtrey, Karl; Abbott, Brittany; Anderson, Janice; Parker, Patricia
Cc: Pointer, Gwen
Subject: Re: RE: Email 3 of 3 - Grant Routing Form & Proposal Overview for FY2023 Local Emergency Management Performance 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

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From: Walker, Hui-Shan <hui-shan.walker@hampton.gov>
Sent: Wednesday, December 13, 2023 7:52:05 AM
To: Bond, Steven <sbond@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Abbott, Brittany <brittany.abbott@hampton.gov>; Anderson, Janice <janice.anderson@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
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Walker, Hui-Shan

From: Green, Lori
Sent: Friday, December 15, 2023 1:47 PM
To: Walker, Hui-Shan
Subject: RE: Email 3 of 3 - Grant Routing Form & Proposal Overview for FY2023 Local Emergency Management Performance Grant

Hello, the Budget Division approves of the FY 2023 Local Emergency Management Performance Grant.

Thank you.

From: Walker, Hui-Shan <hui-shan.walker@hampton.gov>
Sent: Friday, December 15, 2023 1:01 PM
To: Green, Lori <lgreen@hampton.gov>
Subject: FW: Email 3 of 3 - Grant Routing Form & Proposal Overview for FY2023 Local Emergency Management Performance Grant
Importance: High

Good afternoon Lori,

When you get a moment can you review and approve this grant?

Thanks,
Hui-Shan

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: "Walker, Hui-Shan" <hui-shan.walker@hampton.gov>
Date: 12/13/23 1:18 PM (GMT-05:00)
To: Budget Department Email Account <budget@hampton.gov>
Subject: FW: Email 3 of 3 - Grant Routing Form & Proposal Overview for FY2023 Local Emergency Management Performance Grant

Fyi..

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

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

Walker, Hui-Shan

From: Clark, Nicole
Sent: Wednesday, December 13, 2023 11:00 AM
To: Walker, Hui-Shan; Bond, Steven; Drewry, Tim; Green, Lori; Kmetz, Veronica; Daughtrey, Karl; Abbott, Brittany; Anderson, Janice; Parker, Patricia
Cc: Pointer, Gwen
Subject: RE: RE: Email 3 of 3 - Grant Routing Form & Proposal Overview for FY2023 Local Emergency Management Performance 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: Wednesday, December 13, 2023 7:52 AM
To: Bond, Steven <sbond@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Abbott, Brittany <brittany.abbott@hampton.gov>; Anderson, Janice <janice.anderson@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
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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,
Hui-Shan

Walker, Hui-Shan

From: Abbott, Brittany
Sent: Monday, December 18, 2023 3:35 PM
To: Walker, Hui-Shan; Daughtrey, Karl; Anderson, Janice
Subject: Re: Email 3 of 3 - Grant Routing Form & Proposal Overview for FY2023 Local Emergency Management Performance Grant

Sorry the delay, I approve.

Get [Outlook for iOS](#)

From: Walker, Hui-Shan <hui-shan.walker@hampton.gov>
Sent: Monday, December 18, 2023 3:21:15 PM
To: Daughtrey, Karl <kdaughtrey@hampton.gov>; Abbott, Brittany <brittany.abbott@hampton.gov>; Anderson, Janice <janice.anderson@hampton.gov>
Subject: FW: RE: Email 3 of 3 - Grant Routing Form & Proposal Overview for FY2023 Local Emergency Management Performance Grant

Good afternoon,

With Veronica out on leave can someone from Finance review and approve this grant application? It is our annual Emergency Management grant. All other signing departments have reviewed and approved.

Thanks,
Hui-Shan

From: Walker, Hui-Shan
Sent: Wednesday, December 13, 2023 7:52 AM
To: Bond, Steven <sbond@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Abbott, Brittany <brittany.abbott@hampton.gov>; Anderson, Janice <janice.anderson@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
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Walker, Hui-Shan

From: Parker, Patricia
Sent: Wednesday, December 13, 2023 9:41 AM
To: Walker, Hui-Shan; Bond, Steven; Drewry, Tim; Clark, Nicole; Green, Lori; Kmetz, Veronica; Daughtrey, Karl; Abbott, Brittany; Anderson, Janice
Cc: Pointer, Gwen
Subject: RE: RE: Email 3 of 3 - Grant Routing Form & Proposal Overview for FY2023 Local Emergency Management Performance Grant

Risk approves. Thank you!

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



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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: FY 2023 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 FY22, FY21, FY20, FY19, FY18, FY17 fiscal year(s); and was previously awarded during FY22, FY21, FY20, FY19, FY18, FY17 fiscal year(s).

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

22-0311 12/14/22; 21- 0299 11/10/2022, 20-0220 9/9/2020; 19-0319 11/13/2019; 18-0359 11/14/2018; 17-0350 12/13/2017

4. BACKGROUND/PURPOSE:

This project will support planning, training and equipment procurement efforts of the Office of Emergency Management, and partnering city departments, to improve the security and resilience of the City of Hampton. The project is designed to improve equitable disbursement of emergency preparedness education and supplies; to focus outreach, education and training efforts to safeguard against climate resilience, to promote and sustain a well trained and developed staff, to ensure operational readiness of the city's Emergency Operations Center, and to sustain and enhance city capabilities in the areas of prevention, protection, mitigation, response and recovery

5. TYPE OF GRANT EXPECTED TO BE AWARDED:

Cash Amount \$ 70,740

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 \$ 70,740

* Description:

This is an annual grant that requires 1:1 match. We have used the EM Coordinator salary to meet the in-kind match requirement.

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:

All items purchased are to support our preparedness program and do not require additional funding at the end of the 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 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 \$70,740
 Foundation \$ _____
 Private \$ _____

Federal Catalog No. _____
 Federal Grant No. CFDA # 97.042
 State Grant No. _____

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

Department: Emergency Management
 Budget Line-Item: 01-325-001-01000 Amount: \$70,740
 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			70,740		
Operating Exp.	70,740				
Capital Outlay					
Column Totals	70,740		70,740		

Grand Total: \$141,480

9. Additional information that will be helpful to reviewers: