

INTRODUCED: January 23, 2023

AN ORDINANCE No. 2023-035

To authorize the Chief Administrative Officer to accept funds in the amount of \$70,000.00 from the Virginia Department of Emergency Management, to amend the Fiscal Year 2022-2023 Special Fund Budget by creating a new special fund for the Department of Emergency Communications, Preparedness, and Response called the DECPR State Homeland Security Program FY23 Special Fund, and to appropriate the increase to the Fiscal Year 2022-2023 Special Fund Budget by increasing estimated revenues and the amount appropriated to the Department of Emergency Communications, Preparedness, and Response's DECPR State Homeland Security Program FY23 Special Fund by \$70,000.00, for the purpose of funding enhancements for the Department of Emergency Communications, Preparedness, and Response's emergency management program through contract planning support.

\_\_\_\_\_  
Patron – Mayor Stoney

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

PUBLIC HEARING: FEB 13 2023 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That the Chief Administrative Officer is authorized to accept funds in the amount of \$70,000.00 from the Virginia Department of Emergency Management, for the purpose of enhancing the Department of Emergency Communications, Preparedness, and Response's emergency management program through contract planning support.

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

ADOPTED: FEB 13 2023 REJECTED: \_\_\_\_\_ STRICKEN: \_\_\_\_\_

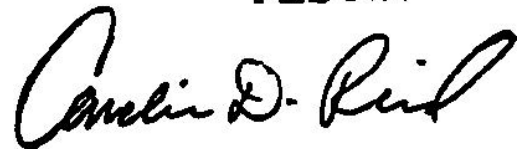
§ 2. That Ordinance No. 2022-056, adopted May 9, 2022, which adopted the Special Fund Budget for the fiscal year commencing July 1, 2022, and ending June 30, 2023, and made appropriations pursuant thereto, be and is hereby amended by creating a new special fund for the Department of Emergency Communications, Preparedness, and Response called the DECPR State Homeland Security Program FY23 Special Fund, for the purpose of funding enhancements for the Department of Emergency Communications, Preparedness, and Response's emergency management program through contract planning support.

§ 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, 2022, and ending June 30, 2023, by increasing estimated revenues by \$70,000.00, increasing the amount appropriated for expenditures by \$70,000.00, and allotting to the Department of Emergency Communications, Preparedness, and Response's DECPR State Homeland Security Program FY23 Special Fund the sum of \$70,000.00, for the purpose of funding enhancements for the Department of Emergency Communications, Preparedness, and Response's emergency management program through contract planning support.

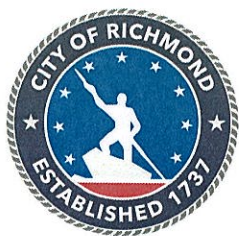
§ 4. This ordinance shall be in force and effect upon adoption.

**A TRUE COPY:**

**TESTE:**

A handwritten signature in black ink, appearing to read "Camille D. Reed". The signature is written in a cursive, flowing style.

**City Clerk**



# City of Richmond

## Intracity Correspondence

### O&R REQUEST

**DATE:** December 15, 2022 **EDITION:** 1

**TO:** The Honorable Members of City Council

**THROUGH:** The Honorable Levar M. Stoney, Mayor *Levar M. Stoney*

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

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

**THROUGH:** Sheila White, Director of Finance *Sheila White*

**THROUGH:** Jason May, Director of Budget and Strategic Planning *Jason May*

**THROUGH:** Stephen Willoughby, Director of Department of Emergency Communications Preparedness and Response *SW*

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

**RE:** Acceptance of DHS/FEMA State Homeland Security Program \$70,000 Grant Funding

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

**PURPOSE:** To authorize the Chief Administrative Officer to accept funds in the amount of \$70,000.00 from the DHS/FEMA State Homeland Security Program (SHSP) through the Virginia Department of Emergency Management (VDEM) as State Administrative Agency (SAA) and to appropriate these funds to the Department of Emergency Communications Preparedness and Response (DECPR) FY23 Special Fund Budget.

**REASON:** VDEM has awarded a grant to the DECPR Office of Emergency Management through the DHS/FEMA State Homeland Security Program through a competitive process.

**RECOMMENDATION:** The City Administration recommends adoption of the Ordinance.

**BACKGROUND:** Each year DHS/FEMA awards funding to states, tribes, and territories through the State Homeland Security Program, a federal homeland security program that provides funds to build and sustain capabilities to enhance national resilience and capacity to pre-

vent, prepare for, respond to, and recover from catastrophic events, both natural and manmade. Virginia distributes these funds through a competitive process. This project will enhance the Emergency Management Program in the City of Richmond through contract planning support.

**FISCAL IMPACT / COST:** Total amount of this award is \$70,000.00 with no matching funds required.

**FISCAL IMPLICATIONS:** Acceptance of this award will allow the City of Richmond's Office of Emergency Management to enhance its planning and outreach programs to better serve the City's residents, businesses, and visitors and increase the resiliency of the whole community.

**BUDGET AMENDMENT NECESSARY:** Yes, to amend Ordinance 2022-056 adopting the FY23 Special Fund Budget.

**REVENUE TO CITY:** The City will receive a total of \$70,000.00 in grant funds from the Virginia Department of Emergency Management to be appropriated to the FY2023 DEC Special Fund Budget.

**DESIRED EFFECTIVE DATE:** Upon adoption.

**REQUESTED INTRODUCTION DATE:** January, 23, 2023

**CITY COUNCIL PUBLIC HEARING DATE:** February 13, 2023

**REQUESTED AGENDA:** Consent agenda.

**RECOMMENDED COUNCIL COMMITTEE:** Public Safety Standing Committee

**CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES:** N/A

**AFFECTED AGENCIES:** The Departments of Finance, Budget and Strategic Planning, and Emergency Communications Preparedness and Response

**RELATIONSHIP TO EXISTING ORD. OR RES.:** Adopted Special Fund Ord. 2022-056

**REQUIRED CHANGES TO WORK PROGRAM(S):** None

**ATTACHMENTS:** VDEM Grant Award document

**STAFF:** Jonathan Fetterman, Senior Manager, DECPR  
804-646-1340  
jonathan.fetterman@rva.gov

**Robins, Katherine H. - Vendor Contractor**

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**From:** Ahern, Shane (VDEM) <Shane.Ahern@vdem.virginia.gov>  
**Sent:** Saturday, November 12, 2022 1:53 PM  
**To:** Robins, Katherine H. - Vendor Contractor  
**Subject:** FW: Richmond City 2022 SHSP Subaward Notification EM Planning

**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.

Kathy,

Here you go, I believe and hope this is the one you are referring to, and my apologies for omitting you from the distro list?

Thanks,

**Shane Ahern**

Preparedness Grants Administrator, Financial Management Bureau  
Virginia Department of Emergency Management (VDEM)

[shane.ahern@vdem.virginia.gov](mailto:shane.ahern@vdem.virginia.gov)

[www.vaemergency.gov](http://www.vaemergency.gov)

(C) 804.297.4051

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**From:** Ahern, Shane (VDEM) <Shane.Ahern@vdem.virginia.gov>  
**Sent:** Thursday, November 3, 2022 5:01 PM  
**To:** cao@richmondgov.com (cao@richmondgov.com) <cao@richmondgov.com>  
**Cc:** vdemgrants (VDEM) <vdemgrants@vdem.virginia.gov>; Pletch, Donna (VDEM) <Donna.Pletch@vdem.virginia.gov>; VDEM Region 1 <VDEMregioni@vdem.virginia.gov>; King, Jack (VDEM) <Jack.King@vdem.virginia.gov>; Mclean, Anthony <anthony.mclean@richmondgov.com>  
**Subject:** Richmond City 2022 SHSP Subaward Notification EM Planning

Mr. Lincoln Saunders  
Acting Chief Administrative Officer  
Richmond City  
201 E. Franklin Street  
Richmond, VA 23219

RE: FY 2022 State Homeland Security Grant Program (SHSP)



Dear Mr. Saunders:

The Virginia Department of Emergency Management (VDEM) is pleased to announce the allocation of a **2022 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, 2022 (Public Law 117-103)*. Your locality has been allocated funding for:

**Award Title: Richmond, City of**

**Proposal Title: EM Planning Support - NP Community Preparedness and Resilience**

**Federal Grant Allocation: \$70,000.00**

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

**Total Grant Award: \$70,000.00**

**Obligation Period: October 01, 2022 to June 30, 2024**

**\*\*\*All National Priorities 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 satisfactory review of your application package submission and approval of a budget application in VDEM's **new** Grants Management System ([vdem.emgrants.com](http://vdem.emgrants.com)).\*

You must initiate these steps, described under *Accessing Your Allocation*, **within 60 days from the date of this notification** or funds will 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 January 3, 2023**. Please follow the below steps to submit your “Opt-Out” notice:

- 1) Login to your account at [vdem.emgrants.com](http://vdem.emgrants.com)
- 2) From you Agency’s home page, click on the blue “Apply Now” button, then select the FY2022 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 in order 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 2022 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 2022 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 2022 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 2022 Homeland Security Grant Program (HSGP) Notice of Funding Opportunity [Homeland Security Grant Program \(HSGP\) NOFO](#)
- Department of Homeland Security Standard Terms and Conditions for 2022 [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 an Application for the full amount of your agency's Total Grant Award amount. To do so, please follow these steps:

- 1) Login to your account at [vdem.emgrants.com](http://vdem.emgrants.com)
- 2) From your Agency's home page, click on the blue "Apply Now" button, then select the FY2022 SHSP grant and project type before clicking on the "Create" button.
- 3) Complete the entire Application form and upload all the listed required documents that apply to your specific Application.
- 4) Once completed, click on the "Submit" button to submit your Application to VDEM for review.

Once the review process has been completed, you will receive a notification that the Grant Agreement is ready for your review and execution. Steps to do so will be provided via that notification.

### Reporting

Subrecipients are obligated to submit **Quarterly Progress Reports** as a condition of their subaward. Quarterly progress reports must be submitted via your [vdem.emgrants.com](http://vdem.emgrants.com) account within **15 days** following the end of the quarter. The schedule for reporting is as follows:

#### **Timetable and Deadlines for 2022 HSGP Progress Reporting** (includes SHSP, UASI and NSGP subawards):

[Quarter 1 of 7] Time Period: October 1, 2022 to December 31, 2022

#### **Quarter 1 Report Due: On or Before January 15, 2023**

[Quarter 2 of 7] Time Period: January 1, 2023 to March 31, 2023

#### **Quarter 2 Report Due: On or Before April 15, 2023**

[Quarter 3 of 7] Time Period: April 1, 2023 to June 30, 2023

#### **Quarter 3 Report Due: On or Before July 15, 2023**

[Quarter 4 of 7] Time Period: July 1, 2023 to September 30, 2023

#### **Quarter 4 Report Due: On or Before October 15, 2023**

[Quarter 5 of 7] Time Period: October 1, 2023 to December 31, 2023

#### **Quarter 5 Report Due: On or Before January 15, 2024**

[Quarter 6 of 7] Time Period: January 1, 2024 to March 31, 2024

#### **Quarter 6 Report Due: On or Before April 15, 2024**

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

#### **Quarter 7 Report Due: On or Before July 15, 2024**

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

Due: On or Before July 30, 2024

**Within 30 days following the end of the period of performance**, subrecipients must complete **Final Progress Report** detailing all accomplishments throughout the period of performance into their EM Grants account. After these reports have been submitted, reviewed and approved by the Grants Office 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 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](http://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
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 should electronically submit all extension requests to VDEM via [vdem.emgrants.com](http://vdem.emgrants.com) no later than 90 days prior to June 30, 2024.

Please initiate the steps described under *Accessing Your Allocation* **within 60 days from the date of this notification**. If you have any questions regarding this award, please contact Shane Ahern in the Grants Office at (804) 297-4051 or [shane.ahern@vdem.virginia.gov](mailto:shane.ahern@vdem.virginia.gov).

Sincerely,



Cheryl Adkins  
Chief Financial Officer

CA/sa

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

Regards,

**Shane Ahern**

Preparedness Grants Administrator, Financial Management Bureau  
Virginia Department of Emergency Management (VDEM)

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