



## Grant Proposal Overview

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

**Grant Title:** FY 2019 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 FY18, FY17, FY16, FY15, FY14 fiscal year(s); and was previously awarded during FY18, FY17, FY16, FY15, FY14 fiscal year(s).

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

Resolution Budget - 16-0306 on September 14, 2016; Reslolution Budget - 17-0350 on December 13, 2017; Resolution Budget - 18-0359 on November 14, 2018

#### 4. BACKGROUND/PURPOSE:

The 2019 LEMPG is to support the locality's emergency management program. Also, we will be utilizing the funds to provide training and education for city staff that will be supporting our emergency management program. We also are utilizing these funds to support planning assistance to meet state and federal requirements. This is an annual grant that has been awarded to the city for many years.

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

**Cash Amount** \$ 90,654.00

**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 \$ 90,654

\* Description:

Annually we use our salaries for Emergency Management to meet the in-kind match requirement.

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** \$ 90,654  
**Pass Through** \$ 90,654  
**State** \$ 90,654  
**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:** 01-325-001-01000 **Amount:** 90,654  
**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	80,000		90,654		
Operating Exp.	9,654				
Capital Outlay	1,000				
<b>Column Totals</b>	90,654		90,654		

**Grand Total:** 181,308

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

# HAMPTON VA

## Grant Routing Sheet

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

Date Routing Initiated: October 9, 2019 Application Due Date: November 1, 2019

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 2019 Local Emergency Management Performance Grant

Other Participating Departments: \_\_\_\_\_

### 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  10/9/19  
Print Name Signature Date
4. ASSISTANT CITY  
MANAGER Steven Bond APPROVAL VIA EMAIL 10/10/19  
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). HW (Submitter's Initials)
6. COMPLETE APPLICATION **EXCEPT** NECESSARY SIGNATURES. HW (Submitter's Initials)
7. CITY ATTORNEY Tim Drewery  10/15/19  
Print Name Signature Date
8. BUDGET DIVISION Lori Green APPROVAL VIA EMAIL 10/14/19  
Print Name Signature Date
9. HUMAN RESOURCES Nicole Clark APPROVAL VIA EMAIL 10/14/19  
Print Name Signature Date

10. FINANCE DEPARTMENT

Karl Daughtrey/

Print Name *V. KMETZ*

APPROVAL VIA EMAIL

Signature

10/10/19

Date

11. RISK MANAGEMENT

Joe Sanders

Print Name

APPROVAL VIA EMAIL

Signature

10/10/19

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.