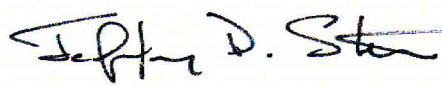




Virginia Department of Emergency Management

10501 Trade Court  
North Chesterfield, VA 23236

SUBAWARD AGREEMENT

|  |  |
|--|--|
| <p>1. SUBRECIPIENT NAME AND ADDRESS:</p> <p>Hampton City<br/>22 Lincoln St.- 8th Floor<br/>Hampton, VA 23669</p>   | <p>4a. SUBAWARD ID NUMBER: <b>8093</b></p> <p>4b. Federal Award Identification Number: <b>EMW-2019-SS-00079-S01</b></p> <p>5. SUBAWARD DATE: October 21, 2019</p> <p>6. PROJECT PERIOD: October 01, 2019 to June 30, 2021<br/>BUDGET PERIOD: October 01, 2019 to June 30, 2021</p> <p>7. TOTAL AMOUNT OF THIS SUBAWARD: <b>\$42,000.00</b></p> |
| <p>2. SUBRECIPIENT DUNS Number:</p> <p>066019902</p> <p>SUBRECIPIENT EIN:</p> <p>54-6001336</p>  | <p>8. FEDERAL AMOUNT OF THIS SUBAWARD: <b>\$42,000.00</b></p> <p>9. SUBRECIPIENT NON-FEDERAL COST SHARE REQUIREMENT: <b>Not Required</b></p> <p>10. INDIRECT COST RATE (If applicable):</p>  |
| <p>3. SUBAWARD NAME: Virginia Department of Emergency Management<br/><b>2019 State Homeland Security Program Grant (SHSP)</b></p> <p>PASS-THROUGH ENTITY: 97.067 – Homeland Security Grant Program (HSGP)<br/>U.S. Department of Homeland Security (DHS)<br/>Federal Emergency Management Agency (FEMA)</p> <p>CFDA:</p> |  |
| <p>11. STANDARD TERMS AND CONDITIONS &amp; SPECIAL CONDITIONS</p> <p>The above subaward is approved subject to the 2019 Department of Homeland Security (DHS) Standard Terms and Conditions and VDEM Special Conditions found here: <a href="#">DHS Terms and Conditions 2019</a></p>                                    |  |
| <p>12. APPROPRIATION AUTHORITY FOR GRANT</p> <p>The project is supported under the <i>Department of Homeland Security Appropriations Act, 2019 (Public Law No. 116-6)</i>.</p>   |  |
| <p>13. METHOD OF PAYMENT</p> <p>Commonwealth of Virginia Cardinal Accounting System</p>  |  |
| <p style="text-align: center;"><b>AGENCY APPROVAL</b> <span style="float: right;"><b>SUBRECIPIENT ACCEPTANCE</b></span></p>  |  |
| <p>14. TYPED NAME AND TITLE OF APPROVING VDEM OFFICIAL</p> <p>Jeffrey D. Stern Ph.D.<br/>State Coordinator</p>   | <p>16. NAME AND TITLE OF AUTHORIZED OFFICIAL</p> <p>Mary Bunting<br/>City Manager</p>  |
| <p>15. SIGNATURE OF APPROVING VDEM OFFICIAL</p>   | <p>17. SIGNATURE OF AUTHORIZED SUBRECIPIENT OFFICIAL</p> <p>18. DATE:</p>  |



Virginia Department of  
Emergency Management  
10501 Trade Court  
North Chesterfield, VA 23236

SUBAWARD AGREEMENT

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Subaward Name: **2019 State Homeland Security Program Grant (SHSP)**

Subaward Date: October 21, 2019

***SPECIAL CONDITIONS***

1. The Subrecipient shall comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at [2 CFR Part 200](#), and adopted by DHS at [2 CFR Part 3002](#) and the U.S. Department of Homeland Security Grant Program (HSGP) Notice of Funding Opportunity ([NOFO](#)).
2. The Subrecipient agrees to permit the pass-through entity and auditors to have access to its records and financial statements as necessary for the pass-through entity to meet the requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at [2 CFR Part 200](#).
3. The Subrecipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of FEMA.
4. The Subrecipient shall comply with the indirect costs provisions of [2 CFR § 200.414](#). With the exception of subrecipients who have never received a negotiated indirect cost rate as described in 2 C.F.R. § 200.414(f), subrecipients must have an approved indirect cost rate agreement with their cognizant federal agency to charge indirect costs to this subaward.
5. In the event VDEM determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, the Subrecipient will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate Subrecipient acceptance of the changes to the award.
6. Subrecipients proposing projects that have the potential to impact the environment, including but not limited to construction of communication towers, modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities, **must** participate in the FEMA Environmental Planning and Historic Preservation (EHP) review process. Subrecipients 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. If ground disturbing activities occur during project implementation, the Subrecipient must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, the Subrecipient will immediately cease construction in that area and notify FEMA and the State Historic Preservation Office. Any construction 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.
7. The Subrecipient agrees that federal funds under this award will be used to supplement, not supplant, state or local funds for emergency preparedness.



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10501 Trade Court  
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SUBAWARD AGREEMENT

Page 3 of 3

Subaward Name: **2019 State Homeland Security Program Grant (SHSP)**

Subaward Date: October 21, 2019

8. The Subrecipient agrees that all publications created with funding under this grant shall prominently contain the following statement: "This document was prepared under a grant from FEMA's Grant Programs Directorate, U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA's Grant Programs Directorate or the U.S. Department of Homeland Security."
9. The Subrecipient agrees that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the U.S. Department of Homeland Security."
10. The Subrecipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but limited to, the provision of any information required for the assessment or evaluation of any activities within this project.
11. The Subrecipient must submit a Quarterly Progress Report for every quarter of the period of performance, including partial calendar quarters, as well as for periods where no grant activity occurs. Reports are due within fifteen (15) days following the end of the quarter. A Final Progress Report is due thirty (30) days after the end date of the performance period. Failure to provide this information may result in VDEM withholding grant funds from further obligation and expenditure and prevent future awards to the Subrecipient.
12. National Incident Management System (NIMS) Implementation Compliance  

In accordance with HSPD-5, the adoption of the NIMS is a requirement to receive federal preparedness assistance through grants, contracts, and other activities. No federal funds will be released to the primary grantee and any other entity participating and benefiting in this project if this requirement has not been met. In the event of a Corrective Action Plan submitted, VDEM/SAA will determine if the Subrecipient has made sufficient progress to disburse funds.
13. All conferences and workshops using federal preparedness funds must pertain to the project being funded. The Subrecipient agrees to submit a Trip Report when using federal funds to attend a conference or workshop. The Trip Report template can be found at [www.vaemergency.gov](http://www.vaemergency.gov) under [Reporting Forms](#). These reports must be remitted with your request for reimbursement. Failure to do so will result in a delay of payment until received.
14. The Subrecipient agrees that under program guidelines, travel expenses are allowable for approved training, planning, administrative, and exercise activities following local, state, and federal guidelines. Prior to traveling for these activities outside of contiguous United States (OCONUS) as well as to Canada and Mexico, preapproval is required by the state and FEMA through the SAA office.

Please reference [2 CFR 200.403](#), in regard to reasonableness when considering requests for travel of this type. Where applicable, you should also reference the following regarding travel: the Western Hemisphere Travel Initiative ([http://www.dhs.gov/files/programs/gc\\_1200693579776.shtm](http://www.dhs.gov/files/programs/gc_1200693579776.shtm)).

## Walker, Hui-Shan

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**From:** Ligon, Kimberly <kimberly.ligon@vdem.virginia.gov>  
**Sent:** Monday, October 21, 2019 3:46 PM  
**To:** Bunting, Mary  
**Cc:** Walker, Hui-Shan; Bruce Sterling; Snowden, Sara; vdemgrants (VDEM) (vdemgrants@vdem.virginia.gov)  
**Subject:** [EXTERNAL] Acceptance Signature Required: Hampton City 2019 SHSP SubAward Agreement ID# 8093

The Virginia Department of Emergency Management Grants Office has approved the application for funding under the **2019 State Homeland Security Program Grant (SHSP) CFDA 97.067** for:

**Project Title:** FY19 SHSP CERT (Regional Citizen Corps Hampton & Poquoson)

**Obligation Period:** October 01, 2019 to June 30, 2021

**Federal SubAward Share:** \$42,000

**Local Funding Match Share:** Not Required

**Total SubAward Value:** \$42,000

**Your SubAward ID number is: 8093-** Reference this number in all future correspondence and queries related to this federal subaward.

### **READ ALL SUBAWARD AGREEMENT PAGES CAREFULLY BEFORE SIGNING.**

Your Federal SubAward with Special Conditions and the 2019 DHS Standard Terms and Conditions document [is now available for download \[ttegms.com\]](#) from the “Required Documents” page inside your eGMS user account. **Within 30 days from receipt of this email, upload the executed Grant Agreement to the electronic Grants Management System (eGMS [ttegms.com]).**

During the performance period, all sub-grantees are required to submit Quarterly Progress Reports. The full timetable and deadlines for project reporting can be found on [your eGMS user account home screen \[ttegms.com\]](#). You may also refer to your subaward notification letter for the relevant reporting timelines.

The period of performance ends **June 30, 2021** for obligation purposes and **July 31, 2021** for completion of expenditures and to finalize the close out reporting process.

This subaward is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement, and the subaward will be subject to termination for cause or other administrative action as appropriate.

The Commonwealth sends grant funds to the requesting sub-grantee on a reimbursement basis for allowable expenditures. To accomplish this, you will be required to upload all financial documentation and submit each reimbursement request inside the VDEM electronic Grants Management System ([eGMS \[ttegms.com\]](#)). Any change to the budget requires preapproval by the VDEM Grants Office and must be requested through the eGMS system.

If you have any questions regarding this subaward, please contact Kimberly Ligon in the VDEM Grants Management Office at (804) 393-2867 or [kimberly.ligon@vdem.virginia.gov](mailto:kimberly.ligon@vdem.virginia.gov) [[vdem.virginia.gov](http://vdem.virginia.gov)].

Congratulations, and we look forward to working with you.

**Kimberly Ligon**  
Grants Department  
Preparedness Grants Administrator  
VDEM - Virginia Department of Emergency Management  
**(804) 393- 2867 (cell)**



**We are moving!**

**Effective November 1, 2019, our new address will be**

**9711 Farrar Court**

**North Chesterfield, VA 23236**