



Grant Routing Sheet

COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED

Date Routing Initiated: 11/14/24 Application Due Date: 11/15/24

Originating Department: Emergency Management Department No.: 325

Submitter's Name: Sara Snowden Direct Telephone No. (757) 755-0434

E-mail Address: sara.snowden@hampton.gov

Grant Title: FY24 Emergency Management Performance Grant

Other Participating Departments: _____

BEFORE COMPLETING AN APPLICATION:

1. READ THE GENERAL INSTRUCTIONS.

SMS (Submitter's Initials)

2. COMPLETE GRANT PROPOSAL OVERVIEW.

SMS (Submitter's Initials)

3. DEPARTMENT HEAD
ORIGINATING DEPT.

Hui-Shan Walker

Print Name

HSW (SMS)

Signature

11/14/24

Date

4. ASSISTANT CITY
MANAGER

Hui-Shan Walker

Print Name

SEE EMAIL

Signature

11/15/24

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).

SMS (Submitter's Initials)

6. COMPLETE APPLICATION **EXCEPT** NECESSARY SIGNATURES.

SMS (Submitter's Initials)

7. CITY ATTORNEY

Tim Drewry

Print Name

SEE EMAIL

Signature

11/15/24

Date

8. BUDGET DIVISION

Lori Green

Print Name

SEE EMAIL

Signature

11/19/24

Date

9. HUMAN RESOURCES

Print Name

Signature

Date

10. FINANCE DEPARTMENT	<u>Veronica Kmetz</u> Print Name	<u>SEE EMAIL</u> Signature	<u>11/14/24</u> Date
11. RISK MANAGEMENT	<u>Patti Parker</u> Print Name	<u>SEE EMAIL</u> Signature	<u>11/15/24</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.

Snowden, Sara

From: Walker, Hui-Shan
Sent: Friday, November 15, 2024 10:37 AM
To: Snowden, Sara; Drewry, Tim; Green, Lori; Kmetz, Veronica; Parker, Patricia
Subject: RE: Grant Routing Package for FY2024 Emergency Management Performance Grant

CMO approves. Thanks, Hui-Shan

Sent from my Verizon, Samsung Galaxy smartphone

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

From: "Snowden, Sara" <sara.snowden@hampton.gov>
Date: 11/14/24 10:17 AM (GMT-05:00)
To: "Walker, Hui-Shan" <hui-shan.walker@hampton.gov>, "Drewry, Tim" <tim.drewry@hampton.gov>, "Green, Lori" <lgreen@hampton.gov>, "Kmetz, Veronica" <veronica.kmetz@hampton.gov>, "Parker, Patricia" <pparker@hampton.gov>
Subject: Grant Routing Package for FY2024 Emergency Management Performance Grant

Good morning,

Please review the attached grant packet for the FY2024 Emergency Management Performance Grant. This is a grant that we receive annually from the Virginia Department of Emergency Management. It is a 1:1 grant. We receive \$70,740 and we provide an in-kind match of \$70,740 with the Emergency Management Coordinator's salary which totals \$141,480. The city receives the allocation letter from the state (see email below) 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 appropriation.

I am requesting your expedited review and approval so that we can submit the application to VDEM for an official award letter that will then be brought to Council in December for acceptance and appropriation. Should you have any questions, please do not hesitate to reach out to me.

Thank you.
Sara

Sara Snowden, CEM | Deputy Coordinator | Emergency Management |

Office: **757-726-0649** | Cell: **757-755-0434**

Email: sara.snowden@hampton.gov Website: <https://hampton.gov>



Sara Snowden

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

From: VirginiaDEM <support@vdem.emgrants.com>

Date: 10/9/24 4:15 PM (GMT-05:00)

To: "Walker, Hui-Shan" <hui-shan.walker@hampton.gov>

Cc: "Holup, Mary" <mary.holup@hampton.gov>, "Pointer, Gwen" <gwen.pointer@hampton.gov>, "Snowden, Sara" <sara.snowden@hampton.gov>, "Abbott, Brittany" <brittany.abbott@hampton.gov>, "Daughtrey, Karl" <kdaughtrey@hampton.gov>

Subject: [EXTERNAL] Award Amount Allocated

Dear Hui-Shan Walker,

The Virginia Department of Emergency Management (VDEM) is pleased to announce the allocation of a 2024 Emergency Management Performance Grant (EMPG) CFDA#: 97.042 from the U.S. Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA). Appropriation authority for this program is The Department of Homeland Security Appropriations Act, 2024 (Public Law 118-47). Your locality (Hampton, City of) has been allocated funding for:

Program: Emergency Management Performance Grant (EMPG)

Federal Grant Allocation: \$70,740.00

Subrecipient's Required Cost Share/Match Amount: \$70,740.00

Total Grant Award: Federal: \$70,740.00 + Local: \$70,740.00

Obligation Period: Jul 1, 2024 to Jul 31, 2025

*This letter serves as notification of your allocation and is not an authorization to incur expenditures. Funds will be formally awarded to your locality through a Grant Agreement issued by VDEM upon its satisfactory review of your application package submission and approval of a budget application in VDEM's new Grants Management System (<https://vdem.emgrants.com>). * [vdem.emgrants.com]. *

You must initiate these steps, described under Accessing Your Allocation, within 60 days from the date of this notification.

****Opt-Out Notice****

Should your agency decide not to proceed with applying for the allocation, an "Opt-Out" notice must be submitted to VDEM within 60 days. Please follow the below steps to submit your "Opt-Out" notice:

1. Login to your account at vdem.emgrants.com [mandrillapp.com]
2. Click on this link to navigate directly to your Application related to this notification: <https://vdem.emgrants.com/app/#177569> [vdem.emgrants.com]
3. Once the Application loads, select the "Opt-Out" option in the field asking about your agency's participation, fill in your agency contacts, and then click on the Save button.
4. After your form saves, click on the "Advance" button in order to submit your "Opt-Out" notice to VDEM.

****Proceed With Your Allocation:****

Should your agency decide not to proceed with applying for the allocation, an “Opt-Out” notice must be submitted to VDEM within 60 days. Please follow the below steps to submit your “Opt-Out” notice:

1. Login to your account at vdem.emgrants.com [[mandrillapp.com](https://vdem.emgrants.com)]
2. Click on this link to navigate directly to your Application related to this notification:
<https://vdem.emgrants.com/app/#177569> [vdem.emgrants.com]
3. Once the Application loads, select the “Opt-Out” option in the field asking about your agency’s participation, fill in your agency contacts, and then click on the Save button.
4. After your form saves, click on the “Advance” button in order to submit your “Opt-Out” notice to VDEM.

****Proceed With Your Allocation:****

Your agency is hereby invited to complete and submit an Application for the full amount of your agency’s Total Grant Award amount. To do so, please follow these steps:

1. Login to your account at vdem.emgrants.com [[mandrillapp.com](https://vdem.emgrants.com)]
2. Click on this link to navigate directly to your Application related to this notification:
<https://vdem.emgrants.com/app/#177569> [vdem.emgrants.com]
3. Start by changing your '**Project Type**' and click 'Save'. Please **do not change or edit the Grant** field.
4. After saving, new form tabs will load. Complete the entire Application and add Worksheet(s) to fill in your project costs, and save. Some of the data already populated on the Application could be out of date, incomplete, or just added as place-holders. You can also upload all the listed required documents that apply to your specific Application on the Documents tab. Click on the "Save" button to ensure any changes are properly saved.
5. Once completed, click on the “Advance” button to submit your Application to VDEM for review.

Once the review process has been completed, you will receive a notification that the Grant Agreement is ready for your review and execution. Steps to do so will be provided via that notification

Please initiate the steps described under Accessing Your Allocation within 60 days from the date of this notification. If you have any questions regarding this award, please contact your grants administrator at VDEM.

Sincerely,

Cheryl Adkins

Chief Financial Officer

VDEM

This is an automated email sent by Virginia Department of Emergency Management from <https://vdem.emgrants.com> [vdem.emgrants.com]. Please do not reply to this email.

Snowden, Sara

From: Parker, Patricia
Sent: Friday, November 15, 2024 9:20 AM
To: Snowden, Sara; Walker, Hui-Shan; Drewry, Tim; Green, Lori; Kmetz, Veronica
Subject: RE: Grant Routing Package for FY2024 Emergency Management Performance Grant

Risk approves. 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: Snowden, Sara <sara.snowden@hampton.gov>
Sent: Thursday, November 14, 2024 10:18 AM
To: Walker, Hui-Shan <hui-shan.walker@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
Subject: Grant Routing Package for FY2024 Emergency Management Performance Grant
Importance: High

Good morning,

Please review the attached grant packet for the FY2024 Emergency Management Performance Grant. This is a grant that we receive annually from the Virginia Department of Emergency Management. It is a 1:1 grant. We receive \$70,740 and we provide an in-kind match of \$70,740 with the Emergency Management Coordinator's salary which totals \$141,480. The city receives the allocation letter from the state (see email below) 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 appropriation.

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Thank you.

Snowden, Sara

From: Kmetz, Veronica
Sent: Thursday, November 14, 2024 3:50 PM
To: Snowden, Sara; Walker, Hui-Shan; Drewry, Tim; Green, Lori; Parker, Patricia
Subject: RE: Grant Routing Package for FY2024 Emergency Management Performance Grant

Finance approves.

Thanks.

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: Snowden, Sara <sara.snowden@hampton.gov>
Sent: Thursday, November 14, 2024 10:18 AM
To: Walker, Hui-Shan <hui-shan.walker@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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Thank you.
Sara

Sara Snowden, CEM | Deputy Coordinator | Emergency Management |
Office: 757-726-0649 | Cell: 757-755-0434
Email: sara.snowden@hampton.gov Website: <https://hampton.gov>

Snowden, Sara

From: Drewry, Tim
Sent: Friday, November 15, 2024 10:59 AM
To: Snowden, Sara; Walker, Hui-Shan
Subject: RE: Grant Routing Package for FY2024 Emergency Management Performance Grant

Sara,

The CAO approves. I have signed the package and it is headed upstairs to Mary.

Have a great weekend!

-- Tim



*Timothy W. Drewry
Deputy City Attorney
City of Hampton
22 Lincoln Street
Hampton, VA 23669
P: (757) 727-6127
F: (757) 727-6788*

From: Snowden, Sara <sara.snowden@hampton.gov>
Sent: Thursday, November 14, 2024 10:18 AM
To: Walker, Hui-Shan <hui-shan.walker@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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Thank you.
Sara

Snowden, Sara

From: Gu, Yanfei
Sent: Tuesday, November 19, 2024 11:21 AM
To: Snowden, Sara
Cc: Walker, Hui-Shan; Budget Department Email Account
Subject: RE: Grant Routing Package for FY2024 Emergency Management Performance Grant

Hello Sara,

It is approved because there is a cash match that Emergency Management will cover it and no future financial obligations.

Thank you,
Yanfei

From: Snowden, Sara <sara.snowden@hampton.gov>
Sent: Tuesday, November 19, 2024 11:03 AM
To: Gu, Yanfei <yanfei.gu@hampton.gov>
Cc: Walker, Hui-Shan <hui-shan.walker@hampton.gov>
Subject: FW: Grant Routing Package for FY2024 Emergency Management Performance Grant
Importance: High

Good morning, Yanfei.

Emergency Management is in the processing of submitting a grant to City Council for approval and appropriation in December. I have not yet received the Budget's departmental approval and would greatly appreciate your assistance. Attached please find the routing package and application for review.

Many thanks,
Sara

Sara Snowden, CEM | Deputy Coordinator | Emergency Management |

Office: 757-726-0649 | Cell: 757-755-0434

Email: sara.snowden@hampton.gov Website: <https://hampton.gov>



From: Snowden, Sara
Sent: Monday, November 18, 2024 1:38 PM
To: Green, Lori <lgreen@hampton.gov>
Cc: Budget Department Email Account <budget@hampton.gov>; Walker, Hui-Shan <hui-shan.walker@hampton.gov>
Subject: FW: Grant Routing Package for FY2024 Emergency Management Performance Grant
Importance: High



Grant Proposal Overview

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

Grant Title: _____

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 _____ 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:

5. TYPE OF GRANT EXPECTED TO BE AWARDED:

☐ **Cash Amount \$**_____

☐ **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:

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:

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 \$ _____
Foundation \$ _____
Private \$ _____

Federal Catalog No. _____
Federal Grant No. _____
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					
Operating Exp.					
Capital Outlay					
Column Totals					

Grand Total: _____

9. Additional information that will be helpful to reviewers: