

HAMPTON VA

Grant Routing Sheet

COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED

Date Routing Initiated: 5/13/2022 Application Due Date: 5/23/2022

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: FY2022 Virginia Emergency Shelters Upgrade Assistance Grant Fund

Other Participating Departments: Hampton City Schools

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] 5/13/22
Print Name Signature Date
4. ASSISTANT CITY MANAGER Steven Bond *EMAIL APPROVAL 5/13/22
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 [Signature] 5/16/22
Print Name Signature Date
8. BUDGET DIVISION Lori Green *EMAIL APPROVAL 5/13/22
Print Name Signature Date
9. HUMAN RESOURCES N/A _____
Print Name Signature Date

10. FINANCE DEPARTMENT	<u>Veronica Kmetz</u> Print Name	<u>* EMAIL APPROVAL</u> Signature	<u>5/13/22</u> Date
11. RISK MANAGEMENT	<u>Patricia Parker</u> Print Name	<u>* EMAIL APPROVAL</u> Signature	<u>5/13/22</u> 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.

From: Bond, Steven
Sent: Friday, May 13, 2022 1:09 PM
To: Snowden, Sara; Drewry, Tim; Green, Lori; Kmetz, Veronica; Parker, Patricia
Cc: Daughtrey, Karl; Walker, Hui-Shan; Pointer, Gwen
Subject: RE: REQUEST FOR APPROVAL-Grant Application

I approve, conditioned upon the approval of budget verifying the matching funds availability.

Steven D. Bond, Esq.

Assistant City Manager
8th Floor, City Manager's Office
22 Lincoln Street, Hampton, VA 23669
Phone: 757-727-6392
Fax: 757-728-3037

From: Snowden, Sara <sara.snowden@hampton.gov>
Sent: Friday, May 13, 2022 11:56 AM
To: Bond, Steven <sbond@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
Cc: Daughtrey, Karl <kdaughtrey@hampton.gov>; Walker, Hui-Shan <hui-shan.walker@hampton.gov>; Pointer, Gwen <gwen.pointer@hampton.gov>
Subject: REQUEST FOR APPROVAL-Grant Application

Good afternoon,

The Office of Emergency Management is pursuing a grant through Virginia's Emergency Shelters Upgrade Assistance Grant Fund. The goal is to fund the purchase and installation of generators to provide emergency back-up power to three sites: Bethel High School, Tarrant Middle School, and Westhampton Community Center.

These funds were recently made available through a competitive application process; the original application period has expired but the Virginia Department of Emergency Management (VDEM) allowed a one-time extension as unused grant funds remained available. The completed application is due as soon as possible but no later than **May 23, 2022**. Your assistance in expediting the routing process is appreciated.

This grant application is for a total of \$570,919.76 (73% state share of \$416,771.43 and 27% local share of \$49,677.23 from PRLS and \$104,471.10 from Schools).

Attached please find the following for your review:

- Grant Routing Sheets (Routing Sheet & Proposal Overview)
- Budget Memos-Local Match Agreements (PRLS & Schools)
- Grant Application

Upon receiving local authorization, we will submit the grant application for funding consideration by VDEM. This is a competitive statewide process and recipients will be determined through a peer review process.

Thank you in advance for your consideration and prompt review. **Please Reply All to denote your approval.**

Please feel free to contact me if you have any questions or wish to review the supporting documentation related to each shelter site.

Respectfully,
Sara

Snowden, Sara

From: Bond, Steven
Sent: Friday, May 13, 2022 1:42 PM
To: Snowden, Sara; Green, Lori; Drewry, Tim; Kmetz, Veronica; Parker, Patricia
Cc: Daughtrey, Karl; Walker, Hui-Shan; Pointer, Gwen
Subject: RE: REQUEST FOR APPROVAL-Grant Application

If Budget approves, I am fine. I approve.

Thanks,

Steven D. Bond, Esq.

Assistant City Manager
8th Floor, City Manager's Office
22 Lincoln Street, Hampton, VA 23669
Phone: 757-727-6392
Fax: 757-728-3037

From: Snowden, Sara <sara.snowden@hampton.gov>
Sent: Friday, May 13, 2022 1:40 PM
To: Green, Lori <lgreen@hampton.gov>; Bond, Steven <sbond@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
Cc: Daughtrey, Karl <kdaughtrey@hampton.gov>; Walker, Hui-Shan <hui-shan.walker@hampton.gov>; Pointer, Gwen <gwen.pointer@hampton.gov>
Subject: RE: REQUEST FOR APPROVAL-Grant Application

Good afternoon, Lori.

Mr. Bond provided conditional approval pending your confirmation of the availability of the matching funds. Could you please confirm that information has been verified? (My contact at Hampton Schools for the budget code was Ms. Branch. 727-2341)

Thank you,
Sara

From: Green, Lori <lgreen@hampton.gov>
Sent: Friday, May 13, 2022 1:33 PM
To: Snowden, Sara <sara.snowden@hampton.gov>; Bond, Steven <sbond@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
Cc: Daughtrey, Karl <kdaughtrey@hampton.gov>; Walker, Hui-Shan <hui-shan.walker@hampton.gov>; Pointer, Gwen <gwen.pointer@hampton.gov>
Subject: RE: REQUEST FOR APPROVAL-Grant Application

Hello, the Budget Division approves of this grant application. We appreciate you having the written confirmation from the other supporting departments. Thank you-!

CONFIDENTIALITY NOTICE: This communication and any files or attachments transmitted with it may contain information that is confidential, privileged and exempt from disclosure under applicable law. It is intended solely for the use of the intended recipient. If you are not the intended recipient, you are hereby notified that any unauthorized review, use, disclosure, dissemination, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify the sender by reply e-mail and destroy all copies of the original message. Additionally, we will take the appropriate action to avoid sending you an unintended e-mail in the future. Thank you for your cooperation.

From: Snowden, Sara <sara.snowden@hampton.gov>

Sent: Friday, May 13, 2022 11:56 AM

To: Bond, Steven <sbond@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Parker, Patricia <pparker@hampton.gov>

Cc: Daughtrey, Karl <kdaughtrey@hampton.gov>; Walker, Hui-Shan <hui-shan.walker@hampton.gov>; Pointer, Gwen <gwen.pointer@hampton.gov>

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Sara

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Sent: Friday, May 13, 2022 1:33 PM
To: Snowden, Sara; Bond, Steven; Drewry, Tim; Kmetz, Veronica; Parker, Patricia
Cc: Daughtrey, Karl; Walker, Hui-Shan; Pointer, Gwen
Subject: RE: REQUEST FOR APPROVAL-Grant Application

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From: Snowden, Sara <sara.snowden@hampton.gov>
Sent: Friday, May 13, 2022 11:56 AM
To: Bond, Steven <sbond@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
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Respectfully,
Sara

Snowden, Sara

From: Kmetz, Veronica
Sent: Friday, May 13, 2022 12:55 PM
To: Snowden, Sara; Bond, Steven; Drewry, Tim; Green, Lori; Parker, Patricia
Cc: Daughtrey, Karl; Walker, Hui-Shan; Pointer, Gwen
Subject: RE: REQUEST FOR APPROVAL-Grant Application

Finance approves.

Veronica A. Kmetz

Finance Department

Phone: 757-727-6331

HAMPTON VA

From: Snowden, Sara <sara.snowden@hampton.gov>
Sent: Friday, May 13, 2022 11:56 AM
To: Bond, Steven <sbond@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
Cc: Daughtrey, Karl <kdaughtrey@hampton.gov>; Walker, Hui-Shan <hui-shan.walker@hampton.gov>; Pointer, Gwen <gwen.pointer@hampton.gov>
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Sara

Snowden, Sara

From: Parker, Patricia
Sent: Friday, May 13, 2022 12:58 PM
To: Snowden, Sara; Bond, Steven; Drewry, Tim; Green, Lori; Kmetz, Veronica
Cc: Daughtrey, Karl; Walker, Hui-Shan; Pointer, Gwen
Subject: RE: REQUEST FOR APPROVAL-Grant Application

Risk approves. Thank you!

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



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From: Snowden, Sara <sara.snowden@hampton.gov>
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Sara



Grant Proposal Overview

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

Grant Title: Emergency Shelters Upgrade Assistance Grant Fund

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 FY2023 and FY2024 or in the future fiscal year(s) of _____.

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

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

N/A

4. BACKGROUND/PURPOSE:

The Hampton Office of Emergency Management is applying for the FY22 Virginia Emergency Shelters Upgrade Assistance Grant Fund in the amount of \$570,919.76 (73% state share of \$416,771.43 and 27% local share of \$49,677.23 from PRLS, and local share of \$104,471.10 from Schools) to install generators to support emergency shelters. The Emergency Shelters Upgrade Assistance Grant Fund is funded by code and also known as the "Shelter Upgrade Fund" (Chapter 3.2 of Title 44, Virginia Code §44-146.29:3). The grant funds are being used to install generators to support power needs in emergency public shelters during disasters. The FY22 Virginia Emergency Shelters Upgrade Assistance Grant Fund will provide funds to localities to install, maintain, or repair infrastructure related to backup energy generation for emergency shelters.

5. TYPE OF GRANT EXPECTED TO BE AWARDED:

Cash Amount \$570,919.76 _____

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 \$^{49,677.23 PRLS & \$104,471.10 Schools} _____

*Value of In-Kind \$ _____

* Description:

The Hampton Office of Emergency Management is applying for the FY22 Virginia Emergency Shelters Upgrade Assistance Grant Fund in the amount of \$570,919.76 (73% state share of \$416,771.43 and 27% local share of \$49,677.23 from PRLS, and local share of \$104,471.10 from Schools) to install generators to support emergency shelters.

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: \$6,000.00 _____ Operating Expenses
- * Amount: \$ _____ Capital Outlay

Provide information on the duration of the obligation and other relevant details below:

* Description:

There will be sustainment costs associated with this grant that will needed to be accounted for in the Public Works budget. The estimated maintenance cost to maintain the generator would be around \$500.00 every 3 months. This does not include repairs or load testing that is required. Hampton City Schools has acknowledged responsibility for ongoing maintenance and repair costs for generators to be installed at school facilities.

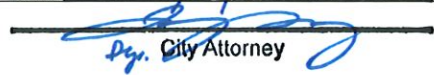
* Grants with future financial obligations must be approved by the City Manager or her designee:

Approve **Disapprove**

Signature 

CITY OF HAMPTON
OFFICE OF THE CITY ATTORNEY
Approved as to form and legal sufficiency
Date: 5/16/2022

Rev.5.3.2021


City Attorney

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:

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:

The estimated maintenance cost to maintain the generators would be around \$500.00 per generator every 3 months. This does not include repairs or load testing that is required.

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 grantpacket.

a. **Source of Grant Funds** (Please check all that apply.)

Federal	\$ _____	Federal Catalog No.	_____
Pass Through	\$ _____	Federal Grant No.	_____
State	\$ 570,919.76	State Grant No.	Shelter Upgrade Fund
Foundation	\$ _____		
Private	\$ _____		

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

Department:	Parks, Recreation and Leisure Services and Hampton City Schools		
Budget Line-Item:	20-700-B28_08150 (PRLS)	Amount:	\$49,677.23
Budget Line-Item:	50-8200-9-872-000-64200-00470-0000000 (HCS)	Amount:	\$104,471.10
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					
Operating Exp.					
Capital Outlay	\$416,771.43	\$49,677.23		\$104,471.10	
Column Totals	\$416,771.43	\$49,677.23		\$104,471.10	


Grand Total: \$570,919.76

9. Additional information that will be helpful to reviewers:



MEMORANDUM

TO: Lori Green, Budget Director

FROM: Hui-Shan Walker, Emergency Management Coordinator
Dr. Dan Bowling, Chief Operations Officer 

DATE: May 11, 2022

SUBJECT: FY22 Virginia Emergency Shelter Upgrade Assistance Grant Fund
Match Requirement

DESCRIPTION: PURPOSE & COST

The Hampton Office of Emergency Management is applying for the FY22 Virginia Emergency Shelter Upgrade Assistance Grant Fund in the amount of \$ 386,930 (73% state share of \$282,458.90 and 27% local share of \$104,471.10) to install generators to support emergency shelters. The Emergency Shelters Upgrade Assistance Grant Fund is funded by code and also known as the "Shelter Upgrade Fund" (Chapter 3.2 of Title 44, Virginia Code §44-146.29:3).

The grant funds are being used to install a generator at each of the following sites: Bethel High School (1067 Big Bethel Road, Hampton) and Tarrant Middle School (1435 Todds Lane, Hampton) to support power needs in emergency public shelters during disasters. The Virginia Department of Emergency Management will issue an award letter after completion of a grant application and submission of required documents. Following receipt of the grant award letter this grant would be processed for City Council acceptance and appropriation.

PURPOSE OF SERVICE

The FY2022 Virginia Emergency Shelter Upgrade Assistance Grant Fund will provide funds to localities to install, maintain, or repair infrastructure related to backup energy generation for emergency shelters. The state is focusing on installing generators in this grant.

FUNDING SOURCE & FISCAL IMPACT

This FY 2022 Virginia Emergency Shelter Upgrade Assistance Grant Fund will provide grant funds in the amount of \$282,458.90 (73% state share) and a local cash match requirement of \$104,471.10 (27% local share) for a total grant amount of \$386,930.



There will be sustainment costs associated with this grant that Hampton City Schools will accept responsibility within its budget for costs to maintain, load test and repair the generator(s).

The local cash match will be funded from:

Hampton City Schools

Budget Line Item: 50-8200-9-872-000-64200-00470-0000000

Amount: \$104,471.10

TIMELINE

The period of performance is June 30, 2023. Should there be supply chain issues once the generators of this size are ordered, there may be a need to request an extension from the state.

OTHER INFORMATION

Upon receipt of the award letter we will bring the grant to City Council for acceptance and appropriation. Once City Council has accepted this grant, the City Manager or her designee will sign the official grant agreement that will be sent back to VDEM.

Please contact me if you have any questions.

/hlw


CC: Steven Bond, ACM

Tim Drewry, Deputy City Attorney

HAMPTON VA

MEMORANDUM

TO: Lori Green, Budget Director

FROM: Hui-Shan Walker, Emergency Management Coordinator
David McCauley, Director Parks, Recreation & Leisure Services 

DATE: May 11, 2022

SUBJECT: FY22 Virginia Emergency Shelter Upgrade Assistance Grant Fund Match Requirement

DESCRIPTION: PURPOSE & COST

The Hampton Office of Emergency Management is applying for the FY22 Virginia Emergency Shelters Upgrade Assistance Grant Fund in the amount of \$183,989.76 (73% state share of \$134,312.53 and 27% local share of \$49,677.23) to install generators to support emergency shelters. The Emergency Shelters Upgrade Assistance Grant Fund is funded by code and also known as the "Shelter Upgrade Fund" (Chapter 3.2 of Title 44, Virginia Code §44-146.29:3).

The grant funds are being used to install a generator at Westhampton Community Center (1638 Briarfield Road) to support power needs in emergency public shelters during disasters. The Virginia Department of Emergency Management will issue an award letter after completion of a grant application and submission of required documents. Following receipt of the grant award letter this grant would be processed for City Council acceptance and appropriation.

PURPOSE OF SERVICE

The FY 2022 Virginia Emergency Shelter Upgrade Assistance Grant Fund will provide funds to localities to install, maintain, or repair infrastructure related to backup energy generation for emergency shelters. The state is focusing on installing generators in this grant.

FUNDING SOURCE & FISCAL IMPACT

This FY 2022 Virginia Emergency Shelters Upgrade Assistance Grant Fund will provide grant funds in the amount of \$134,312.53 (73% state share) and a local cash match requirement of \$49,677.23 (27% local share) for a total grant amount of \$183,989.76.



There will be sustainment costs associated with this grant that will need to be accounted for in the Public Works budget. The estimated maintenance cost to maintain the generator would be approximately \$500.00 every 3 months. This does not include repairs or load testing that is required.

The City of Hampton will provide:

The local cash match will be funded from:

- PRLS Line Item: 20-700-B28_08150 Amount: \$49,677.23

TIMELINE

The period of performance is June 30, 2023. Should there be supply chain issues once the generators of this size are ordered there may be a need to request an extension from the state.

OTHER INFORMATION

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CC: Steven Bond, ACM
Tim Drewry, Deputy City Attorney