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COMMONWEALTH of VIRGINIA

Department of Emergency Management

10501 Trade Court
North Chesterfield, Virginia 23236-3713
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October 13, 2017

Ms. Mary Bunting
City Manager
Hampton City
22 Lincoln Street
Hampton, VA 23669

RE: FY 2017 Hampton Roads Urban Area Security Initiative (HRUASI)

Dear Ms. Bunting:

The Virginia Department of Emergency Management (VDEM) is pleased to announce the allocation of a **2017 Hampton Roads Urban Area Security Initiative (HRUASI) CFDA 97.067** 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, 2017 (Public Law 115-31)*. Your locality has been allocated funding for:

Project Title: Peninsula Towed Side Scan Sonar Project

Federal Grant Allocation: \$49,000.00

Subrecipient's Required Cost Share/Match Amount: N/A

Total Grant Award: \$49,000.00

Obligation Period: September 01, 2017 to March 31, 2019

***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 Electronic Grants Management System (eGMS).^{*} You must initiate these steps, described under *Accessing Your Allocation*, **within 30 days from the date of this notification.**

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"A Ready Virginia is a Resilient Virginia."*

Program Purpose

The purpose of the Urban Area Security Initiative program is to make grants to states to assist state and local governments in support of the implementation of Urban Area Security Strategies to address the identified planning, organization, equipment, training, and exercise needs to prevent, protect against, mitigate, respond to, and recover from acts of terrorism and other catastrophic events.

The FY 2017 Homeland Security Grant Program (HSGP) supports state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. References to these priorities can be found throughout this document. The FY 2017 HSGP provides funding to implement investments that enhance terrorism preparedness and serve to build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal (the Goal) of a secure and resilient Nation. The allowable costs under FY 2017 HSGP support the core capabilities across the five mission areas of Prevention, Protection, Mitigation, Response, and Recovery.

Important Award Terms and Conditions

Subrecipients must comply with the following federal requirements:

- FY 2017 Homeland Security Grant Program (HSGP) Notice of Funding Opportunity Homeland Security Grant Program (HSGP) NOFO
- Department of Homeland Security Standard Terms and Conditions for 2017 DHS Standard Terms and Conditions
- 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards 2 CFR Part 200 Uniform Administrative Requirements

Management and administration (M&A)

Sub-recipients may retain and use up to 5% of the award for costs directly relating to the management and administration of HSGP funds, such as financial management and monitoring.

Indirect (Facilities & Administrative [F&A]) Costs

Indirect costs are allowable under this program as described in 2 C.F.R. § 200.414. With the exception of recipients who have never received a negotiated indirect cost rate as described in 2 C.F.R. § 200.414(f), recipients must have an approved indirect cost rate agreement with their cognizant federal agency to charge indirect costs to this award.

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Accessing Your Allocation

To access your allocation, you must complete the following steps **within 30 days from the date of this notification:**

Step 1: Complete these documents and submit electronically as one package to your Grants Administrator:

- Point of Contact (POC) Form
- FEMA Environmental and Historic Preservation (EHP) Screening Form
 - All projects must comply with EHP requirements. Subrecipients must not obligate and/or expend any (federal and/or non-federal matching) funds on any project having the potential to impact environments planning and historical preservation resources without the prior approval of FEMA. For more information, please visit <http://www.vaemergency.gov/em-community/grants/> or contact your Grants Administrator.
- Assurances- Non-construction Form
- FEMA 20-16C Form
- SF-LLL – Certification Regarding Lobbying Form

Step 2: Log in to the VDEM Electronic Grants Management System (eGMS) at <https://www.ttegms.com/virginia/login.cfm> to complete and submit a budget application for your allocation. If you do not have access to eGMS, please contact your Grants Administrator. [Click on Grant Management, Budget Application, from the drop-down menu. Click the link named FY 2017 State Homeland Security Program (SHSP) to complete your budget application.]

Following review and approval of the budget by the Grants Administrator, notification will be sent through an eGMS automated email message to the subrecipient point of contact entered in the budget application.

Reporting

Sub-recipients are obligated to submit quarterly progress reports as a condition of their award. The report, which can be found at <http://www.vaemergency.gov/em-community/grants/all-grant-forms> must report on progress towards implementing plans described in the funding proposal and the approved budget. Reports must be submitted to your Grants Administrator by email within **15 days** following the end of the quarter.

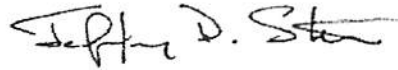
Within 30 days after the end of the period of performance, sub-recipients must submit a final progress report detailing all accomplishments throughout the period of performance. After the report has been reviewed and approved by the Grants Office, a close-out notice will be issued which will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the record retention requirements for grant records. The sub-recipient must return any funds that have been drawn down, but remain unliquidated in its financial records.

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Page 4
October 13, 2017

Please initiate the steps described under *Accessing Your Allocation* within 30 days from the date of this notification. If you have any questions regarding this award, please contact Richard Hazel in the Grants Office at (804) 897-9786 or richard.hazel@vdem.virginia.gov.

Sincerely,

A handwritten signature in black ink that reads "Jeffrey D. Stern". The signature is written in a cursive style with a large initial "J".

Jeffrey D. Stern, Ph.D.

JDS/rch

cc: Mr. Joseph Brown, Fire Captain, City of Hampton-Division of Fire Rescue
Mr. Jack King, Director of Regional Support, East Division
Mr. Bruce Sterling, Chief Regional Coordinator, Region 5