

JEFFREY D. STERN, Ph.D.  
State Coordinator

CURTIS C. BROWN  
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**COMMONWEALTH of VIRGINIA**  
*Department of Emergency Management*

10501 Trade Court  
North Chesterfield, Virginia 23236-3713  
Tel: (804) 897-6500 TDD (804) 674-2417 FAX (804) 897-6506

May 15, 2018

Ms. Mary Bunting  
City Manager  
22 Lincoln Street  
Hampton, VA 23669

RE: City of Hampton, Elevation of 7 Properties  
FEMA-DR-4262-VA-002

Dear Ms. Bunting:

I am pleased to notify you that the Federal Emergency Management Agency has approved the project titled "City of Hampton, Elevation of 7 Properties." The funds have been obligated through the Hazard Mitigation Grant Program (HMGP). Attached you will find the grant award package. Please read all documents carefully prior to initiating your project. Your project cannot begin until the authorized agent has signed the grant award package. No reimbursements will be made until the award package is signed and received by the Virginia Department of Emergency Management. Please sign each of the two copies of the grant award package and return one to the attention of Debbie Messmer, hazard mitigation grants administrator.

Again, congratulations on approval of this project. If you have questions regarding this award or the implementation of your project, please contact Debbie Messmer at (804) 897-9975 or [debbie.messmer@vdem.virginia.gov](mailto:debbie.messmer@vdem.virginia.gov).

Sincerely,

A handwritten signature in purple ink, appearing to read "Susan Mongold".

Susan Mongold  
Alternate Governor's Authorized Representative

SM/RSC/djm  
Enclosures

*Saving lives through effective emergency management and homeland security.  
"A Ready Virginia is a Resilient Virginia."*

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#### **Hazard Mitigation Grant Program**

##### **Grant Agreement**

**FEMA-DR-4262-VA-002**

This Agreement is made as of this 11<sup>th</sup> day of April 2018 by and between the Virginia Department of Emergency Management, hereinafter called "VDEM," and the City of Hampton herein after called the "Sub-grantee." The DUNS number for the City of Hampton is 066019902.

The parties to this Agreement, in consideration of the mutual covenants and stipulations set out herein, agree as follows:

#### **(1) GENERAL PROVISIONS:**

This Agreement is a sub-grant award of federal funds from VDEM to the sub-grantee. VDEM has received a grant from the Department of Homeland Security Federal Emergency Management Agency Hazard Mitigation Grant Program, Catalog of Federal Domestic Assistance Number 97.039. The sub-grantee shall implement the project as set forth in the grant Agreement documents. These documents consist of:

- (1) Executed Grant Agreement;
- (2) Scope of Services, Attachment A;
- (3) Project Budget, Attachment B;
- (4) Milestone Table, Attachment C; and
- (5) Grant Assistance Agreements and VDEM-FEMA General Terms and Conditions and Assurances; Attachment D.

**State agencies acting as the sub-grantee shall report all federal funds received as part of this Agreement as federal pass-thru funds on their agency's Schedule of Federal Assistance.**

Nothing in this Agreement shall be construed as authority for either party to make commitments, which will bind the other party beyond the Scope of Work contained herein. Furthermore, the sub-grantee shall assign, sublet, or subcontract any work related to this Agreement or any interest it may have herein with full compliance with federal and state procurement regulations. The schedule of service set forth in the Scope of Work and Milestone Table shall be deemed to have been consented to, as required by the preceding sentence, upon the execution of this Agreement by VDEM.

#### **(2) SCOPE OF SERVICES:**

The sub-grantee shall provide the service to VDEM set forth and summarized in the Scope of Work (Attachment A) and Milestone Table (Attachment C). All deliverables shall conform to accepted standards and practices. If there is

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any change in the original scope of work, a formal request must be made to VDEM for review and approval prior to implementing the change. These attachments are consistent with the original VDEM-FEMA (Federal Emergency Management Agency) grant project application. The sub-grantee shall provide VDEM with quarterly reports and a final report on the progress of work set forth in the Scope of Work. The quarterly reports and final report shall contain the following components: (1) a narrative describing in detail the progress of the sub-grantee in fulfilling the provisions of the Scope of Works; (2) Reimbursement Requests as needed that itemize the expenses incurred by the sub-grantee, including separate columns for the federal, state, and the sub-grantee's matching contribution to the total cost of services as reflected in the Project Budget-Attachment B; and (3) the schedule of specific project tasks with target completion dates and actual completion dates (Milestone Table – Attachment C). The first quarterly report is due to VDEM at the end of the first complete quarter following the award of the grant.

<u>Reporting Period</u>	<u>Report Due to VDEM</u>
January 1 – March 31	no later than April 15
April 1 – June 30	no later than July 15
July 1 – September 30	no later than October 15
October 1 – December 31	no later than January 15

(3) **TIME OF PERFORMANCE:**

The services of the sub-grantee shall begin on the date of sub-grantee's signature of this document and terminate on **03-31-2021**, unless otherwise altered through provisions of this Agreement or extended by written authorization of VDEM. Requests for time of performance extension must be received in writing by VDEM within 75 days of termination date with reasons for requested time of performance extension and a revised Milestone Table – Attachment C. All time limits stated are of essence of this Agreement. All funds must be obligated no later than the project completion date. The final request for reimbursement must be received no later than 60 days after the completion date for the project.

(4) **COMPENSATION:**

The total grant award from VDEM is **\$2,071,251** provided through the Hazard Mitigation Grant Program, Disaster 4262, Winter Snow Event. FEMA shall provide funds for the project identified in the Scope of Work (Attachment A) totaling **\$1,553,438**. VDEM shall provide funds for the project identified in the Scope of Work (Attachment A) totaling **\$414,250**. The sub-grantee agrees to provide a match in the amount of **\$103,563**. The sub-grantee is aware of and shall comply with cost-sharing requirements of federal and state mitigation grant assistance; specifically that federal assistance is limited to 75% of eligible expenditures, state assistance (as reimbursed through the Virginia Department of Emergency Management) is limited to 20% of eligible costs, and the sub-grantee shall provide from the sub-grantee's funds 5% of eligible costs. The non-federal funds must be from a non-federal funding source and can be completely fulfilled by in-kind services as long as financial records document them as such.

VDEM shall release the grant award to the sub-grantee on a cost-reimbursement basis upon receipt and approval of the sub-grantee's quarterly and final reports and deliverables as required by this Agreement or at other times agreed to by VDEM. Any cost overruns incurred by the sub-grantee during the time of performance shall be the responsibility of the sub-grantee. The sub-grantee shall spend the funds according to the specified categories of the contract budget. The sub-grantee shall use mitigation grant funds solely for the purposes for which these funds are provided and as approved by FEMA and VDEM. General policies for determining allowable costs are established in 2 Code of Federal Regulations (CFR), Part 200, subpart E (included in Attachment D) and the appropriate OMB circulars that identify cost principles for different kinds of organizations. Minor shifts of the funds among categories by the sub-grantee, not to exceed 10% of any budget line item are permissible, but in no case can the total expenditures exceed the amount provided by this contract. Shifts in funds exceeding 10% among budget line items must be approved in writing by VDEM.



(5) ASSISTANCE:

VDEM agrees upon request of the sub-grantee to furnish, or otherwise make available to the sub-grantee, copies of existing non-proprietary materials in the possession of VDEM that are reasonably related to the subject matter of this Agreement and are necessary to the sub-grantee for completion of its performance under this Agreement. VDEM Recovery and Resilience Division staff will provide technical support to the sub-grantee and make periodic site visits to monitor progress.

(6) ACKNOWLEDGEMENTS:

The role of the Virginia Department of Emergency Management (VDEM) and the Federal Emergency Management Agency (FEMA) must be clearly stated in all press releases, news articles, and request for proposals, bid solicitations and other documents describing this project, whether funded in whole or part.

Acknowledgement of financial assistance, with VDEM and FEMA logos, must be printed on all reports, studies, web sites, and other products (including map products) supported, in whole or in part, by this award or any sub-award. The sub-grantee is responsible for contacting VDEM staff in adequate time to obtain the logo in camera-ready or digital form. The final draft must be approved by VDEM staff prior to production. The acknowledgement should read as follows:

*This report was funded by the Federal Emergency Management Agency through the Virginia Department of Emergency Management, via Grant Agreement Number FEMA-DR-4262-VA-002 for \$2,071,251.*

(7) CREATION OF INTELLECTUAL PROPERTY:

To the extent that the copyright to any copyrightable material created pursuant to this Agreement is owned by the sub-grantee and/or the sub-grantee is empowered to license its use, VDEM agrees to grant to the sub-grantee, and hereby does grant to the sub-grantee, a license to use the materials so owned for public, not-for-profit purpose within the territory of the Commonwealth and shall execute and deliver such further documents as the Commonwealth may reasonably request for the purpose of acknowledging or implementing such license.

A copyright notice shall be placed in an appropriate location on any copyrightable material being distributed or published. Such notice shall include (1) either the symbol "©", the word "Copyright", or the abbreviation "Copr."; (2) the year of first publication; and (3) the name of the copyright owner (the Commonwealth of Virginia). This information shall be followed by the words, "all rights reserved."

(8) STRUCTURAL MITIGATION REQUIREMENTS:

Specific requirements must be adhered to for structural mitigation projects such as structural relocation, property acquisition and demolition, and structural retrofitting or improvement as detailed in Attachment D. These requirements can include deed restrictions, operation and maintenance plans, and insurance requirements, as dictated by the specific grant and project requirements.

(9) BREACH AND TERMINATION:

In the event of breach by the sub-grantee of this Agreement, VDEM shall provide written notice to the sub-grantee specifying the manner in which the Agreement has been breached. If a notice of breach is given and the sub-grantee has not substantially corrected the breach within 60 days of receipt of the written notice, VDEM shall have the right to terminate the Agreement. The sub-grantee shall be paid for no service rendered or expense incurred after receipt of the notice of termination, except such fees and expenses incurred prior to the effective date of termination that are necessary for curtailment of its work under the Agreement. Termination of this Agreement can occur as an effect of one of two results: First, as a result of the proper completion and closeout of this project. Second, termination may occur as a result of *Termination for Convenience* or other termination as allowed or required by 2 CFR 200.339 for projects which cannot be completed as described in the FEMA-approved grant project application and the Scope of Services – Attachment, herein. Communication of this decision and information related to the project termination will be provided to the sub-grantee in coordination with FEMA through registered mail.

IN WITNESS THEREOF the parties have caused this Agreement to be executed by the following duly authorized officials:

**Sub-grantee:**

**City of Hampton**

By: \_\_\_\_\_

Date: \_\_\_\_\_  
Authorized Sub-grantee Signatory

**Grantor:**

**Virginia Department of Emergency Management**

By:  \_\_\_\_\_

Date: 5/14/18  
Deputy State Coordinating Officer



**Project Sponsor: City of Hampton**

**Project Title: Elevation of 7 Properties**

**Project Description from HMGP application:**

The City of Hampton (COH) DR-4262 Home Elevation Project proposes to elevate seven (7) residential structures within the City limits. The project will include pre-design elevation certificates, engineering designs, disconnection of utilities, raising of the structures, construction of new foundations, construction of new floor systems (as required for slab on grade spaces), during construction elevation certificates, reconnection of utilities, construction damage repair, grading and seeding, construction of ingress/egress landings and stairs, post-construction elevation certificates and all fees required for permitting. Six of the seven residences submitted are classified as repetitive loss properties while the seventh qualifies as a severe repetitive loss structure. In addition to damages in the form of actual flood insurance claims, projected future claims and the cost to deploy public assistance resources during the preparation and response phases; these structures also pose significant risk to public health and safety during frequent flooding events to which the City is prone. Each of the seven structures proposed for elevation is pre-FIRM construction with a finished floor elevation roughly 2-3 feet below the Base Flood Elevation. If awarded, this project will not only protect these homes to the current BFE, or 1% annual chance flood, but will afford a significant degree of additional protection by means of the City's three foot freeboard requirement for substantially improved structures. Post completion, the City anticipates substantial reduction to flood claims associated with these residences as well as a reduction in public health concerns.

Howard-Downs, Gloria	102 Diggs Dr	\$ 357,750
Hurst, Brenda & Kerry	16 Eagle Point Dr	\$ 309,750
Thompson, Porter	12 Lands End Cir	\$ 298,750
Searles, Chansemone	427 Shoreline Dr	\$ 298,750
Messier, Katherine	204 Beach Rd	\$ 268,750
Smith, Barbara	918 Beach Rd	\$ 278,750
Leyco, Angela & Reynaldo	2 Lighthouse Dr	\$ 258,750

**Project Awarded Budget – Funding Source HMGP:**

Federal Project Funds	\$1,553,438
State Project Funds	\$414,250
Local Project Funds	\$103,563
<b>Total Project Funds</b>	<b>\$2,071,251</b>

**Project Budget from VDEM-FEMA HMGP application:**

<i>ACTIVITY</i>	<i>NUMBER</i>	<i>COST</i>	<i>TOTAL COST</i>
Elevate Structure	7	\$38,786 per unit	\$271,502
Remove Old/Construct New Building Foundation	7	\$223,357 per unit	\$1,835,001
Title Search/Legal Costs	7	\$100 per unit	\$700
Engineering Design and Surveying	7	\$15,150 per unit	\$106,050
Temporary Family Relocation	7	\$4000 per unit	\$28,000
Project Management	7	\$5,000 per unit	\$35,000
Construction Management	7	\$9,500 per unit	\$66,500
<b>TOTAL ELEVATION COSTS</b>			<b>\$2,071,251</b>

Attachment C  
FEMA-DR-4262-VA-002  
Project Milestone Table

ACTIVITY	DAYS TO COMPLETE
Grant Kick-off	90 Days
Administrative – Council Resolution, Bid Process, Contract Negotiation	150 Days
Procurement of Engineering Designs	120 Days
Completion of Designs	120 Days
Meetings with Homeowners/Contractors – Develop Plans & Schedules	90 Days
Walk Through, Execution of Agreement/Notice to Vacate	30 Days
Construction	360 Days
Final Walk-Throughs, CO, Punch List Items	45 Days
Grant Close Out	90 Days
TOTAL DAYS TO COMPLETE THIS PROJECT	<b>1095 Days</b>



Attachment D  
Administrative Requirements and Guidance

**Federal Administration and Guidance Documents:**

1. 2 CFR Part 200 Cost Principles for State, Local, Indian Tribal Governments
2. CATEX documentation (where required)
3. Structural Mitigation Project Requirements (where required)
4. Current Hazard Mitigation Assistance (HMA) Guidelines
5. FEMA Award Package

**Federal Emergency Management Agency (FEMA) Contact:**

John Schmierer  
FEMA Region III  
One Independence Mall, 6<sup>th</sup> Floor  
615 Chestnut Street  
Philadelphia, PA 19106-4404

## Hazard Mitigation Assistance

### Non-Supplanting Certification

I certify that any funds awarded under Hazard Mitigation Assistance grants will be used to supplement existing funds for programs activities, and will not replace (supplant) non-federal funds.

### Designated Agent

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Agency