

HAMPTON VA

Grant Routing Sheet

COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED

Date Routing Initiated: 10/19/2022 Application Due Date: 10/24/2022

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: FY2022 Emergency Management Performance Grant

Other Participating Departments: N/A

BEFORE COMPLETING AN APPLICATION:

1. READ THE GENERAL INSTRUCTIONS. HW (Submitter's Initials)
2. COMPLETE GRANT PROPOSAL OVERVIEW. HW (Submitter's Initials)
3. DEPARTMENT HEAD ORIGINATING DEPT. Hui-Shan Walker (Print Name) [Signature] (Signature) 10/19/22 (Date)
4. ASSISTANT CITY MANAGER Steven Bond (Print Name) Via Email (Signature) 10/19/2022 (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). HW (Submitter's Initials)

6. COMPLETE APPLICATION **EXCEPT** NECESSARY SIGNATURES. HW (Submitter's Initials)
7. CITY ATTORNEY Tim Drewry (Print Name) [Signature] (Signature) 10/19/2022 (Date)
8. BUDGET DIVISION Lori Green (Print Name) Via Email (Signature) 10/19/2022 (Date)
9. HUMAN RESOURCES Nicole Clark (Print Name) Via Email (Signature) 10/19/2022 (Date)

10. FINANCE DEPARTMENT Veronica Kmetz Via Email 10/19/2022
Print Name Signature Date

11. RISK MANAGEMENT Patricia Parker Via Email 10/19/2022
Print Name Signature Date

AFTER GRANT IS AWARDED:

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

Grant Proposal Overview

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

Grant Title: FY2022 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 FY2022 or in the future fiscal year(s) of _____.

3. **PREVIOUS APPLICATIONS:** (Not including the current application) This grant was previously applied for during FY21, FY20, FY19, FY18, FY17 fiscal year(s); and was previously awarded during FY21, FY20, FY19, FY18, FY17 fiscal year(s).

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

21- 0299 11/10/2022, 20-0220 9/9/2020; 19-0319 11/13/2019; 18-0359 11/14/2018; 17-0350 12/13/2017

4. **BACKGROUND/PURPOSE:**

The FY2022 Emergency Management Performance Grant 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 the emergency management program. We will also utilize the funds to support planning assistance to meet state and federal requirements. This is an annual grant that the city has been awarded 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 in Emergency Management to meet the in-kind match requirement.

b. **Future Financial Obligations:** This proposal and/or the submitting department will will not incur or request commitments or financial obligations for/from the City beyond the grant period.

If it will, in the description box, please elaborate on the future financial obligation(s) for the grant:

Provide the future financial obligation amount(s) for the appropriate expenditure category below:

* Amount: \$ 0

Personnel Services

* Amount: \$ 0

Operating Expenses

* Amount: \$ 0

Capital Outlay

Provide information on the duration of the obligation and other relevant details below:

* Description:

No financial obligations beyond the period of performance.

* Grants with future financial obligations must be approved by the City Manager or her designee:

Approve

Disapprove

Signature _____

If it will not, please provide a description of how activities, programs, or positions funded by the grant will be addressed at the conclusion of the grant period:

* Description:

If future grant funding is not available Emergency Management will continue the activities with the budgeted funds.

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.

Description:

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.

a. **Source of Grant Funds** (Please check all that apply.)

Federal	\$ _____	Federal Catalog No.	_____
Pass Through	\$ _____	Federal Grant No.	97.042
State	\$70,740	State Grant No.	_____
Foundation	\$ _____		
Private	\$ _____		

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 funding source from a department other than your own, the Budget Division will need written authorization of agreement from the funding department.*

8. Proposed Budget:

	<u>City Department-Match</u>			<u>Other Matches</u>	
	Grant Total	Cash	In-Kind	Cash	In-Kind
Personnel Svcs	53,000		70,740		
Operating Exp.	10,000				
Capital Outlay	7,740				
Column Totals	70,740				

Grand Total: 141,480

9. Additional information that will be helpful to reviewers:

Re: Grant Routing and Grant Proposal Overview FY2022 Emergency Management Performance Grant

Bond, Steven <sbond@hampton.gov>

Wed 10/19/2022 8:01 PM

To: Green, Lori <lgreen@hampton.gov>

Cc: Hanger, Tracy <tracy.hanger@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Walker, Hui-Shan <hui-shan.walker@hampton.gov>; Snowden, Sara <sara.snowden@hampton.gov>; Green, Jennifer <jcgreen@hampton.gov>

 4 attachments (6 MB)

Grant Routing and Grant Overview FY2022 EMPG.pdf; Allocation FY2022 EMPG.pdf; City Manager Cover Memo FY2022 EMPG Allocation.pdf; image002.png;

CMO approves

Sent from my iPhone

On Oct 19, 2022, at 7:14 PM, Green, Lori <lgreen@hampton.gov> wrote:

Hello,

The Budget Division approves of the FY22 Emergency Management Performance Grant.

Thank you.

On Oct 19, 2022, at 1:14 PM, Hanger, Tracy <tracy.hanger@hampton.gov> wrote:

Good afternoon,

Please review the attached grant packet for the FY2022 Emergency Management Performance Grant. This is a grant that we receive annually from the Virginia Department of Emergency Management. The city receives the allocation letter from the state and then we must submit a grant application with forms signed by the City Manager to receive the grant award letter for City Council acceptance and allocation.

There is a tight turn-around time on the grant and I would greatly appreciate it if you are able to review the Grant Overview Packet and return an email approval of the grant application. The agenda review deadline is October 28, 2022 for the November 9, 2022 City Council meeting. In the next few days we will need to have the City Manager sign the grant forms, submit the grant paperwork in the portal and then receive a grant

award letter from the state in order to process the Granicus application to meet the October 28, 2022 Council deadline.

Thank you for your assistance with this matter and I apologize for the rushed request. Please let me know if you have any questions.
Tracy

Tracy Hanger | Emergency Planner | Emergency Management

O: 757-727-1096 | C: 757-810-8754

Email: tracy.hanger@hampton.gov Website: <https://hampton.gov/eoc>

Re: Grant Routing and Grant Proposal Overview FY2022 Emergency Management Performance Grant

Green, Lori <lgreen@hampton.gov>

Wed 10/19/2022 7:14 PM

To: Hanger, Tracy <tracy.hanger@hampton.gov>

Cc: Bond, Steven <sbond@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Walker, Hui-Shan <hui-shan.walker@hampton.gov>; Snowden, Sara <sara.snowden@hampton.gov>; Green, Jennifer <jcgreen@hampton.gov>

📎 4 attachments (6 MB)

Grant Routing and Grant Overview FY2022 EMPG.pdf; Allocation FY2022 EMPG.pdf; City Manager Cover Memo FY2022 EMPG Allocation.pdf; image002.png;

Hello,

The Budget Division approves of the FY22 Emergency Management Performance Grant.

Thank you.

On Oct 19, 2022, at 1:14 PM, Hanger, Tracy <tracy.hanger@hampton.gov> wrote:

Good afternoon,

Please review the attached grant packet for the FY2022 Emergency Management Performance Grant. This is a grant that we receive annually from the Virginia Department of Emergency Management. The city receives the allocation letter from the state and then we must submit a grant application with forms signed by the City Manager to receive the grant award letter for City Council acceptance and allocation.

There is a tight turn-around time on the grant and I would greatly appreciate it if you are able to review the Grant Overview Packet and return an email approval of the grant application. The agenda review deadline is October 28, 2022 for the November 9, 2022 City Council meeting. In the next few days we will need to have the City Manager sign the grant forms, submit the grant paperwork in the portal and then receive a grant award letter from the state in order to process the Granicus application to meet the October 28, 2022 Council deadline.

Thank you for your assistance with this matter and I apologize for the rushed request. Please let me know if you have any questions.

Tracy

Tracy Hanger | Emergency Planner | Emergency Management

O: 757-727-1096 | C: 757-810-8754

Email: tracy.hanger@hampton.gov Website: <https://hampton.gov/eoc>

Hanger, Tracy

From: Clark, Nicole
Sent: Wednesday, October 19, 2022 3:15 PM
To: Hanger, Tracy; Bond, Steven; Drewry, Tim; Green, Lori; Kmetz, Veronica; Parker, Patricia
Cc: Walker, Hui-Shan; Snowden, Sara; Green, Jennifer
Subject: RE: Grant Routing and Grant Proposal Overview FY2022 Emergency Management Performance Grant

Human Resources approves.

Nicole M. Clark MSHRM, SPHR, IPMA-SCP, SHRM-SCP
Director
City of Hampton
22 Lincoln Street
Hampton, Virginia 23669
P: 757-727-6522 F:757-727-6449



From: Hanger, Tracy <tracy.hanger@hampton.gov>
Sent: Wednesday, October 19, 2022 1:15 PM
To: Bond, Steven <sbond@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
Cc: Walker, Hui-Shan <hui-shan.walker@hampton.gov>; Snowden, Sara <sara.snowden@hampton.gov>; Green, Jennifer <jcgreen@hampton.gov>
Subject: Grant Routing and Grant Proposal Overview FY2022 Emergency Management Performance Grant

Good afternoon,

Please review the attached grant packet for the FY2022 Emergency Management Performance Grant. This is a grant that we receive annually from the Virginia Department of Emergency Management. The city receives the allocation letter from the state and then we must submit a grant application with forms signed by the City Manager to receive the grant award letter for City Council acceptance and allocation.

There is a tight turn-around time on the grant and I would greatly appreciate it if you are able to review the Grant Overview Packet and return an email approval of the grant application. The agenda review deadline is October 28, 2022 for the November 9, 2022 City Council meeting. In the next few days we will need to have the City Manager sign the grant forms, submit the grant paperwork in the portal and then receive a grant award letter from the state in order to process the Granicus application to meet the October 28, 2022 Council deadline.

Thank you for your assistance with this matter and I apologize for the rushed request. Please let me know if you have any questions.

Tracy

Tracy Hanger | Emergency Planner | Emergency Management
O: 757-727-1096 | C: 757-810-8754

Hanger, Tracy

From: Kmetz, Veronica
Sent: Wednesday, October 19, 2022 3:00 PM
To: Hanger, Tracy; Bond, Steven; Drewry, Tim; Green, Lori; Clark, Nicole; Parker, Patricia
Cc: Walker, Hui-Shan; Snowden, Sara; Green, Jennifer
Subject: RE: Grant Routing and Grant Proposal Overview FY2022 Emergency Management Performance Grant

Finance approves.

Thanks!

Veronica A. Kmetz
Finance Department
Phone: 757-727-6331



From: Hanger, Tracy <tracy.hanger@hampton.gov>
Sent: Wednesday, October 19, 2022 1:15 PM
To: Bond, Steven <sbond@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
Cc: Walker, Hui-Shan <hui-shan.walker@hampton.gov>; Snowden, Sara <sara.snowden@hampton.gov>; Green, Jennifer <jcgreen@hampton.gov>
Subject: Grant Routing and Grant Proposal Overview FY2022 Emergency Management Performance Grant

Good afternoon,

Please review the attached grant packet for the FY2022 Emergency Management Performance Grant. This is a grant that we receive annually from the Virginia Department of Emergency Management. The city receives the allocation letter from the state and then we must submit a grant application with forms signed by the City Manager to receive the grant award letter for City Council acceptance and allocation.

There is a tight turn-around time on the grant and I would greatly appreciate it if you are able to review the Grant Overview Packet and return an email approval of the grant application. The agenda review deadline is October 28, 2022 for the November 9, 2022 City Council meeting. In the next few days we will need to have the City Manager sign the grant forms, submit the grant paperwork in the portal and then receive a grant award letter from the state in order to process the Granicus application to meet the October 28, 2022 Council deadline.

Thank you for your assistance with this matter and I apologize for the rushed request. Please let me know if you have any questions.

Tracy

Tracy Hanger | Emergency Planner | Emergency Management

O: 757-727-1096 | C: 757-810-8754

Email: tracy.hanger@hampton.gov Website: <https://hampton.gov/eoc>

Hanger, Tracy

From: Parker, Patricia
Sent: Wednesday, October 19, 2022 3:23 PM
To: Hanger, Tracy; Bond, Steven; Drewry, Tim; Green, Lori; Clark, Nicole; Kmetz, Veronica
Cc: Walker, Hui-Shan; Snowden, Sara; Green, Jennifer
Subject: RE: Grant Routing and Grant Proposal Overview FY2022 Emergency Management Performance Grant

Risk approves. Thank you!

*Patricia L. Parker, ARM
Risk Manager
City of Hampton
Department of Risk Management
(757) 727-6386*



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 exempt from disclosure under applicable law. If you are not an intended recipient, you may not review, use, copy, disclose or distribute this message or any of the information contained in this message to anyone. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of this message and any attachments. City of Hampton and Hampton City Schools may monitor e-mail messages to and from the City of Hampton/Hampton City Schools network. Unintended transmission shall not constitute waiver of any privilege or confidentiality protected under federal statutes, the Virginia Freedom of Information Act or any applicable laws.

From: Hanger, Tracy <tracy.hanger@hampton.gov>
Sent: Wednesday, October 19, 2022 1:15 PM
To: Bond, Steven <sbond@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
Cc: Walker, Hui-Shan <hui-shan.walker@hampton.gov>; Snowden, Sara <sara.snowden@hampton.gov>; Green, Jennifer <jcgreen@hampton.gov>
Subject: Grant Routing and Grant Proposal Overview FY2022 Emergency Management Performance Grant

Good afternoon,

Please review the attached grant packet for the FY2022 Emergency Management Performance Grant. This is a grant that we receive annually from the Virginia Department of Emergency Management. The city receives the allocation letter from the state and then we must submit a grant application with forms signed by the City Manager to receive the grant award letter for City Council acceptance and allocation.

There is a tight turn-around time on the grant and I would greatly appreciate it if you are able to review the Grant Overview Packet and return an email approval of the grant application. The agenda review deadline is October 28, 2022 for the November 9, 2022 City Council meeting. In the next few days we will need to have the City Manager sign the

grant forms, submit the grant paperwork in the portal and then receive a grant award letter from the state in order to process the Granicus application to meet the October 28, 2022 Council deadline.

Thank you for your assistance with this matter and I apologize for the rushed request. Please let me know if you have any questions.

Tracy

Tracy Hanger | Emergency Planner | Emergency Management

O: 757-727-1096 | C: 757-810-8754

Email: tracy.hanger@hampton.gov Website: <https://hampton.gov/eoc>

