

Virginia Department of Emergency Management Project Form

Emergency Management Performance Grant Program

Instructions: Please fill out the following form to apply for the Emergency Management Performance Grant Program. Once this form is filled out, you will be required to upload it into your eGMS user account. Read how to upload required forms by [clicking here to view the home page of your eGMS user account](#).

For grant questions or technical assistance, please contact VDEM's Grant Office at vdemgrants@vdem.virginia.gov.

Before filling out this form make sure that you have reviewed and understand the [Grant Guidance](#), [2 CFR 200](#), [Grant Administrative Guidelines](#), and [Allowable Equipment List](#).

Subrecipient Information

Emergency Manager	Hui-Shan Walker		
Jurisdiction	City of Hampton, VA		
Phone Work	757-727-1208	Phone Mobile	757-373-4434
Email	Hui-shan.walker@hampton.gov		

Project Information

In the following sections, you will be asked to provide general information about your project.

Project Title

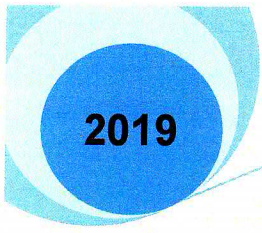
FY2019 Local Emergency Management Performance Grant

Please provide a summary of your project in 100 words or less.

Project Description

For FY19, EM personnel and city staff supporting emergency management throughout the city are tasked to

- (i) Update the Mass Care & Shelter annex of our EOP, the City's Radiological Emergency Response Plan and further develop City's re-entry annex of EOP. Participate in Regional and local mitigation plan update sessions.
- (ii) Continued support for mitigation construction and project management for our home elevation projects.
- (iii) Participate in regional exercises in collaboration with other jurisdictions.
- (iv) Attend regional meetings and conference events with various stakeholders regarding evacuation readiness, mitigation programs and recovery/resilience initiatives.
- (v) Complete required coursework to maintain professional certifications.
- (vi) Sending relevant city staff to the DHS/FEMA National Hurricane Conference, DHS/UASI Conference, Association of Floodplain Managers Conference and/or other job related training workshops.
- (vii) Purchase technological equipment to enhance our Emergency Operations Center and Incident Management Team to support our emergency preparedness, response and recovery operations.



Virginia Department of Emergency Management Project Form

Identify the primary mission area that this project addresses and the relevant core capabilities.

Primary Mission Area: Choose an item.
Core Capabilities: Select only those under the selected mission area.
Prevention
<input type="checkbox"/> Forensics and Attribution
<input type="checkbox"/> Intelligence and Information Sharing
<input type="checkbox"/> Interdiction and Disruption
<input type="checkbox"/> Operational Coordination
<input checked="" type="checkbox"/> Planning
<input checked="" type="checkbox"/> Public Information and Warning
<input type="checkbox"/> Screening, Search, and Detection
Protection
<input type="checkbox"/> Access Control and Identity Verification
<input type="checkbox"/> Cybersecurity
<input type="checkbox"/> Intelligence and Information Sharing
<input type="checkbox"/> Interdiction and Disruption
<input type="checkbox"/> Operational Coordination
<input type="checkbox"/> Physical Protective Measures
<input checked="" type="checkbox"/> Planning
<input checked="" type="checkbox"/> Public Information and Warning
<input type="checkbox"/> Risk Management for Protection Programs and Activities
<input type="checkbox"/> Screening, Search and Detection
<input type="checkbox"/> Supply Chain Integrity and Security
Mitigation
<input checked="" type="checkbox"/> Community Resilience
<input type="checkbox"/> Long-Term Vulnerability Reduction
<input type="checkbox"/> Operational Coordination
<input checked="" type="checkbox"/> Planning
<input type="checkbox"/> Public Information and Warning
<input type="checkbox"/> Risk and Disaster Resilience Assessment
<input type="checkbox"/> Threats and Hazard Identification
Response
<input type="checkbox"/> Critical Transportation
<input type="checkbox"/> Environmental Response/Health and Safety
<input type="checkbox"/> Fatality Management Services
<input type="checkbox"/> Fire Management Suppression
<input type="checkbox"/> Infrastructure Systems
<input type="checkbox"/> Logistics and Supply Chain Management



Virginia Department of Emergency Management Project Form

<input checked="" type="checkbox"/> Mass Care Services
<input type="checkbox"/> Mass Search and Rescue Operations
<input type="checkbox"/> On-Scene Security Protection and Law Enforcement
<input type="checkbox"/> Operational Communications
<input checked="" type="checkbox"/> Operational Coordination
<input checked="" type="checkbox"/> Planning
<input type="checkbox"/> Public Health, Healthcare, and Medical Services
<input checked="" type="checkbox"/> Public Information and Warning
<input type="checkbox"/> Public Information and Warning
<input checked="" type="checkbox"/> Situational Assessment
Recovery
<input checked="" type="checkbox"/> Planning
<input type="checkbox"/> Public Information and Warning
<input checked="" type="checkbox"/> Operational Coordination
<input checked="" type="checkbox"/> Economic Recovery
<input checked="" type="checkbox"/> Health and Social Services
<input type="checkbox"/> Housing
<input type="checkbox"/> Infrastructure Systems
<input type="checkbox"/> Natural and Cultural Resources

Budget

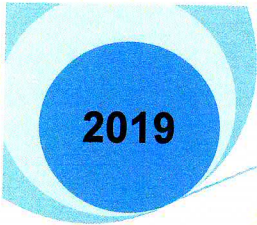
In the following section provide a budget request based on the POETE elements that the project addresses. The Budget breakdown may be used as a guide to assist subrecipients in the preparation of the EGMS budget. All required information must be provided using the cost categories of Personnel, Travel, Supplies, Consultants/Contracts, and Other (Indirect costs should be placed in the "Other" category).

M&A can be reflected under "Organization." **Please remember it cannot exceed 5% of the Federal award amount.**

Break down the allotted amount by **POETE** elements.

FY 19 Grant Program

Planning	<input type="text"/>	170,654
Organization	<input type="text"/>	
Equipment	<input type="text"/>	1,000
Training Exercise	<input type="text"/>	9,654
	<input type="text"/>	



Virginia Department of Emergency Management Project Form

Other

Project Plan

In the following sections describe what will happen from start to completion (**July 2019 – June 2020**). Provide up to four milestone dates and description of what will be completed by each date.

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

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

Milestone 1

July 1, 2019 – June 30, 2020

Continued support for mitigation construction and project management for our home elevation/acquisition and demo/rebuild projects. We currently have 21 home elevation projects in various stages. This will be managed out of our administrative offices and on site of each of the properties. We are also working with PW to install generators at critical pump stations.

July 1, 2019-September 1, 2020

Plan and participate in regional VOPEX exercise in collaboration with other Peninsula jurisdictions. Also planning and working with regional Common Operating Picture (COP) program working towards regional situational awareness. Continued participation in regional meetings. Training for new shelter workers prior to the height of region’s hurricane season. Staff also sent to the State Animal Response Team (SART) Pet Sheltering Training in August 2019 to better prepare our pet shelter operations. Continue work on our re-entry plan with our Re-entry Committee to identify and work on plan to implement the CERRA system.

Milestone 2

October 2019- December 30, 2019 – Allocation award notice for grant. Working on getting documentation completed for award letter and then to City Council by either November or December Council meeting. Work will be performed in our administrative offices.

October 2019 – June 30, 2020 Update the Mass Care & Shelter annex of our EOP through meetings with our stakeholders on our Shelter Committee. There were additional lessons learned from Hurricane Dorian that need will be addressed. We will hold meetings in our administrative conference rooms throughout the city based on availability. Continue work on our re-entry plan with our Re-entry Committee to identify and work on plan to implement the CERRA system.

Update the City’s Radiological Emergency Response Plan and plan for our full-scale Evacuation Assembly Center (EAC) exercise in 2021. We will hold meetings in our administrative conference rooms throughout the city based on availability.

Participate in Regional and local mitigation plan update sessions.



Virginia Department of Emergency Management Project Form

Milestone 3

Attend the WebEOC Users Symposium in Fairfax, VA in October, 2019. Attend the National Hurricane Conference in April 2020 in Orlando. Attend the National Homeland Security Conference in Chicago, IL in June 2020. Establish new partnerships and collaborations with NGO, faith based and other response entities and learn more about their specialized focus, roles and response/recovery activities regarding evacuation readiness and the establishment and operations in the aftermath of major emergency/disaster events. Also, working on best practices for flood mitigation and resiliency.

Milestone 4

Purchase equipment to enhance our Emergency Operations Center and Incident Management Team to support our emergency preparedness, response and recovery operations by June 30, 2020.

Break down any required local match funding by POETE element and identify the source.

Match Funding Source

Emergency Management Coordinator Salary from General Operating Budget

Planning	<input type="text"/>	90,654
Organization	<input type="text"/>	
Equipment	<input type="text"/>	
Training	<input type="text"/>	
Exercise	<input type="text"/>	

Identify any other potential sources of funding for this project. (other grants, direct aid, local funds, etc.)

Other Funding Sources

Law Enforcement

Does this project contribute to "law enforcement terrorism prevention-oriented planning, organization, training, exercise, or equipment activities? Indicate "Yes" or "No"

Drop Down Box— Choose an item. **Yes** or **No**

If you selected "Yes", indicate the total amount of the LE contribution.

Law Enforcement Total

Fusion Center

Does this project contribute to development and operation of fusion centers? Indicate "Yes" or "No"

Drop Down Box— Choose an item. **Yes** or **No**

Any project allocated funds will be required to complete certifications of understanding.

Certification: I understand that:



Virginia Department of Emergency Management Project Form

x **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.

x **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.

x **Certification 3:** Submission of this project proposal does not guarantee funding, in whole or part, for the project outlined above.

x **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.

x **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.

x **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.

x **Certification 7:** I have followed all administrative processes within my entity to submit this request for funding.

Prepared by: Hui-Shan Walker, CEM

Date: October 8, 2019

Commonwealth of Virginia Subaward Application Points of Contact



Virginia Department of Emergency Management
 Grants Management Office
 10501 Trade Court Tel: 804-897-6500
 Richmond, VA 23236-3713 Fax: 804-897-6613

Grant Year: FY 2019

**Federal Program
 and CFDA #:** 97.042

Sub-Grantee

Organization Type (Check Applicable Box)

Subgrantee (Jurisdiction Legal Name):

City of Hampton

- State Agency
- City/County
- College
- Airport
- Authority
- Planning District
- Other: (Please specify)

Sub-recipient (Agency Name):

Legal Address:

22 Lincoln Street
 Hampton, VA 23669

EIN #: 54-6001336
DUNS #: 66019902

Project Title: FY 2019 Local Emergency Management Performance Grant

Total Dollar Amount Requested: \$ 181,308.00

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]	Date
	10/15/19

ENTER PRIMARY & SECONDARY CONTACT INFORMATION ON THE FOLLOWING PAGES

**CITY OF HAMPTON
 OFFICE OF THE CITY ATTORNEY**
 Approved as to form and legal sufficiency
 Date: 10/15/2019

Commonwealth of Virginia Subaward Application Points of Contact



Virginia Department of Emergency Management
 Grants Management Office
 10501 Trade Court Tel: 804-897-6500
 Richmond, VA 23236-3713 Fax: 804-897-6613

ENTER PRIMARY CONTACT INFORMATION FOR YOUR SUBAWARD

PROGRAM/PROJECT MANAGER

PRIMARY CONTACT

Name:	Hui-Shan Walker
Title:	EM Coordinator
E-mail:	hui-shan.walker@hampton.gov
Telephone:	757-727-1208
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

Commonwealth of Virginia Subaward Application Points of Contact



Virginia Department of Emergency Management
 Grants Management Office
 10501 Trade Court Tel: 804-897-6500
 Richmond, VA 23236-3713 Fax: 804-897-6613

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:	757-727-1208
Address:	1300 Thomas St., Rm. 97
	Hampton, VA 23669

FINANCE OFFICER

SECONDARY CONTACT

Name:	Jacqueline Green
Title:	Controller
Organization:	City of Hampton, VA
E-mail:	jgreen@hampton.gov
Telephone:	757-727-6230
Fax:	757-727-6872
Address:	22 Lincoln Street
	Hampton, VA 23669



Home Grant Management Standard Functions Log Out

Home > Budget Application > Add/Update Budget Application

HAMPTON EMERGENCY MANAGEMENT

ADD/UPDATE BUDGET APPLICATION

1. [Point of contact information](#) > 2. Budget function areas > 3. [Budgeted Projects](#) > 4. **Project Expenditures** > 5. Applicant agreement

GRANT PROGRAM: EMPG GRANT YEAR: 2019

Funding Allocation: \$90,654.00
 Funding Match: \$90,654.00
Total Budget: \$181,308.00
 Total Amount Requested: \$181,308.00
 Amount Remaining: \$0.00

Note: amount requested must be exactly equal to the total budget.

Function Requested
 Equipment \$1,000.00
 Planning \$170,654.00
 Training \$9,654.00

Note: once submitted, items may not be edited in the application while it is under VDEM review.

- To add a line item to a project, press the *Add New Item* button associated with that project.
- To edit a line item, click on the item name.
- To delete a line item, click the icon. You will be asked for a confirmation before the line item is deleted.
- Items with the icon have been attributed as expenditures to be purchased with *Local* funds to meet their match requirements.

PROJECTS

PROJECT A Add New Item

Project Total:
\$90,654.00

ID: 11060

Title: Emergency Management Staff Time In-Kind Match

Type: Planning - Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives.

Description: Emergency Management Coordinator Staff Time Utilized for In-Kind Match

Investment Justification: FY19 Local Emergency Management Performance Grant

Target Category: Mitigation - To reduce the loss of life and property by lessening the impact of disasters

Target Capability: Planning

Planning: \$90,654.00

Primary Objective 1.1 [Planning] - Planning

Line items assigned to this objective

Function	Category	Item Name	Quantity	Unit Cost	Total	Delete
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1	Planning	Operational Coordination	Emergency Management Coordinator Staff Time Utilized for In-Kind Match	1	\$90,654.00	\$90,654.00	
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Total: \$90,654.00

PROJECT B [Add New Item](#)

Project Total:
\$9,654.00

ID: 11061

Title: Training, Workshops, Classes, and Conferences

Type: Operational Coordination - Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.

Description: Ability to attend Training Workshops, classes, and/or conferences to gain best practice ideas and network with other localities, NGOs, and VOADS. Then the information can be implemented into our local operations and planning efforts.

Investment Justification: FY19 Local Emergency Management Performance Grant

Target Category: Response - To save lives, protect property and the environment, and meet basic human needs after an incident has occurred

Target Capability: Operational Coordination

Training: \$9,654.00

Primary Objective 5.77 [Training] - Operational Coordination

Line items assigned to this objective

Function	Category	Item Name	Quantity	Unit Cost	Total	Delete	
1	Training	Operational Coordination	Training, Workshop, Classes and Conferences	1	\$9,654.00	\$9,654.00	

Total: \$9,654.00

Secondary Objective 1.36 [Training] - Planning

Line items assigned to this objective

There are no line items assigned to this objective.

PROJECT C [Add New Item](#)

Project Total:
\$80,000.00

ID: 11062

Title: Emergency Management Planning Support

Type: Planning - Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives.

Description: Part-time staff to assist with mitigation, planning, response and recovery plans and activities.

Investment Justification: FY19 Local Emergency Management Performance Grant

Target Category: Mitigation - To reduce the loss of life and property by lessening the impact of disasters

Target Capability: Planning

Planning: \$80,000.00

Primary Objective 1.1 [Planning] - Planning

Line items assigned to this objective

Function	Category	Item Name	Quantity	Unit Cost	Total	Delete	
1	Planning	Operational Coordination	Emergency Management Planning Support	1	\$80,000.00	\$80,000.00	

Total: \$80,000.00

Secondary Objective 1.3 [Planning] - Operational Coordination

Line items assigned to this objective

There are no line items assigned to this objective.

PROJECT D [Add New Item](#)

Project Total:
\$1,000.00

ID: 11063

Title: Technology for EOC Operations

Type: Situational Assessment - Provide all decision makers with decision-relevant

information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.

Description: Purchase technology to support the Emergency Operations Center and the Incident Management Team for planning and situational awareness of critical facilities for EOC decision-making.

Investment Justification: FY19 Local Emergency Management Performance Grant

Target Category: Response - To save lives, protect property and the environment, and meet basic human needs after an incident has occurred

Target Capability: Situational Assessment

Equipment: \$1,000.00

Primary Objective 5.17 [Equipment] - Operational Coordination

Line items assigned to this objective

Function	Category	AEL Code	Item Name	Quantity	Unit Cost	Total	Delete
1 Equipment	Information Technology	04HW-01-INHW	Hardware, Computer, Integrated	1	\$1,000.00	\$1,000.00	
Total:						\$1,000.00	



ADD/UPDATE BUDGET APPLICATION

1. [Point of contact information](#) > 2. Budget function areas > 3. **Budgeted Projects** > 4. Project Expenditures > 5. Applicant agreement

GRANT PROGRAM: EMPG GRANT YEAR: 2019

Per requirements of the Virginia Emergency Management Agency (VDEM), all projects associated with this award must be entered at this time and aligned with objectives from a strategic plan.

- This step of the grant application process is complete when all projects associated with the award have been entered and configured below.
- To add a new project, use the *Create New Project* link below.
- To edit a previously entered project, click on the *PROJECT [letter]* below.
- To delete a previously entered project, click the *Delete Project* button below. Note: all line items assigned to this project (if any have been assigned in Step 4) will become unassigned and will need to be assigned to another project.
- Item expenditures will be added and aligned with specific projects and objectives under Step 4 - Project Expenditures.

PROJECTS [Create New Project](#)

PROJECT A

ID: 11060

Title: Emergency Management Staff Time In-Kind Match

Type: Planning - Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives.

Description: Emergency Management Coordinator Staff Time Utilized for In-Kind Match

Investment Justification: FY19 Local Emergency Management Performance Grant

Target Category: Mitigation - To reduce the loss of life and property by lessening the impact of disasters

Target Capability: Planning

Planning: \$90,654.00

Project Total:
\$90,654.00

Delete Project

Primary Objective 1.1 [Planning] - Planning

Line items assigned to this objective

Function	Category	Item Name	Quantity	Unit Cost	Total
1 Planning	Operational Coordination	Emergency Management Coordinator Staff Time Utilized for In-Kind Match	1	\$90,654.00	\$90,654.00

Total: \$90,654.00

PROJECT B

ID: 11061

Title: Training, Workshops, Classes, and Confrences

Type: Operational Coordination - Establish and maintain a unified and coordinated

Project Total:
\$9,654.00

Delete Project

operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.

Description: Ability to attend Training Workshops, classes, and/or conferences to gain best practice ideas and network with other localities, NGOs, and VOADS. Then the information can be implemented into our local operations and planning efforts.

Investment Justification: FY19 Local Emergency Management Performance Grant

Target Category: Response - To save lives, protect property and the environment, and meet basic human needs after an incident has occurred

Target Capability: Operational Coordination

Training: \$9,654.00

Primary Objective 5.77 [Training] - Operational Coordination

Line items assigned to this objective

Function	Category	Item Name	Quantity	Unit Cost	Total
1 Training	Operational Coordination	Training, Workshop, Classes and Conferences	1	\$9,654.00	\$9,654.00
					Total: \$9,654.00

Secondary Objective 1.36 [Training] - Planning

Line items assigned to this objective

There are no line items assigned to this objective.

PROJECT C

ID: 11062

Title: Emergency Management Planning Support

Type: Planning - Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives.

Description: Part-time staff to assist with mitigation, planning, response and recovery plans and activities.

Investment Justification: FY19 Local Emergency Management Performance Grant

Target Category: Mitigation - To reduce the loss of life and property by lessening the impact of disasters

Target Capability: Planning

Planning: \$80,000.00

Project Total:
\$80,000.00

[Delete Project](#)

Primary Objective 1.1 [Planning] - Planning

Line items assigned to this objective

Function	Category	Item Name	Quantity	Unit Cost	Total
1 Planning	Operational Coordination	Emergency Management Planning Support	1	\$80,000.00	\$80,000.00
					Total: \$80,000.00

Secondary Objective 1.3 [Planning] - Operational Coordination

Line items assigned to this objective

There are no line items assigned to this objective.

PROJECT D

ID: 11063

Title: Technology for EOC Operations

Type: Situational Assessment - Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.

Description: Purchase technology to support the Emergency Operations Center and the Incident Management Team for planning and situational awareness of critical facilities for EOC decision-making.

Investment Justification: FY19 Local Emergency Management Performance Grant

Target Category: Response - To save lives, protect property and the environment, and meet basic human needs after an incident has occurred

Target Capability: Situational Assessment

Equipment: \$1,000.00

Project Total:
\$1,000.00

[Delete Project](#)

Primary Objective 5.17 [Equipment] - Operational Coordination

Line items assigned to this objective

Function	Category	AEL Code	Item Name	Quantity	Unit Cost	Total
1 Equipment	Information Technology	04HW-01-INHW	Hardware, Computer, Integrated	1	\$1,000.00	\$1,000.00
					Total:	\$1,000.00



Virginia Department of Emergency Management

[Home](#) [Grant Management](#) [Standard Functions](#) [Log Out](#)

[Home](#) > [Budget Application](#) >
[Add/Update Budget Application](#)

HAMPTON EMERGENCY
MANAGEMENT

ADD/UPDATE BUDGET APPLICATION

[1. Point of contact information](#) > 2. Budget function areas > [3. Budgeted Projects](#) > [4. Project Expenditures](#) >
5. Applicant agreement

GRANT PROGRAM: EMPG GRANT YEAR: 2019

Please read the following agreement carefully before submitting your application. Indicate your acceptance by checking the boxes below.

- I agree to comply with all notes and instructions provided in the Authorized Equipment List.
- I certify that all entries in this application are true and correct to the best of my knowledge.
- I certify that I am authorized to submit this application on behalf of *Hampton Emergency Management - FY19 LEMPG.*

[Cancel](#) [<< Previous](#) [Save draft and exit](#) [Next >>](#)

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 in accordance with its instructions. 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 be 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, VA

Printed name and title of authorized representation


Mary B. Bunting, City Manager

Signature

Date



10-15-19

CITY OF HAMPTON
OFFICE OF THE CITY ATTORNEY
Approved as to form and legal sufficiency
Date: 10/15/2019

Deputy 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.

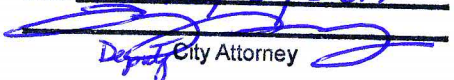
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

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.

CITY OF HAMPTON
OFFICE OF THE CITY ATTORNEY
 Approved as to form and legal sufficiency
 Date: 10/15/2019

 Deputy City Attorney

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE City Manager
APPLICANT ORGANIZATION City of Hampton, VA	DATE SUBMITTED

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

O.M.B. No. 1660-0025
Expires August 31, 2011

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 on 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.



VIRGINIA DEPARTMENT OF EMERGENCY MANAGEMENT
Local Emergency Management Performance Grant (LEMPG)

FY19 Work Elements

Please sign back page and submit with your grant application

To be eligible to receive funds from this program, locality must meet NIMS compliance requirements as established by the federal government and document NIMS compliance via LCAR.

Planning

1. **Local Emergency Operations Plan (EOP):** Locality must have a current Emergency Operations Plan and must be housed in Previstar. A current plan is defined by §44-146.19 (E) of the Code of Virginia as undergoing a comprehensive review and revision, and being adopted by the locality's governing body every four years. Grant awards will not be made to localities that do not have a current EOP as of August 1, 2019.
2. **College and University Coordination:** Each locality that has within its borders a public college or university, including community colleges, is required to coordinate planning with the institution, which includes collaboration with the designated emergency management point of contact. Each locality that has within its borders a private college or university is encouraged to coordinate planning with the institution.

Training and Exercises

1. **Required FEMA Training:**
 - Coordinators and/or Deputy Coordinator and any EMPG funded personnel new to their positions after October 1st will complete at least the following courses and keep on file.
 - a) Fundamentals of Emergency Management (FEMA IS-230.d)
 - b) Emergency Planning (FEMA IS-235.c)
 - c) IS-100.c, IS-200.c, IS-700.b, IS-800.c

2. **Exercise Workshop:** Localities will attend the annual Regional Training Exercise Planning Workshop (TEPW) sponsored by VDEM.
 - **Exercise Participation:** All EMPG Program funded localities shall participate in at least one exercise during the program year.
 - a) Localities actively engaged in the regional exercise program for the current year either as hosts or participants will be deemed to have met this local exercise program requirement.
 - b) Emergency Planning Zone localities actively engaged in the VOPEX exercises as jurisdictional participants for the current year will be deemed to have met this local exercise program requirement.
3. **Local Exercise Program:** All localities are to submit to their Chief Regional Coordinator by June 30th a multi-year exercise program in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP) principles. HSEEP information and a multi-year plan template can be found at <https://www.llis.dhs.gov/hseep>
 - Exercises are to use components of the local EOP as the basis for development, and exercises planned in a three year period are to be progressively more complex and challenging.
 - Funded localities are to prepare a post-exercise After Action Review (AAR) that documents performance in terms of areas of strength and areas requiring improvement. In addition, an Improvement Plan matrix must be completed and used to update plans and procedures.

Crisis Management System

- **Trained Personnel:** Locality shall maintain personnel who are trained in, and have account access to, the state's online crisis management system (WebEOC).

Capability Reporting

- **Submit Updated Local Capability Assessment for Readiness (LCAR).** §44-146.19 (F) of the Code of Virginia requires all political subdivisions to provide an annually updated emergency management assessment to the State Coordinator of Emergency Management on or before July 1st of each year. Locality will submit an updated LCAR no later than June 30th.

We agree to complete all Work Elements by June 30th and submit the required

Final Progress Report by July 31st for City of Hampton, VA : Locality/ Town

<u><i>J. Walker</i></u> Coordinator of Emergency Management	<u>10/9/19</u> Date
<u><i>Wray B. Punterney</i></u> Chief Administrative Officer	<u>10/15/19</u> Date
_____ VDEM Chief Regional Coordinator	_____ Date

CITY OF HAMPTON
OFFICE OF THE CITY ATTORNEY
Approved as to form and legal sufficiency
Date: 10/15/2019
[Signature]
Deputy City Attorney