

Commonwealth of Virginia Subaward Application Points of Contact



Virginia Department of Emergency Management
 Grants Management Office
 9711 Farrar Court - Suite 200 Tel: 804-267-7600
 Richmond, VA 23236-3713 Fax: 804-272-2046

Grant Year: FY 2023 **Federal Program and CFDA #: 97.042**

Sub-Grantee	Organization Type (Check Applicable Box)
Subgrantee (Jurisdiction Legal Name):	State Agency <input type="checkbox"/> City/County <input checked="" type="checkbox"/> College <input type="checkbox"/> Airport <input type="checkbox"/> Authority <input type="checkbox"/> Planning District <input type="checkbox"/> Other: (Please specify) <input type="checkbox"/>
City of Hampton	
Sub-recipient (Agency Name):	
Legal Address:	
22 Lincoln Street	
Hampton, VA 23669	
EIN #:	54-6001336
DUNS #:	66019902
Project Title:	FY 2023 Local Emergency Management Performance Grant
Total Dollar Amount Requested:	\$ 141,480.00

Please Provide all Signatures (as applicable)

By signing this application, I certify (1) to the statements contained in the list of certifications; (2) that the statements herein are true, complete and accurate to the best of my knowledge; and (3) that if awarded I will not undergo any obligations until I have received approval or clearance for any Environmental Historical Preservation (EHP) requirements. (4) that the below representatives are authorized to submit grant management requirements both paper and electronic to VDEM and VDEM's grant management system. I also provide the required assurances and agree to comply with any resulting terms if I obtain an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

*City Manager, County Administrator, State Agency Head, Executive Director or their authorized designee.

Contact Details:	Chief Administrative Officer *
Name:	Mary B. Bunting
Title:	City Manager
Email:	mbunting@hampton.gov
Telephone:	757-727-6392
Address:	22 Lincoln Street Hampton, VA 23669
* Chief Administrative Officer [signature]	 12/13/23 Date

ENTER PRIMARY & SECONDARY CONTACT INFORMATION ON THE FOLLOWING PAGES

OFFICE OF THE CITY ATTORNEY
 Approved as to form and legal sufficiency
 Date: 12/12/2023

 City Attorney

Commonwealth of Virginia Subaward Application Points of Contact



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 Richmond, VA 23236-3713 Fax: 804-272-2046

ENTER PRIMARY CONTACT INFORMATION FOR YOUR SUBAWARD

PROGRAM/PROJECT MANAGER	
PRIMARY CONTACT	
Name:	Gwen Pointer
Title:	Deputy Coordinator of Emergency Management
E-mail:	gwen.pointer@hampton.gov
Telephone:	757-570-9795
Address:	1300 Thomas Street, Rm. 97
	Hampton, VA 23669
FINANCE OFFICER	
PRIMARY CONTACT	
Name:	Karl Daughtrey
Title:	Finance Director
Organization:	City of Hampton, VA
E-mail:	kdaughtrey@hampton.gov
Telephone:	757-727-6320
Fax:	757-727-6872
Address:	22 Lincoln Street
	Hampton, VA 23669

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 Grants Management Office
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 Richmond, VA 23236-3713 Fax: 804-272-2046

ENTER SECONDARY CONTACT INFORMATION FOR YOUR SUBAWARD

	PROGRAM/PROJECT MANAGER
	SECONDARY CONTACT
Name:	Sara Snowden
Title:	EM Deputy Coordinator
E-mail:	sara.snowden@hampton.gov
Telephone:	757-755-0434
Address:	1300 Thomas Street, Rm. 97
	Hampton, VA 23669
	FINANCE OFFICER
	SECONDARY CONTACT
Name:	Veronica Kmetz
Title:	Senior Accountant
Organization:	City of Hampton, VA
E-mail:	veronica.kmetz@hampton.gov
Telephone:	757-727-6331
Fax:	757-727-6872
Address:	22 Lincoln Street
	Hampton, VA 23669

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 1.7 hours per response. The burden estimate includes the time for reviewing instructions and searching existing data sources, gathering and maintaining the data needed and completing, and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (1660-0001). **NOTE: Do not send your completed form to this address.**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying" and 28 CFR Part 17, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Federal Emergency Management Agency (FEMA) determines to award the transaction, grant, or cooperative agreement.

1. LOBBYING

As required by section 1352, Title 31 of the U.S. Code, and implemented at 44 CFR Part 18, for persons entering into a grant or cooperating agreement over \$ 100,000, as defined at 44 CFR Part 18, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.

(b) If any other funds than Federal appropriated funds have been paid or will be paid to any other person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or an employee of Congress, or employee of a member of Congress in connection with this Federal Grant or cooperative agreement, the undersigned shall complete and submit Stand Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

Standard Form-LLL "Disclosure of Lobbying Activities" attached
(This form must be attached to certification if nonappropriated funds are to be used to influence activities.)

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 44 CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A.

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of a or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause of default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**3. DRUG-FREE WORKPLACE
(GRANTEE OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 44 CFR Part 17, Subpart F, for grantees, as defined at 44 CFR Part 17.615 and 17.620-

A. The applicant certifies that it will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug free awareness program to inform employees about-

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant to be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-

(1) Abide by the term of the statement; and

(2) Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring ion the workplace no later than five calendar days after such convictions;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position, title, to the applicable FEMA awarding office, i.e., regional office or FEMA office.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is convicted-

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation act of 1973, as amended; or

(2) Requiring such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, City, County, State, Zip code)

1300 Thomas St. Rm. 97

Hampton, VA 23669

Check If there are workplaces on file that are not identified here.

Sections 17.630 of the regulations provide that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for FEMA funding. States and State agencies may elect to use a state wide certification.

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the modification of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of the certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. The certification is a material representation of the fact on which reliance was placed when this transaction was made or entered into. Submission of the certification is a prerequisite for making or entering into the transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned state, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instruction. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

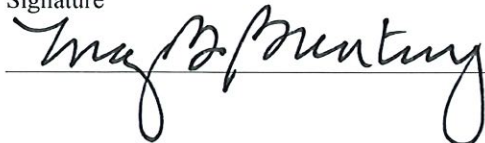
Applicant's Organization

City of Hampton

Printed name and title of authorized representation

Mary B. Bunting

Signature



Date

12/13/23

CITY OF HAMPTON
OFFICE OF THE CITY ATTORNEY

Approved as to form and legal sufficiency

Date: 12/12/2023


Dy. City Attorney

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.


PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.


As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE City Manager
APPLICANT ORGANIZATION City of Hampton	DATE SUBMITTED 12/13/23

Standard Form 424B (Rev. 7-97) Back

CITY OF HAMPTON
OFFICE OF THE CITY ATTORNEY
Approved as to form and legal sufficiency
Date: 12/12/2023

City Attorney

Grant Application - FY2023 Local Emergency Management Performance

Grant

Draft



Grant Application Summary

The Grant Application defines all project details including Scope-of-Work, all costs, worksheets, and other required data and documents.

Title: FY2023 Local Emergency Management Performance Grant

Total Project Cost: \$141,480.00

Eligible Amount: \$0.00

Funding Sources: Federal - \$70,740.00
State - \$0.00
Local - \$70,740.00
[Edit](#)

FEMA Obligation Data: Federal Number - < no value >

Grant

2023 Emergency Management Performance Grant

Emergency Management Performance Grant

Start Date: October 1, 2023

End Date: September 30, 2025

CFDA Number: 97.042

Applicant

Hampton, City of

Name (Legal): City of Hampton Location

Jurisdiction: Independent City of Hampton Independent City of Hampton Location (Region 5 - Tidewater Region)

UEI: C2M9Z8KTQW68

FIPS: 650-35000-00

State#: 2152

FEIN #: 54-6001336

Vendor # (Applicant): 0000046247

DUNS #: 066019902 Type: City

Physical/Mailing: 22 Lincoln Street
Hampton, VA, 23669-3522

Workflow Summary

Current Step: 1) Applicant Submission
Description: Applicant completed and then submits Application to VDEM

Draft

Recipients: Applicant - Full Access

Introduction

Summary Information

Grant: 2023 Emergency Management Performance Grant

Project Type: EMPG Local

Please indicate whether your Agency intends to participate in this grant award, or whether your Agency will opt-out of participating:

Opt-In

Title: FY2023 Local Emergency Management Performance Grant

Used to help identify the project. Ex: "FY2023 - EMPG - Hampton, City of".

This application contains Work Activity and Costs in the following areas:

Planning
Training
Equipment

Hold Ctrl key to select multiple areas.

Project Description: This project will support planning, training and equipment procurement efforts of the Office of Emergency Management, and partnering city departments, to improve the security and resilience of the City of Hampton. The project is designed to improve equitable disbursement of emergency preparedness education and supplies; to focus outreach, education and training efforts to safeguard against climate resilience, to promote and sustain a well trained and developed staff, to ensure operational readiness of the city's Emergency Operations Center, and to sustain and enhance city capabilities in the areas of prevention, protection, mitigation, response and recovery.

Provide a brief, but detailed, description of the Project.

Primary Contact: Gwen Pointer - Deputy Coordinator

Edit

Email Address: gwen.pointer@hampton.gov

Phone: 757-570-9795

Alternate Contact:

Sara Snowden - Deputy Coordinator

[Edit](#)

Organization: City of Hampton

Email Address: sara.snowden@hampton.gov

Phone: 757-727-1208

Chief Administrative Officer:

MARY BUNTING - CITY MANAGER

[Edit](#)

Email Address: MBUNTING@HAMPTON.GOV

Phone: 757-727-6392

Finance Officer:

Karl Daughtrey - Director of Finance

[Edit](#)

Email Address: kdaughtrey@hampton.gov

Phone: 757-727-6230

Requested Applicant Updates

Fill out the below fields only if the current values are incorrect or missing. - ([View Applicant](#))

State Tax Number:

30-546001336F-001

Current State Tax Number value:

Federal Tax Number:

54-6001336

Current Federal Tax Number value:

FEIN:

54-6001336

Current Federal Employer Identification Number value: 54-6001336

Unique Entity Identifier (UEI):

H43KALPESBP1

Current UEI value: C2M9Z8KTQW68

Grant Application Worksheets

4 results

#	Grant Application Worksheet Title	Amount	Grant Application Worksheet Type	Status
1...	In-Kind Match - Emergency Management Staff	\$70,740.00	EMPG Local	Included
1...	Community Preparedness & Resilience	\$45,740.00	EMPG Local	Included
1...	Staff Training and Education	\$5,000.00	EMPG Local	Included
1...	EOC Technology Enhancement	\$20,000.00	EMPG Local	Included

Costs

Fund Allocation

The EMPG program requires a 50/50 match, which means that in order to be awarded the full allocated amount, the total cost for this project must add up to an amount of \$141,480.00. Note also that the total M&A costs for this project cannot exceed \$3,537.00.

Federal Allocated Amount: \$70,740.00

Total Project Cost: \$141,480.00

Balance: \$0.00

Worksheet Cost Type Summary

Cost Type	Quantity Sum	Unit Cost Avg.	Total Cost Sum
Information Technology	10.00	\$2,000.00	\$20,000.00
LOCAL MATCH REQUIREMENT	1.00	\$70,740.00	\$70,740.00
Public Education/Outreach	1.00	\$5,000.00	\$5,000.00
Salary	1.00	\$5,000.00	\$5,000.00
Supplies	1.00	\$35,740.00	\$35,740.00
Training Course and Program Development, Delivery, or Evaluation	1.00	\$1,500.00	\$1,500.00
Training Workshops and Conferences	1.00	\$3,500.00	\$3,500.00

Cost Line Items

The table below displays the Total Cost across all Project Worksheets. To add or remove costs, please update the Cost Lines on the applicable Project Worksheet.

Classification	Description	EHP	Qty	Price	Total
	Grant Application Worksheet Total			\$141,480.00	
	Grant Application Total			\$0.00	
	Grand Total			\$141,480.00	

Scope

Scope Jurisdiction(s):

The project will serve the City of Hampton, an independent municipality located on the Peninsula, within the Hampton Roads Metropolitan Statistical Area. The city spans a roughly 136 square miles.

The City of Hampton supports a permanent resident population of 137,436, with a population density of approximately 2,665 per square mile. Critical factors impact the city's notably vulnerability to tropical storms, flooding, sea-level rise and wind events. The city's diverse population with a 52.7% majority of residents identifying as African American. the city's census tracts are documented by FEMA, VDEM and the CDC SVI to be both vulnerable to climate hazards, and also to be at high risk of social vulnerability.

The Hampton Office of Emergency Management is responsible for developing and managing the city's Emergency Operations Plan and support annexes; for managing Emergency Center operations, and for coordinating city department activities during large scale incidents. The Office also bears a large share of the responsibility for writing and managing grant proposals for conducting public outreach and education related to climate and other hazards and preparedness.

The Office of Emergency Management will manage this funding in partnership with the Department of Finance and all purchases will be overseen by the city's Consolidated Office.

Emergency Management will coordinate public outreach and education activities with the Office of Diversity, Equity and Inclusion to ensure that the elements of the proposed plan are designed to identify and eliminate systemic biases and promote equity. The DEI Office is instrumental in ensuring that community input is received and considered so that projects are endorsed by and meaningful to the communities served.

The Office of Emergency Management will coordinate with the city's Department of Information Technology to ensure purchase of appropriate equipment for the Emergency Operations Center and with the Department of Social Services and other city departments to plan and execute training.

Identify specific jurisdiction(s) within the geographical scope area, the impact to the jurisdiction(s), and how the interaction occurs

Scope Tasks

Identify a minimum of three and up to a maximum of five project scope tasks with a description for each scope detailing goals and resources needed.

Scope Task Description	Goals	Deliverables	Resources Needed
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Scope Task Description	Goals	Deliverables	Resources Needed
Improve Equity in Community Emergency Preparedness and Resilience	<p>Conduct outreach events to provide direct access to public education and recommended protective actions. Provide preparedness and resilience supplies, to citizens, in documented areas of high social vulnerability (it is not effective to repeatedly tell citizens to build a kit when they cannot afford to do so). Develop displays to advertise events in neighborhood facilities (community centers, libraries and private partner facilities) to advertise events and increase attendance.</p>	<p>Community outreach events conducted. Emergency preparedness/resilience kits and supplies distributed.</p>	<p>Staff time to plan and conduct events. Supplies/Educational Materials Facility/Area for events. Display materials.</p>
Information Technology Equipment for Emergency Operations Center	<p>Purchase small cache of laptops to maintain operational readiness given the large number of aging/out-of-date computers. Be prepared to purchase an AV display monitor should one of the out-of-date units fail during the period of performance.</p>	Laptop computers.	<p>Staff time to coordinate and procure.</p>
Staff Training and Education	<p>Provide training to city staff/agencies on FAC coordination and management. Facilitate attendance at emergency management courses/conferences. Support EM staff sustainment of</p>	<p>FAC training event conducted. Training course/conference attendance documented. Copies of professional certification/license renewal</p>	<p>Hire/contract training instructor(s). Training facility. Coordinate registration, travel, lodging.</p>

Scope Task Description

Goals

Deliverables

Resources Needed

professional licenses and certifications.

Add Scope Task

Timeline

Project Milestones

In this section, please describe what will happen from start to completion of this grant. Provide a description and the estimated start and completion dates of each milestone.

For salaries covered under this grant, please answer the following questions when creating milestones:

- What activities or planning events will the EM or EM staff facilitate or participate in?
- Where will these occur?
- Are these events necessary? What are the objectives of the events or activities?
- Please provide timelines/dates of when these activities or events will place.

Task Description	Start Day	End Day
Conduct in-kind match activities to plan, coordinate and manage the City of Hampton EM program.	Jul 1, 2023	Dec 31, 2023
Perform activities to accept funding and establish financial accounts	Jan 1, 2024	Jan 31, 2024
Plan and purchase supplies and materials for community preparedness/resilience	Jan 1, 2024	Feb 29, 2024
Conduct community preparedness/resilience public education events & distribute supplies	Mar 1, 2024	May 31, 2024
Identify facility to serve as community resilience hub and secure storage location, store supplies	Mar 1, 2024	May 31, 2024
Purchase laptops for EOC	Mar 1, 2024	May 31, 2024
Conduct FAC staff training	Mar 1, 2024	May 31, 2024
Attend EM training/conferences, renew licenses and certifications	Jul 1, 2023	May 31, 2024

Documentation

Please download, complete and upload the below list of required documentation:

Document Name:

Actions:

POC Form

Acceptance Package Checklist

FEMA EHP Screening Form Instructions

FEMA EHP Screening Form

Certification Regarding Lobbying

Grant Assurances

FEMA Form 20-16C

Certifications

Certification 1: Applicant understands that no project can be started (federal and/or matching funds) until an EHP review and approval is received from VDEM. Any project having the potential to impact Environmental or Historical Preservation (EHP) resources without the prior approval of FEMA, including but not limited to communications towers, physical security enhancements, new construction, and modifications to buildings, structures and objects that are 50 years old or greater. Applicant must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. Any activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will not be eligible for FEMA funding.
Certified by Gwen Pointer on Dec 13, 2023 12:00 am

Certification 2: In accordance with HSPD-5, the adoption of the National Incident Management System (NIMS) is a requirement to receive Federal preparedness assistance through grants, contracts, and other activities. By submitting this project, you, and all participating entities, are certifying that your locality/state agency is NIMS compliant.
Certified by Gwen Pointer on Dec 13, 2023 12:00 am

Certification 3: Submission of this project proposal does not guarantee funding, in whole or part, for the project outlined above.
Certified by Gwen Pointer on Dec 13, 2023 12:00 am

Certification 4: Any projects allocated funds will be required to complete a grant application, check all purchases against the Allowable Equipment Lists, and follow the Administrative Guidelines.
Certified by Gwen Pointer on Dec 13, 2023 12:00 am

Certification 5: I have read and comply with federal grant guidance for this program which included the federal grant code regulations (2 CFR-200) - Uniform Guide.
Certified by Gwen Pointer on Dec 13, 2023 12:00 am

Certification 6: I understand all requests (if awarded) to purchase Small Unmanned Aircraft System (SUAS) with FEMA grant funding must also include a description of the policies and procedures in place to safeguard individuals' privacy, civil rights, and civil liberties of the jurisdiction that will purchase, take title to, or otherwise use the SUAS equipment and must be approved by FEMA in advance of purchase.

Certification 7: I have followed all administrative processes within my entity to submit this request for funding.
Certified by Gwen Pointer on Dec 13, 2023 12:00 am

Grant Application Worksheet

Project Information

Title:

Used to help identify the worksheet/location. Ex: "Old City Hall Building".

Category:

Local Gap(s):

This field is not required; however, you can refer to the THIRA/SPR for further information.

Regional Gap(s):

This field is not required; however, you can refer to the THIRA/SPR for further information.

State Gap(s):

This field is not required; however, you can refer to the THIRA/SPR for further information.

Project Description:

All hazards planning as approximately 55% of the salary of the Emergency Management Coordinator, and as the local match requirement, will facilitate ongoing work to develop and maintain a comprehensive disaster and emergency management program for the City of Hampton, including disaster mitigation, preparedness, planning, training, education, response, and recovery as well as coordination with other city departments, city management, elected officials, regional entities, state agencies, and private sector partners.

Examples of the work associated with this project includes: manage the full-time and part-time staff dedicated to the Office of Emergency Management; ensure Emergency Operations Center readiness and manage EOC activations; coordinate annual review and incremental updates of local and regional plans to include the City of Hampton Emergency Operations Plan and Annexes, the Hampton Roads Regional Hazard Mitigation Plan; and coordinate project management for multiple Hazard Mitigation Assistance grant awards to elevate flood prone residences and install generators at critical infrastructure sites and disaster shelters; oversee public education and outreach initiatives and programs; evaluate existing plans and programs for equity and inclusion and to apply results and lessons learned from exercises, self-assessments, and after action reports to improve the city's resilience and emergency response capabilities. This project also supports attendance at local, regional and state meetings and conferences in support of emergency management functions as well as maintenance of professional qualifications and certifications.

During the period of performance, a significant portion of the work performed will address gaps identified in the city's LCAR, the Hampton Roads THIRA/SPR, and the Virginia Department of Emergency Management THIRA/SPR, with emphasis on evaluating all programs and activities for equity, consideration of climate change and contribution to community preparedness and resilience.

Please provide a summary of your project. How will this project address the gaps identified?

Mission Area:

Mitigation

Core Capability:

Planning

Does this project contribute to law enforcement terrorism prevention-oriented planning, organization, training, exercise, or equipment activities?

No

Does this project contribute to development and operation of fusion centers?

No

Project Impact

Measuring Project Impact: List 2-5 specific performance outcomes/outputs that can be used to measure the success of the project. At least one outcome and one output is required per project.

Outcome: The long term effect the purchase would have. (The purchase of (equipment) will allow (put the benefit)).

Outcome example: The purchase of these laptops will allow us to continue training and reach a broader audience resulting in more trained professionals.

Outcome

The long term effect of the Emergency Management Coordinator will facilitate improved and updated preparedness, response and recovery plans.

The Emergency Management Coordinator will provide the long term benefit of effective leadership in daily operations as well as during EOC activations.

Output: The amount of something purchased for the project, the number of documents created as a result of the cost, etc. (Purchasing X amount of equipment for (put the reason)).

Output example: The locality will be purchasing 2 laptops to conduct training.

Note: If your project is for salary only, please add a sentence or two about how the EM will aid the locality using the grant funds.

Output

The work of the Emergency Management Coordinator will ensure that EM projects and awarded grants are completed on time, within budget, and in accordance with programmatic requirements.

Costs

Cost Line Items

Select One

In this section, provide the details of all costs of the project. As this information is used for the Benefit-Cost Analysis, reasonable cost estimates are essential. As project administrative costs are calculated on a sliding scale, do not include this in the budget. List all items and costs in line item fashion.

- For Labor, include equipment costs -- please indicate all "soft" or in-kind matches.
- For Fees Paid, include any other costs associated with the project.
- Do not include indirect costs in project management costs.

Classification	Description	EHP	Qty	Unit	Price	Total
Area Planning	In-kind match; portion of the salary of the local, full-time, fully dedicated Emergency Management Coordinator	No	1	Bundle	\$ 70,740.00	\$70,740.00
Type LOCAL MATCH REQUIREMENT						
Grand Total					\$70,740.00	

Grant Application Worksheet

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Regional Gap(s):

This field is not required; however, you can refer to the THIRA/SPR for further information.

State Gap(s):

This field is not required; however, you can refer to the THIRA/SPR for further information.

Project Description:

Please provide a summary of your project. How will this project address the gaps identified?

Mission Area:

Core Capability:

Does this project contribute to law enforcement terrorism prevention-oriented planning, organization, training, exercise, or equipment activities?

Does this project contribute to development and operation of fusion centers?

Project Impact

Measuring Project Impact: List 2-5 specific performance outcomes/outputs that can be used to measure the success of the project. At least one outcome and one output is required per project.

Outcome: The long term effect the purchase would have. (The purchase of (equipment) will allow (put the benefit)).

Outcome example: The purchase of these laptops will allow us to continue training and reach a broader audience resulting in more trained professionals.

Outcome

The long term effect of this project will be to increase the number of households in Hampton that have an alerting device that is not commercial power dependent.

This project will have the lasting impact of having preparedness and recovery supplies located within the most vulnerable communities, as a first step toward building community resilience hubs.

The project will deliver disaster preparedness education and training directly to those communities at greatest risk, and most socially vulnerable, as defined by FEMA, the Virginia Deloitte Study, and the CDC SVI.

Output: The amount of something purchased for the project, the number of documents created as a result of the cost, etc. (Purchasing X amount of equipment for (put the reason)).

Output example: The locality will be purchasing 2 laptops to conduct training.

Note: If your project is for salary only, please add a sentence or two about how the EM will aid the locality using the grant funds.

Output

The City will purchase cell phone charging stations, universal charging cables and related supplies to outfit facilities, that have existing emergency power back-up, to provide citizens a place to charge cell phones during power outages from any hazard. Quantity will be dependent on pricing.

The City will purchase battery operated and/or crank radios to provide citizens a means of receiving disaster related information during power outages. The quantity will be dependent on pricing at the time of purchase.

The City will purchase preparedness supplies such as battery operated lanterns, manual can openers, document protectors, etc., that will be distributed to residents as part of outreach educational events and hands on preparedness workshops. Exact quantity to be determined.

The City will purchase and/or design and print preparedness and recovery brochures, posters, flyers and displays. Quantity to be determined based on pricing at the time of purchase and in consideration of other project needs.

Costs

Cost Line Items

Select One

In this section, provide the details of all costs of the project. As this information is used for the Benefit-Cost Analysis, reasonable cost estimates are essential. As project administrative costs are calculated on a sliding scale, do not include this in the budget. List all items and costs in line item fashion.

- For Labor, include equipment costs -- please indicate all "soft" or in-kind matches.
- For Fees Paid, include any other costs associated with the project.
- Do not include indirect costs in project management costs.

Classification	Description	EHP	Qty	Unit	Price	Total
Area Planning	Emergency Management part-time staff support of the project	No	1	Job	\$ 5,000.00	\$5,000.00
Type Salary						
Area Planning	Displays and printed preparedness and recovery materials	No	1	Bundle	\$ 5,000.00	\$5,000.00
Type Public Education/Outreach						
Area Training	Battery and/or solar alerting and communications supplies and resilience items (e.g., phone chargers, radios, lanterns, etc) and means to secure.	No	1	Bundle	\$ 35,740.00	\$35,740.00
Type Supplies						
Grand Total					\$45,740.00	

Grant Application Worksheet

Project Information

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Regional Gap(s):

This field is not required; however, you can refer to the THIRA/SPR for further information.

State Gap(s):

This field is not required; however, you can refer to the THIRA/SPR for further information.

Project Description:

Please provide a summary of your project. How will this project address the gaps identified?

Mission Area:

Core Capability:

Does this project contribute to law enforcement terrorism prevention-oriented planning, organization, training, exercise, or equipment activities?

Does this project contribute to development and operation of fusion centers?

Project Impact

Measuring Project Impact: List 2-5 specific performance outcomes/outputs that can be used to measure the success of the project. At least one outcome and one output is required per project.

Outcome: The long term effect the purchase would have. (The purchase of (equipment) will allow (put the benefit)).

Outcome example: The purchase of these laptops will allow us to continue training and reach a broader audience resulting in more trained professionals.

Outcome

The project will allow the city to provide staff development training to complement its grant awards to develop a regional FAC plan and purchase a regional supply cache. This project will provide the city the ability to train staff on the plan and its implementation.

The project will produce long term benefit by facilitating training that supports core capabilities such as mass care sheltering, damage assessment and volunteer/donation management.

The project will allow EM staff to maintain professional certifications and to afford the ability to attend professional training conferences.

Output: The amount of something purchased for the project, the number of documents created as a result of the cost, etc. (Purchasing X amount of equipment for (put the reason)).

Output example: The locality will be purchasing 2 laptops to conduct training.

Note: If your project is for salary only, please add a sentence or two about how the EM will aid the locality using the grant funds.

Output

The city will conduct a training course/class to enhance staff knowledge and abilities in Family Assistance Center management. The training will be utilized to identify gaps and plan for future training needs.

The city will fund attendance at training conferences (number and exact conferences dependent upon scheduling, staffing levels and other factors) and will fund attainment and/or renewal of professional certifications.

Costs

Cost Line Items

Select One

In this section, provide the details of all costs of the project. As this information is used for the Benefit-Cost Analysis, reasonable cost estimates are essential. As project administrative costs are calculated on a sliding scale, do not include this in the budget. List all items and costs in line item fashion.

- For Labor, include equipment costs -- please indicate all "soft" or in-kind matches.
- For Fees Paid, include any other costs associated with the project.
- Do not include indirect costs in project management costs.

Classification	Description	EHP	Qty	Unit	Price	Total
Area						
Training						
Type						
Training Course and Program Development, Delivery, or Evaluation	FAC operations training for staff	No	1	Class	\$ 1,500.00	\$1,500.00
Area						
Training						
Type						
Training Workshops and Conferences	Staff attendance at emergency management training conferences	No	1	Bundle	\$ 3,500.00	\$3,500.00
Grand Total					\$5,000.00	

Grant Application Worksheet

Project Information

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Category:

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Regional Gap(s):

This field is not required; however, you can refer to the THIRA/SPR for further information.

State Gap(s):

This field is not required; however, you can refer to the THIRA/SPR for further information.

Project Description:

Please provide a summary of your project. How will this project address the gaps identified?

Mission Area:

Core Capability:

Does this project contribute to law enforcement terrorism prevention-oriented planning, organization, training, exercise, or equipment activities?

Does this project contribute to development and operation of mission centers?

No

Project Impact

Measuring Project Impact: List 2-5 specific performance outcomes/outputs that can be used to measure the success of the project. At least one outcome and one output is required per project.

Outcome: The long term effect the purchase would have. (The purchase of (equipment) will allow (put the benefit)).

Outcome example: The purchase of these laptops will allow us to continue training and reach a broader audience resulting in more trained professionals.

Outcome

The long term impact of the project is to ensure operational readiness of the Emergency Operations Center.

Purchase of the additional technology equipment will ensure that city departments and other agencies can coordinate response to critical incidents.

Output: The amount of something purchased for the project, the number of documents created as a result of the cost, etc. (Purchasing X amount of equipment for (put the reason)).

Output example: The locality will be purchasing 2 laptops to conduct training.

Note: If your project is for salary only, please add a sentence or two about how the EM will aid the locality using the grant funds.

Output

The city will purchase approximately 10 laptop computers to keep the EOC operationally ready and provide a reasonable level of redundancy for out-of-date units. An AV monitor may substitute for approximately two laptops should one fail during the performance period.

Costs

Cost Line Items

Select One

In this section, provide the details of all costs of the project. As this information is used for the Benefit-Cost Analysis, reasonable cost estimates are essential. As project administrative costs are calculated on a sliding scale, do not include this in the budget. List all items and costs in line item fashion.

- For Labor, include equipment costs -- please indicate all "soft" or in-kind matches.
- For Fees Paid, include any other costs associated with the project.
- Do not include indirect costs in project management costs.

Classification	Description	EHP	Qty	Unit	Price	Total
Area						
Equipment						
Type						
Information Technology	Laptop computers, connected AV Monitor	No	10		\$ 2,000.00	\$20,000.00
AEL Code						
04HW-01-INHW						
Grand Total					\$20,000.00	

