

JEFFREY D. STERN, Ph.D.
State Coordinator

BRETT A. BURDICK
Chief Deputy Coordinator



SUSAN L. MONGOLD
Deputy Coordinator – Mission Support

JOHN SCRIVANI
Deputy Coordinator – Disaster Services

COMMONWEALTH of VIRGINIA
Department of Emergency Management

10501 Trade Court
North Chesterfield, Virginia 23236-3713
Tel: (804) 897-6500 TDD (804) 674-2417 FAX (804) 897-6506

October 13, 2017

Ms. Mary Bunting
City Manager
Hampton City
22 Lincoln Street
Hampton, VA 23669

RE: FY 2017 State Homeland Security Program Grant (SHSP)

Dear Ms. Bunting:

The Virginia Department of Emergency Management (VDEM) is pleased to announce the allocation of a **2017 State Homeland Security Program Grant (SHSP) CFDA 97.067** from the U.S. Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA). Appropriation authority for this program is *The Department of Homeland Security Appropriations Act, 2017 (Public Law 115-31)*. Your locality has been allocated funding for:

Project Title: Hampton and Poquoson Regional Community Emergency Response Team (CERT)

Federal Grant Allocation: \$42,000.00

Subrecipient's Required Cost Share/Match Amount: N/A

Total Grant Award: \$42,000.00

Obligation Period: September 01, 2017 to March 31, 2019

***This letter serves as notification of your allocation and is not an authorization to incur expenditures.** Funds will be formally awarded to your locality through a Grant Agreement issued by VDEM upon its satisfactory review of your application package submission and approval of a budget application in VDEM's Electronic Grants Management System (eGMS).
You must initiate these steps, described under *Accessing Your Allocation*, **within 30 days from the date of this notification.**

*Saving lives through effective emergency management and homeland security.
"A Ready Virginia is a Resilient Virginia."*

Program Purpose

The purpose of the State Homeland Security Program is to assist state and local preparedness activities that address high-priority preparedness gaps across all core capabilities that support terrorism preparedness. All supported investments are based on capability targets and gaps identified during the Threat and Hazard Identification and Risk Assessment (THIRA) process, and assessed in the State Preparedness Report (SPR).

The FY 2017 Homeland Security Grant Program (HSGP) supports state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. References to these priorities can be found throughout this document. The FY 2017 HSGP provides funding to implement investments that enhance terrorism preparedness and serve to build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal (the Goal) of a secure and resilient Nation. The allowable costs under FY 2017 HSGP support the core capabilities across the five mission areas of Prevention, Protection, Mitigation, Response, and Recovery.

Important Award Terms and Conditions

Subrecipients must comply with the following federal requirements:

- FY 2017 Homeland Security Grant Program (HSGP) Notice of Funding Opportunity [Homeland Security Grant Program \(HSGP\) NOFO](#)
- Department of Homeland Security Standard Terms and Conditions for 2017 [DHS Standard Terms and Conditions](#)
- 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards [2 CFR Part 200 Uniform Administrative Requirements](#)

Management and administration (M&A)

Sub-recipients may retain and use up to 5% of the award for costs directly relating to the management and administration of SHSP funds, such as financial management and monitoring.

Indirect (Facilities & Administrative [F&A]) Costs

Indirect costs are allowable under this program as described in 2 C.F.R. § 200.414. With the exception of recipients who have never received a negotiated indirect cost rate as described in 2 C.F.R. § 200.414(f), recipients must have an approved indirect cost rate agreement with their cognizant federal agency to charge indirect costs to this award.

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[Accessing Your Allocation](#)

To access your allocation, you must complete the following steps **within 30 days from the date of this notification:**

Step 1: Complete these documents and submit electronically as one package to your Grants Administrator:

- Point of Contact (POC) Form
- FEMA Environmental and Historic Preservation (EHP) Screening Form
 - All projects must comply with EHP requirements. Subrecipients must not obligate and/or expend any (federal and/or non-federal matching) funds on any project having the potential to impact environments planning and historical preservation resources without the prior approval of FEMA. For more information, please visit <http://www.vaemergency.gov/em-community/grants/> or contact your Grants Administrator.
- Assurances- Non-construction Form
- FEMA 20-16C Form
- SF-LLL – Certification Regarding Lobbying Form

Step 2: Log in to the VDEM Electronic Grants Management System (eGMS) at <https://www.ttegms.com/virginia/login.cfm> to complete and submit a budget application for your allocation. If you do not have access to eGMS, please contact your Grants Administrator. [Click on Grant Management, Budget Application, from the drop-down menu. Click the link named FY 2017 State Homeland Security Program (SHSP) to complete your budget application.]

Following review and approval of the budget by the Grants Administrator, notification will be sent through an eGMS automated email message to the subrecipient point of contact entered in the budget application.

[Reporting](#)

Sub-recipients are obligated to submit quarterly progress reports as a condition of their award. The report, which can be found at <http://www.vaemergency.gov/em-community/grants/all-grant-forms> must report on progress towards implementing plans described in the funding proposal and the approved budget. Reports must be submitted to your Grants Administrator by email within **15 days** following the end of the quarter.


Within 30 days after the end of the period of performance, sub-recipients must submit a final progress report detailing all accomplishments throughout the period of performance. After the report has been reviewed and approved by the Grants Office, a close-out notice will be issued which will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the record retention requirements for grant records. The sub-recipient must return any funds that have been drawn down, but remain unliquidated in its financial records.

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Ms. Mary Bunting
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October 13, 2017

Please initiate the steps described under *Accessing Your Allocation* within 30 days from the date of this notification. If you have any questions regarding this award, please contact Richard Hazel in the Grants Office at (804) 897-9786 or richard.hazel@vdem.virginia.gov.

Sincerely,



Jeffrey D. Stern, Ph.D.

JDS/rch

cc: Ms. Hui Shan Walker, Coordinator, Emergency Management
Mr. Jack King, Director of Regional Support, East Division
Mr. Bruce Sterling, Chief Regional Coordinator, Region 5

Commonwealth of Virginia Grant Application



Virginia Department of Emergency Management

Grants Management Office

Phone: 804-897-6500

10501 Trade Court

Fax: 804-897-6613

Richmond, VA 23236-3713

Grant Year: 2017

Award Date:

Sub-grantee Name: City of Hampton

Federal Program: State Homeland Security Program

CFDA#:

97.067

Sub-Grantee -- Please Complete all Blank Lines and Boxes (as applicable) on All Tabs of Workbook

Jurisdiction/Agency Legal Name:

City of Hampton/Office of Emergency Mgmt

Organization Type (Check Applicable Box)

State

City/County

College

Airport

Authority

Planning District

Other: (Please specify)

Legal Address:

22 Lincoln St.

Hampton, VA 23669

EIN #: 54-600-1336

Project Title: Regional Citizen Corps Project - Hampton and Poquoson

Goals and Objectives:

Target Capability:

Total Dollar Amount Requested: \$ 42,000.00 (Calculated Field)

Please Provide all Signatures (as applicable)

By signing this application, I certify (1) to the statements contained in the list of certifications; (2) that the statements herein are true, complete and accurate to the best of my knowledge; and (3) that if awarded I will not undergo any obligations until I have received approval or clearance for any Environmental Historical Preservation (EHP) requirements. I also provide the required assurances and agree to comply with any resulting terms if I obtain an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

* City Manager, County Administrator, State Agency Head

Information	Chief Administrative Officer *	Project Manager	Financial Officer
Name:	Mary Bunting	Hui-Shan Walker	Karl Daughtrey
Title:	City Manager	Coordinator	Finance Director
Organization:	City of Hampton	City of Hampton	City of Hampton
E-mail:	mbunting@hampton.gov	hwalker@hampton.gov	kdaughtrey@hampton.gov
Telephone:	757-727-6392	757-727-1208	757-727-6230
Fax:	757-728-3037	757-727-1351	757-727-6872
Address:	22 Lincoln St. Hampton, VA 23669	1300 Thomas St. Hampton, VA 23669	22 Lincoln St. Hampton, VA 23669

Mary Bunting
* Chief Administrative Officer

Mary Bunting
Title: CITY OF HAMPTON Date: 11/7/17

OFFICE OF THE CITY ATTORNEY

Project Narrative

Project Title:	Regional Citizen Corps Project - Hampton and Poquoson																																	
Project Description - Part A Describe the need. What is the gap this project addresses?	This will address increasing our community preparedness by engaging citizens. With a better prepared and educated citizenry we can better respond to disasters in our communities.																																	
Project Description - Part B: Describe the project. Include the purpose and scope of work.	Hampton & Poquoson will sustain & expand their Citizen Corps programs, using economies of scales to hold joint CERT & CART classes & purchase supplies. It will allow the cities to grow volunteer programs & conduct outreach.																																	
Explain how the project will forward the target capability	This project supports Public Information and Warning, Community Resilience, and Whole Community by providing residents with preparedness information. Residents will receive this information Citizen Corps programs that teach preparedness information and community outreach.																																	
List other localities and/or agencies that will benefit from this project:	Hampton & Poquoson and the Hampton Roads Region should there be a need for additional trained CERT and CART volunteers in other jurisdictions.																																	
Project Plan :	<table border="1"> <thead> <tr> <th>Step No: Name</th> <th>Length of Time (Months)</th> <th>Activity Description</th> </tr> </thead> <tbody> <tr> <td>Step 1:</td> <td>3</td> <td>Hold 1 CERT basic course and 1 Advanced CERT courses</td> </tr> <tr> <td>Step 2:</td> <td>3</td> <td>Hold 1 CERT basic course and 1 Advanced CERT courses</td> </tr> <tr> <td>Step 3:</td> <td>3</td> <td>Hold CERT courses. Conduct Pet CPR and CART training</td> </tr> <tr> <td>Step 4:</td> <td>3</td> <td>Hold 2 Advanced CERT courses and CART meetings and trainings.</td> </tr> <tr> <td>Step 5:</td> <td>3</td> <td>Hold CERT courses and 1 CERT Train the Trainer</td> </tr> <tr> <td>Step 6:</td> <td>1</td> <td>Grant Closeout</td> </tr> <tr> <td>Step 7:</td> <td></td> <td></td> </tr> <tr> <td>Step 8:</td> <td></td> <td></td> </tr> <tr> <td>Step 9:</td> <td></td> <td></td> </tr> <tr> <td>Step 10:</td> <td></td> <td></td> </tr> </tbody> </table>	Step No: Name	Length of Time (Months)	Activity Description	Step 1:	3	Hold 1 CERT basic course and 1 Advanced CERT courses	Step 2:	3	Hold 1 CERT basic course and 1 Advanced CERT courses	Step 3:	3	Hold CERT courses. Conduct Pet CPR and CART training	Step 4:	3	Hold 2 Advanced CERT courses and CART meetings and trainings.	Step 5:	3	Hold CERT courses and 1 CERT Train the Trainer	Step 6:	1	Grant Closeout	Step 7:			Step 8:			Step 9:			Step 10:		
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(Activity Description limited to 70 characters)	This program will be managed by Hampton's Emergency Management (OEM) Deputy Coordinator (DC) who is the program manager for OEM volunteers. There are leadership teams for CERT in Hampton & Poquoson.																																	
Sustainment: Please explain how your locality/region/agency will sustain this project. Specifically acknowledge maintained for any equipment purchased and the continued support for personnel funded.	This project sustains CERT, CART, and outreach programs in Hampton and Poquoson. The City has been maintaining the equipment as needed for the CERT and CART classes.																																	
Will this project COMPLETE this initiative?	This is an on-going initiative for whole community preparedness.																																	

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL <i>May B. Beentony</i>	TITLE <i>City Manager</i>
APPLICANT ORGANIZATION <i>City of Hampton</i>	DATE SUBMITTED October 27, 2017

**CITY OF HAMPTON
OFFICE OF THE CITY ATTORNEY**

Approved as to form and legal sufficiency
Date: 10/30/17
[Signature]
Sr. Dep. City Attorney

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence and officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the modification of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of the certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose according. The certification is a material representation of the fact on which reliance was placed when this transaction was made or entered into. Submission of the certification is a prerequisite for making or entering into the transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned state, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence and officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instruction. Submission of this statement is a prerequisite for making or entering into this accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Applicant's Organization

City of Hampton

Printed name and title of authorized representation

Mary Bunting, City Manager

Signature

Date

[Signature] 11/7/17

CITY OF HAMPTON
OFFICE OF THE CITY ATTORNEY
Approved as to form and legal sufficiency
Date: 10/30/17
Jocelyn Keenan
Sr. Dep. City Attorney

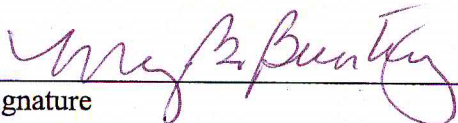
Homeland Security Grant Programs

Non-Supplanting Certification

I certify that any funds awarded under the fiscal year Homeland Security Grant Programs will be used to supplement existing funds for programs activities, and will not replace (supplant) non-federal funds.

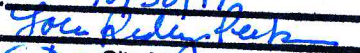
Designated Agent

Mary Bunting
Name


Signature

City Manager
Title

City of Hampton, VA
Agency

CITY OF HAMPTON
OFFICE OF THE CITY ATTORNEY
Approved as to form and legal sufficiency
Date: 10/30/17

Sr. Dep. City Attorney