



COMMONWEALTH of VIRGINIA
Department of Emergency Management

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Cwi wuv!: , 2016

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

RE: FY 2016 Emergency Management Performance Grant

Dear Ms. Bunting:

The Virginia Department of Emergency Management (VDEM) is pleased to announce the allocation of the **2016 Emergency Management Performance Grant (EMPG) (CFDA # 97.042)** 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, 2016 (Public Law 114-113)*. Your locality has been allocated funding for:

Project Title: 2016 Local Emergency Management Performance Grant (LEMPG)

Federal Grant Allocation: \$70,740
Subrecipient's Required Cost Share/Match Amount: \$70,740
Total Project: \$141,480
Obligation Period: July 1, 2016 – June 30, 2017

***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.

"Working to Protect People, Property and Our Communities"

Program Purpose

The purpose of the EMPG Program is to make grants to states to assist state and local governments in preparing for all hazards as authorized by the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (42 U.S.C. 5121 et seq.). Title VI of the *Stafford Act* authorizes FEMA to make grants for the purpose of providing a system of emergency preparedness for the protection of life and property in the United States from hazards and to vest responsibility for emergency preparedness jointly in the federal government, states, and their political subdivisions. The federal government, through the EMPG Program, provides necessary direction, coordination, and guidance, and provides necessary assistance, as authorized in this title, to support a comprehensive all hazards emergency preparedness system.

The FY 2016 EMPG Program plays an important role in the implementation of Presidential Policy Directive 8 (PPD-8) by supporting the development and sustainment of core capabilities. Core capabilities are essential for the execution of each of the five mission areas outlined in the National Preparedness Goal (NPG). The development and sustainment of these core capabilities are not exclusive to any single level of government or organization, but rather require the combined effort of the whole community. The FY 2016 EMPG Program supports all core capabilities in the prevention, protection, mitigation, response, and recovery mission areas based on allowable costs. Examples of tangible outcomes from the EMPG Program include building and sustaining emergency management capabilities through:

- Building and sustaining core capabilities identified in the NPG,
- Approved emergency plans,
- Completion of Threat and Hazard Identification Risk Assessment (THIRA),
- Development and maintenance of multi-year Training and Exercise Plans (TEPs)
- Targeted training and verification of personnel capability, and
- Whole Community approach to security and emergency management.

VDEM recognizes the critical role of emergency management at the local level. Strong local emergency management programs keep the Commonwealth safer, and allow state and local government to respond and recover effectively and efficiently when an emergency or disaster occurs. The objective of the LEMPG, then, is to support your locality's efforts to develop and maintain a Comprehensive Emergency Management Program.

Important Award Terms and Conditions

Subrecipients must comply with the following federal requirements:

- FY 2016 Emergency Management Performance Grant Program (EMPG) Notice of Funding Opportunity (NOFO)
[FY 2016 Emergency Management Performance Grant Program NOFO](#)

- Department of Homeland Security Standard Terms and Conditions for 2016
[DHS Standard Terms and Conditions for 2016](#)
- 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
[2 CFR Part 200 Uniform Administrative Requirements](#)

Cost Share/Match

The federal share that is used towards the EMPG Program budget must not exceed 50 percent of the total budget. The subrecipient must equally match (cash or in-kind) the federal contribution pursuant to Sections 611(j) and 613 of the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (Pub. L. No. 93-288), as amended, (42 U.S.C. §§ 5121et seq.). Unless otherwise authorized by law, federal funds cannot be matched with other federal funds. FEMA administers cost matching requirements in accordance with 2 CFR §200.306 located at <http://www.ecfr.gov>. To meet matching requirements, the contributions must be verifiable, reasonable, allowable, allocable, and necessary under the grant program and must comply with all federal requirements and regulations.

Management and administration (M&A)

Your local EMA may retain and use up to 5% of the award for local management and administration purposes. M&A activities are those directly related to managing and administering EMPG Program funds, such as financial management and monitoring. It should be noted that salaries of state and local emergency managers are not typically categorized as M&A, unless the state or local emergency management agency (EMA) chooses to assign personnel to specific M&A activities.

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
- Work Elements
 - These Work Elements describe the items to be completed by your locality during the period of performance and are designed to enhance local capabilities in the areas of planning, training and exercises, situational awareness, and capability reporting. Your VDEM Chief Regional Coordinator can provide technical assistance and guidance in completing these Work Elements.

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 2016 Local Emergency Management Performance Grant (LEMPG) to complete your budget application.]

Notification of budget approval will be sent through an eGMS automated email message to the subrecipient point of contact entered in the budget application.

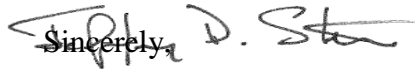
Reporting

Subrecipients are obligated to submit quarterly progress reports as a condition of their award. The report, found at <http://www.vaemergency.gov/em-community/grants/all-grant-forms>, must be based on the approved EMPG Program Work Plan and budget application. Quarterly progress reports must be submitted to your Grants Administrator by email within 15 days following the end of the quarter.

Within 30 days following the end of the period of performance, subrecipients must submit a final progress report detailing all accomplishments throughout the period of performance along with the completed Work Elements. After these reports have been reviewed and approved by the Grants Office and chief regional coordinators, 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 subrecipient must return any funds that have been drawn down, but remain unliquidated in its financial records.

Ms. Mary Bunting
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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 Shannon Girouard, Grants Administrator, in the Grants Office at (804) 897-9769 or shannon.girouard@vdem.virginia.gov.

Sincerely, J. D. Stern

Jeffrey D. Stern, Ph.D.

JDS/SMG

cc: Ms. Hui-Shan Walker, Coordinator, Emergency Management
Mr. Jack King, Director of Regional Support, East Division
Mr. David "Bruce" Sterling, Chief Regional Coordinator, Region 5