

HAMPTON VA

Grant Routing Sheet

COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED

Date Routing Initiated: 8/28/2017 Application Due Date: 9/15/2017

Originating Department: Emergency Management Department No.: 325

Submitter's Name: Hui-Shan Walker Direct Telephone No. (757) 727-6067

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

Grant Title: 2017 Emergency Management Performance Grant

Other Participating Departments: _____

BEFORE COMPLETING AN APPLICATION:

1. READ THE GENERAL INSTRUCTIONS. H.W. (Submitter's Initials)
2. COMPLETE GRANT PROPOSAL OVERVIEW. H.W. (Submitter's Initials)
3. DEPARTMENT HEAD
ORIGINATING DEPT. Hui-Shan Walker *H Walker* 8/28/17
Print Name Signature Date
4. ASSISTANT CITY
MANAGER Steven Bond *Email Signoff* 8/28/17
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. _____ (Submitter's Initials)
7. BUDGET DIVISION *Brian Deprofio* *Email signoff* 8/28/17
Print Name Signature Date
8. FINANCE DEPARTMENT Karl Daughtrey *Email signoff* 8/28/17
Print Name Signature Date
9. CITY ATTORNEY Everett Bensten *EOB* 8/28/17
Print Name Signature Date
10. SIGN and SUBMIT APPLICATION. H.W. (Submitter's Initials)

AFTER GRANT AWARDED:

- 11. **ADD AWARD LETTER TO DOCUMENTATION.** HW (Submitter's Initials)

- 12. **ORIGINATING DEPT.** Hui-Shan Walker [Signature] 10/5/17
(Approval as to Content) Print Name Signature Date

- 13. **RISK MANAGEMENT** Joe Sanders email 10/12/17 10/12/17
Print Name Signature Date

- 14. **HUMAN RESOURCES** Nicole Clark email 10/12/17
Print Name Signature Date

- 15. **BUDGET DIVISION** Brian De profio Email 10/7/17 approval 10/7/17
Print Name Signature Date

- 16. **FINANCE DEPARTMENT** Karl Daughtrey email sign off 10/5/17
Print Name Signature Date

- 17. **CITY ATTORNEY** _____
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)

AFTER GRANT AWARDED:

11. ADD AWARD LETTER TO DOCUMENTATION.

AW (Submitter's Initials)

12. ORIGINATING DEPT.
(Approval as to Content)

Hui-Shad Walker
Print Name

[Signature]
Signature

10/5/17
Date

13. RISK MANAGEMENT

Print Name

Signature

Date

14. HUMAN RESOURCES

Nicole M. Clark
Print Name

[Signature]
Signature

10/12/17
Date

15. BUDGET DIVISION

Print Name

Signature

Date

16. FINANCE DEPARTMENT

Print Name

Signature

Date

17. CITY ATTORNEY

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)

AFTER GRANT AWARDED:

- 11. **ADD AWARD LETTER TO DOCUMENTATION.** _____ ^{HW} (Submitter's Initials)
- 12. **ORIGINATING DEPT.** _____ ^{HW-Shad Walker} _____ ^{HW} _____ ^{10/5/17}
(Approval as to Content) Print Name Signature Date
- 13. **RISK MANAGEMENT** _____ ^{Joe Sanders} _____ ^{Joe Sanders} _____ ^{10/12/17}
Print Name Signature Date
- 14. **HUMAN RESOURCES** _____
Print Name Signature Date
- 15. **BUDGET DIVISION** _____
Print Name Signature Date
- 16. **FINANCE DEPARTMENT** _____
Print Name Signature Date
- 17. **CITY ATTORNEY** _____
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

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Print Name Signature Date
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- 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)

Walker, Hui-Shan

From: Walker, Hui-Shan
Sent: Thursday, October 05, 2017 8:25 PM
To: Daughtrey, Karl
Subject: Re: RE: 2017 Local Emergency Management Performance Grant (LEMPG) Award

Thanks so much for your support!

Sent from my Verizon, Samsung Galaxy smartphone

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

From: "Daughtrey, Karl" <kdaughtrey@hampton.gov>
Date: 10/5/17 7:58 PM (GMT-05:00)
To: "Walker, Hui-Shan" <hui-shan.walker@hampton.gov>, "Sanders, Joe" <jsanders@hampton.gov>, "Clark, Nicole" <nmclark@hampton.gov>, "DeProfio, Brian" <bdeprofio@hampton.gov>, "Perkins, Lola" <lperkins@hampton.gov>
Cc: "Bond, Steven" <sbond@hampton.gov>
Subject: RE: RE: 2017 Local Emergency Management Performance Grant (LEMPG) Award

Please let this email serve as my approval for this grant.

Karl

From: Walker, Hui-Shan
Sent: Thursday, October 05, 2017 4:25 PM
To: Sanders, Joe <jsanders@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Perkins, Lola <lperkins@hampton.gov>
Cc: Bond, Steven <sbond@hampton.gov>
Subject: RE: 2017 Local Emergency Management Performance Grant (LEMPG) Award
Importance: High

Good afternoon,

Please find attached the grant routing sheet and the award letter for your review and sign off before I enter the grant into Granicus for approval and acceptance by Council before Mary signs it.

I have included HR because we have hired WAEs in positions using these funds with the same grant the last two years. We have a stop gap amount funded until we get these funds into the city to cover their current salaries. There are currently, no changes to the positions.

Thanks,

Hui-Shan Walker, CEM
EM Coordinator
City of Hampton, VA

Walker, Hui-Shan

From: Walker, Hui-Shan
Sent: Saturday, October 07, 2017 3:44 PM
To: DeProfio, Brian
Subject: Re: 2017 Local Emergency Management Performance Grant (LEMPG) Award

Thanks Brian!

Sent from my Verizon, Samsung Galaxy smartphone

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

From: "DeProfio, Brian" <bdeprofio@hampton.gov>
Date: 10/7/17 10:46 AM (GMT-05:00)
To: "Walker, Hui-Shan" <hui-shan.walker@hampton.gov>
Cc: "Sanders, Joe" <jsanders@hampton.gov>, "Clark, Nicole" <nmclark@hampton.gov>, "Daughtrey, Karl" <kdaughtrey@hampton.gov>, "Perkins, Lola" <lperkins@hampton.gov>, "Bond, Steven" <sbond@hampton.gov>
Subject: Re: 2017 Local Emergency Management Performance Grant (LEMPG) Award

I approve.

Sent from my iPad

> On Oct 5, 2017, at 4:25 PM, "Walker, Hui-Shan" <hui-shan.walker@hampton.gov> wrote:
>
> Good afternoon,
> Please find attached the grant routing sheet and the award letter for your review and sign off before I enter the grant into Granicus for approval and acceptance by Council before Mary signs it.
>
> I have included HR because we have hired WAEs in positions using these funds with the same grant the last two years. We have a stop gap amount funded until we get these funds into the city to cover their current salaries. There are currently, no changes to the positions.
>
> Thanks,
>
>
> Hui-Shan Walker, CEM
> EM Coordinator
> City of Hampton, VA
> 757-727-1208
> hui-shan.walker@hampton.gov
>
> <2017-LEMPG_Routing Sheet for grant award.pdf>

Walker, Hui-Shan

From: DeProfio, Brian
Sent: Saturday, October 07, 2017 10:46 AM
To: Walker, Hui-Shan
Cc: Sanders, Joe; Clark, Nicole; Daughtrey, Karl; Perkins, Lola; Bond, Steven
Subject: Re: 2017 Local Emergency Management Performance Grant (LEMPG) Award

I approve.

Sent from my iPad

> On Oct 5, 2017, at 4:25 PM, "Walker, Hui-Shan" <hui-shan.walker@hampton.gov> wrote:

>

> Good afternoon,

> Please find attached the grant routing sheet and the award letter for your review and sign off before I enter the grant into Granicus for approval and acceptance by Council before Mary signs it.

>

> I have included HR because we have hired WAEs in positions using these funds with the same grant the last two years. We have a stop gap amount funded until we get these funds into the city to cover their current salaries. There are currently, no changes to the positions.

>

> Thanks,

>

>

> Hui-Shan Walker, CEM

> EM Coordinator

> City of Hampton, VA

> 757-727-1208

> hui-shan.walker@hampton.gov

>

> <2017-LEMPG_Routing Sheet for grant award.pdf>



Grant Proposal Overview

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

Grant Title: 2017 Emergency Preparedness Performance Grant

1. **PRIMARY OR SUB-AWARD:** Application will be submitted to the agency that is the primary source of funding (City = Primary Awardee); to an 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 2011,2012,2013,2014,2015,2016 fiscal year(s); and was previously awarded during 2011,2012,2013,2014,2015,2016 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

4. **BACKGROUND/PURPOSE:** The 2017 LEMPG is to support the locality's emergency management program. We will use the funding to help pay for part of our WebEOC system. Also, we will be utilizing the funds to provide training and education for city staff that will be in 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 \$ 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: Annually, we use our operating budget 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 \$ 70740
Pass Through \$ 70740
State \$ 70740
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:** 70,740
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.*




Virginia Department of Emergency Management

10501 Trade Court
North Chesterfield, VA 23236

SUBAWARD AGREEMENT

Page 1 of 3

<p>1. SUBRECIPIENT NAME AND ADDRESS:</p> <p>Hampton City 22 Lincoln Street Hampton, VA 23669</p>	<p>4a. SUBAWARD ID NUMBER: 7499</p> <p>4b. Federal Award Identification Number: EMP-2017-EP-00006</p> <p>5. SUBAWARD DATE: October 5, 2017</p> <p>6. PROJECT PERIOD: July 1, 2017 to June 30, 2018 BUDGET PERIOD: July 1, 2017 to June 30, 2018</p> <p>7. TOTAL AMOUNT OF THIS SUBAWARD: \$141,480</p>
<p>2. SUBRECIPIENT DUNS Number:</p> <p>066019902</p> <p>SUBRECIPIENT EIN:</p> <p>546001336</p>	<p>8. FEDERAL AMOUNT OF THIS SUBAWARD: \$70,740</p> <p>9. SUBRECIPIENT NON-FEDERAL COST SHARE REQUIREMENT: \$70,740</p> <p>10. INDIRECT COST RATE (If applicable): N/A</p>
<p>3. PASS-THROUGH ENTITY: Virginia Department of Emergency Management</p> <p>SUBAWARD NAME: 2017 Local Emergency Management Performance Grant (LEMPG)</p> <p>CFDA: 97.042 - Emergency Management Performance Grant (EMPG) Program U.S. Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA)</p>	
<p>11. STANDARD TERMS AND CONDITIONS & SPECIAL CONDITIONS</p> <p>The above subaward is approved subject to the 2017 Department of Homeland Security (DHS) Standard Terms and Conditions and VDEM Special Conditions as set forth on the attached pages.</p>	
<p>12. APPROPRIATION AUTHORITY FOR GRANT</p> <p>The project is supported under the <i>Department of Homeland Security Appropriations Act, 2017 (Public Law No. 115-31)</i>.</p>	
<p>13. METHOD OF PAYMENT</p> <p>Commonwealth of Virginia Cardinal Accounting System</p>	
<p style="text-align: center;">AGENCY APPROVAL SUBRECIPIENT ACCEPTANCE</p>	
<p>14. TYPED NAME AND TITLE OF APPROVING VDEM OFFICIAL</p> <p>Jeffrey D. Stern Ph.D. State Coordinator</p>	<p>16. NAME AND TITLE OF AUTHORIZED OFFICIAL</p> <p>Mary Bunting City Manager</p>
<p>15. SIGNATURE OF APPROVING VDEM OFFICIAL</p> 	<p>17. SIGNATURE OF AUTHORIZED SUBRECIPIENT OFFICIAL</p> <p>18. DATE</p>



Virginia Department of
Emergency Management

10501 Trade Court
North Chesterfield, VA 23236

SUBAWARD AGREEMENT

Page 2 of 3

Subaward Name: **2017 Local Emergency Management Performance Grant (LEMPG)**

Subaward Date: October 5, 2017

SPECIAL CONDITIONS

1. The Subrecipient shall comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at [2 CFR Part 200](#), and adopted by DHS at [2 CFR Part 3002](#) and the Department of Homeland Security Homeland Security Emergency Management Performance Grant Program (EMPG) Notice of Funding Opportunity ([NOFO](#)).
2. The Subrecipient agrees to permit the pass-through entity and auditors to have access to its records and financial statements as necessary for the pass-through entity to meet the requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at [2 CFR Part 200](#).
3. The Subrecipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of FEMA.
4. The Subrecipient shall comply with the indirect costs provisions of [2 CFR§ 200.414](#). With the exception of subrecipients who have never received a negotiated indirect cost rate as described in 2 C.F.R. § 200.414(f), subrecipients must have an approved indirect cost rate agreement with their cognizant federal agency to charge indirect costs to this subaward.
5. In the event VDEM determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, the Subrecipient will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate Subrecipient acceptance of the changes to the award.
6. Subrecipients proposing projects that have the potential to impact the environment, including but not limited to construction of communication towers, modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities, **must** participate in the FEMA Environmental Planning and Historic Preservation (EHP) review process. Subrecipients must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. If ground disturbing activities occur during project implementation, the Subrecipient must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, the Subrecipient will immediately cease construction in that area and notify FEMA and the State Historic Preservation Office. Any construction activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will not be eligible for FEMA funding.
7. The Subrecipient agrees that federal funds under this award will be used to supplement, not supplant, state or local funds for emergency preparedness.

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



Virginia Department of Emergency Management

10501 Trade Court
North Chesterfield, VA 23236

SUBAWARD AGREEMENT

Page 3 of 3

Subaward Name: **2017 Local Emergency Management Performance Grant (LEMPG)**

Subaward Date: October 5, 2017

8. The Subrecipient agrees that all publications created with funding under this grant shall prominently contain the following statement: "This document was prepared under a grant from FEMA's Grant Programs Directorate, U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA's Grant Programs Directorate or the U.S. Department of Homeland Security."
9. The Subrecipient agrees that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the U.S. Department of Homeland Security."
10. The Subrecipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but limited to, the provision of any information required for the assessment or evaluation of any activities within this project.
11. The Subrecipient must submit a Quarterly Progress Report for every quarter of the period of performance, including partial calendar quarters, as well as for periods where no grant activity occurs. Reports are due within fifteen (15) days following the end of the quarter. A Final Progress Report is due thirty (30) days after the end date of the performance period. Failure to provide this information may result in VDEM withholding grant funds from further obligation and expenditure and prevent future awards to the Subrecipient.
12. National Incident Management System (NIMS) Implementation Compliance

In accordance with HSPD-5, the adoption of the NIMS is a requirement to receive federal preparedness assistance through grants, contracts, and other activities. No federal funds will be released to the primary grantee and any other entity participating and benefiting in this project if this requirement has not been met. In the event of a Corrective Action Plan submitted, VDEM/SAA will determine if the Subrecipient has made sufficient progress to disburse funds.
13. All conferences and workshops using federal preparedness funds must pertain to the project being funded. The Subrecipient agrees to submit a Trip Report when using federal funds to attend a conference or workshop. The Trip Report template can be found at www.vaemergency.gov under [Reporting Forms](#). These reports must be remitted with your request for reimbursement. Failure to do so will result in a delay of payment until received.
14. The Subrecipient agrees that under program guidelines, travel expenses are allowable for approved training, planning, administrative, and exercise activities following local, state, and federal guidelines. Prior to traveling for these activities outside of contiguous United States (OCONUS) as well as to Canada and Mexico, preapproval is required by the state and FEMA through the SAA office.

Please reference [2 CFR 200.403](#), in regard to reasonableness when considering requests for travel of this type. Where applicable, you should also reference the following regarding travel: the Western Hemisphere Travel Initiative (http://www.dhs.gov/files/programs/qc_1200693579776.shtm).

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

The Department of Homeland Security Standard Terms and Conditions 2017

The FY 2017 DHS Standard Terms and Conditions apply to all new federal financial assistance awards funded in FY 2017. The DHS financial assistance awards terms and conditions flow down to subrecipients, unless a particular award term or condition specifically indicates otherwise.

Assurances, Administrative Requirements, Cost Principles, and Audit Requirements

DHS financial assistance recipients must complete either the OMB Standard Form [424B Assurances – Non-Construction Programs, or OMB Standard Form 424D Assurances – Construction Programs as applicable](#). Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances applicable to their program as instructed by the awarding agency. Please contact the DHS FAO if you have any questions.

DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at [2 C.F.R. Part 200](#), and adopted by DHS at [2 C.F.R. Part 3002](#).

DHS Specific Acknowledgements and Assurances

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

1. Recipients must cooperate with any compliance reviews or compliance investigations conducted by DHS.
2. Recipients must give DHS access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations *and* other applicable laws or program guidance.
3. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. 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 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.
6. 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.

The United States has the right to seek judicial enforcement of these obligations.

Acknowledgment of Federal Funding from DHS

All recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

Activities Conducted Abroad

All recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

The Department of Homeland Security Standard Terms and Conditions 2017

Age Discrimination Act of 1975

All recipients must comply with the requirements of the *Age Discrimination Act of 1975* ([Title 42 U.S. Code, § 6101 et seq.](#)), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

Americans with Disabilities Act of 1990

All recipients must comply with the requirements of Titles I, II, and III of the *Americans with Disabilities Act*, which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities. ([42 U.S.C. §§ 12101–12213](#)).

Best Practices for Collection and Use of Personally Identifiable Information (PII)

DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. All recipients who collect PII are required to have a publically-available privacy policy that describes standards on the usage and maintenance of PII they collect. Recipients may also find the DHS Privacy Impact Assessments: [Privacy Guidance](#) and [Privacy template](#) as useful resources respectively.

Civil Rights Act of 1964 – Title VI

All recipients must comply with the requirements of Title VI of the *Civil Rights Act of 1964* ([42 U.S.C. § 2000d et seq.](#)), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at [6 C.F.R. Part 21](#) and [44 C.F.R. Part 7](#).

Civil Rights Act of 1968

All recipients must comply with [Title VIII of the Civil Rights Act of 1968](#), which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (See [42 U.S.C. § 3601 et seq.](#)), as implemented by the Department of Housing and Urban Development at [24 C.F.R. Part 100](#). The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features. (See [24 C.F.R. § 100.201](#).)

Copyright

All recipients must affix the applicable copyright notices of [17 U.S.C. §§ 401 or 402](#) and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

Debarment and Suspension

All recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) [12549](#) and [12689](#), and [2 C.F.R. Part 180](#). These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

Drug-Free Workplace Regulations

All recipients must comply with the *Drug-Free Workplace Act of 1988* ([41 U.S.C. § 701 et seq.](#)), which requires all organizations receiving grants from any federal agency agree to maintain a drug-free workplace. DHS has adopted the Act's implementing regulations at [2 C.F.R. Part 3001](#).

The Department of Homeland Security Standard Terms and Conditions 2017

Duplication of Benefits

Any cost allocable to a particular federal financial assistance award provided for in [2 C.F.R. Part 200, Subpart E](#) may not be charged to other federal financial assistance awards to overcome fund deficiencies, to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions, or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

Education Amendments of 1972 (*Equal Opportunity in Education Act*) – Title IX

All recipients must comply with the requirements of Title IX of the Education Amendments of 1972 ([20 U.S.C. § 1681 et seq.](#)), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at [6 C.F.R. Part 17](#) and [44 C.F.R. Part 19](#)

Energy Policy and Conservation Act

All recipients must comply with the requirements of [42 U.S.C. § 6201](#) which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

False Claims Act and Program Fraud Civil Remedies

All recipients must comply with the requirements of [31 U.S.C. § 3729- 3733](#) which prohibits the submission of false or fraudulent claims for payment to the federal government. (See [31 U.S.C. § 3801-3812](#) which details the administrative remedies for false claims and statements made.)

Federal Debt Status

All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See [OMB Circular A-129](#).)

Federal Leadership on Reducing Text Messaging while Driving

All recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in [E.O. 13513](#), including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.

Fly America Act of 1974

All recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under [49 U.S.C. § 41102](#)) for international air transportation of people and property to the extent that such service is available, in accordance with the *International Air Transportation Fair Competitive Practices Act of 1974* ([49 U.S.C. § 40118](#)) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981 [amendment](#) to Comptroller General Decision B-138942.

Hotel and Motel Fire Safety Act of 1990

In accordance with Section 6 of the *Hotel and Motel Fire Safety Act of 1990*, [15 U.S.C. § 2225a](#), all recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the *Federal Fire Prevention and Control Act of 1974*, as amended, [15 U.S.C. § 2225](#).

Limited English Proficiency (*Civil Rights Act of 1964*, Title VI)

All recipients must comply with the *Title VI of the Civil Rights Act of 1964* (Title VI) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance <https://www.dhs.gov/guidance-published-help-department->

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[supported-organizations-provide-meaningful-access-people-limited](#) and additional resources on <http://www.lep.gov>.

Lobbying Prohibitions

All recipients must comply with [31 U.S.C. § 1352](#), which provides that none of the funds provided under an federal financial assistance award may be expended by the recipient to pay any person to influence, or attempt 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 any federal action concerning the award or renewal.

National Environmental Policy Act

All recipients must comply with the requirements of the [National Environmental Policy Act](#) (NEPA) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which requires recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

Nondiscrimination in Matters Pertaining to Faith-Based Organizations

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. All recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

Non-supplanting Requirement

All recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

Notice of Funding Opportunity Requirements

All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO.

Patents and Intellectual Property Rights

Unless otherwise provided by law, recipients are subject to the [Bayh-Dole Act, Pub. L. No. 96-517](#), as amended, and codified in [35 U.S.C. § 200](#) et seq. All recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at [37 C.F.R. Part 401](#) and the standard patent rights clause located at 37 C.F.R. § 401.14.

Procurement of Recovered Materials

All recipients must comply with Section 6002 of the [Solid Waste Disposal Act](#), as amended by the [Resource Conservation and Recovery Act](#). The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at [40 C.F.R. Part 247](#) that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

Rehabilitation Act of 1973

All recipients must comply with the requirements of Section 504 of the [Rehabilitation Act of 1973](#), [29 U.S.C. § 794](#), as amended, which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

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Reporting of Matters Related to Recipient Integrity and Performance

If the total value of the recipient's currently active grants, cooperative agreements, and procurement contracts from all federal assistance offices exceeds \$10,000,000 for any period of time during the period of performance of this federal financial assistance award, you must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at [2 C.F.R. Part 200, Appendix XII](#), the full text of which is incorporated here by reference in the award terms and conditions.

Reporting Subawards and Executive Compensation

All recipients are required to comply with the requirements set forth in the government-wide Award Term on Reporting Subawards and Executive Compensation located at [2 C.F.R. Part 170, Appendix A](#), the full text of which is incorporated here by reference in the award terms and conditions.

SAFECOM

All recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the [SAFECOM](#) Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

Terrorist Financing

All recipients must comply with [E.O. 13224](#) and U.S. law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.

Trafficking Victims Protection Act of 2000

All recipients must comply with the requirements of the government-wide award term which implements Section 106(g) of the *Trafficking Victims Protection Act of 2000*, (TVPA) as amended by [22 U.S.C. § 7104](#). The award term is located at [2 C.F.R. § 175.15](#), the full text of which is incorporated here by reference in the award terms and conditions.

Universal Identifier and System of Award Management (SAM)

All recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at [2 C.F.R. Part 25, Appendix A](#), the full text of which is incorporated here by reference in the terms and conditions.

USA Patriot Act of 2001

All recipients must comply with requirements of the [Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act \(USA PATRIOT Act\)](#), which amends [18 U.S.C. §§ 175–175c](#).

Use of DHS Seal, Logo and Flags

All recipients must obtain permission from their DHS FAO, prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

Whistleblower Protection Act

All recipients must comply with the statutory requirements for whistleblower protections (if applicable) at [10 U.S.C § 2409](#), [41 U.S.C. 4712](#), and [10 U.S.C. § 2324](#), [41 U.S.C. §§ 4304](#) and [4310](#).