

INTRODUCED: January 14, 2019

AN ORDINANCE No. 2019-002

To authorize the Chief Administrative Officer to accept funds in the amount of \$65,000.00 from the Virginia Department of Emergency Management and to appropriate the increase to the Fiscal Year 2018-2019 Special Fund Budget by increasing estimated revenues and the amount appropriated to the Department of Fire and Emergency Services by \$65,000.00 for the purpose of supporting the City’s emergency preparedness program.

\_\_\_\_\_  
Patron – Mayor Stoney

\_\_\_\_\_  
Approved as to form and legality  
by the City Attorney  
\_\_\_\_\_

PUBLIC HEARING: JAN 28 2019 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 \$65,000.00 from the Virginia Department of Emergency Management for the purpose of supporting the City’s emergency preparedness program.

§ 2. That the funds received are hereby appropriated to the Special Fund Budget for the fiscal year commencing July 1, 2018, and ending June 30, 2019, by increasing estimated revenues by \$65,000.00, increasing the amount appropriated for expenditures by \$65,000.00 and

AYES:            9            NOES:            0            ABSTAIN: \_\_\_\_\_

ADOPTED:   JAN 28, 2019   REJECTED: \_\_\_\_\_ STRICKEN: \_\_\_\_\_

allotting to the Department of Fire and Emergency Services the sum of \$65,000.00 for the purpose of supporting the City's emergency preparedness program.

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



CITY OF RICHMOND
INTRACITY CORRESPONDENCE

O & R REQUEST
4-8391
NOV 29 2018
Office of the Chief Administrative Officer

O&R REQUEST

DATE: November 27, 2018
TO: The Honorable Members of City Council
THROUGH: The Honorable Levar M. Stoney, Mayor
THROUGH: Selena Cuffee-Glenn, Chief Administrative Officer
THROUGH: Lenora Reid, Deputy Chief Administrative Office of Finance and Administration
THROUGH: Jay Brown, Director of Budget and Strategic Planning
THROUGH: Melvin Carter, Fire Chief
FROM: Anthony D. McLean, Coordinator of Emergency Management
RE: Acceptance of Grant Funds for Office of Emergency Management

RECEIVED
DEC 21 2018

OFFICE OF CITY ATTORNEY

ORD. OR RES. No. \_\_\_\_\_

PURPOSE: To authorize the Chief Administrative Officer to accept funds in the amount of \$65,000 from the Virginia Department of Emergency Management/State Homeland Security Program and to appropriate these funds to Fire and Emergency Services' 2018-2019 Special Fund Budgets for the purpose of developing a citywide preparedness campaign.

REASON: The City of Richmond's Department of Fire and Emergency Services seeks approval for funds in the amount of \$65,000 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 2018-2019.

BACKGROUND: The grant initiative was awarded with the full support of the Virginia Department of Emergency Management to develop and conduct a focused yearlong marketing campaign to raise awareness, increase preparedness and enhance resilience. Funding will provide es-

sential resources to engage the services of a professional marketing firm that will conduct survey research to assess community readiness, develop targeted ads based on survey results, develop a yearlong editorial calendar and content and support the City's OEM with implementing a comprehensive ongoing campaign for preparedness.

**FISCAL IMPACT/COST:** The total amount of this award is \$65,000 with no matching funds.

**FISCAL IMPLICATIONS:** The acceptance of this award will allow the City of Richmond's Fire and Emergency Services, Office of Emergency Management to raise awareness, increase preparedness and enhance resilience.

**BUDGET AMENDMENT NECESSARY:** To amend Special Funds Ordinance #2018-058.

**REVENUE TO CITY:** The City will receive a total of \$65,000, in grant funds from the Virginia Department of Emergency Management to be appropriated to the FY2018-2019 Special Fund Budget.

**DESIRED EFFECTIVE DATE:** Upon adoption

**REQUESTED INTRODUCTION DATE:** January 14, 2019

**CITY COUNCIL PUBLIC HEARING DATE:** January 28, 2019

**REQUESTED AGENDA:** Consent agenda

**RECOMMENDED COUNCIL COMMITTEE:** Public Safety Committee

**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.:** Amends Special Fund Ordinance #2018-058.

**REQUIRED CHANGES TO WORK PROGRAM(S):** N/A.

**ATTACHMENTS:** Grant Award Letter.

**STAFF:** Anthony D. McLean  
Coordinator of Emergency Management, 646-6287  
William Lawson  
Deputy Coordinator, Office of Emergency Management, 646-5281

JEFFREY D. STERN, Ph D  
State Coordinator

CURTIS C. BROWN  
Chief Deputy Coordinator/  
Acting Deputy Coordinator – Mission Support



JOHN SCRIVANI  
Deputy Coordinator – Disaster Services

**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

October 01, 2018

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

RE: FY 2018 State Homeland Security Program Grant (SHSP)

Dear Mrs. Cuffee-Glenn:

The Virginia Department of Emergency Management (VDEM) is pleased to announce the allocation of a 2018 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, 2018 (Public Law 115-141)*. Your locality has been allocated funding for:

**Project Title: City of Richmond Preparedness Campaign**  
**Federal Grant Allocation: \$65,000.00**  
**Subrecipient's Required Cost Share/Match Amount: N/A**  
**Total Grant Award: \$65,000.00**  
**Obligation Period: October 01, 2018 to March 31, 2020**

**\*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 satisfactory review of your application package submission and approval of a budget application in VDEM's electronic Grants Management System (eGMS).\*** You must initiate these steps, described under *Accessing Your Allocation*, **within 30 days from the date of this notification.**

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Mrs. Selena Cuffee-Glenn  
Page 2 of 6  
October 01, 2018

OPT-Out Notice

Complete and return this form via email to: [vdemgrants@vdem.virginia.gov](mailto:vdemgrants@vdem.virginia.gov) with the subject line: "OPT-Out Notice", **before November 01, 2018.**

I **do not** want to be a recipient of the LEMPG funds at this time, but reserve the right to enter the program next fiscal year.

Please note that your decision will not be made effective until **November 01, 2018.**

PRINT Name: \_\_\_\_\_

Signature: \_\_\_\_\_  
CITY/TOWN or COUNTY OFFICIAL

Date: MM/DD/YYYY

Program Purpose

The purpose 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 2018 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 2018 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 2018 HSGP support the core capabilities across the five mission areas of Prevention, Protection, Mitigation, Response, and Recovery.

Important Award Terms and Conditions

Subrecipients must comply with the following federal requirements:

- FY 2018 Homeland Security Grant Program (HSGP) Notice of Funding Opportunity Homeland Security Grant Program (HSGP) NOFO
- Department of Homeland Security Standard Terms and Conditions for 2018 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

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*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 LEMPG 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.

*Accessing Your Allocation*

To access your allocation, you must complete the following steps within 30 days from the date of this notification:

**Step 1:** Log in to the VDEM electronic Grants Management System (eGMS) at <https://www.ttegms.com/virginia/login.cfm> to download your subaward acceptance documents from the home page. Re-upload all required forms to eGMS. Read how to upload required forms by [clicking here](#) to view the home page of your eGMS user account. Below is the list of required items that comprise the VDEM subaward acceptance package:

- Application Checklist [cover sheet]
- LEMPG Project Form [Only required for LEMPG subawards]
- Online Budget (to be built and submitted in eGMS)
- Points of Contact (POC) Form
- FEMA Environmental and Historic Preservation (EHP) Screening Form
  - All projects must comply with EHP requirements. Subrecipients 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. For more information, please visit <http://www.vaemergency.gov/em-community/grants/> or contact your Grants Administrator.
- Grant Assurances Form
- FEMA 20-16C Form
- SF-LLL – Certification Regarding Lobbying Form
- \*Work Elements Agreement – [\*Only required for LEMPG subawards]

- **\*\*Federally Negotiated Indirect Cost Rate Agreement – [\*\*Only required if you intend to charge indirect costs. Must be valid for the period of performance and federally signed]**

**Step 2:** Log in to the VDEM electronic Grants Management System (eGMS) at <https://www.ttegms.com/virginia/login.cfm> to complete and submit a budget application for your allocation. If you do not have access to eGMS, please contact your Grants Administrator. [Click on Grant Management, Budget Application, from the drop-down menu. Click the link named 2018 State Homeland Security Program Grant (SHSP) to complete your budget application.]

Following review and approval of the budget by the Grants Administrator, notification will be sent through an eGMS automated email message to the subrecipient point of contact entered in the budget application.

#### Reporting

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

#### **Timetable and Deadlines for 2018 HSGP Progress Reporting (includes SHSP, UASI and NSGP subawards):**

[Quarter 1 of 6] Time Period: September 1, 2018 to November 30, 2018

**Quarter 1 Report Due: On or Before December 15, 2018**

[Quarter 2 of 6] Time Period: December 1, 2018 to February 28, 2019

**Quarter 2 Report Due: On or Before March 15, 2019**

[Quarter 3 of 6] Time Period: March 1, 2019 to May 31, 2019

**Quarter 3 Report Due: On or Before June 15, 2019**

[Quarter 4 of 6] Time Period: June 1, 2019 to August 31, 2019

**Quarter 4 Report Due: On or Before September 15, 2019**

[Quarter 5 of 6] Time Period: September 1, 2019 to November 30, 2019

**Quarter 5 Report Due: On or Before December 15, 2019**

[Quarter 6 of 6] Time Period: December 1, 2019 to February 28, 2020

**Quarter 6 Report Due: On or Before March 15, 2020**

#### **HSGP Final Progress Reports:**

**Due: On or Before April 30, 2020**

**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 along with the completed Work Elements Final Report into their eGMS 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.

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### **Period of Performance 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 eGMS
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
4. Approved period of performance termination date and new project completion date
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 extended 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 must submit all extension requests to VDEM via upload into eGMS no later than 90 days prior to March 31, 2020.

Mrs. Selena Cuffee-Glenn  
Page 6 of 6  
October 01, 2018

Please initiate the steps described under *Accessing Your Allocation* **within 30 days from the date of this notification**. If you have any questions regarding this award, please contact Richard Hazel in the Grants Office at (804) 897-9786 or richard.hazel@vdem.virginia.gov.

Sincerely,



Jeffrey D. Stern, Ph.D.

JDS/rch

cc: Mr. Anthony D. McLean, Coordinator, Emergency Management  
Mr. Jack King, Director of Regional Support, East Division  
Ms. Lori Dachille, Chief Regional Coordinator, Region 1

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