



Grant Routing Sheet

COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED

Date Routing Initiated: June 7, 2018 Application Due Date: submitted November 2016

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: FEMA-DR-4262-VA-002 Hazard Mitigation Grant Program

Other Participating Departments: none

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 Steve Bond
Print Name Signature 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. (Submitter's Initials)
7. BUDGET DIVISION
Print Name Signature Date
8. FINANCE DEPARTMENT Karl Daughtrey
Print Name Signature Date
9. CITY ATTORNEY Kimberly Karle
Print Name Signature Date
10. SIGN and SUBMIT APPLICATION. H.W. (Submitter's Initials)

Proposal Application Submitted Nov 2016

AFTER GRANT AWARDED:

11. ADD AWARD LETTER TO DOCUMENTATION.	<u>H.W.</u>	(Submitter's Initials)	
12. ORIGINATING DEPT. (Approval as to Content)	<u>Hui-Shan Walker</u> Print Name	<u><i>HWalker</i></u> Signature	<u>6/7/18</u> Date
13. RISK MANAGEMENT	<u>Joe Sanders</u> Print Name	<u>see attached email</u> Signature	<u>6/7/18</u> Date
14. HUMAN RESOURCES	_____ Print Name	_____ Signature	_____ Date
15. BUDGET DIVISION	<u>Lori Green</u> Print Name	<div style="border: 1px solid black; padding: 2px; display: inline-block;">APPROVED By Lori Green at 12:55 pm, Jun 22, 2018</div> Signature	<u>6/22/18</u> Date
16. FINANCE DEPARTMENT	<u>Karl Daughtrey</u> Print Name	<u>see attached email Veronica Kmetz</u> Signature	<u>6/22/18</u> Date
17. CITY ATTORNEY	<u>Kimberly Karle</u> Print Name	<u>see attached email</u> Signature	<u>6/8/18</u> 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)		



Grant Proposal Overview

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

Grant Title: FEMA-DR-4262-VA-002 Hazard Mitigation Grant Program

- 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 FY 2021 or ☐ in the future fiscal year(s) of _____.

- 3. PREVIOUS APPLICATIONS:** (Not including the current application) This grant was previously applied for during FY12 fiscal year(s); and was previously awarded during FY14 & FY15 fiscal year(s).

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

April 9, 2014 - Resolution 14-0148 & November 12, 2014-Resolution 14-0433

4. BACKGROUND/PURPOSE:

The City of Hampton has been awarded funding through the Hazard Mitigation Grant Program in response to the application we submitted under 2016 Hurricane Matthew – DR-4262. The project goal is to elevate seven residential structures in the City with a budget of \$2,071,251. Of the total budget, the Federal Emergency Management Agency will provide \$1,553,438 (75%) in federal funding; the Virginia Department of Emergency Management will provide a state match of \$414,250 (20%) and the remaining \$103,563 (5%) required for local match will be passed through to the participating homeowners. The performance period for the grant ends on March 31, 2021.

5. TYPE OF GRANT EXPECTED TO BE AWARDED:

☒ **Cash Amount** \$ 2,071,251.00

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 \$ 103,563.00

*Value of In-Kind \$ _____

* Description:

The \$103,563 (5%) required for local match will be passed through to the participating homeowners. The City provides no matching funds. We have done this with the other two hazard mitigation grant programs. (HMGP)

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 \$ 1,553,438.00
Pass Through \$ _____
State \$ 414,250.00
Foundation \$ _____
Private \$ 103,563.00 (homeowners)

Federal Catalog No. CFDA 97.039
Federal Grant No. CFDA 97.039
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:

	<u>City Department-Match</u>			<u>Other Match(es)</u>	
	Grant Total	Cash	In-Kind	Cash	In-Kind
Personnel Svcs					
Operating Exp.	\$1,553,438.00 (federal)	0		\$517,813.00 (state & homeowner)	
Capital Outlay					
Column Totals	\$1,553,438.00(federal)	0		\$517,813.00(State & Homeowner)	

Grand Total: \$2,071,251.00

9. Additional information that will be helpful to reviewers:

Walker, Hui-Shan

From: Walker, Hui-Shan
Sent: Thursday, June 07, 2018 5:37 PM
To: Sanders, Joe
Subject: Re: RE: Grant Routing Form & Proposal for Review and Approval - HMGP - DR-4262 - Hurricane Matthew

Thanks Joe!

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: "Sanders, Joe" <jsanders@hampton.gov>
Date: 6/7/18 5:31 PM (GMT-05:00)
To: "Walker, Hui-Shan" <hui-shan.walker@hampton.gov>
Subject: Re: RE: Grant Routing Form & Proposal for Review and Approval - HMGP - DR-4262 - Hurricane Matthew

Ok with Risk.

Joe Sanders
Risk Manager
City of Hampton, Virginia
757-727-6473

From: Walker, Hui-Shan
Sent: Thursday, June 7, 2018 3:17:12 PM
To: Sanders, Joe; Green, Jacky; Daughtrey, Karl; Green, Lori; Karle, Kimberly
Cc: Bond, Steven
Subject: RE: RE: Grant Routing Form & Proposal for Review and Approval - HMGP - DR-4262 - Hurricane Matthew

Good afternoon,

I just noticed that the scanner did not scan the first page of the grant proposal overview the first time. Please find the complete one attached for your review and approval.

Thanks,
Hui-Shan

From: Walker, Hui-Shan
Sent: Thursday, June 07, 2018 3:07 PM
To: Sanders, Joe <jsanders@hampton.gov>; Green, Jacky <jgreen@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: Grant Routing Form & Proposal for Review and Approval - HMGP - DR-4262 - Hurricane Matthew
Importance: High

Good afternoon,

Please find the attached Grant Routing Form & Proposal including the grant award for your review and approval so that I get into Granicus for the July Council meeting. This grant was applied for in November 2016 before the grant routing sheet & proposal were implemented.

Background Info:

The City of Hampton has been awarded funding through the Hazard Mitigation Grant Program in response to the application we submitted under 2016 Hurricane Matthew – DR-4262. The project goal is to elevate seven residential structures in the City with a budget of \$2,071,251. Of the total budget, the Federal Emergency Management Agency will provide \$1,553,438 (75%) in federal funding; the Virginia Department of Emergency Management will provide a state match of \$414,250 (20%) and the remaining \$103,563 (5%) required for local match will be passed through to the participating homeowners. The performance period for the grant ends on March 31, 2021.

Thanks,

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

Walker, Hui-Shan

From: Kmetz, Veronica
Sent: Friday, June 22, 2018 1:00 PM
To: Green, Jacky; Walker, Hui-Shan
Subject: RE: RE: Grant Routing Form & Proposal for Review and Approval - HMGP - DR-4262 - Hurricane Matthew

I received the original email. I thought I sent the email that Finance signs off on it, but I don't think I did. Finance does sign off on this.

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



From: Green, Jacky
Sent: Friday, June 22, 2018 12:59 PM
To: Walker, Hui-Shan; Kmetz, Veronica
Subject: RE: RE: Grant Routing Form & Proposal for Review and Approval - HMGP - DR-4262 - Hurricane Matthew

Could you please resend the information. Veronica might have been off that week and I thought I sent my email approval but I can't locate the email.

Thank you.

Jacky

From: Walker, Hui-Shan
Sent: Friday, June 22, 2018 12:37 PM
To: Green, Jacky <jgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>
Subject: RE: RE: Grant Routing Form & Proposal for Review and Approval - HMGP - DR-4262 - Hurricane Matthew

Jacky,
Does finance approve this so I can put it into Granicus for July Council meeting?

Thanks,
Hui-Shan

From: Walker, Hui-Shan
Sent: Thursday, June 07, 2018 3:29 PM
To: Green, Jacky <jgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>
Subject: RE: RE: Grant Routing Form & Proposal for Review and Approval - HMGP - DR-4262 - Hurricane Matthew

Will do. Thanks.

From: Green, Jacky
Sent: Thursday, June 07, 2018 3:28 PM

Walker, Hui-Shan

From: Walker, Hui-Shan
Sent: Friday, June 08, 2018 6:03 AM
To: Karle, Kimberly
Subject: Re: RE: Grant Routing Form & Proposal for Review and Approval - HMGP - DR-4262 - Hurricane Matthew

Thank you Kim!

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: "Karle, Kimberly" <kimberly.karle@hampton.gov>
Date: 6/7/18 10:01 PM (GMT-05:00)
To: "Walker, Hui-Shan" <hui-shan.walker@hampton.gov>, "Sanders, Joe" <jsanders@hampton.gov>, "Green, Jacky" <jgreen@hampton.gov>, "Daughtrey, Karl" <kdaughtrey@hampton.gov>, "Green, Lori" <lgreen@hampton.gov>
Cc: "Bond, Steven" <sbond@hampton.gov>
Subject: RE: RE: Grant Routing Form & Proposal for Review and Approval - HMGP - DR-4262 - Hurricane Matthew

I approve as to legal form and sufficiency.

Kimberly Karle
Senior Assistant City Attorney
City of Hampton
22 Lincoln Street
Hampton, VA 23669
P: (757) 727-6117
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: Thursday, June 07, 2018 3:17 PM
To: Sanders, Joe <jsanders@hampton.gov>; Green, Jacky <jgreen@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: Grant Routing Form & Proposal for Review and Approval - HMGP - DR-4262 - Hurricane Matthew

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Thanks,
Hui-Shan

From: Walker, Hui-Shan

Sent: Thursday, June 07, 2018 3:07 PM

To: Sanders, Joe <jsanders@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Karle, Kimberly <kimberly.karle@hampton.gov>

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Thanks,

Hui-Shan Walker, CEM

EM Coordinator

City of Hampton, VA

757-727-1208

hui-shan.walker@hampton.gov

Walker, Hui-Shan

From: Walker, Hui-Shan
Sent: Friday, June 08, 2018 9:57 AM
To: Bond, Steven
Subject: Re: RE: Grant Routing Form & Proposal for Review and Approval - HMGP - DR-4262 - Hurricane Matthew

Thanks!

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: "Bond, Steven" <sbond@hampton.gov>
Date: 6/8/18 9:50 AM (GMT-05:00)
To: "Walker, Hui-Shan" <hui-shan.walker@hampton.gov>, "Sanders, Joe" <jsanders@hampton.gov>, "Green, Jacky" <jgreen@hampton.gov>, "Daughtrey, Karl" <kdaughtrey@hampton.gov>, "Green, Lori" <lgreen@hampton.gov>, "Karle, Kimberly" <kimberly.karle@hampton.gov>
Subject: RE: RE: Grant Routing Form & Proposal for Review and Approval - HMGP - DR-4262 - Hurricane Matthew

Please allow this email to serve as my approval.

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

From: Walker, Hui-Shan
Sent: Thursday, June 07, 2018 3:17 PM
To: Sanders, Joe <jsanders@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Karle, Kimberly <kimberly.karle@hampton.gov>
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Hui-Shan Walker, CEM

EM Coordinator

City of Hampton, VA

757-727-1208

hui-shan.walker@hampton.gov