

INTRODUCED: March 11, 2024

AN ORDINANCE No. 2024-068

To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to accept funds in the amount of \$50,000.00 from the Virginia Department of Emergency Management, to amend the Fiscal Year 2023-2024 Special Fund Budget by creating a new special fund for the Department of Emergency Communications, Preparedness, and Response called the “FY24 Mobile Camera Trailer Grant Special Fund,” and to appropriate the increase to the Fiscal Year 2023-2024 Special Fund Budget by increasing estimated revenues and the amount appropriated to the Department of Emergency Communications, Preparedness, and Response’s FY24 Mobile Camera Trailer Grant Special Fund by \$50,000.00, for the purpose purchasing a mobile camera trailer.

Patron – Mayor Stoney

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: MAR 25 2024 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That the Chief Administrative Officer, for and on behalf of the City of Richmond, is authorized to accept funds in the amount of \$50,000.00 from the Virginia Department of Emergency Management for the purpose of purchasing a mobile camera trailer.

§ 2. That Article I, Section 2 of Ordinance No. 2023-071, adopted May 8, 2023, which adopted a Special Fund Budget for the fiscal year commencing July 1, 2023, and ending June 30,

AYES: 8 NOES: 0 ABSTAIN: _____

ADOPTED: MAR 25 2024 REJECTED: _____ STRICKEN: _____

2024, and made appropriations pursuant thereto, be and is hereby amended by creating a new special fund for the Department of Emergency Communications, Preparedness, and Response called the “FY24 Mobile Camera Trailer Grant Special Fund” for the purpose of purchasing a mobile camera trailer.

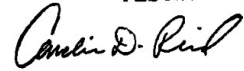
§ 3. That the funds received from the Virginia Department of Emergency Management, are hereby appropriated to the Special Fund Budget for the fiscal year commencing July 1, 2023, and ending June 30, 2024, by increasing estimated revenues by \$50,000.00, increasing the amount appropriated for expenditures by \$50,000.00, and allotting to the Department of Emergency Communications, Preparedness, and Response’s FY24 Mobile Camera Trailer Grant Special Fund the sum of \$50,000.00, for the purpose of purchasing a mobile camera trailer.

§ 4. This ordinance shall be in force and effect upon adoption.

APPROVED AS TO FORM:

City Attorney’s Office

A TRUE COPY:
TESTE:



City Clerk



City of Richmond

900 East Broad Street
2nd Floor of City Hall
Richmond, VA 23219
www.rva.gov

Master

File Number: Admin-2024-0096

File ID: Admin-2024-0096

Type: Request for Ordinance or Resolution

Status: Regular Agenda

Version: 1

Reference:

In Control: City Clerk Waiting Room

Department:

Cost:

File Created: 01/31/2024

Subject:

Final Action:

Title:

Internal Notes:

Code Sections:

Agenda Date: 03/11/2024

Indexes:

Agenda Number:

Patron(s):

Enactment Date:

Attachments: Mobile Camera FY23 SHSP Grant Allocation Letter, FY24 Mobile Camera Trailer Grant Transmittal Letter

Enactment Number:

Contact:

Introduction Date:

Drafter: Donetta.McQueen@rva.gov

Effective Date:

Related Files:

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	1/31/2024	Jonthan Fetterman	Approve	2/2/2024
1	2	1/31/2024	Stephen Willoughby	Approve	2/2/2024
1	3	1/31/2024	Meghan Brown	Approve	2/2/2024
1	4	2/1/2024	Sheila White	Approve	2/2/2024
1	5	2/5/2024	Sabrina Joy-Hogg	Approve	2/5/2024
1	6	2/7/2024	Jeff Gray	Approve	2/7/2024
1	7	2/7/2024	Lincoln Saunders	Delegated	
Notes: Delegated: Out Of Office					
1	8	2/7/2024	Sabrina Joy-Hogg	Approve	2/9/2024
1	9	2/29/2024	Mayor Stoney	Approve	2/21/2024

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File Admin-2024-0096

City of Richmond

Intracity Correspondence

O&R Transmittal

DATE: January 12, 2024

TO: The Honorable Members of City Council

THROUGH: The Honorable Levar M. Stoney, Mayor

THROUGH: J.E. Lincoln Saunders, Chief Administrative Officer

THROUGH: Sabrina Joy-Hogg, DCAO, Finance and Administration

THROUGH: Sheila White, Director, Department of Finance

THROUGH: Meghan Brown, Acting Director, Department of Budget and Strategic Planning

THROUGH: Stephen M. Willoughby, Director, Department of Emergency Communications, Preparedness and Response

FROM: Jonathan Fetterman, Senior Manager Department of Emergency Communications, Preparedness and Response

RE: Acceptance of a Mobile Camera Trailer Grant, and Appropriation of funds to DECPR's Special Fund

ORD. OR RES. No.

PURPOSE: To amend the FY2024 Special Fund budget, and to authorize the Chief Administrative Officer to accept funds in the amount of \$50,000.00 from the Virginia Department of Emergency Management (VDEM); and to appropriate the increase to the FY2024 Special Fund budget by increasing estimated revenues and to appropriate to the Department of Emergency Communications, Preparedness and Response (DECPR) to create a new special fund called the FY24 Mobile Camera Trailer Grant.

BACKGROUND: VDEMs awarded the City of Richmond \$50,000.00 as part of the FFY23 State Homeland Security Grant Program for the purposes of purchasing a mobile camera platform. The mobile camera platform will allow DECPR to deploy a camera system within the City where cameras are currently not positioned.

COMMUNITY ENGAGEMENT: N/A

STRATEGIC INITIATIVES AND OTHER GOVERNMENTAL: N/A

FISCAL IMPACT: The City will receive a grant for \$50,000.00.

DESIRED EFFECTIVE DATE: Upon Adoption

REQUESTED INTRODUCTION DATE: March 11, 2024

CITY COUNCIL PUBLIC HEARING DATE: March 25, 2024

REQUESTED AGENDA: Consent Agenda.

RECOMMENDED COUNCIL COMMITTEE: No committee - Rule VI(B)(3)(c)

AFFECTED AGENCIES: Budget and Strategic Planning, Finance, Emergency

Communications, Preparedness and Response

RELATIONSHIP TO EXISTING ORD. OR RES.: Ord. 2023-071

ATTACHMENTS: Grant Award Letter

STAFF: Jonathan Fetterman, Senior Manager 804-646-1340

From: [Robins, Katherine H. - Vendor Contractor](#)
To: [Fetterman, Jonathan E. - DECPR](#)
Subject: FW: FY 2023 SHSP GRANT ALLOCATION LETTER
Date: Monday, November 13, 2023 10:01:57 AM
Attachments: [image001.png](#)
Importance: High

Katherine H. Robins
Emergency Management Planner



DEPARTMENT OF
**EMERGENCY
COMMUNICATIONS,
PREPAREDNESS
AND RESPONSE**

Office of Emergency Management
900 East Broad Street Suite 1613
Richmond VA 23219
804-646-6140

From: Chernault, Courtney (VDEM) <Courtney.Chernault@vdem.virginia.gov>
Sent: Thursday, November 9, 2023 11:15 AM
To: Saunders, Lincoln - CAO <Lincoln.Saunders@rva.gov>
Cc: Robins, Katherine H. - Vendor Contractor <Katherine.Robins@rva.gov>; vdemgrants (VDEM) <vdemgrants@vdem.virginia.gov>; VDEM Region 1 <VDEMregion1@vdem.virginia.gov>; King, Jack (VDEM) <Jack.King@vdem.virginia.gov>
Subject: FY 2023 SHSP GRANT ALLOCATION LETTER
Importance: High

CAUTION: This message is from an external sender - Do not open attachments or click links unless you recognize the sender's address and know the content is safe.

November 09, 2023

Mr. Lincoln Saunders
City Manager, Acting
City of Richmond
900 E. Broad St Suite 1613
Richmond, VA 23219

RE: FY 2023 State Homeland Security Grant Program (SHSP)

Dear Mr. Saunders:

The Virginia Department of Emergency Management (VDEM) is pleased to announce the allocation of a **2023 State Homeland Security Grant Program (SHSP) CFDA 97.067** 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, 2023 (Public Law 117-328)*. Your locality has been allocated funding for:

EM Grants Application Title: City of Richmond Mobile Camera Platform-NP

Federal Grant Allocation: \$50,000.00

Subrecipient's Required Cost Share/Match Amount: N/A

Total Grant Award: \$50,000.00

Period of Performance (POP): October 01, 2023 to June 30, 2025

****ALL NATIONAL PRIORITY PROJECTS are on HOLD until further notice****

***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 execution following the approval your application package and budget submission in VDEM's electronic Grants Management System, VDEM EM Grants.

You must initiate these steps, described under Accessing Your Allocation, within 60 days from the date of this notification or funds may be re-allocated. If extenuating circumstances such as local board approval will prevent you from meeting the 60-day deadline, please notify your Grant Administrator as soon as possible.

[OPT-Out Notice](#)

Should your agency decide not to proceed with applying for the allocation, and "Opt-Out" notice must be submitted to VDEM **before 1/8/2024**. Please follow the below steps to submit your "Opt-Out" notice:

1. Login to your account at vdem.emgrants.com
2. From you Agency's home page, click on the blue "Apply Now" button, then select the FY2023 SHSP grant and project type before clicking on the "Create" button.
3. Once the Application loads, select the "Opt-Out" option in the field asking about your agency's participation, then complete the remainder of the required fields.
4. Once done, click on the "Submit" button to submit your "Opt-Out" notice to VDEM.

[Program Objectives](#)

The objective of the State Homeland Security Program is to assist state and local

preparedness activities that address high-priority preparedness gaps across all core capabilities that support terrorism preparedness. All supported investments are based on capability targets and gaps identified during the Threat and Hazard Identification and Risk Assessment (THIRA) process and assessed in the State Preparedness Report (SPR).

The FY 2023 Homeland Security Grant Program (HSGP) supports state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. References to these priorities can be found throughout this document. The FY 2023 HSGP provides funding to implement investments that enhance terrorism preparedness and serve to build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal (the Goal) of a secure and resilient Nation. The allowable costs under FY 2023 HSGP support the core capabilities across the five mission areas of Prevention, Protection, Mitigation, Response, and Recovery.

Important Award Terms and Conditions

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Subrecipients must comply with the following federal requirements:

- FY 2023 Homeland Security Grant Program (HSGP) Notice of Funding Opportunity
[Homeland Security Grant Program \(HSGP\) NOFO](#)
-
- Department of Homeland Security Standard Terms and Conditions for 2023
[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](#)

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 SHSP 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.

[Apply For Your Allocation](#)

Your agency is hereby invited to complete and submit a Grant Application for the full amount of your organization's Total Grant Allocation amount. To do so, please follow these steps:

1. Register for and/or login to your account at vdem.emgrants.com.
2. From your Agency's home page, click on the blue "Apply Now" button, then select the FY2023 SHSP or UASI grant and project type before clicking on the "Create" button.
3. Complete the entire Application form online and upload all the listed required documents that apply to your specific Application. Also, as a part of the Grant Application, you will be required to complete and upload the attached Vendor Maintenance Form (VMF) and W-9 Form into the Grant Application portal.
4. Once completed, click on the "Submit" button to submit your Application to VDEM for review.

An email notification will be generated and sent when the Grant Agreement is ready for your review and execution. Steps to do so will be provided via that notification.

Requirements: Obtain and provide Unique Entity Identifier (UEI) and Register in the System for Award Management (SAM)

Each applicant, unless they have a valid exception under 2 CFR 25.110, must:

- 1) Be registered in SAM.gov before application submission.
- 2) Provide a valid Unique Entity Identifier (UEI) in its application
- 3) Continue to always maintain an active System for Award Management (SAM) registration with current information during the Federal Award process.

Note that subrecipients do not need to have a valid UEI at the time of application; however, they must have a valid UEI in order to receive a subaward.

[Reporting](#)

- Subrecipients are obligated to submit **Quarterly Progress Reports** as a condition of their subaward. Quarterly progress reports must be uploaded directly into your vdem.emgrants.com account within **15 days** following the end of the quarter. The schedule for reporting is as follows:

Timetable and Deadlines for 2023 SHSP Progress Reporting (includes SHSP, UASI

and NSGP subawards):

[Quarter 1 of 7] Time Period: October 1, 2023 to December 31, 2023

Quarter 1 Report Due: On or Before January 15, 2024

[Quarter 2 of 7] Time Period: January 1, 2024 to March 31, 2024

Quarter 2 Report Due: On or Before April 15, 2024

[Quarter 3 of 7] Time Period: April 1, 2024 to June 30, 2024

Quarter 3 Report Due: On or Before July 15, 2024

[Quarter 4 of 7] Time Period: July 1, 2024 to September 30, 2024

Quarter 4 Report Due: On or Before October 15, 2024

[Quarter 5 of 7] Time Period: October 1, 2024 to December 31, 2024

Quarter 5 Report Due: On or Before January 15, 2025

[Quarter 6 of 7] Time Period: January 1, 2025 to March 31, 2025

Quarter 6 Report Due: On or Before April 15, 2025

[Quarter 7 of 7] Time Period: April 1, 2025 to June 30, 2025

Quarter 7 Report Due: On or Before July 15, 2025

HSGP Final Progress Reports:

Due: On or Before July 30, 2025

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 into their VDEM EM Grants 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 (POP) 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 vdem.emgrants.com
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 and proposed remedies to address the cause of the performance delay
4. Proposed period of performance termination date and proposed project completion

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 proposed period of performance without any modification to the original Statement of Work, as described in the approved budget

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 should electronically submit all extension requests to VDEM via vdem.emgrants.com **no later than 90 days prior to June 30, 2025.**

Please initiate the steps described under *Apply For Your Allocation* **within 60 days from the date of this notification**. If you have any questions regarding this award, please contact Courtney Chernault at courtney.chernault@vdem.virginia.gov.

Sincerely,



Cheryl Adkins
Chief Financial Officer

CA/CC

cc: Ms. Katherine Robbins, Emergency Management Planner/Grants Analyst
Mr. Jack King, Director of Regional Support, East Division
Ms. Donna Pletch, Chief Regional Coordinator, Region 1