

HAMPTON VA

Grant Routing Sheet

COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED

Date Routing Initiated: 10/26/17 Application Due Date: 11/13/17

Originating Department: Emergency Management Department No.: 325

Submitter's Name: Hui-Shan Walker Direct Telephone No. (757) 727-6067

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

Grant Title: 2017 State Homeland Security Program - Hampton & Poquoson Regional Community Emergency Response Team

Other Participating Departments: _____

BEFORE COMPLETING AN APPLICATION:

1. READ THE GENERAL INSTRUCTIONS. H.W. (Submitter's Initials)
2. COMPLETE GRANT PROPOSAL OVERVIEW. H.W. (Submitter's Initials)
3. DEPARTMENT HEAD
ORIGINATING DEPT. Hui-Shan Walker
Print Name _____ Signature _____ Date _____
4. ASSISTANT CITY
MANAGER Steven Bond
Print Name _____ Signature _____ Date _____

*Proposal submitted
6/17*

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). HW (Submitter's Initials)
6. COMPLETE APPLICATION **EXCEPT** NECESSARY SIGNATURES. _____ (Submitter's Initials)
7. BUDGET DIVISION Brian Deprofio email _____ 10/27/17
Print Name _____ Signature _____ Date _____
8. FINANCE DEPARTMENT Karl Daughtrey email from Jacky Green 10/27/17
Print Name _____ Signature _____ Date _____
9. CITY ATTORNEY Lola Perkins _____ 10/30/17
Print Name _____ Signature _____ Date _____
10. SIGN and SUBMIT APPLICATION. H.W. (Submitter's Initials)

AFTER GRANT AWARDED:

- 11. **ADD AWARD LETTER TO DOCUMENTATION.** HW (Submitter's Initials)
- 12. **ORIGINATING DEPT.** Hui-Shan Walker H Walker 1/17/18
(Approval as to Content) Print Name Signature Date
- 13. **RISK MANAGEMENT** see attached signature _____ _____
Print Name Signature Date
- 14. **HUMAN RESOURCES** _____ _____ _____
Print Name Signature Date
- 15. **BUDGET DIVISION** _____ _____ _____
Print Name Signature Date
- 16. **FINANCE DEPARTMENT** see attached signature _____ 1/26/18
Print Name Signature Date
- 17. **CITY ATTORNEY** Lola Perkins Email Sign-off 1/17/18
Print Name Signature Date
- 18. **CITY COUNCIL** **COUNCIL FILE NO.:** _____
- CREATE GRANICUS FILE _____ _____ _____
Print Name Signature Date
- ATTACH GRANT DOCUMENTS _____ _____ _____
Print Name Signature Date
- ROUTE FOR APPROVAL _____ _____ _____
Print Name Signature Date
- 19. **ADD SIGNED RESOLUTION TO DOCUMENTATION.** _____ (Submitter's Initials)
- 20. **OBTAIN SIGNATURES** _____ _____ _____
Print Name Signature Date
- 21. **ORIGINATING DEPARTMENT TO RETAIN ORIGINAL DOCUMENTATION.** _____ (Submitter's Initials)
- 22. **DISSEMINATE ELECTRONIC COPIES TO (INITIAL WHEN DISSEMINATED):**
- CITY ATTORNEY: _____ (Submitter's Initials)
- FINANCE: _____ (Submitter's Initials)
- OTHER PARTICIPATING DEPARTMENTS (LIST):
- _____ _____ (Submitter's Initials)
- _____ _____ (Submitter's Initials)

AFTER GRANT AWARDED:

11. ADD AWARD LETTER TO DOCUMENTATION. _____ (Submitter's Initials)

12. ORIGINATING DEPT. _____
(Approval as to Content) Print Name Signature Date

13. RISK MANAGEMENT _____
Print Name Signature Date

14. HUMAN RESOURCES _____
Print Name Signature Date

15. BUDGET DIVISION _____
Print Name Signature Date

16. FINANCE DEPARTMENT Jacqueline M. Green Jacqueline M. Green 11/26/2018
Print Name Signature Date

17. CITY ATTORNEY _____
Print Name Signature Date

18. CITY COUNCIL **COUNCIL FILE NO.:** _____

CREATE GRANICUS FILE _____
Print Name Signature Date

ATTACH GRANT DOCUMENTS _____
Print Name Signature Date

ROUTE FOR APPROVAL _____
Print Name Signature Date

19. ADD SIGNED RESOLUTION TO DOCUMENTATION. _____ (Submitter's Initials)

20. OBTAIN SIGNATURES _____
Print Name Signature Date

21. ORIGINATING DEPARTMENT TO RETAIN ORIGINAL DOCUMENTATION. _____ (Submitter's Initials)

22. DISSEMINATE ELECTRONIC COPIES TO (INITIAL WHEN DISSEMINATED):

CITY ATTORNEY: _____ (Submitter's Initials)

FINANCE: _____ (Submitter's Initials)

OTHER PARTICIPATING DEPARTMENTS (LIST): _____ (Submitter's Initials)

_____ (Submitter's Initials)

AFTER GRANT AWARDED:

11. ADD AWARD LETTER TO DOCUMENTATION. _____ (Submitter's Initials)

12. ORIGINATING DEPT.
(Approval as to Content)

Print Name

Signature

Date

13. RISK MANAGEMENT

Joe Sandes

Print Name

Joe Sanders

Signature

10/27/17

Date

14. HUMAN RESOURCES

Print Name

Signature

Date

15. BUDGET DIVISION

Print Name

Signature

Date

16. FINANCE DEPARTMENT

Print Name

Signature

Date

17. CITY ATTORNEY

Print Name

Signature

Date

18. CITY COUNCIL

COUNCIL FILE NO.: _____

CREATE GRANICUS FILE

Print Name

Signature

Date

ATTACH GRANT DOCUMENTS

Print Name

Signature

Date

ROUTE FOR APPROVAL

Print Name

Signature

Date

19. ADD SIGNED RESOLUTION TO DOCUMENTATION. _____ (Submitter's Initials)

20. OBTAIN SIGNATURES

Print Name

Signature

Date

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CITY ATTORNEY:

_____ (Submitter's Initials)

FINANCE:

_____ (Submitter's Initials)

OTHER PARTICIPATING DEPARTMENTS (LIST):

_____ (Submitter's Initials)

_____ (Submitter's Initials)

HAMPTON VA

Grant Proposal Overview

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

Grant Title: 2017 State Homeland Security Program - Hampton & Poquoson Regional Community Emergency Response Team

1. **PRIMARY OR SUB-AWARD:** Application will be submitted to the agency that is the primary source of funding (City = Primary Awardee); to an 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 Until March 31, 2019 or in the future fiscal year(s) of _____.

3. **PREVIOUS APPLICATIONS:** (Not including the current application) This grant was previously applied for during FY 2016 fiscal year(s); and was previously awarded during _____ fiscal year(s).

If previously awarded, provide all prior agenda items numbers and dates of Council approval.
Resolution Budget - 17-0038 - February 8, 2017

4. **BACKGROUND/PURPOSE:** 2017 State Homeland Security Program - Hampton & Poquoson Regional Community Emergency Response Team. This grant will help us continue to offer joint Community Emergency Response Team Training and Exercises along with Community Animal Response Team training and exercises to the citizens of Hampton and Poquoson.

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

Cash Amount \$ 42,000

Non-Cash (Describe): _____

6. FINANCIAL OBLIGATIONS:

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

Required Match – CASH

Required Match – IN KIND

Amount: Cash \$ _____

*Value of In-Kind \$ _____

* Description: _____

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 \$ 42,000 _____
 Pass Through \$ 42,000 _____
 State \$ _____
 Foundation \$ _____
 Private \$ _____

Federal Catalog No. 97.067 _____
 Federal Grant No. 97.067 _____
 State Grant No. _____

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

Department: _____
 Budget Line-Item: _____ Amount: _____
 Budget Line-Item: _____ Amount: _____
 Budget Line-Item: _____ Amount: _____

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

8. Proposed Budget:

City Department-Match

Other Match(es)

	Grant Total	Cash	In-Kind	Cash	In-Kind
Personnel Svcs	42,000				
Operating Exp.					
Capital Outlay					
Column Totals	42,000				

Grand Total: 42,000 _____

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

Walker, Hui-Shan

From: DeProfio, Brian
Sent: Friday, October 27, 2017 3:40 PM
To: Walker, Hui-Shan; Daughtrey, Karl; Green, Jacky; Perkins, Lola
Subject: RE: Sign off Request for 2017 State Homeland Security Grant for CERT Program

I approve.

From: Walker, Hui-Shan
Sent: Friday, October 27, 2017 11:31 AM
To: Daughtrey, Karl; Green, Jacky; DeProfio, Brian; Perkins, Lola
Subject: RE: Sign off Request for 2017 State Homeland Security Grant for CERT Program
Importance: High

Good morning,

Attached is the state allocation letter and our grant application for your review and approval. We need to submit this so that we can get the official award letter that can then be taken to Council. There is no match required. It is our annual CERT and CART funds in partnership with the City of Poquoson.

Thanks,

Hui-Shan Walker, CEM
EM Coordinator
City of Hampton, VA
757-727-1208
hui-shan.walker@hampton.gov

Walker, Hui-Shan

From: Green, Jacky
Sent: Friday, October 27, 2017 5:42 PM
To: Walker, Hui-Shan
Subject: RE: RE: Sign off Request for 2017 State Homeland Security Grant for CERT Program

Information has been reviewed.

From: Walker, Hui-Shan
Sent: Friday, October 27, 2017 11:31 AM
To: Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Perkins, Lola <lperkins@hampton.gov>
Subject: RE: Sign off Request for 2017 State Homeland Security Grant for CERT Program
Importance: High

Good morning,

Attached is the state allocation letter and our grant application for your review and approval. We need to submit this so that we can get the official award letter that can then be taken to Council. There is no match required. It is our annual CERT and CART funds in partnership with the City of Poquoson.

Thanks,

Hui-Shan Walker, CEM
EM Coordinator
City of Hampton, VA
757-727-1208
hui-shan.walker@hampton.gov

Walker, Hui-Shan

From: Perkins, Lola
Sent: Wednesday, January 17, 2018 9:14 AM
To: Walker, Hui-Shan; Sanders, Joe; Green, Lori; Daughtrey, Karl; Green, Lori; Karle, Kimberly
Cc: Bond, Steven
Subject: RE: RE: Sign Off Approval for Grant Award for 2017 SHSP Regional Community Emergency Response Team (CERT) grant

Good morning, Hui-Shan:

Please consider this my electronic approval to proceed with putting this item on Granicus with two caveats:

- 1) The version of the application that you attached is the original that was missing the signature on the first page. The state brought it to our attention and we corrected the missed signature. Please update that page on the version of the application submitted as an attachment for Granicus.

Please Provide all Signatures (as a)		
By signing this application, I certify (1) to the statements contained in the list o		
true, complete and accurate to the best of my knowledge; and (3) that if award		
received approval or clearance for any Environmental Historical Preservation		
assurances and agree to comply with any resulting terms if I obtain an award.		
statements or claims may subject me to criminal, civil, or administrative penal		
* City Manager, County Administrator, State Agency Head		
Information	Chief Administrative Officer *	Project Manager

- 2) Please continue to include the language in the email regarding us waiting for guidance. It has been a while since we checked in with them so, it would be helpful to ping them. For the benefit of the group: the guidance we are seeking relates to two of the standard terms and conditions for the grant which require:

If, during the past three years, recipients have been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency (LEP)), sex, age, disability, religion, or familial status, recipients must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements to the DHS FAO and the DHS Office of Civil Rights and Civil Liberties (CRCL) by e-mail at crcl@hq.dhs.gov or by mail at U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties Building 410, Mail Stop #0190 Washington, D.C. 20528.

In the event courts or administrative agencies make a finding of discrimination on grounds of race, color, national origin (including LEP), sex, age, disability, religion, or familial status against the recipient, or recipients settle a case or matter alleging such discrimination, recipients must forward a copy of the complaint and findings to the DHS FAO and the CRCL office by e-mail or mail at the addresses listed above.

Please let me know if you have any questions. I am telecommuting today and can be reached on my cell. I can sign the routing sheet when I return to the office tomorrow.

Lola

HAMPTON VA

*Lola Rodriguez Perkins
Senior Deputy City Attorney
City of Hampton
22 Lincoln Street
Hampton, VA 23669
P: (757) 727-6127
F: (757) 727-6788*

CONFIDENTIALITY NOTICE: This email message, including any attachments, is for the sole use of the intended recipient(s) and may contain information that is legally privileged, confidential and/or otherwise legally exempt from disclosure. If you are not an intended recipient, you are not authorized to read, print, use, copy, disclose or disseminate this message or any part of the information contained in this message. If you have received this communication in error, please notify the sender immediately by email and destroy all copies of this message and any attachments. Unintended transmission shall not constitute waiver of the attorney-client or any other privilege.

From: Walker, Hui-Shan
Sent: Friday, January 12, 2018 2:27 PM
To: Sanders, Joe; Green, Lori; Daughtrey, Karl; Green, Lori; Perkins, Lola; Karle, Kimberly
Cc: Bond, Steven
Subject: RE: Sign Off Approval for Grant Award for 2017 SHSP Regional Community Emergency Response Team (CERT) grant

Good afternoon,

The City just received its award notification for the 2017 State Homeland Security Grant for our Regional Community Emergency Response Team. Please review and sign-off. I will enter into Granicus and put on Council's agenda.

Lola- issue with the 2017 LEMPG is still at the state and all our grants will require that. So if you are okay moving grants forward, I will put the same wording in the email that we are aware and awaiting State and FEMA guidance.

Thanks,

Hui-Shan Walker, CEM
EM Coordinator
City of Hampton, VA
757-727-1208
hui-shan.walker@hampton.gov

Walker, Hui-Shan

From: Bond, Steven
Sent: Wednesday, January 17, 2018 10:12 AM
To: Walker, Hui-Shan; Perkins, Lola; Sanders, Joe; Green, Lori; Daughtrey, Karl; Green, Lori; Karle, Kimberly
Subject: RE: RE: Sign Off Approval for Grant Award for 2017 SHSP Regional Community Emergency Response Team (CERT) grant

Please consider this my electronic approval to proceed once the signature issue is resolved.

Steven D. Bond, Esq.
Assistant City Manager
City of Hampton, VA
Phone: 757-727-6392
Fax: 757-728-3037

From: Walker, Hui-Shan
Sent: Wednesday, January 17, 2018 10:08 AM
To: Perkins, Lola <lperkins@hampton.gov>; Sanders, Joe <jsanders@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Karle, Kimberly <kimberly.karle@hampton.gov>
Cc: Bond, Steven <sbond@hampton.gov>
Subject: RE: RE: Sign Off Approval for Grant Award for 2017 SHSP Regional Community Emergency Response Team (CERT) grant

Thanks Lola. I will look at the files again for the one with the signature. I thought I had scanned the ones that came back from your office. Definitely will ask the state again about the guidance we are asking for. Hui-Shan

From: Perkins, Lola
Sent: Wednesday, January 17, 2018 9:14 AM
To: Walker, Hui-Shan <hui-shan.walker@hampton.gov>; Sanders, Joe <jsanders@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Karle, Kimberly <kimberly.karle@hampton.gov>
Cc: Bond, Steven <sbond@hampton.gov>
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