

# HAMPTON VA

## Grant Routing Sheet

**\*COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED\***

*Re-routing 1/21/24 because increase in grant award + updated Grant Proposal Overview*

*VDEM Asked for Resubmission due to Grant Funding Changes July 29, 2022*

Date Routing Initiated: 9/12/2022

Application Due Date: July 29, 2022

Originating Department: Emergency Management

Department No.: 325

Submitter's Name: Hui-Shan Walker

Direct Telephone No. (757) 727-1208

E-mail Address: hui-shan.walker@hampton.gov

Grant Title: FEMA-DR-4602 2021 Winter Storm Hazard Mitigation Grant Program

Other Participating Departments: \_\_\_\_\_

### BEFORE COMPLETING AN APPLICATION:

1. READ THE GENERAL INSTRUCTIONS. NW (Submitter's Initials)
2. COMPLETE GRANT PROPOSAL OVERVIEW. NW (Submitter's Initials)
3. DEPARTMENT HEAD  
ORIGINATING DEPT. Hui-Shan Walker  
Print Name H Walker Signature 9/12/2022 Date
4. ASSISTANT CITY  
MANAGER Steve Bond  
Print Name email approval Signature 9/12/22 Date  
*Interim AcM Hui-Shan Walker* H Walker 1/22/24

### 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). NW (Submitter's Initials)
6. COMPLETE APPLICATION EXCEPT NECESSARY SIGNATURES. NW (Submitter's Initials)
7. CITY ATTORNEY Tim Drewry  
Print Name email approval 1/29/24 Signature 9/12/22 Date
8. BUDGET DIVISION Lori Green  
Print Name email approval Signature 1/22/24 Date
9. HUMAN RESOURCES \_\_\_\_\_  
Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

10. FINANCE DEPARTMENT

Veronica Kmetz

Print Name

*email approval 1/22/24*  
*email approval 9/12/22*  
Signature Date

11. RISK MANAGEMENT

Patti Parker

Print Name

*email approval 1/22/24*  
*email approval 9/12/22*  
Signature Date

**AFTER GRANT IS AWARDED:**

- ✓ After the grant award has been received, and if there are no changes to the application or condition(s), the grant may now be placed in Granicus for City Council action.
- ✓ Reference "Quick Tips for Submitting Grants - City Council Agenda"



If there are **ANY** changes to **ANY** component of the grant, consult with your department's City Attorney for advice on whether to re-route the grant for second approval or continue with the placement of the grant on the Council agenda.



## Walker, Hui-Shan

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**From:** Drewry, Tim  
**Sent:** Monday, January 29, 2024 1:23 PM  
**To:** Walker, Hui-Shan  
**Subject:** Re: RE: Rerouting of Grant Routing and Grant Overview - Increase in Award Funding - DR-4602 2021 Winter Storm

I approve. - Tim

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

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**From:** Walker, Hui-Shan <hui-shan.walker@hampton.gov>  
**Sent:** Monday, January 29, 2024 12:36:24 PM  
**To:** Drewry, Tim <tim.drewry@hampton.gov>  
**Subject:** FW: RE: Rerouting of Grant Routing and Grant Overview - Increase in Award Funding -DR-4602 2021 Winter Storm

Good morning Tim,  
I think you approved this rerouting and sent me an email but I can't find it. Can you review and approve? All departments have approved the update.  
Thanks,  
Hui-Shan

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**From:** Walker, Hui-Shan  
**Sent:** Sunday, January 21, 2024 12:58 PM  
**To:** Drewry, Tim <tim.drewry@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Parker, Patricia <pparker@hampton.gov>  
**Cc:** Bond, Steven <sbond@hampton.gov>; Pointer, Gwen <gwen.pointer@hampton.gov>  
**Subject:** RE: Rerouting of Grant Routing and Grant Overview - Increase in Award Funding -DR-4602 2021 Winter Storm  
**Importance:** High

Good morning afternoon,

On January 19, 2024 VDEM provided us the award package (attached) but has included an additional FEMA funding \$150,122 in sub-recipient management costs which brings the total budget to **\$3,152,564**. **This is 100% funded grant from federal (90%) and state (10%) funds.**

## Walker, Hui-Shan

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**From:** Green, Lori  
**Sent:** Monday, January 22, 2024 10:55 AM  
**To:** Walker, Hui-Shan; Drewry, Tim; Kmetz, Veronica; Parker, Patricia  
**Cc:** Bond, Steven; Pointer, Gwen  
**Subject:** RE: RE: Rerouting of Grant Routing and Grant Overview - Increase in Award Funding - DR-4602 2021 Winter Storm

Good Morning, the Budget Division approves of this grant as there is no cash match required nor future funding obligation.

Kind regards,



L. A. Green, Budget Manager



Does your department need assistance? Click [here](#).

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**Sent:** Sunday, January 21, 2024 12:58 PM  
**To:** Drewry, Tim <tim.drewry@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Parker, Patricia <pparker@hampton.gov>  
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**I have provided an updated grant routing and grant proposal overview for your review and approval** so that we can get it on Council's agenda on Feb. 14<sup>th</sup>. Can you please review and approve so I can use updated forms with correct information (grant amount) for Granicus.



## Walker, Hui-Shan

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**From:** Parker, Patricia  
**Sent:** Monday, January 22, 2024 8:13 AM  
**To:** Walker, Hui-Shan; Drewry, Tim; Green, Lori; Kmetz, Veronica  
**Cc:** Bond, Steven; Pointer, Gwen  
**Subject:** RE: RE: Rerouting of Grant Routing and Grant Overview - Increase in Award Funding - DR-4602 2021 Winter Storm

Risk approved. Thank you, Hui-Shan!

*Patricia L. Parker, ARM*  
*Risk Manager*  
*City of Hampton*  
*Department of Risk Management*  
*(757) 727-6386*



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**History of this grant:**

## Walker, Hui-Shan

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**From:** Kmetz, Veronica  
**Sent:** Monday, January 22, 2024 9:19 AM  
**To:** Walker, Hui-Shan; Drewry, Tim; Green, Lori; Parker, Patricia  
**Cc:** Bond, Steven; Pointer, Gwen  
**Subject:** RE: RE: Rerouting of Grant Routing and Grant Overview - Increase in Award Funding - DR-4602 2021 Winter Storm

Finance approves.

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



To recognize exceptional service from anyone in the Finance Department or the Procurement Department, please click the link below or email [COHfinance@hampton.gov](mailto:COHfinance@hampton.gov). Thank you!!

<https://form.jotform.com/222680144247150>

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**I have provided an updated grant routing and grant proposal overview for your review and approval** so that we can get it on Council's agenda on Feb. 14<sup>th</sup>. Can you please review and approve so I can use updated forms with correct information (grant amount) for Granicus.

### History of this grant:

The VA Department of Emergency Management asked us to rewrite the applications we submitted for Roane Drive and W. Gilbert Street due to the funding amounts in the grants that the state had to work with in Sept. 2022. They asked us to move homes between the two original grants. The number of homes is still the same and the total amount between the two grants is still the same. Three houses were moved into this application and required numerous changes to the body of the application and supporting documents. This project now has 8 homes now- 5 on Roane Dr and 3 on W Gilbert St. We moved 3 homes on W Gilbert St to the original application that just had 5 homes on Roane Dr. (Application Attached)





## Grant Proposal Overview

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

Grant Title: FEMA-DR-4602 2021 Winter Storm Hazard Mitigation Grant Program

1. **PRIMARY OR SUB-AWARD:** Application will be submitted to:  the agency that is the primary source of funding (City = Primary Awardee);  the agency that has received the funds from another awarding agency (City = Sub-Awardee).

If the City is a Sub-Awardee, the agreement between the Primary Awardee and the agency to which the City is making application must be attached to this Overview.

2. **GRANT AWARD PERIOD:** If awarded, funds are expected to be received:  in the current fiscal year only;  in the current fiscal year and the future fiscal year(s) of FY24, FY25, FY26 or  in the future fiscal year(s) of \_\_\_\_\_.

3. **PREVIOUS APPLICATIONS:** (Not including the current application) This grant was previously applied for during FY14, FY15, FY18 fiscal year(s); and was previously awarded during FY14, FY 15, FY19 fiscal year(s).

If previously awarded, provide all prior agenda item numbers and dates of Council approval.

April 9, 2014 - Resolution 14-0148 & November 12, 2014-Resolution 14-0433 & July 11, 2018- Resolution 18-0236

#### 4. BACKGROUND/PURPOSE:

The City of Hampton is apply for funding through the FEMA Hazard Mitigation Grant Program - DR-4602 2021 Winter Storm. The project goal is to elevate eight repetitive Loss/severe repetitive loss residential structures in the City with a budget of \$3,152,564. Of the total budget, the Federal Emergency Management Agency will provide \$2,702,197.80 (90%) in federal funding and \$150,122 sub-recipient management costs; the Virginia Department of Emergency Management will provide a state match of \$300,244.20 (10%). There is no local match. Any pre-existing conditions' costs will be passed through to the participating homeowners.

**5. TYPE OF GRANT EXPECTED TO BE AWARDED:**

**Cash Amount** \$3,152,564 \_\_\_\_\_

**Non-Cash(Describe):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**6. FINANCIAL OBLIGATIONS:**

a. **Current Financial Obligations:** This grant will  will not  **require** matching funds/contributions. If so, please indicate in the space below the amount and whether the match is cash or in-kind, or both.

**Required Match – CASH**

**Required Match – IN KIND**

Amount: Cash \$ \_\_\_\_\_

\*Value of In-Kind \$ \_\_\_\_\_

\* Description:

N/A

b. **Future Financial Obligations:** This proposal and/or the submitting department will  will not  incur or request commitments or financial obligations for/from the City beyond the grant period.

If it will, in the description box, please elaborate on the future financial obligation(s) for the grant:

Provide the future financial obligation amount(s) for the appropriate expenditure category below:

\* Amount: \$ \_\_\_\_\_

Personnel Services

\* Amount: \$ \_\_\_\_\_

Operating Expenses

\* Amount: \$ \_\_\_\_\_

Capital Outlay

Provide information on the duration of the obligation and other relevant details below:

\* Description:

N/A

\* Grants with future financial obligations must be approved by the City Manager or her designee:

Approve

Disapprove

Signature \_\_\_\_\_



If it will not, please provide a description of how activities, programs, or positions funded by the grant will be addressed at the conclusion of the grant period:

\* Description:

Once elevation projects are completed and closed out with the state there will be no additional commitments. These are construction projects with a definitive start and end date.

c. **Resource Obligations:** This proposal will  will not  require special facilities, equipment and/or services provided by the City. If it will, summarize arrangements in a separate memorandum and attach to this Overview.

Description:

[Empty box for description]

**7. Sources of Grant and Matching Funds:**

Please identify the funding source of your grant and any required or non-required matches.

- For Federal grants, please provide the Federal Catalog Number (CFDA) and the grant number.
- For State grants, the grant number must be supplied.
- All grant matches must be supplied by the submitting department, unless they have historically received a contribution/match from the City's Matching Funds Pool or a special arrangement has been made with the City Manager's Office-Budget Division.
- If another City department, other than the submitting department, will be providing a funding or in-kind match, documentation to that effect must be submitted along with this grant packet.

a. **Source of Grant Funds** (Please check all that apply.)

Federal	\$2,852,319.80	Federal Catalog No.	CFDA 97.039
Pass Through	\$	Federal Grant No.	CFDA 97.039
State	\$300,244.20	State Grant No.	
Foundation	\$		
Private	\$		

b. **Source of Matching Funds\*** (Please check all that apply.)

Department: \_\_\_\_\_

Budget Line-Item: \_\_\_\_\_ Amount: \_\_\_\_\_

Budget Line-Item: \_\_\_\_\_ Amount: \_\_\_\_\_

Budget Line-Item: \_\_\_\_\_ Amount: \_\_\_\_\_

*\*If you are listing a funding source from a department other than your own, the Budget Division will need written authorization of agreement from the funding department.*

**8. Proposed Budget:**

	<u>City Department-Match</u>			<u>Other Matches</u>	
	Grant Total	Cash	In-Kind	Cash	In-Kind
Personnel Svcs					
Operating Exp.	3,152,564				
Capital Outlay					
Column Totals					

Grand Total: 3,152,564

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