



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
Page 2 of 7
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

Ms. Mary Bunting
Page 3 of 7
July 10, 2020

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

Ms. Mary Bunting
Page 4 of 7
July 10, 2020

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

Ms. Mary Bunting
Page 6 of 7
July 10, 2020

[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.

Ms. Mary Bunting
Page 7 of 7
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