

INTRODUCED: May 23, 2016

AN ORDINANCE No. 2016-147

To authorize the Chief Administrative Officer to accept funds in the amount of \$19,600 from the Virginia Department of Emergency Management and to appropriate the increase to the Fiscal Year 2015-2016 Special Fund Budget by increasing estimated revenues and the amount appropriated to the Department of Fire and Emergency Services by \$19,600 for the purpose of providing mass care shelter equipment and supplies for the city of Richmond during disasters and emergency situations.

Patron – Mayor Jones

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: JUNE 13 2016 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 \$19,600 from the Virginia Department of Emergency Management for the purpose of providing mass care shelter equipment and supplies for the city of Richmond during disasters and emergency situations.

§ 2. That the funds received are hereby appropriated to the Special Fund Budget for the fiscal year commencing July 1, 2015, and ending June 30, 2016, by increasing estimated revenues by \$19,600, increasing the amount appropriated for expenditures by \$19,600 and allotting to the

AYES: 9 NOES: 0 ABSTAIN: _____

ADOPTED: JUNE 13 2016 REJECTED: _____ STRICKEN: _____

Department of Fire and Emergency Services the sum of \$19,600 for the purpose of providing mass care shelter equipment and supplies for the city of Richmond during disasters and emergency situations.

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



CITY OF RICHMOND
INTRACITY CORRESPONDENCE

O & R REQUEST

APR 26 2016

Chief Administration Office
City of Richmond

4-5087

O&R REQUEST

DATE: April 14, 2016

EDITION: 1

TO: The Honorable Members of City Council

RECEIVED

THROUGH: Dwight C. Jones, Mayor

MAY 13 2016

THROUGH: Selena Cuffee-Glenn, Chief Administrative Officer

OFFICE OF CITY ATTORNEY

THROUGH: Lenora Reid, Deputy Chief Administrative Office of Finance and Administration

THROUGH: Jay Brown, Director of Budget and Strategic Planning

FROM: Anthony McLean, Coordinator of Emergency Management

RE: Acceptance of Funds for Office of Emergency Management

ORD. OR RES. No. _____

PURPOSE: To authorize the Chief Administrative Officer to accept funds in the amount of \$19,600 from the Virginia Department of Emergency Management/State Homeland Security Program and to appropriate these funds to Fire and Emergency Services' 2016 Special Fund Budgets for the purpose of mass care shelter equipment and supplies.

REASON: The City of Richmond's Department of Fire and Emergency Services seeks approval for funds in the amount of \$19,600 awarded by the Virginia Department of Emergency Management.

RECOMMENDATION: It is recommended that this funding is accepted and appropriated to the city of Richmond's Department of Fire and Emergency Services Special Fund Budget for fiscal year 2016.

BACKGROUND: The purpose of the State Homeland Security Program is to make grants to assist state and local governments in support of the implementation of State Homeland Security strategies to address the identified planning, organization, equipment, training, and exercise needs to prevent, protect against, mitigate, respond to, and recover from acts of terrorism and other catastrophic events.

FISCAL IMPACT / COST: The total amount of this award is \$19,600 with no matching funds.

FISCAL IMPLICATIONS: The acceptance of this award will allow the City of Richmond's Department of Fire and Emergency Services to provide mass care shelter equipment and supplies for the City during disasters and emergency situations.

BUDGET AMENDMENT NECESSARY: Yes. To amend Special Fund Ordinance #2015-57-83.

REVENUE TO CITY: The City will receive a total of \$19,600 in grant funds from the Virginia Department of Emergency Management to be appropriated to the FY2016 Special Fund Budget.

DESIRED EFFECTIVE DATE: Upon adoption.

REQUESTED INTRODUCTION DATE: May 23, 2016

CITY COUNCIL PUBLIC HEARING DATE: June 13, 2016

REQUESTED AGENDA: Consent Agenda

RECOMMENDED COUNCIL COMMITTEE: Public Safety

CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES: N/A

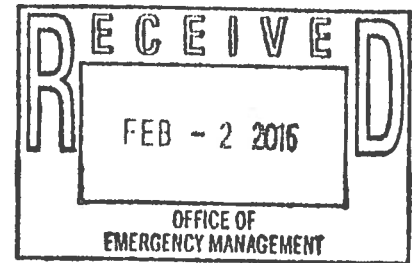
AFFECTED AGENCIES: The Department of Finance, the Department of Budget and Strategic Planning and the City of Richmond Department of Fire and Emergency Services.

RELATIONSHIP TO EXISTING ORD. OR RES.: Adopted Special Fund Ordinance #2015-57-83

REQUIRED CHANGES TO WORK PROGRAM(S): None

ATTACHMENTS: Grant Award Letter

STAFF: Anthony McLean
Coordinator of Emergency Management, 646-6287



COMMONWEALTH of VIRGINIA
Department of Emergency Management

JEFFREY D STERN Ph.D.
State Coordinator

CURTIS C. BROWN
Chief Deputy Coordinator

BRETT A. DURDICK
Deputy Coordinator

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

February 2, 2016

Mrs. Selena Cuffee-Glenn
Chief Administrative Officer
Richmond City
900 E. Broad Street, Suite 201
Richmond, VA 23219

RE: Grant FY 2015 - SHSP

Dear Mrs. Cuffee-Glenn:

The Virginia Department of Emergency Management (VDEM) is pleased to announce the allocation of the **2015 State Homeland Security Program Grant (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, 2015 (Public Law 114-4)*. Your locality has been allocated funding for:

15VA-HSGP-0414- Mass Care Shelter Equipment and Supplies \$ 19,600.00

Total Grant Award: \$ 19,600.00

The purpose of the State Homeland Security Program is to make grants to states to assist state and local governments in support of the implementation of State Homeland Security Strategies to address the identified planning, organization, equipment, training, and exercise needs to prevent, protect against, mitigate, respond to, and recover from acts of terrorism and other catastrophic events.

The FY 2015 HSGP contributes to the implementation of the National Preparedness System by financially supporting the ability of States and local jurisdictions to build, sustain, and deliver core capabilities identified in the Goal. The HSGP's allowable costs support efforts across the five mission areas of Prevention, Protection, Mitigation, Response, and Recovery.

"Working to Protect People, Property and Our Communities"

The obligation period for this program is *September 1, 2015 to March 31, 2017*. Reimbursements may be requested for items procured during this period consistent with the project intent.

As a reminder, organizations that spend more than \$750,000 in DHS funds during a fiscal year are subject to an independent audit per 2 C.F.R. Part 200.

All projects must comply with Environmental and Historic Preservation (EHP) requirements. Sub-recipients must not obligate and/or expend any (federal and/or non-federal matching) funds on any project having the potential to impact environments planning and historical preservation resources without the prior approval of FEMA. A current EHP review evaluation form must be submitted as part of the VDEM application. For more information, please visit <http://www.vaemergency.gov/em-community/grants/> or contact your grant administrator.

All applicants are required to submit a completed VDEM grant package and the electronic grants on-line budget application. In order to complete the on-line budget, please follow these instructions:

Step 1: Please go on-line to the eGMS Grants System at <https://www.ttegms.com/virginia/login.cfm>. After logging in, you will see a welcome screen. Click on Grant Management and then click on Budget Application from the drop-down menu. Click the link of the project titled on page one of this letter to complete your on-line budget application.

Step 2: The remaining required forms are attached and can also be found on VDEM's website and in the eGMS. Below is a list of the documents that comprise the VDEM grant application package:

- Online Budget (eGMS) → To be completed online
- POC Form
- EHP Evaluation Form → N/A For this Application
- Grant Assurances Form
- FEMA 20-160 Form
- SF-LLL - Certification Regarding Lobby Form

All successful applicants for all DHS grant and cooperative agreements are required to comply with DHS Standard Administrative Terms and Conditions available at <http://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions>. Upon approval of an application, the award will be made in the form of a grant. The date the approval of award is entered in the system is the "award date." Notification of award approval is made through the eGMS Grants System through an automatic e-mail to the sub-grantee point of contact listed in

Mrs. Selena Cuffee-Glenn

February 2, 2016

Page 3

the initial application. Follow the directions in the notification to accept your award documents. The authorized grant official should carefully read the award package for instructions on administering the grant and to learn more about the terms and conditions associated with responsibilities under federal awards.

Sub-grantees are obligated to submit progress reports as a condition of their award acceptance. Subgrantee Quarterly Reports must be submitted to the VDEM Grant Administrator on a quarterly basis through email and later through the eGMS System. The Subgrantee Quarterly Report must be based on the approved budget and any approved amendments. The Subgrantee Quarterly Report is available at <http://www.vacemergency.gov/em-community/grants/all-grant-forms>. Sub-grantees are required to report on progress towards implementing plans described in their application.

Within 30 days after the end of the period of performance sub-grantees must submit a final progress report detailing all accomplishments throughout the period of performance. After this report has been reviewed and approved by VDEM's Grant Office, a close-out notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for five years from the date of the final report. The grantee is responsible for returning any funds that have been drawn down, but remain as unliquidated on grantee financial records.

Please review and sign the required documents and return them to the Grants Management Office by **March 15, 2016**. If you have any questions regarding this award, please contact Jocelyn Bagby at the VDEM Grants Management Office at (804) 897-9766.

Sincerely,



Jeffrey D. Stern Ph. D.

JDS/jb

c: Mr. Anthony McLean, Coordinator of Emergency Management

"Working to Protect People, Property and Our Communities"