

HAMPTON VA

Grant Routing Sheet

COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED

Date Routing Initiated: 9/26/18 Application Due Date: 10/17/2018
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: 2018 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 [Signature] 9/26/18
Print Name Signature Date
4. ASSISTANT CITY
MANAGER Steven Bond Email from Steven Bond 9/26/18
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 LORI GREEN Email from Brian Deprofio 10/4/18
Print Name Signature Date
8. FINANCE DEPARTMENT Karl Daughtrey Email from Veronica Kmetz 9/26/18
Print Name Signature Date
9. CITY ATTORNEY Lola Perkins [Signature] 10/16/18
Print Name Signature Date
10. SIGN and SUBMIT APPLICATION. H.W. (Submitter's Initials)

AFTER GRANT AWARDED:

11. **ADD AWARD LETTER TO DOCUMENTATION.** _____ (Submitter's Initials)
12. **ORIGINATING DEPT.** Hui-Shan Walker HSWalker 10/29/18
(Approval as to Content) Print Name Signature Date
13. **RISK MANAGEMENT** Joe Sanders email from Joe Sanders 10/29/18
Print Name Signature Date
14. **HUMAN RESOURCES** _____
Print Name Signature Date
15. **BUDGET DIVISION** _____
Print Name Signature Date
16. **FINANCE DEPARTMENT** Veronica Kmetz email from Veronica Kmetz 10/29/18
Print Name Signature Date
17. **CITY ATTORNEY** Lola Perkins email from Lola Perkins 10/29/18
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)

HAMPTON VA

Grant Proposal Overview

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

Grant Title: 2018 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, 2017 fiscal year(s); and was previously awarded during 2011,2012,2013,2014,2015,2016,2017 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

Resolution Budget - 17-0350 on December 13, 2017

4. **BACKGROUND/PURPOSE:** The 2018 LEMPG is to support the locality's emergency management program.

Also, we will be utilizing the funds to provide training and education for city staff that will be 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 \$ 90,654.00

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

Amount: Cash \$ _____

Required Match – IN KIND

*Value of In-Kind \$ 90,654

* Description: Annually, we use our salaries and operating budget for Emergency Management to meet the in-kind Match requirement.
We also use the city's purchase by the IT department of the emergency notification system, Everbridge, as a in-kind match.

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 \$ 90,654
Pass Through \$ 90,654
State \$ 90,654
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 & Information Technology
Budget Line-Item: 01-325-001-01000 **Amount:** 59,026
Budget Line-Item: 01-160-090-03320 **Amount:** 31,628
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.*

8. Proposed Budget:

City Department-Match

Other Match(es)

	Grant Total	Cash	In-Kind	Cash	In-Kind
Personnel Svcs			59026		
Operating Exp.	90654				
Capital Outlay			31628		
Column Totals	90654		90654		

Grand Total: 181,308

9. Additional information that will be helpful to reviewers: _____

Walker, Hui-Shan

From: Kmetz, Veronica
Sent: Wednesday, September 26, 2018 3:46 PM
To: Walker, Hui-Shan
Cc: Daughtrey, Karl; Green, Jacky
Subject: RE: 2018 Local Emergency Management Performance Grant Allocation Letter - Grant Routing Form Sign-off Request

Hui-Shan,

Finance signs off on this.

Thanks so much!

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

From: Daughtrey, Karl
Sent: Wednesday, September 26, 2018 3:01 PM
To: Green, Jacky; Kmetz, Veronica
Subject: FW: 2018 Local Emergency Management Performance Grant Allocation Letter - Grant Routing Form Sign-off Request
Importance: High

For your review and action.

From: Walker, Hui-Shan
Sent: Wednesday, September 26, 2018 11:08 AM
To: Bond, Steven <sbond@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Perkins, Lola <lrperkins@hampton.gov>
Cc: DeProfio, Brian <bdeprofio@hampton.gov>; Snowden, Sara <sara.snowden@hampton.gov>; Pointer, Gwen <gwen.pointer@hampton.gov>; Holup, Mary <mary.holup@hampton.gov>
Subject: 2018 Local Emergency Management Performance Grant Allocation Letter - Grant Routing Form Sign-off Request
Importance: High

Good morning,

Please find attached for your review the 2018 LEMPG Grant Routing Form and Grant Proposal Overview. This is our annual Emergency Management grant that requires a 1:1 match. We meet our match through in-kind funds.

What is new this year is that the VA Department of Emergency Management (VDEM) is holding all localities to their tight deadlines and require we return things within 30 days unless there is extenuating circumstances, then our request for extension for submission goes to a committee. Also, new this year is an Opt Out of these funds this year. VDEM has a \$5M deficit in their budget this year and will reallocate our LEMPG funds to support their projects if we are not on time.

Please review this allocation letter and sign-off on the Grant Routing Sheet so that I can submit a budget in their grants system to get our award letter. My goal is to get this grant to Council if possible at their 2nd meeting of the month in October which has a Granicus deadline of October 12th.

Lola- I have never heard back from the state regarding your questions, but will continue to do as you have advised: (See below)

Please continue to include the language in the email regarding us waiting for guidance. It has been a while since we checked in with them so, it would be helpful to ping them. For the benefit of the group: the guidance we are seeking relates to two of the standard terms and conditions for the grant which require:

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.

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.

Thanks,

Hui-Shan Walker, CEM
EM Coordinator
City of Hampton, VA
757-727-1208
hui-shan.walker@hampton.gov

Walker, Hui-Shan

From: DeProfio, Brian
Sent: Thursday, October 04, 2018 9:49 AM
To: Walker, Hui-Shan
Subject: Re: 2018 Local Emergency Management Performance Grant Allocation Letter - Grant Routing Form Sign-off Request

I approve. Thanks!

Sent from my iPad

On Oct 4, 2018, at 8:46 AM, Walker, Hui-Shan <hui-shan.walker@hampton.gov> wrote:

Good morning Brian,
No haven't heard from Lori. The little bubbles don't stay marked and I miss them with reprints.

It doesn't commit us to future funding obligations. We use primarily for WAE support, training conferences and EOC equipment (replacing some more laptops this year).

Thanks,
Hui-Shan

Sent from my Verizon, Samsung Galaxy smartphone

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

From: "DeProfio, Brian" <bdeprofio@hampton.gov>
Date: 10/4/18 7:43 AM (GMT-05:00)
To: "Walker, Hui-Shan" <hui-shan.walker@hampton.gov>
Subject: Re: 2018 Local Emergency Management Performance Grant Allocation Letter - Grant Routing Form Sign-off Request

Not sure if you heard from Lori on this, but I was looking at it and noticed that you did not indicate on the form whether the funding commits us for future funding obligations. Thanks!

Sent from my iPad

On Oct 2, 2018, at 4:58 PM, Walker, Hui-Shan <hui-shan.walker@hampton.gov> wrote:

Good afternoon Lori,
I know you are extremely busy, but when you get a moment can you please review and sign off on this so that I can submit the application in order to get the award letter issued by the state?

Thanks,
Hui-Shan

From: Walker, Hui-Shan

Sent: Wednesday, September 26, 2018 11:08 AM

To: Bond, Steven <sbond@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Perkins, Lola <lperkins@hampton.gov>

Cc: DeProfio, Brian <bdeprofio@hampton.gov>; Snowden, Sara <sara.snowden@hampton.gov>; Pointer, Gwen <gwen.pointer@hampton.gov>; Holup, Mary <mary.holup@hampton.gov>

Subject: 2018 Local Emergency Management Performance Grant Allocation Letter - Grant Routing Form Sign-off Request

Importance: High

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Please review this allocation letter and sign-off on the Grant Routing Sheet so that I can submit a budget in their grants system to get our award letter. My goal is to get this grant to Council if possible at their 2nd meeting of the month in October which has a Granicus deadline of October 12th.

Lola- I have never heard back from the state regarding your questions, but will continue to do as you have advised: (See below)

Please continue to include the language in the email regarding us waiting for guidance. It has been a while since we checked in with them so, it would be helpful to ping them. For the benefit of the group: the guidance we are seeking relates to two of the standard terms and conditions for the grant which require:

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.

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complaint and findings to the DHS FAO and the CRCL office by e-mail or mail at the addresses listed above.

Thanks,

Hui-Shan Walker, CEM
EM Coordinator
City of Hampton, VA
757-727-1208
hui-shan.walker@hampton.gov

<2018_LEMPG_Grant Routing Form and Grant Proposal Overview.pdf>

Walker, Hui-Shan

From: Bond, Steven
Sent: Wednesday, September 26, 2018 12:53 PM
To: Walker, Hui-Shan; Green, Jacky; Green, Lori; Daughtrey, Karl; Perkins, Lola
Cc: DeProfio, Brian; Snowden, Sara; Pointer, Gwen; Holup, Mary
Subject: RE: 2018 Local Emergency Management Performance Grant Allocation Letter - Grant Routing Form Sign-off Request

Please allow this email to serve as my approval. I do believe that there are some ovals that need to be filled in on page 4, Item #6.

Sincerely,

Steven D. Bond, Esq.
Assistant City Manager
City of Hampton, VA
Phone: 757-727-6392
Fax: 757-728-3037

From: Walker, Hui-Shan
Sent: Wednesday, September 26, 2018 11:08 AM
To: Bond, Steven <sbond@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Perkins, Lola <lperkins@hampton.gov>
Cc: DeProfio, Brian <bdeprofio@hampton.gov>; Snowden, Sara <sara.snowden@hampton.gov>; Pointer, Gwen <gwen.pointer@hampton.gov>; Holup, Mary <mary.holup@hampton.gov>
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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.

Thanks,

Hui-Shan Walker, CEM
EM Coordinator
City of Hampton, VA
757-727-1208
hui-shan.walker@hampton.gov

Walker, Hui-Shan

From: Perkins, Lola
Sent: Monday, October 29, 2018 8:38 PM
To: Walker, Hui-Shan; Sanders, Joe; DeProfio, Brian; Green, Lori; Green, Jacky; Kmetz, Veronica; Daughtrey, Karl
Cc: Bond, Steven
Subject: RE: 2018 Local Emergency Management Performance Grant Sign-off Request for Award

Good evening, Hui-Shan:

I have reviewed and approve. Following Council approval, I will need the package to stamp and sign as "approved to form and legal sufficiency" before it goes to Mary for her signature. If you prefer, I can print out the page requiring signature and stamp/sign now. Please let me know.

Thanks,
Lola

HAMPTON VA

Lola Rodriguez Perkins
Senior Deputy City Attorney
City of Hampton
22 Lincoln Street
Hampton, VA 23669
P: (757) 727-6127
F: (757) 727-6788

CONFIDENTIALITY NOTICE: This email message, including any attachments, is for the sole use of the intended recipient(s) and may contain information that is legally privileged, confidential and/or otherwise legally exempt from disclosure. If you are not an intended recipient, you are not authorized to read, print, use, copy, disclose or disseminate this message or any part of the information contained in this message. If you have received this communication in error, please notify the sender immediately by email and destroy all copies of this message and any attachments. Unintended transmission shall not constitute waiver of the attorney-client or any other privilege.

From: Walker, Hui-Shan
Sent: Monday, October 29, 2018 11:17 AM
To: Perkins, Lola; Sanders, Joe; DeProfio, Brian; Green, Lori; Green, Jacky; Kmetz, Veronica; Daughtrey, Karl
Cc: Bond, Steven
Subject: RE: 2018 Local Emergency Management Performance Grant Sign-off Request for Award
Importance: High

Good morning,
Please review and sign-off on the 2018 Local Emergency Management Performance Grant on the grant routing form. I will concurrently, be entering this into Granicus for your approval also in order to meet the Nov. 2nd deadline for Council agenda items.

If you have any questions please don't hesitate to ask.

Thanks,

Hui-Shan Walker, CEM
EM Coordinator
City of Hampton, VA
757-727-1208
hui-shan.walker@hampton.gov


Walker, Hui-Shan

From: Kmetz, Veronica
Sent: Monday, October 29, 2018 12:43 PM
To: Walker, Hui-Shan; Perkins, Lola; Sanders, Joe; DeProfio, Brian; Green, Lori; Green, Jacky; Daughtrey, Karl
Cc: Bond, Steven
Subject: RE: 2018 Local Emergency Management Performance Grant Sign-off Request for Award

Hui-Shan,

Finance signs off on this.

Thanks!

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


From: Walker, Hui-Shan
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Thanks,

Hui-Shan Walker, CEM
EM Coordinator
City of Hampton, VA
757-727-1208
hui-shan.walker@hampton.gov

Walker, Hui-Shan

From: Sanders, Joe
Sent: Monday, October 29, 2018 9:04 PM
To: Walker, Hui-Shan
Subject: Re: 2018 Local Emergency Management Performance Grant Sign-off Request for Award

Risk mgmt says it is ok.

Sent from my Verizon, Samsung Galaxy Tablet

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

From: "Walker, Hui-Shan" <hui-shan.walker@hampton.gov>
Date: 10/29/18 11:17 AM (GMT-05:00)
To: "Perkins, Lola" <lperkins@hampton.gov>, "Sanders, Joe" <jsanders@hampton.gov>, "DeProfio, Brian" <bdeprofio@hampton.gov>, "Green, Lori" <lgreen@hampton.gov>, "Green, Jacky" <jgreen@hampton.gov>, "Kmetz, Veronica" <veronica.kmetz@hampton.gov>, "Daughtrey, Karl" <kdaughtrey@hampton.gov>
Cc: "Bond, Steven" <sbond@hampton.gov>
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Hui-Shan Walker, CEM
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