

HAMPTON VA

Grant Routing Sheet

COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED

Date Routing Initiated: 10/20/2021 Application Due Date: 10/28/2021

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: FY2021 Local Emergency Management Performance Grant

Other Participating Departments: N/A

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 (Print Name)  (Signature) 10/20/21 (Date)
4. ASSISTANT CITY
MANAGER Steven Bond (Print Name) via email (Signature) 10/21/21 (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 (Print Name)  (Signature) 10/23/2021 (Date)
8. BUDGET DIVISION Lori Green (Print Name) via email (Signature) 10/21/21 (Date)
9. HUMAN RESOURCES Nicole Clark (Print Name) via email (Signature) 10/20/21 (Date)

10. FINANCE DEPARTMENT	<u>Veronica Kmetz</u> Print Name	<u>Via email</u> Signature	<u>10/20/21</u> Date
11. RISK MANAGEMENT	<u>Patricia Parker</u> Print Name	<u>Via email</u> Signature	<u>10/20/21</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.

Hanger, Tracy

From: Bond, Steven
Sent: Thursday, October 21, 2021 5:04 PM
To: Hanger, Tracy
Cc: Drewry, Tim; Green, Lori; Clark, Nicole; Parker, Patricia; Kmetz, Veronica; Walker, Hui-Shan; Green, Jennifer
Subject: Re: Grant Routing Form and Grant Overview FY2021 Local Emergency Management Performance Grant

I approve.

Steven D. Bond, Esq.
Assistant City Manager
City Manager's Office
P: (757) 727-6392
F: (757) 728-3037
22 Lincoln Street
Hampton, VA 23669
From my iPad

> On Oct 20, 2021, at 3:43 PM, Hanger, Tracy <tracy.hanger@hampton.gov> wrote:

>

> Good afternoon,

>

> Please review the attached grant packet for the FY2021 Local Emergency Management Performance Grant. This is a grant that we receive annually from the Virginia Department of Emergency Management. The city receives the allocation letter from the state and then we must submit a grant application with forms signed by the City Manager to receive the grant award letter for City Council acceptance and allocation.

>

> There is a tight turn-around time on the grant and I would greatly appreciate it if you are able to review Grant Overview Packet and return an email approval of the grant application. The agenda review deadline is October 29, 2021 for the November 10, 2021 City Council meeting. In the next few days we will need to have the City Manager sign the grant forms, submit the grant paperwork in the portal and then receive a grant award letter from the state in order to process the Granicus application to meet the October 29, 2021 Council deadline.

>

> Thank you for your assistance with this matter and I apologize for the rushed request. Please let me know if you have any questions.

> Tracy

>

> Tracy Hanger | Emergency Planner | Emergency Management

> O: 757-727-1096 | C: 757-810-8754

> Email: tracy.hanger@hampton.gov<mailto:tracy.hanger@hampton.gov> Website: <https://hampton.gov/eoc>

>

> [em-dept-logo-wave-lft-txt-lft]

>

>

> <FY2021 LEMPG Grant Routing and Overview Packet.pdf>

Hanger, Tracy

From: Green, Lori
Sent: Thursday, October 21, 2021 9:48 AM
To: Hanger, Tracy
Subject: RE: Grant Routing Form and Grant Overview FY2021 Local Emergency Management Performance Grant

Dear Tracy,

The Budget Division approves of the FY21 Local Emergency Management Performance Grant.

Thank you.

Lori Green | Budget Manager | Direct Dial: (757) 727-6870



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: Hanger, Tracy
Sent: Thursday, October 21, 2021 8:58 AM
To: Green, Lori <lgreen@hampton.gov>
Subject: RE: Grant Routing Form and Grant Overview FY2021 Local Emergency Management Performance Grant

Thank you for responding last evening. Can I get an approval via email for the grant package?

Thanks,
Tracy

From: Green, Lori
Sent: Wednesday, October 20, 2021 7:11 PM
To: Hanger, Tracy <tracy.hanger@hampton.gov>
Subject: RE: Grant Routing Form and Grant Overview FY2021 Local Emergency Management Performance Grant

Hanger, Tracy

From: Clark, Nicole
Sent: Wednesday, October 20, 2021 4:33 PM
To: Hanger, Tracy; Bond, Steven; Drewry, Tim; Green, Lori; Parker, Patricia; Kmetz, Veronica
Cc: Walker, Hui-Shan; Green, Jennifer
Subject: RE: Grant Routing Form and Grant Overview FY2021 Local Emergency Management Performance Grant

Human Resources approves.

Nicole M. Clark MSHRM, SPHR, IPMA-SCP, SHRM-SCP
Director
City of Hampton
22 Lincoln Street
Hampton, Virginia 23669
P: 757-727-6522 F:757-727-6449



From: Hanger, Tracy <tracy.hanger@hampton.gov>
Sent: Wednesday, October 20, 2021 3:43 PM
To: Bond, Steven <sbond@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>
Cc: Walker, Hui-Shan <hui-shan.walker@hampton.gov>; Green, Jennifer <jcgreen@hampton.gov>
Subject: Grant Routing Form and Grant Overview FY2021 Local Emergency Management Performance Grant

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Thank you for your assistance with this matter and I apologize for the rushed request. Please let me know if you have any questions.
Tracy

Tracy Hanger | Emergency Planner | Emergency Management
O: 757-727-1096 | C: 757-810-8754
Email: tracy.hanger@hampton.gov Website: <https://hampton.gov/eoc>

Hanger, Tracy

From: Kmetz, Veronica
Sent: Wednesday, October 20, 2021 3:45 PM
To: Hanger, Tracy; Bond, Steven; Drewry, Tim; Green, Lori; Clark, Nicole; Parker, Patricia
Cc: Walker, Hui-Shan; Green, Jennifer
Subject: RE: Grant Routing Form and Grant Overview FY2021 Local Emergency Management Performance Grant

Finance approves.

Thanks.

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



From: Hanger, Tracy <tracy.hanger@hampton.gov>
Sent: Wednesday, October 20, 2021 3:43 PM
To: Bond, Steven <sbond@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>
Cc: Walker, Hui-Shan <hui-shan.walker@hampton.gov>; Green, Jennifer <jcgreen@hampton.gov>
Subject: Grant Routing Form and Grant Overview FY2021 Local Emergency Management Performance Grant

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Tracy

Tracy Hanger | Emergency Planner | Emergency Management

O: 757-727-1096 | C: 757-810-8754

Email: tracy.hanger@hampton.gov Website: <https://hampton.gov/eoc>

Hanger, Tracy

From: Parker, Patricia
Sent: Wednesday, October 20, 2021 8:18 PM
To: Hanger, Tracy
Subject: RE: Grant Routing Form and Grant Overview FY2021 Local Emergency Management Performance Grant

Risk approves. Thank you!

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

From: "Hanger, Tracy" <tracy.hanger@hampton.gov>
Date: 10/20/21 3:43 PM (GMT-05:00)
To: "Bond, Steven" <sbond@hampton.gov>, "Drewry, Tim" <tim.drewry@hampton.gov>, "Green, Lori" <lgreen@hampton.gov>, "Clark, Nicole" <nmclark@hampton.gov>, "Parker, Patricia" <pparker@hampton.gov>, "Kmetz, Veronica" <veronica.kmetz@hampton.gov>
Cc: "Walker, Hui-Shan" <hui-shan.walker@hampton.gov>, "Green, Jennifer" <jcgreen@hampton.gov>
Subject: Grant Routing Form and Grant Overview FY2021 Local Emergency Management Performance Grant

Good afternoon,

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Tracy

Tracy Hanger | Emergency Planner | Emergency Management
O: 757-727-1096 | C: 757-810-8754
Email: tracy.hanger@hampton.gov Website: <https://hampton.gov/eoc>





Grant Proposal Overview

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

Grant Title: FY2021 Local Emergency Management Performance Grant (LEMPG)

- 1. PRIMARY OR SUB-AWARD:** Application will be submitted to: the agency that is the primary source of funding (City = Primary Awardee); the agency that has received the funds from another awarding agency (City = Sub-Awardee).

If the City is a Sub-Awardee, the agreement between the Primary Awardee and the agency to which the City is making application must be attached to this Overview.

- 2. GRANT AWARD PERIOD:** If awarded, funds are expected to be received: in the current fiscal year only; in the current fiscal year and the future fiscal year(s) of _____ or in the future fiscal year(s) of _____.

- 3. PREVIOUS APPLICATIONS:** (Not including the current application) This grant was previously applied for during FY20, FY19, FY18, FY17 fiscal year(s); and was previously awarded during FY20, FY19, FY18, FY17 fiscal year(s).

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

20-0220 9/9/2020; 19-0319 11/13/2019; 18-0359 11/14/2018; 17-0350 12/13/2017

4. BACKGROUND/PURPOSE:

The 2021 Local Emergency Management Performance Grant provides funding to support the locality's emergency management program. Funds will be utilized to support training and education of city staff that will be supporting the emergency management program. We will also utilize the funds to support planning assistance to meet state and federal requirements. This is an annual grant that the city has been awarded 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 utilize our salaries in Emergency Management to meet the in-kind match requirement.

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: \$0 _____

Personnel Services

* Amount: \$0 _____

Operating Expenses

* Amount: \$0 _____

Capital Outlay

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

* Description:

No financial obligations beyond the period of performance.

* 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:

If future grant funding is not available Emergency Management will continue the activities with the budgeted funds.

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 \$ 70,740 _____
 State \$ 70,740 _____
 Foundation \$ _____
 Private \$ _____

Federal Catalog No. _____
 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 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	\$50,000		\$70,740		
Operating Exp.	\$12,740				
Capital Outlay	8,000				
Column Totals	\$70,740		\$70,740		

Grand Total: \$141,480

9. Additional information that will be helpful to reviewers: