


HAMPTON VA

Grant Routing Sheet

COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED

Date Routing Initiated: August 17, 2020 Application Due Date: August 24, 2020
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: FY2020 Local Emergency Management Performance Grant
Other Participating Departments: N/A

BEFORE COMPLETING AN APPLICATION:

- | | | | |
|---|--------------------------------------|--|---|
| 1. READ THE GENERAL INSTRUCTIONS. | <u>HW</u> | (Submitter's Initials) | |
| 2. COMPLETE GRANT PROPOSAL OVERVIEW. | <u>HW</u> | (Submitter's Initials) | |
| 3. DEPARTMENT HEAD ORIGINATING DEPT. | <u>Hui-Shan Walker</u> Print Name | <u></u> Signature | <u>8/17/2020</u> 8/17/2020 email Date |
| 4. ASSISTANT CITY MANAGER | <u>Steven Bond</u> Print Name | <u></u> Signature | <u></u> Date |

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). | <u>HW</u> | (Submitter's Initials) | |
| 6. COMPLETE APPLICATION EXCEPT NECESSARY SIGNATURES. | <u>HW</u> | (Submitter's Initials) | |
| 7. CITY ATTORNEY | <u>Tim Drewry</u> Print Name | <u></u> Signature | <u></u> Date |
| 8. BUDGET DIVISION | <u>Lori Green</u> Print Name | <u></u> Signature | <u></u> Date |
| 9. HUMAN RESOURCES | <u>Nicole Clark</u> Print Name | <u></u> Signature | <u></u> Date |

10. FINANCE DEPARTMENT

Veronica Kmetz

Print Name

Signature

Date

11. RISK MANAGEMENT

Joe Sanders

Print Name

Signature

Date

AFTER GRANT IS AWARDED:

- ✓ After the grant award has been received, and if there 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.

HAMPTON VA

Grant Proposal Overview

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

Grant Title: FY 2020 Local Emergency Management Performance Grant

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 _____ or in the future fiscal year(s) of _____.

3. **PREVIOUS APPLICATIONS:** (Not including the current application) This grant was previously applied for during FY19, FY18, FY17, FY16, FY15 fiscal year(s); and was previously awarded during FY19, FY18, FY17, FY16, FY15 fiscal year(s).

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

Resolution 19-0319 11/13/19; 18-0359 11/14/18

4. **BACKGROUND/PURPOSE:**

The 2020 Local Emergency Management Performance Grant (LEMPG) provides funding to support the locality's emergency management program. Funds will be utilized to support training and education of city staff that will be supporting our emergency management program. We will also utilize these funds to support planning assistance to meet state and federal requirements. This is an annual grant that has been awarded to the city for many years.

5. TYPE OF GRANT EXPECTED TO BE AWARDED:

Cash Amount \$ 70,740

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 \$ 70,740

* Description:

Annually we utilize our salaries for Emergency Management to meet the in-kind match requirement.

b. **Future Financial Obligations:** This proposal will will not incur commitments or financial obligations for the City beyond the grant period. If it will, an authority memorandum from the City Manager's Office-Budget Division estimating future matching requirements and the time period must be attached to this Overview.

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.

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.

Federal \$ 70,740
 Pass Through \$ 70,740
 State \$ 70,740
 Foundation \$ _____
 Private \$ _____

Federal Catalog No. 97.042
 Federal Grant No. 97.042
 State Grant No. _____

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

Department: Emergency Management
Budget Line-Item: 01-325-001-01000 **Amount:** 70,740
Budget Line-Item: _____ **Amount:** _____
Budget Line-Item: _____ **Amount:** _____

**If you are listing a department funding source other than your department, the Budget Division will need written authorization of agreement to withdraw these funds.*

8. Proposed Budget:

| | <u>City Department-Match</u> | | | <u>Other Match(es)</u> | |
|----------------------|------------------------------|-------------|----------------|------------------------|----------------|
| | <u>Grant Total</u> | <u>Cash</u> | <u>In-Kind</u> | <u>Cash</u> | <u>In-Kind</u> |
| Personnel Svcs | 60,000 | | 70,740 | | |
| Operating Exp. | 10,740 | | | | |
| Capital Outlay | | | | | |
| Column Totals | | | | | |

Grand Total: \$141,480

9. Additional information that will be helpful to reviewers:

CURTIS C. BROWN
State Coordinator of Emergency Management
and Chief Diversity & Inclusion Officer



JOHN NORTHON
Deputy State Coordinator – Disaster Services

ANDRES ALVAREZ
Deputy State Coordinator – Mission Support

COMMONWEALTH OF VIRGINIA
Department of Emergency Management

9711 Farrar Court, Suite 200
North Chesterfield, Virginia 23236
TEL 804.267.7600 TDD 804.674.2417 FAX 804.272.2046

July 10, 2020

Ms. Mary Bunting
City Manager
Hampton City
22 Lincoln St.- 8th Floor
Hampton, VA 23669

RE: FY 2020 Local Emergency Management Performance Grant (LEMPG)

Dear Ms. Bunting:

The Virginia Department of Emergency Management (VDEM) is pleased to announce the allocation of a **2020 Local Emergency Management Performance Grant (LEMPG) 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, 2020 (Public Law 116-6)*. Your locality has been allocated funding for:

Project Title: 2020 Local Emergency Management Performance Grant (LEMPG)

Federal Grant Allocation: \$70,740.00

Subrecipient's Required Cost Share/Match Amount: \$70,740.00

Total Grant Award: \$141,480.00

Obligation Period: July 01, 2020 to June 30, 2021

***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** or funds will be re-allocated. If extenuating circumstances such as local board approval will prevent you from

Ms. Mary Bunting
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July 10, 2020

meeting the 30 day deadline, please notify your Grant Administrator as soon as possible.

OPT-Out Notice

Complete and return this form via email to: vdemgrants@vdem.virginia.gov with the subject line: "OPT-Out Notice", before **August 09, 2020**.

I **do not** want to be a recipient of the LEMPG funds at this time, but reserve the right to enter the program next fiscal year.

Please note that your decision will not be made effective until **August 09, 2020**.

PRINT Name: _____

Signature: _____
CITY/TOWN or COUNTY OFFICIAL

Date: MM/DD/YYYY

Program Purpose

The purpose of the EMPG is to provide federal funds to states to assist in preparing for all hazards, as authorized by Section 662 of the Post Katrina Emergency Management Reform Act (6 U.S.C. § 762) and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. §§ 5121 et seq.). Title VI of the Stafford Act authorizes DHS/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 all hazards and to vest responsibility for emergency preparedness jointly in the federal government, states, and their political subdivisions. The federal government, through EMPG, provides direction, coordination, and guidance, and provides necessary assistance, as authorized in this title, to support a comprehensive all-hazards emergency preparedness system.

The FY 2020 LEMPG will provide federal funds to assist emergency management agencies to obtain the resources required to support implementation of the National Preparedness System and the National Preparedness Goal (the Goal) of a secure and resilient nation. Among the five basic homeland security missions noted in the DHS Quadrennial Homeland Security Review, LEMPG supports the goal to Strengthen National

Preparedness and Resilience. EMPG supports comprehensive, all-hazards emergency preparedness system by building and sustaining the core capabilities contained in the Goal. EMPG funding is used to support a whole community approach to strengthen a state's or community's emergency management program. Examples of tangible EMPG funded activities include:

- Conducting risk assessments, assessing capabilities, identifying preparedness needs, and updating emergency plans;
- Building or augmenting core capabilities;
- Designing and conducting exercises that engage the whole community of stakeholders to validate core capabilities;
- Conducting emergency management training; and
- Providing funding support for emergency management personnel.

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 2020 Emergency Management Performance Grant Program (EMPG)
Notice of Funding Opportunity (NOFO)
Emergency Management Performance Grant Program NOFO
- The Preparedness Grants Manual
Preparedness Grants Manual
- Department of Homeland Security Standard Terms and Conditions for 2020
DHS Standard Terms and Conditions
- 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 LEMPG Program budget must be at least 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

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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 <https://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 emergency management agency may retain and use up to five percent of the award for local management and administration purposes. M&A activities are those directly related to managing and administering LEMPG Program funds, such as financial management and monitoring. It should be noted that salaries of local emergency managers are not typically categorized as M&A, unless the local emergency management agency chooses to assign personnel to specific M&A activities.

Indirect (Facilities & Administrative [F&A]) Costs

Indirect costs are allowable under this program, as described in 2 C.F.R. § 200.414. With the exception of recipients who have never received a negotiated, indirect cost rate as described in 2 C.F.R. § 200.414(f), recipients must have an approved indirect cost rate agreement with their cognizant Federal agency to charge indirect costs to this award. A copy of the approved rate (a fully executed, agreement negotiated with the applicant's cognizant Federal agency) is required at the time of application, and must be provided to FEMA before indirect costs are charged to the award.

To access your allocation, you must complete the following steps **within 30 days from the date of this notification:**

Accessing Your Allocation

Step 1: Log in to the VDEM electronic Grants Management System (eGMS) at <https://www.ttegms.com/virginia/login.cfm> to download your subaward acceptance documents from the home page. Re-upload all required forms to eGMS. Read how to upload required forms by [clicking here](#) to view the home page of your eGMS user account. Below is the list of required items that comprise the VDEM subaward acceptance package:

- Application Checklist [cover sheet]
- LEMPG Project Form [Only required for LEMPG subawards]
- Online Budget (to be built and submitted in [eGMS](#))
- Points 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 <https://www.vaemergency.gov/grants/all-forms/> or contact your Grants Administrator.
- Grant Assurances Form
- FEMA 20-16C Form
- SF-LLL – Certification Regarding Lobbying Form
- *Work Elements Agreement – [*Only required for LEMPG subawards]
- **Federally Negotiated Indirect Cost Rate Agreement – [**Only required if you intend to charge indirect costs. Must be valid for the period of performance and federally signed]

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:

Click on Grant Management, Budget Application, from the drop-down menu. Click the link named 2020 Local Emergency Management Performance Grant (LEMPG) to complete your budget application. Following review and approval of the budget by the Grants Administrator, notification will be sent through an eGMS automated message to the email address of the user. If you do not have access to eGMS, please contact your Grants Administrator.

Reporting

Subrecipients are obligated to submit Quarterly Progress Reports as a condition of their subaward. Quarterly progress reports must be submitted via your eGMS account within **15 days** following the end of the quarter. The schedule for reporting is as follows:

Timetable and Deadlines for LEMPG Progress Reporting:
[Quarter 1 of 4] Time Period: July 1, 2020 to September 30, 2020
Quarter 1 Report Due: On or Before October 15, 2020
[Quarter 2 of 4] Time Period: October 1, 2020 to December 31, 2020
Quarter 2 Report Due: On or Before January 15, 2021
[Quarter 3 of 4] Time Period: January 1, 2021 to March 31, 2021
Quarter 3 Report Due: On or Before April 15, 2021

[Quarter 4 of 4] Time Period: April 1, 2021 to June 30, 2021
Quarter 4 Report Due: On or Before July 15, 2021

LEMPG Final Progress Report:
Due: On or Before July 31, 2021

Within 30 days following the end of the period of performance, subrecipients must upload a Final Progress Report detailing all accomplishments throughout the period of performance along with the completed Work Elements Final Report into their eGMS account. After these reports have been submitted, 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.

Period of Performance Extensions

Extensions to this program are allowed. Extensions to the initial period of performance identified in the subaward will only be considered through formal, written requests addressed to VDEM, and must contain specific and compelling justifications as to why an extension is required. Subrecipients are advised to coordinate with the Grant Administrator, as needed, when preparing an extension request. All extension requests must address the following:

1. Grant program, fiscal year, and subaward ID number in eGMS
2. Reason for delay that must include details of the legal, policy, or operational challenges that prevent the final outlay of awarded funds by the applicable deadline
3. Current status of the activity/activities
4. Approved period of performance termination date and new project completion date
5. Amount of funds drawn down to date
6. Remaining available funds, both Federal and non-Federal
7. Budget outlining how remaining Federal and non-Federal funds will be expended
8. Plan for completion, including milestones and timeframes for achieving each milestone, and the position/person responsible for implementing the plan for completion.
9. Certification that the activity/activities will be completed within the extended period of performance without any modification to the original Statement of Work, as described in the approved budget.

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July 10, 2020

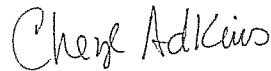
Extension requests will be granted only due to compelling legal, policy, or operational challenges. Extension requests will only be considered for the following reasons:

- Contractual commitments by the grant recipient with vendors or subrecipients prevent completion of the project within the existing period of performance
- The project must undergo a complex environmental review that cannot be completed within existing period of performance
- Projects are long-term by design and therefore acceleration would compromise core programmatic goals
- Where other special circumstances exist

Recipients must submit all extension requests to VDEM via upload into eGMS no later than 90 days prior to June 30, 2021.

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 Lisa Foley in the Grants Office at 804-267-7721 or lisa.foley@vdem.virginia.gov.

Sincerely,



Cheryl Adkins
Chief Financial Officer

CA/laf

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



Acceptance Package Checklist

Use this handy checklist to quickly verify that all of the required documents for your subaward are complete before you submit your package to VDEM for review and approval.

KEY:

| | |
|-----|---|
| ✓ | REQUIRED |
| --- | Not Applicable |
| * | REQUIRED If You Intend to Charge Indirect Costs |

| | Subaward Types | | | |
|--|----------------|------|------|------|
| | LEMPG | SHSP | UASI | NSGP |
| 1. LEMPG Project Form Completed | ✓ | --- | --- | --- |
| 2. Points of Contact Form Completed, Signed and Dated | ✓ | ✓ | ✓ | ✓ |
| 3. Online Budget Created and Submitted in eGMS Project and line item descriptions provided | ✓ | ✓ | ✓ | ✓ |
| 4. FEMA Environmental & Historic Preservation (EHP) Screening Form Required for ALL VDEM subaward projects | ✓ | ✓ | ✓ | ✓ |
| 5. Certification Regarding Lobbying Completed, Signed and Dated | ✓ | ✓ | ✓ | ✓ |
| 6. Assurances – Non-Construction Programs Completed, Signed and Dated | ✓ | ✓ | ✓ | ✓ |
| 7. FEMA Form 20-16C: Debarment, Suspension, etc Enter the street address for Place of Performance | ✓ | ✓ | ✓ | ✓ |
| 8. Local Emergency Management Performance Grant Work Elements Agreement Completed, Signed and Dated (ONLY for LEMPG) Final Work Elements Form Completed, Signed and Dated at the end of the grant cycle. (ONLY for LEMPG) | ✓ | --- | --- | --- |
| 9. Federally Negotiated Indirect Cost Rate Agreement (MUST be valid for the entire subaward performance period, Federally Signed and Dated) | * | * | * | * |

*
Signatures
required

*

*

*

*

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 2020

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

Sub-recipient (Agency Name):

Airport

Authority

Planning District

Legal Address:

Other: (Please specify)

22 Lincoln Street

Hampton, VA 23669

EIN #: 54-6001336

DUNS #: 66019902

Project Title: FY 2020 Local Emergency Management Performance Grant

Total Dollar Amount Requested: \$

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] | 7-29-2020 |
| | Date |

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: 7/29/2020

 City Attorney

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

ENTER PRIMARY CONTACT INFORMATION FOR YOUR SUBAWARD

PROGRAM/PROJECT MANAGER

PRIMARY CONTACT

| | |
|-------------------|----------------------------------|
| Name: | Hui-Shan Walker |
| Title: | Emergency Management 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
 9711 Farrar Court - Suite 200 Tel: 804-267-7600
 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: 757-727-1208
Address: 1300 Thomas Street, 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: 757-727-6320
Fax: 757-727-6872
Address: 22 Lincoln Street
 Hampton, VA 23669

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency

ENVIRONMENTAL AND HISTORIC PRESERVATION SCREENING FORM

OMB Control Number: 1660-0115
Expiration: 4/30/2020

Paperwork Burden Disclosure Notice

Public reporting burden for this data collection is estimated to average 8 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed on 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, Washington, DC, 20472, Paperwork Reduction Project (1660-0115).

PRIVACY NOTICE

The collection of this information is authorized by the National Environmental Policy Act of 1969, as amended, Pub. L. No. 91-190, § 102, 42 U.S.C. §§ 4321-4347; and National Historic Preservation Act of 1966, as amended, Pub. L. No. 89-665, § 102, 16 U.S.C. § 470.

This information is being collected for the primary purpose of determining eligibility and administration of FEMA Preparedness Grant Programs and to ensure compliance with existing laws and regulations regarding the environment and historic preservation.

The disclosure of information on this form is required by law and failure to provide the information requested may delay or prevent the organization from receiving grant funding.

Directions for completing this form: This form is designed to initiate and facilitate the environmental and historic preservation (EHP) compliance review for your FEMA preparedness grant-funded project(s). FEMA conducts its EHP compliance reviews in accordance with National Environmental Policy Act (NEPA) and other EHP-related laws and executive orders. In order to initiate EHP review of your project, you must complete all relevant sections of this form and submit it to the Grant Programs Directorate (GPD) along with all other pertinent project information. Failure to provide requisite information could result in delays in the release of grant funds. **Be advised that completion of this form does not complete the EHP review process.** You will be notified by FEMA when your review is complete and/or if FEMA needs additional information.

This form should be completed electronically. The document is available in both Word and Adobe Acrobat (pdf) formats at this website: (<https://www.fema.gov/media-library/assets/documents/90195>). The following website has additional guidance and instructions on the EHP review process and the information required for the EHP review: <https://www.fema.gov/environmental-planning-and-historic-preservation-compliance>

Submit completed form through your grant administrator who will forward it to GPDEHPInfo@dhs.gov. Please use the subject line: **EHP Submission: Project Title, location, Grant Award Number (Example, EHP Submission: Courthouse Camera Installation, Any Town, State, 12345; 2011-SS-0xxxx).**

SECTION A. PROJECT INFORMATION

DHS Grant Award Number: 97.042

Grant Program: FY2020 Local Emergency Management Performance

Grantee: VA Department of Emergency Management

Grantee POC: Lisa Mallory

Mailing Address: 9711 Farrar CT, St. 200 North Chesterfield, VA 23236

E-Mail: lisa.mallory@vdem.virginia.gov

Sub-Grantee: City of Hampton

Sub-Grantee POC: Hui-Shan Walker

Mailing Address: 1300 Thomas St. Rm. 97. Hampton, VA 23669

E-Mail: Hui-shan.walker@hampton.gov

Estimated cost of project: \$141,480

Project title: FY2020 Local Emergency Management Performa

Project location (physical address or latitude-longitude): 1300 Thomas Street, Rm. 97 Hampton, VA 23669

Project Description. Provide a complete project description. The project description should contain a summary of what specific action is proposed, where it is proposed, how it will be implemented. Include a brief description of the objectives the project is designed to accomplish (the purpose), and the reason the project is needed. Use additional pages if necessary. If multiple sites are involved, provide the summary for each site:

We utilize the Local Emergency Management Performance Grant to hire part-time Emergency Planners and a Mitigation Project Manager to assist with our emergency operations plan annexes and mitigation projects. These funds also allow for travel to training workshops, conferences and FEMA classes. Employees trained will bring best practices to the organization.

SECTION B. PROJECT TYPE

Based on the proposed project activities, determine which project type applies below and complete the corresponding sections that follow. For multi-component projects or those that may fit into multiple project types, complete the sections that best apply and fully describe all major components in the project description. If the project involves multiple sites, information for each site (such as age of structure, location, ground disturbance, etc.) must be provided. Attach additional pages to this submission, if needed.

1. **Purchase of equipment.** Projects in this category involve the purchase of equipment that will require installation on or in a building or structure. Complete other portions of Section B as needed. Complete Section C.1.
2. **Training and exercises.** Projects in this category involve training exercises with any field-based components, such as drills or full-scale exercises. Complete Section C.2.
3. **Renovations/upgrades/modifications or physical security enhancements to existing structures.** Projects in this category involve renovations, upgrades, retrofits, and installation of equipment or systems in or on a building or structure. Examples include, but are not limited to: interior building renovations; electrical system upgrades; sprinkler systems; vehicle exhaust systems; closed circuit television (CCTV) cameras; security fencing; access control for an area, building, or room; bollards; motion detection systems; alarm systems; security door installation or upgrades; lighting; and audio-visual equipment (projectors, smart boards, whiteboards, monitors, displays, and projector screens). Complete Section C.3.
4. **Generator installation.** Projects in this category involve installation of new or replacement generators, to include the concrete pads, underground fuel and electric lines, and if necessary, a fuel storage tank. Complete Section C.4.
5. **New construction/addition.** Projects in this category involve new construction, addition to, or expansion of a facility. These projects involve construction of a new building, or expansion of the footprint or profile of a current structure. Complete Section C.5.
6. **Communication towers, antennas, and related equipment.** Projects in this category involve construction of new or replacement communications towers, or installation of communications-related equipment on a tower or building or in a communications shelter or building. Complete Section C.6.
7. **Other.** Projects that do not fit in any of the categories listed above. Complete Section C.7.

SECTION C. PROJECT TYPE DETAILS

Check the box that applies to the proposed project and complete the corresponding details.

1. **Purchase of equipment.** *If the entire project is limited to purchase of mobile/portable equipment and there is no installation needed, this form does not need to be completed and submitted.*

- a. Specify the equipment, and the quantity of each: _____
- b. Provide the Authorized Equipment List (AEL) number(s) (if known): _____
- c. Complete Section D.

2. **Training and exercises.** *If the training is classroom and discussion-based only, and is not field-based, this form does not need to be completed and submitted.*

- a. Describe the scope of the proposed training or exercise (purpose, materials, and type of a activities required): _____
- b. Provide the location of the training (physical address or latitude-longitude): _____
- c. Would the training or exercise take place at an existing facility which has established procedures for that particular proposed training or exercise, and that conforms with existing land use designations? Yes No

- If yes, provide the name of the facility and the facility point of contact (name, telephone number, and e-mail address): _____

- If no, provide a narrative description of the area where the training or exercise would occur (e.g., exercise area within four points defined by latitude/longitude coordinates): _____

- Does the field-based training/exercise differ from previously permitted training or exercises in any way, including, but not limited to frequency, amount of facilities/land used, materials or equipment used, number of participants, or type of activities? _____

- If yes, explain any differences between the proposed activity and those that were approved in the past, and the reason(s) for the change in scope: _____

- If no, provide reference to previous exercise (e.g., FEMA grant name, number, and date): _____

d. Would any equipment or structures need to be installed to facilitate training? _____

- If yes, complete Section D

3. **Renovations/upgrades/modifications, or physical security enhancements to existing structures.** *If so, Complete Section D.*

4. **Generator installation.**

a. Provide capacity of the generator (kW):

b. Identify the fuel to be used for the generator (diesel/propane/natural gas):

c. Identify where the fuel for the generator would be stored (e.g. stand-alone tank, above or below ground, or incorporated in generator):

d. Complete Section D.

5. **New construction/addition.**

a. Provide detailed project description (site acreage, new facility square footage/number of stories, utilities, parking, stormwater features, etc):

b. Provide technical drawings or site plans of the proposed project:

Attached

c. Complete Section D.

6. **Communication towers, antennas, and related equipment.**

a. Provide the current net height (in feet above ground level) of the existing tower or building (with current attached equipment):

b. Provide the height (in feet above ground level) of the existing tower or building after adding/replacing equipment:

Complete items 6.c through 6.q below ONLY if this project involves construction of a new or replacement communications tower. Otherwise continue to Section D.

c. Provide the ground-level elevation (feet above mean sea level) of the site of the proposed communications tower:

d. Provide the total height (in feet above ground level) of the proposed communications tower or structure, including any antennas to be mounted:

• If greater than 199 feet above ground level, state why this is needed to meet the requirements of the project:

e. Would the tower be free-standing or require guy wires?

Free standing

Guy wires

• If guy wires are required, state number of bands and the number of wires per band:

• Explain why a guyed tower is needed to meet the requirements of this project:

f. What kind of lighting would be installed, if any (e.g., white strobe, red strobe, or steady burning)?

g. Provide a general description of terrain (e.g., mountainous, rolling hills, flat to undulating):

h. Describe the frequency and seasonality of fog/low cloud cover:

i. Provide a list of habitat types and land use at and adjacent to the tower site (within 1/2 mile), by acreage and percentage of total (e.g., woodland conifer forest, grassland, agriculture) water body, marsh:

j. Is there evidence of bird roosts or rookeries present within 1/2 mile of the proposed site? Yes No

• Describe how presence/absence of bird roosts or rookeries was determined:

k. Identify the distance to nearest wetland area (e.g., forested swamp, marsh, riparian, marine) and coastline if applicable:

l. Distance to nearest existing telecommunication tower:

m. Have measures been incorporated for minimizing impacts to migratory birds? Yes No

• If yes, Describe:

n. Has a Federal Communications Commission (FCC) registration been obtained for this tower? Yes No

• If yes, provide Registration #:

• If no, why?

o. Has the FCCE106 process been completed? Yes No

p. Has the FCC Tower Construction Notification System (TCNS) process been completed? Yes No

• If yes, Describe:

q. Would any related equipment or structures need to be installed (e.g., backup generator and fuel source, communications shelter, fencing, or security measures)? Yes No

• If yes, explain where and how each installation would be done. Provide details about generator capacity (kW), fuel source, fuel location and tank volume, amount of fencing, and size of communication shelter:

r. Complete Section D.

7. **Other:** Complete this section if the proposed project does not fit any of the categories above.

a. Provide a complete project description:

b. Complete Section D.

SECTION D. PROJECT DETAILS

Complete all of the information requested below.

1. **Project Installation**

a. Explain how and where renovations/upgrades/modifications would take place, or where equipment/systems will be installed:

b. Would ground disturbance be required to complete the project or training? Yes No

• If Yes, provide total extent (depth, length, and width) of each ground-disturbing activity. Include both digging and trenching. For example, light poles and fencing have unique ground-disturbing activities (e.g., six light poles, 24" dia. x 4' deep; trenching 12" x 500' x 18" deep; 22 fence posts, 12" diameter x 3' deep, and 2 gate posts, 18" diameter x 3' deep):

• If yes, describe the current disturbed condition of the area (e.g., parking lot, road right-of-way, commercial development): _____

c. Would the equipment use the existing infrastructure for electrical distribution systems? Yes No

• If no, describe power source and detail its installation at the site: _____

2. **Age of structure/building at project site**

a. Provide the year existing building(s) or structure(s) on/in/nearest to the location involved in the proposed project was built: _____

• If the building or structure involved is over 45 years old and significant renovation, rehabilitation, or modification has occurred, provide the year(s) modified and briefly describe the nature of the modification(s): _____

b. Are there any structures or buildings that are 50 years old or older in or adjacent to the project area? Yes No

• If yes, provide the location of the structure(s), ground-level color photographs of the structure(s), and identify their location(s) on an aerial map: _____

c. Is the project site listed in the National Register of Historic Places (National Register), or in/near a designated local or National Register Historic District? The internet address for the National Register is: <http://nrhp.focus.nps.gov/> Yes No

• If yes, identify the name of the historic property, site and/or district and the National Register document number: _____

3. **Site photographs, maps and drawings**

a. Attach site photographs. Site photographs are required for all projects. Use the following as a checklist for photographs of your project. Attach photographs to this document or as accompanying documents in your submission.

- Labeled, color, ground-level photographs of the project site: Required
- Labeled, color photograph of each location where equipment would be attached to a building or structure: Required
- Labeled, color aerial photographs of the project site: Required
- Labeled, color aerial photographs that show the extent of ground disturbance (if applicable): Attached
- Labeled, color ground-level color photographs of the structure from each exterior side of the building/structure (applicable only if building/structure is more than 45 years old): Attached

- b. Are there technical drawings or site plans available? Yes No
- If yes, attach: Attached

Appendix A has guidance on preparing photographs for EHP review

4. **Environmental documentation**

a. Is there any previously completed environmental documentation for this project at this proposed project site (e.g., Environmental Assessment, or wetland delineation, or cultural/archaeological study)?

Yes No

• If yes, attach documentation with this form:

Attached

b. Is there any previously completed agency coordination for this project (e.g., correspondence with the U.S. Fish and Wildlife Service, State Historic Preservation Office, Tribal Historic Preservation Office)?

Yes No

• If yes, attach documentation with this form:

Attached

c. Was a NEPA document prepared for this project?

Yes No

• If yes, what was the decision? (Check one, and please attach):

Finding of No Significant Impact (FONSI) from an Environmental Assessment (EA) or

Record of Decision (ROD) from an Environmental Impact Statement (EIS).

Name of preparing agency: _____

Date Attached: _____

Appendix A. Guidance for Supporting Photographs for EHP Grant Submissions

Photographs are a vital component of the EHP review process and add an additional level of understanding about the nature and scope of the project. They also provide pre-project documentation of site conditions. Please follow the guidance provided below when preparing photographs for your EHP submission. The following pages provide examples of best practices used in earlier EHP submissions.

Minimum requirements for photographs

1. Photographs should be in color.
2. Label all photographs with the name of facility, location (city/county, state) and physical location (physical address or latitude-longitude).
3. Label the photographs to clearly illustrate relevant features of the project, such as location of installed features (e.g., cameras, fences, sirens, antennas, generators) and ground disturbance. See examples below.
4. Identify ground disturbance. Adding graphics to a digital photograph is a means to illustrate the size, scope and location of ground disturbing activities.

Best Practices

1. Provide photographs in a separate file.
2. Place no more than 2 pictures per page.
3. Compressing pictures files (such as with Microsoft Picture Manager)¹ or saving the file in PDF format will reduce the size of the file and facilitate e-mail submissions.
4. Identify the photograph file with the project name so that it can be matched to the corresponding FEMA EHP screening form.
5. Maximum file size for enclosures should not exceed 12 MB. If the total size of files for an EHP submission exceeds 12 MB, send the submission in multiple e-mails.
6. If necessary, send additional photographs or data in supplemental e-mails. Please use the same e-mail subject line with the additional label: 1 of x, 2 of x, . . . x of x.

Options for Creating Photographs

1. Obtain an aerial photo. There are multiple online sources for aerial photographs.
2. For the aerial photo, use the screen capture feature (Ctrl + Print Screen keys) and copy the image to photo editing software, such as Paint, or PhotoShop.¹ Use that software to crop the image so the photo has the content necessary.
3. Open PowerPoint, or other graphics-oriented software, and paste the aerial or ground-level photograph on the canvas.
4. Use drawing tools, such as line drawing and shapes, to indicate the location of project features (for example: fencing, lighting, sirens, antennas, cameras, generators).
5. Insert text to label the features and to label the photograph.
6. Use drawing tools to identify ground-disturbing activities (if applicable).
7. Save the file with the project name or grant number so that it can be appropriately matched to the corresponding FEMA EHP screening form. Include this file with the EHP screening when submitting the project.

Appendix A. Supporting Photographs for EHP Grant Submissions

Example Photographs

Aerial Photographs. The example in Figure 1 provides the name of the site, physical address and proposed location for installing new equipment. This example of a labeled aerial photograph provides good context of the surrounding area.

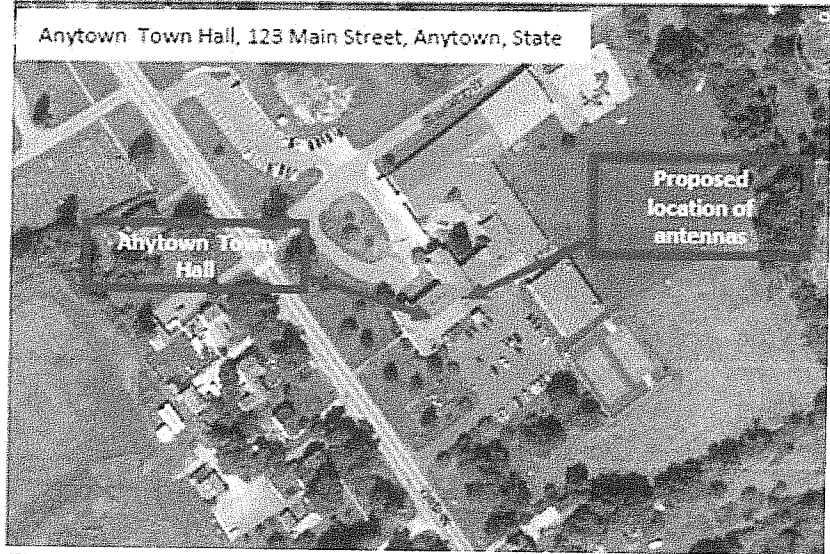


Figure 1. Example of labeled, color aerial photograph.

Ground-level photographs. The ground-level photograph in Figure 2 supplements the aerial photograph in Figure 1, above. Combined, they provide a clear understanding of the scope of the project. This photograph has the name and address of the project site, and uses graphics to illustrate where equipment will be installed.

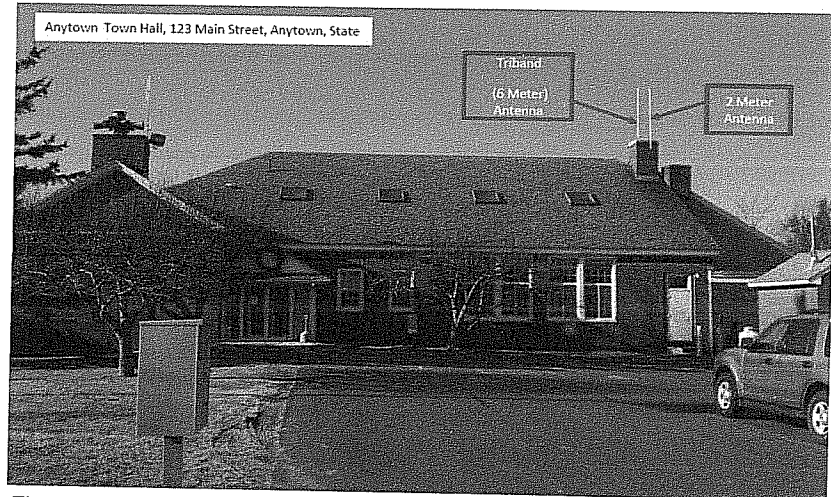


Figure 2. Example of ground-level photograph showing proposed attachment of new equipment.

Appendix A. Supporting Photographs for EHP Grant Submissions

Ground-level photograph with equipment close-up. Figure 3 includes a pasted image of a CCTV camera that would be placed at the project site. Using desktop computer software, such as PowerPoint, this can be accomplished by inserting a graphic symbol (square, triangle, circle, star, etc.) where the equipment would be installed. This example includes the name and location of the site. The site coordinates are in the degree-minute-second format.

Abc Tower Site, Some County, State: 12° 34' 56.7" N,
45° 67' 89.12" W

New CCTV
Camera

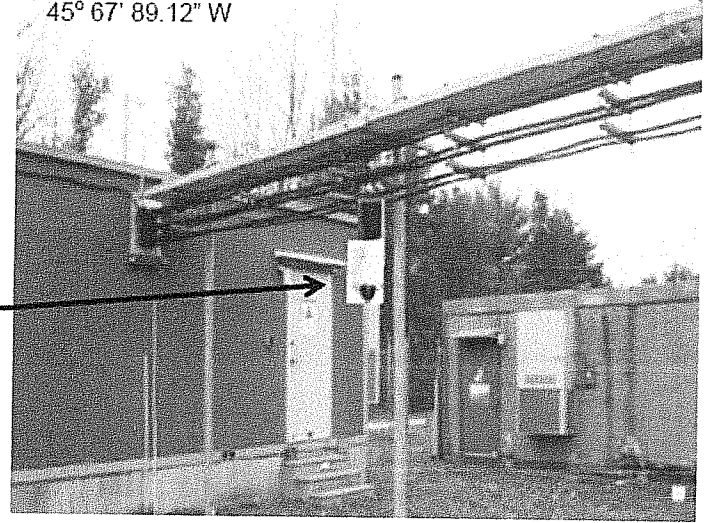


Figure 3. Ground-level photograph with graphic showing proposed equipment installation.

Ground-level photograph with excavation area close-up. The example in Figure 4 shows the proposed location for the concrete pad for a generator and the ground disturbance to connect the generator to the building's electrical service. This information can be illustrated with either an aerial or ground-level photograph, or both. This example has the name and physical address of the project site.

Sometown Community Center, 123 Elm Street, Sometown, State

Trenching from
generator to
building's
electrical service:
22 ft x 18 in x 6
in.

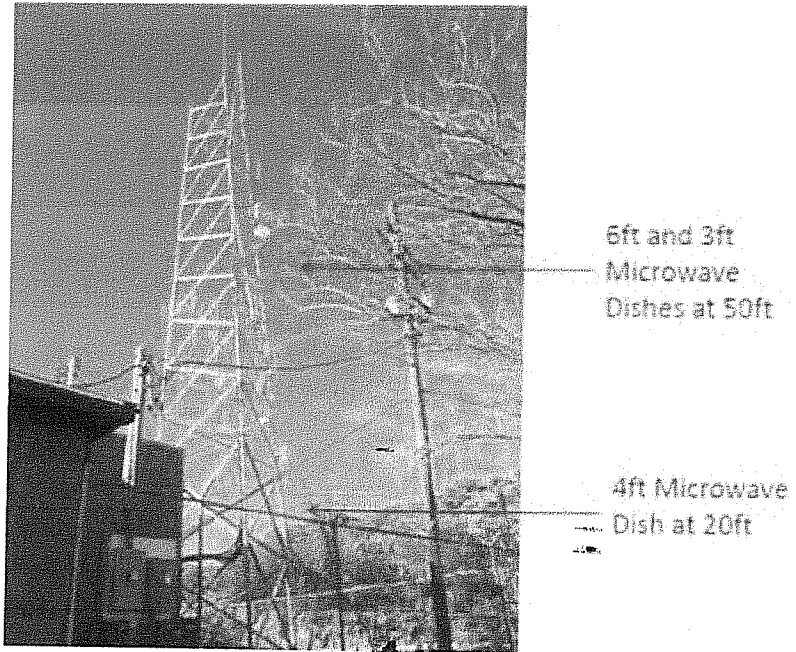
Generator Pad,
4 ft x 10 ft x 8 in



Figure 4. Ground-level photograph showing proposed ground disturbance area.

Appendix A. Supporting Photographs for EHP Grant Submissions

Communications equipment photographs. The example in Figure 5 supports a project involving installation of equipment on a tower. Key elements are identifying where equipment would be installed on the tower, name of the site and its location. This example provides site coordinates in decimal format.



Any County Tower, State: 12.3456° N, 34.5678° W

Figure 5. Ground-level photograph showing proposed locations of new communications equipment on an existing tower.

Interior equipment photographs. The example in Figure 6 shows the use of graphic symbols to represent security features planned for a building. The same symbols are used in the other pictures where the same equipment would be installed at other locations in/on the building. This example includes the name of the facility and its physical address.

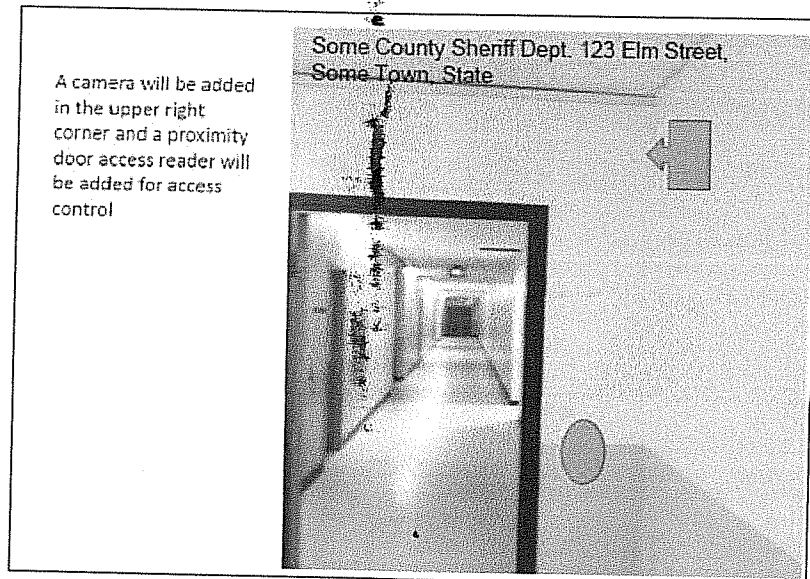


Figure 6. Interior photograph showing proposed location of new equipment.

Ground-level photographs of nearby historic structures and buildings. Consultation with the State Historic Preservation Office (SHPO) may be required for projects involving structures that are more than 50 years old, or are on the National Register of Historic Places. In that event, it will be necessary to provide a color, ground-level photograph of each side of the building/structure.

¹ Use of brand name does not constitute product endorsement, but is intended only to provide an example of the type of product capable of providing an element of the EHP documentation.

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 | | |
| Phone Work | 757-727-1208 | Phone Mobile | 757-373-4434 |
| Email | | | |

Project Information

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

Project Title

FY2020 Local Emergency Management Performance Grant

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

Project Description

For FY20, EM personnel and city staff supporting emergency management throughout the city are tasked to

- i. Update the Mass Care and Shelter Annex to the EOP to include COVID considerations for non-congregate, congregate and pet sheltering to include increased emphasis on infection control measures and social distancing, incorporate increased evacuation clearance times into plans, and update Mass Fatality Incident Annex to include pandemic disease events. Implement WebEOC upgrade and conduct training. Participate in regional and local mitigation planning.
- ii. Continued support for mitigation construction and project management for 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. Send relevant city staff to DHS/FEMA National Hurricane Conference and/or other related training and 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: Response |
| 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 type="checkbox"/> Planning |
| <input 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 type="checkbox"/> Planning |
| <input 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 type="checkbox"/> Community Resilience |
| <input type="checkbox"/> Long-Term Vulnerability Reduction |
| <input type="checkbox"/> Operational Coordination |
| <input 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 checked="" 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 type="checkbox"/> Situational Assessment |
| Recovery |
| <input type="checkbox"/> Planning |
| <input type="checkbox"/> Public Information and Warning |
| <input type="checkbox"/> Operational Coordination |
| <input type="checkbox"/> Economic Recovery |
| <input 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 2020 Grant Program

| | | |
|---------------------|--|------------------|
| Planning | <input style="width: 90%;" type="text"/> | \$120,000 |
| Organization | <input style="width: 90%;" type="text"/> | |
| Equipment | <input style="width: 90%;" type="text"/> | \$5,480 |
| Training | <input style="width: 90%;" type="text"/> | \$16,000 |
| | <input style="width: 90%;" type="text"/> | |

Virginia Department of Emergency Management Project Form

Exercise

Other

Project Plan

In the following sections describe what will happen from start to completion (July 2020 – June 2021). 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, 2020-June 30, 2021- Continued support for mitigation construction and project management for our home elevation/acquisition and demo/rebuild projects. We currently have 17 home elevation projects in various stages. This will be managed out of our administrative offices and on-site at the various properties. We are working with Public Works to install generators and/or manual transfer switches at critical pump stations.

July 1, 2020-September 30, 2020 –Planning and working with the regional Common Operating Picture (COP) Program working towards regional situational awareness. Continued participation in regional meetings. We are incorporating VDH, ARC and CDC guidance into our Mass Care and Shelter Annex. Train our shelter workers prior to the height of hurricane season on shelter operations in a COVID-19 environment. Continue project to upgrade WebEOC software and develop training program to facilitate emergency operations in a virtual environment. Receive allocation award notice for grant. Complete documentation to receive award letter and process grant through our administrative process for City Council acceptance in August or September City Council session. Work will be performed in administrative office. Develop public outreach mechanisms for public messaging in the COVID-19 environment.

Milestone 2

October 1, 2020-December 31, 2020 – Continue update of Mass Care and Shelter Annex by meeting with stakeholders and incorporating lessons learned from this hurricane season into plan updates. Update Mass Fatality Incident Annex of EOP to include natural deaths from pandemic diseases.

Milestone 3

January 1, 2021-March 31, 2021 – Meet with stakeholders to continue planning efforts for EOP re-adoption in 2022. Attend the National Hurricane Conference or other related training. Conduct WebEOC training for city staff.

Milestone 4

April 1, 2021-June 30, 2021 – Purchase equipment to enhance our Emergency Operations Center and Incident Management Team to support emergency preparedness, response and recovery operations by June 30, 2021. Continue planning and mitigation efforts.

Virginia Department of Emergency Management Project Form

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 | [] | \$70,740 |
| Organization | [] | |
| Equipment | [] | |
| Training | [] | |
| Exercise | [] | |

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— No Yes or No

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

Law Enforcement Total

0

Fusion Center

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

Drop Down Box— No Yes or No

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

Certification: I understand that:

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

Virginia Department of Emergency Management Project Form

and approval will result in a non-compliance finding and will not be eligible for FEMA funding.

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.

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

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.

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.

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.

Prepared by: Hui-Shan Walker

Date: 7/15/2020

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 and 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 according. 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 and 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 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 subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Applicant's Organization

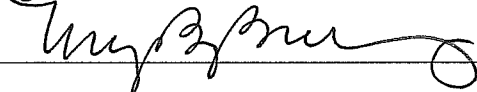
City of Hampton, VA

Printed name and title of authorized representation

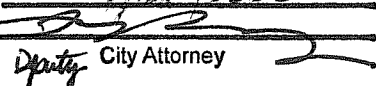
Mary B. Bunting, City Manager

Signature

Date



7-29-2020

**CITY OF HAMPTON
OFFICE OF THE CITY ATTORNEY**
 Approved as to form and legal sufficiency
 Date: 7/29/2020

 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.

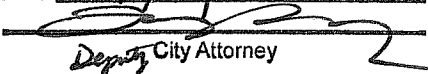
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.


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: 7/28/2020

Deputy City Attorney

| | |
|---|---------------------------------|
| SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL  | TITLE City Manager |
| APPLICANT ORGANIZATION City of Hampton, VA | DATE SUBMITTED July 28, 2020 |

**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 Street, 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)

FY2020 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. 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

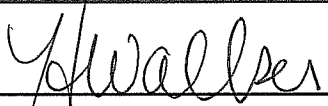
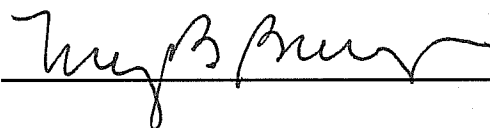
- **Trained Personnel:** Locality shall maintain personnel who are trained in, and have account access to, the state's online crisis management system (WebEOC).

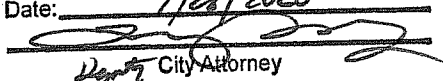
Capability Reporting

- **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 : Locality/ Town

| | |
|---|--------------------------|
|  _____ Coordinator of Emergency Management | <u>7/28/2020</u> Date |
|  _____ Chief Administrative Officer | <u>7/29/2020</u> Date |
| _____ VDEM Chief Regional Coordinator | _____ Date |

CITY OF HAMPTON
OFFICE OF THE CITY ATTORNEY
Approved as to form and legal sufficiency
Date: 7/28/2020

Deputy City Attorney

Subrecipient Information

Grant ID: 8420
Subrecipient Award Name: Hampton Emergency Management - LEMPG 2020
Grantee Type: Local Jurisdiction/Entity
Legal Jurisdiction Name: Hampton Emergency Management
Local Agency Name: Hampton Emergency Management
State: VA
DUNS number: 66019902
Fiscal Year: 2020
Contact Information: Hui-Shan Walker
 1300 Thomas Street, Rm. 97
 Hampton, MO 23669
 757-727-1208
 hui-shan.walker@hampton.gov

For more information, contact:

Name:
Phone:
Email:

Project Allocation on 08/18/20

Project: A

Project Title: Emergency Management Staff Time In-Kind Match

Project Allocation: \$70,740.00

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: FY20 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

Primary Objective 1.1 - \$70,740.00 -[Planning] - Planning

No line items found.

Project: B

Project Title: Training, Workshops, Classes, and Conferences

Project Allocation: \$8,000.00

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. This information can be implemented into our local operations and planning efforts.

Investment Justification: FY20 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

Primary Objective 5.77 - \$8,000.00 -[Training] - Operational Coordination

No line items found.

Project: C

Project Title: Emergency Management Planning Support

Project Allocation: \$60,000.00

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: FY20 Local Emergency Management Performance Grant

Target Category: Prevention - To avoid, prevent, or stop a threatened or actual act of terrorism

Target Capability: Planning

Primary Objective 1.1 - \$60,000.00 -[Planning] - Planning

No line items found.

Project: D

Project Title: Technology for EOC Operations

Project Allocation: \$2,740.00

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: FY20 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

Primary Objective 5.17 - \$2,740.00 -[Equipment] - Operational Coordination

No line items found.

¹ - Only approved budget modifications are included in the budget. Pending and rejected requests are not included.

Budget Modification History

The original budget has not been modified.



Virginia Department of Emergency Management

9711 Farrar Court, Suite 200
North Chesterfield, VA 23236

SUBAWARD AGREEMENT

1. SUBRECIPIENT NAME AND ADDRESS:

Hampton City
22 Lincoln St.- 8th Floor
Hampton, VA 23669

4a. SUBAWARD ID NUMBER: **8420**

4b. Federal Award Identification Number: **EMP-2020-EP-00005**

5. SUBAWARD DATE: August 14, 2020

6. PROJECT PERIOD: July 01, 2020 to June 30, 2021
BUDGET PERIOD: July 01, 2020 to June 30, 2021

7. TOTAL AMOUNT OF THIS SUBAWARD: **\$141,480.00**

2. SUBRECIPIENT DUNS Number:

066019902

SUBRECIPIENT EIN:

546001336

8. FEDERAL AMOUNT OF THIS SUBAWARD: **\$70,740.00**

9. SUBRECIPIENT NON-FEDERAL COST SHARE REQUIREMENT: **\$70,740.00**

10. INDIRECT COST RATE (If applicable):

3. SUBAWARD NAME:
CFDA:

Virginia Department of Emergency Management
2020 Local Emergency Management Performance Grant (LEMPG)
97.042 – Emergency Management Performance Grant (EMPG) Program
U.S. Department of Homeland Security (DHS)
Federal Emergency Management Agency (FEMA)

11. STANDARD TERMS AND CONDITIONS & SPECIAL CONDITIONS

The above subaward is approved subject to the 2020 Department of Homeland Security (DHS) Standard Terms and Conditions and VDEM Special Conditions found here: [DHS Terms and Conditions 2020](#)

12. APPROPRIATION AUTHORITY FOR GRANT

The project is supported under the *Department of Homeland Security Appropriations Act, 2020 (Public Law No. 116-6)*.

13. METHOD OF PAYMENT

Commonwealth of Virginia Cardinal Accounting System

AGENCY APPROVAL

SUBRECIPIENT ACCEPTANCE

14. TYPED NAME AND TITLE OF APPROVING VDEM OFFICIAL

Cheryl Adkins
Chief Financial Officer

16. NAME AND TITLE OF AUTHORIZED OFFICIAL

Mary Bunting
City Manager

15. SIGNATURE OF APPROVING VDEM OFFICIAL

Cheryl Adkins

17. SIGNATURE OF AUTHORIZED SUBRECIPIENT OFFICIAL

18. DATE:



Virginia Department of
Emergency Management
9711 Farrar Court, Suite 200
North Chesterfield, VA 23236

SUBAWARD AGREEMENT

Page 2 of 3

Subaward Name: **2020 Local Emergency Management Performance Grant (LEMPG)**

Subaward Date: August 14, 2020

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.



Virginia Department of Emergency Management

9711 Farrar Court, Suite 200
North Chesterfield, VA 23236

SUBAWARD AGREEMENT

Page 3 of 3

Subaward Name: **2020 Local Emergency Management Performance Grant (LEMPG)**

Subaward Date: August 14, 2020

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 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).

**Summary of Statutes Referenced in the
“Assurances – Non-Construction Programs” Document**

Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) (5 C.F.R. 900, Subpart F): This implements the provisions of title II of the Intergovernmental Personnel Act of 1970, requiring the State and local agencies that receive grants to establish merit personnel systems for personnel involved in the administration of a grant-aided program. Title II gives the U.S. Office of Personnel Management authority over the standards for these federally required merit personnel systems.

All Federal statutes relating to nondiscrimination, including but not limited to:

- a) **Title VI of the Civil Rights Act of 1964 (P.L. 88-352)**: prohibiting of discrimination based on 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)**: prohibiting of discrimination based on sex
- c) **Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794)**: prohibiting of discrimination based on handicaps
- d) **The Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107)**: prohibiting of discrimination based on age
- e) **The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended**: nondiscrimination based on drug abuse
- f) **The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended**: nondiscrimination based on 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**: 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**: 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 the requirements of any other nondiscrimination statute(s) which may apply to the application.**

Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646): establishes the policy for the fair and equal treatment of persons displaced as a direct result of programs or projects undertaken by the State or local agencies with Federal financial assistance. A person should not suffer disproportionate injuries as a result of program or projects that are designed to benefit the entire public and minimize the hardship of displacement on those persons. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328): which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds. This Act also bars state and local government employees from running for public office if any federal funds support the position, even if the position is funded almost entirely with local funds. The Merit Systems Protection Board and the Office of Special Counsel enforce this Act.

Labor standards for federally-assisted construction subagreements:

- a) **Provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7):** requires paying local wages on public works projects for laborers and mechanics. Also applies to contractors and subcontractors for federally funded projects over \$2,000 for the construction, alteration, or repair of public buildings or public works (including painting and decorating)
- b) **Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874):** supplemental to the Davis-Bacon Act. Prohibits a federal building contractor or subcontractor from receiving “kickbacks” or any part of an employee’s compensation under the terms of his or her employment contract. This requires that employers file weekly compliance reports.
- c) **Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333):** In regards to federal service contracts and federal and federally assisted construction contracts worth over \$100,000. It requires that contractors and subcontractors on covered contracts to pay laborers and mechanics employed in the performance of the contracts one and one-half times their rate of pay for any hours worked in excess of a 40 hour workweek. It prohibits unsanitary, hazardous, or dangerous working conditions on federal and federally financed and assisted construction projects.

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.

National Environmental Policy Act of 1969 (P.L. 91c190): This policy is to ensure that all branches of government give proper consideration to the environment prior to undertaking any major federal action the affects the environment. It requires that Environmental Assessments (EAs) and Environmental Impact Statements (EIPs) are performed when airports, buildings, military complexes, highways, parkland purchases, and other federal activities are proposed.

Executive Order (EO) 11514: The Federal government must provide leadership in protecting and enhancing the quality of the nation’s environment to sustain and enrich human life. The Federal agency over the federally funded program must initiate measures needed to direct their policies, plans, and programs to ensure that environmental goals are met.

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. This Act safeguards the special characteristics of these rivers while simultaneously recognizing the potential for their appropriate use and development. It also encourages public participation in developing goals for river protection.

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 through the designation of properties as historic landmarks nominated by States, local governments or individuals. The head of any Federal agency having direct or indirect jurisdiction over a federally assisted

program in a State or locality will take into account the effect of the program on any district, site, building, structure, or object that is included in or eligible for inclusion in the National Register.

The Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.): requires that Federal agencies provide for "...the preservation of historical and archeological data (including relics and specimens) which might otherwise be irreparably lost or destroyed as a result of...any alteration of the terrain caused as a result of any Federal construction project..." of a federally licensed activity or program.

P.L. 93-348 (b.k.a. The National Research Act of 1974): regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance. The purpose of this Act is for the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research to identify basic ethical principles to be followed when conducting biomedical and behavioral human subject's research. It also sets guidelines that assist the medical community in conducting research in accordance with the principles they set forth.

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. This Act authorizes the Secretary of Agriculture to regulate the transportation, sale and handling of dogs, cats, and other animals intended to be used for purposes of research, experimentation, or other purposes.

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. This Act provides Federal financial assistance to help cities and communities develop and carry out intensive local programs to detect and treat incidents of lead-based paint poisoning, as well as prohibits the future use of lead-based paint in federally assisted construction or rehabilitation.

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.": "All non-Federal entities that expend \$500,000 or more of Federal awards in a year...are required to obtain an annual audit in accordance..." with this Act. The single audit is a cost-effective audit that will take the place of multiple audits of an individual program.