



Grant Routing Sheet

COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED

Date Routing Initiated: 12/08/2023 Application Due Date: 1/09/2024
 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: FY2023 HR UASI- Hampton Roads Region Terrorism/Active Shooter & Bleeding Control Training
 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 [Signature] 12/08/23
Print Name Signature Date
- 4. ASSISTANT CITY
MANAGER Steven Bond Email Approval 12/11/23
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 Drewry Email Approval 12/15/23
Print Name Signature Date
- 8. BUDGET DIVISION Lori Green / Yanfei Gu Email Approval 12/13/23
Print Name Signature Date
- 9. HUMAN RESOURCES Nicole Clark Email Approval 12/11/23
Print Name Signature Date

10. FINANCE DEPARTMENT

Veronica Kmetz

Print Name

Email Approval

Signature

12/11/23

Date

11. RISK MANAGEMENT

Patricia Parker

Print Name

Email Approval

Signature

12/12/23

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: Monday, December 11, 2023 3:13 PM
To: Kmetz, Veronica
Cc: Walker, Hui-Shan; Drewry, Tim; Green, Lori; Clark, Nicole; Parker, Patricia
Subject: Re: Email 2 of 3 - Grant Routing Form & Proposal Overview for FY2023 UASI HR Terrorism-Active Shooter & Bleeding Control Training

CMO approves
Sent from my iPhone

On Dec 11, 2023, at 3:00 PM, Kmetz, Veronica <veronica.kmetz@hampton.gov> wrote:

Finance approves.

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

<image001.png>

To recognize exceptional service from anyone in the Finance Department or the Procurement Department, please click the link below or email COHfinance@hampton.gov. Thank you!!

<https://form.jotform.com/222680144247150>

From: Walker, Hui-Shan <hui-shan.walker@hampton.gov>
Sent: Monday, December 11, 2023 2:40 PM
To: Bond, Steven <sbond@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
Subject: RE: Email 2 of 3 - Grant Routing Form & Proposal Overview for FY2023 UASI HR Terrorism-Active Shooter & Bleeding Control Training
Importance: High

Good afternoon,
We have received the official Virginia Department of Emergency Management (VDEM) allocation letter. (Attached) These funds are 100% funded with no match. They needed to regional and we offered to write the grant proposal for the Urban Area Working Group (UAWG) to review and recommend allocation to VDEM. This project was a last minute opportunity to provide Stop the Bleed/Bleeding Control and Terrorism Awareness throughout the HR region. It is one of the items we wanted to provide to our employees and citizens too. We will be awarded \$132,000. Hampton is serving as the fiduciary.

Walker, Hui-Shan

From: Drewry, Tim
Sent: Friday, December 15, 2023 1:39 PM
To: Walker, Hui-Shan
Subject: Re: Email 2 of 3 - Grant Routing Form & Proposal Overview for FY2023 UASI HR Terrorism-Active Shooter & Bleeding Control Training

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

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 <hui-shan.walker@hampton.gov>
Sent: Friday, December 15, 2023 1:15:28 PM
To: Drewry, Tim <tim.drewry@hampton.gov>
Subject: FW: Email 2 of 3 - Grant Routing Form & Proposal Overview for FY2023 UASI HR Terrorism-Active Shooter & Bleeding Control Training

Sent from my Verizon, Samsung Galaxy smartphone

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

From: "Walker, Hui-Shan" <hui-shan.walker@hampton.gov>
Date: 12/11/23 2:39 PM (GMT-05:00)
To: "Bond, Steven" <sbond@hampton.gov>, "Drewry, Tim" <tim.drewry@hampton.gov>, "Kmetz, Veronica" <veronica.kmetz@hampton.gov>, "Green, Lori" <lgreen@hampton.gov>, "Clark, Nicole" <nmclark@hampton.gov>, "Parker, Patricia" <pparker@hampton.gov>
Subject: RE: Email 2 of 3 - Grant Routing Form & Proposal Overview for FY2023 UASI HR Terrorism-Active Shooter & Bleeding Control Training

Good afternoon,

Walker, Hui-Shan

From: Gu, Yanfei
Sent: Wednesday, December 13, 2023 11:48 AM
To: Walker, Hui-Shan
Cc: Green, Lori
Subject: FW: RE: Email 2 of 3 - Grant Routing Form & Proposal Overview for FY2023 UASI HR Terrorism-Active Shooter & Bleeding Control Training

Good morning Hui-Shan,

The request of the FY 2023 UASI HR Terrorism-Active Shooter & Bleeding Control Training grant application was approved. I apologize for the oversight; it seems the email was not CC'd to you.

Best,

Yanfei Gu

Management Analyst
City Manager's Office - Budget Division
yanfei.gu@hampton.gov
Direct: (757)727-6735

7th floor, 22 Lincoln Street | Hampton, Virginia 23669



From: Budget Department Email Account <budget@hampton.gov>
Sent: Monday, December 11, 2023 4:42 PM
To: Bond, Steven <sbond@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Gu, Yanfei <yanfei.gu@hampton.gov>
Subject: RE: RE: Email 2 of 3 - Grant Routing Form & Proposal Overview for FY2023 UASI HR Terrorism-Active Shooter & Bleeding Control Training

Good Afternoon All,

The Budget Division approves of the FY 2023 UASI HR Terrorism-Active Shooter & Bleeding Control Training grant application, as there is no match or future funding obligation required.

Have a nice day,

Yanfei Gu
Budget Division

From: Green, Lori <lgreen@hampton.gov>
Sent: Monday, December 11, 2023 3:57 PM
To: Budget Department Email Account <budget@hampton.gov>

Walker, Hui-Shan

From: Clark, Nicole
Sent: Monday, December 11, 2023 3:58 PM
To: Walker, Hui-Shan
Subject: RE: RE: Email 2 of 3 - Grant Routing Form & Proposal Overview for FY2023 UASI HR Terrorism-Active Shooter & Bleeding Control Training

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: Monday, December 11, 2023 2:40 PM
To: Bond, Steven <sbond@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
Subject: RE: Email 2 of 3 - Grant Routing Form & Proposal Overview for FY2023 UASI HR Terrorism-Active Shooter & Bleeding Control Training
Importance: High

Good afternoon,

We have received the official Virginia Department of Emergency Management (VDEM) allocation letter. (Attached) These funds are 100% funded with no match. They needed to regional and we offered to write the grant proposal for the Urban Area Working Group (UAWG) to review and recommend allocation to VDEM. This project was a last minute opportunity to provide Stop the Bleed/Bleeding Control and Terrorism Awareness throughout the HR region. It is one of the items we wanted to provide to our employees and citizens too. We will be awarded \$132,000. Hampton is serving as the fiduciary.

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: Parker, Patricia
Sent: Tuesday, December 12, 2023 1:20 PM
To: Walker, Hui-Shan; Bond, Steven; Drewry, Tim; Kmetz, Veronica; Green, Lori; Clark, Nicole
Subject: RE: RE: Email 2 of 3 - Grant Routing Form & Proposal Overview for FY2023 UASI HR Terrorism-Active Shooter & Bleeding Control Training

I do not think my email sent yesterday. Risk approved and thank you!

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



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 exempt from disclosure under applicable law. If you are not an intended recipient, you may not review, use, copy, disclose or distribute this message or any of the information contained in this message to anyone. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of this message and any attachments. City of Hampton and Hampton City Schools may monitor e-mail messages to and from the City of Hampton/Hampton City Schools network. Unintended transmission shall not constitute waiver of any privilege or confidentiality protected under federal statutes, the Virginia Freedom of Information Act or any applicable laws.

From: Walker, Hui-Shan <hui-shan.walker@hampton.gov>
Sent: Monday, December 11, 2023 2:40 PM
To: Bond, Steven <sbond@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Clark, Nicole <nmlark@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
Subject: RE: Email 2 of 3 - Grant Routing Form & Proposal Overview for FY2023 UASI HR Terrorism-Active Shooter & Bleeding Control Training
Importance: High

Good afternoon,

We have received the official Virginia Department of Emergency Management (VDEM) allocation letter. (Attached) These funds are 100% funded with no match. They needed to regional and we offered to write the grant proposal for the Urban Area Working Group (UAWG) to review and recommend allocation to VDEM. This project was a last minute opportunity to provide Stop the Bleed/Bleeding Control and Terrorism Awareness throughout the HR region. It is one of the items we wanted to provide to our employees and citizens too. We will be awarded \$132,000. Hampton is serving as the fiduciary.

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.

Walker, Hui-Shan

From: Kmetz, Veronica
Sent: Monday, December 11, 2023 3:00 PM
To: Walker, Hui-Shan; Bond, Steven; Drewry, Tim; Green, Lori; Clark, Nicole; Parker, Patricia
Subject: RE: RE: Email 2 of 3 - Grant Routing Form & Proposal Overview for FY2023 UASI HR Terrorism-Active Shooter & Bleeding Control Training

Finance approves.

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


To recognize exceptional service from anyone in the Finance Department or the Procurement Department, please click the link below or email COHfinance@hampton.gov. Thank you!!

<https://form.jotform.com/222680144247150>

From: Walker, Hui-Shan <hui-shan.walker@hampton.gov>
Sent: Monday, December 11, 2023 2:40 PM
To: Bond, Steven <sbond@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Clark, Nicole <nmlark@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
Subject: RE: Email 2 of 3 - Grant Routing Form & Proposal Overview for FY2023 UASI HR Terrorism-Active Shooter & Bleeding Control Training
Importance: High

Good afternoon,

We have received the official Virginia Department of Emergency Management (VDEM) allocation letter. (Attached) These funds are 100% funded with no match. They needed to regional and we offered to write the grant proposal for the Urban Area Working Group (UAWG) to review and recommend allocation to VDEM. This project was a last minute opportunity to provide Stop the Bleed/Bleeding Control and Terrorism Awareness throughout the HR region. It is one of the items we wanted to provide to our employees and citizens too. We will be awarded \$132,000. Hampton is serving as the fiduciary.

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



Grant Proposal Overview

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

Grant Title: FY2023 Urban Areas Security Initiative (UASI) Hampton Roads Terrorism/Active Shooter & Bleeding Control Training

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 FY2025 or in the future fiscal year(s) of _____.

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

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

4. BACKGROUND/PURPOSE:

According to the Virginia Fusion Center's Virginia Threat Assessment (April 2023), independent lone actors are one of the greatest current threats due to their potential for extreme damage to the Commonwealth and the challenge of detection and mitigation prior to targeted attacks. In addition, other consistent threats remain an elevated concern including homegrown/domestic violent extremists (anti-government/anti-authority and racially/ethnically motivated) as well as those motivated foreign terrorist organizations. Per the Fusion Center, "the perception of political and social injustices combined with Virginia's critical infrastructure, military presence, and highly populated metropolitan areas may motivate extremists and criminal groups to conduct violent and/or illicit activities within the Commonwealth."

Mass shootings (defined as 4 or more victims, not including the shooter) are occurring with alarming frequency throughout the nation with more than 646 events documented in 2022, including 17 in Virginia and 6 in Hampton Roads (Gun Violence Archive). We continue to witness/experience violence and injuries- in the workplace, at schools, in churches, on the highway, and in other public places where residents should be able to gather with the expectation of safety. Region V has experienced several high-profile mass shootings requiring extensive multidisciplinary collaboration and garnering national attention with the most recent incident occurring November 2022.

In an effort to be prepared to respond to and mitigate the impacts of acts of terrorism and mass shootings, the Hampton Roads localities are requesting funds to provide public STOP THE BLEED® training and Terrorism Awareness/Active Shooter Training (e.g. ALICE, CRASE, ALERT Training) throughout our localities with an emphasis on those areas identified to be at the greatest risk for violence. This investment project will allow the region to develop a series of community outreach training events and will include the related equipment and supplies. This project will enable the region to offer train-the-trainer sessions and build a cadre of local and/or regional certified trainers to work specifically with needs of each community along with providing regional training events. By training members of the general population in terrorism awareness, active threat response and bleeding control, the overall resilience of Hampton Roads communities will increase and improve the response to mass casualty and active shooter events that could occur anywhere in the region.

5. TYPE OF GRANT EXPECTED TO BE AWARDED:

Cash Amount \$ 132,000

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 \$ _____

* Description:

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:

We will contract for the support services for public education and training for the Hampton Roads Region in partnership with other localities. If we hire a WAE there will be no commitment to position when grant ends and will be clearly expressed at the beginning of employment. There will be no additional positions or program activities requiring funding at the end of this 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 \$ 132,000
 Foundation \$ _____
 Private \$ _____

Federal Catalog No. _____
 Federal Grant No. CFDA # 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 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 | \$40,000 | | | | |
| Operating Exp. | \$92,000 | | | | |
| Capital Outlay | | | | | |
| Column Totals | | | | | |

Grand Total: \$132,000

9. Additional information that will be helpful to reviewers:

This is 100% funded with no cash or in-kind match required.