

INTRODUCED: September 22, 2025

AN ORDINANCE No. 2025-221

To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to accept funds in the amount of \$250,000.00 from the Virginia Department of Emergency Management and to amend the Fiscal Year 2025-2026 Special Fund Budget by creating a new special fund for the Department of Emergency Communications, Preparedness, and Response called the “FY26 SHSP Radio Repeater Special Fund,” and to appropriate the increase to the Fiscal Year 2025-2026 Special Fund Budget by increasing estimated revenues and the amount appropriated to the Department of Emergency Communications, Preparedness and Response’s “FY26 SHSP Radio Repeater Special Fund” by \$250,000.00 for the purpose of purchasing and installing radio repeater equipment.

\_\_\_\_\_  
Patron – Mayor Avula  
\_\_\_\_\_

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

PUBLIC HEARING: OCT 14 2025 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 \$250,000.00 from the Virginia Department of Emergency Management for the purpose of purchasing and installing radio repeater equipment.

§ 2. That Article I, Section 2 of Ordinance No. 2025-057, adopted May 12, 2025, which adopted a Special Fund Budget for the fiscal year commencing July 1, 2025, and ending June 30,

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_

ADOPTED: \_\_\_\_\_ REJECTED: \_\_\_\_\_ STRICKEN: \_\_\_\_\_

2026, 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 “FY26 SHSP Radio Repeater Special Fund” for the purpose of purchasing and installing radio repeater equipment.

§ 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, 2025, and ending June 30, 2026, by increasing estimated revenues by \$250,000.00, increasing the amount appropriated for expenditures by \$250,000.00, and allotting to the Department of Emergency Communications, Preparedness and Response’s “FY26 SHSP Radio Repeater Special Fund” the sum of \$250,000.00 for the purpose of purchasing and installing radio repeater equipment.

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

# City of Richmond

## Intracity Correspondence

### O&R Transmittal

**DATE:** August 8, 2025

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

**THROUGH:** The Honorable Dr. Danny Avula, Mayor

**THROUGH:** Odie Donald, Chief Administrative Officer

**THROUGH:** Tanikia S. Jackson, Deputy Chief Administrative Officer

**THROUGH:** Letitia L. Shelton, Director, Department of Finance

**THROUGH:** Meghan Brown, Director, 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 grant funds from the Virginia Department of Emergency Management and appropriation of funds to a new Special Fund for DECPR for purchase and installation of radio repeaters to enhance the in-building coverage on the City's public safety radio system

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

**PURPOSE:** To authorize the Chief Administrative Officer to accept grant funds in the amount of \$250,000.00 from the Virginia Department of Emergency Management (VDEM), to amend the Fiscal Year 2025-2026 Special Fund Budget by increasing estimated revenues and creating a new special fund called the FY2026 SHSP Radio Repeater Special Fund, and to appropriate the increase in the amount of \$250,000 to the FY2025 SHSP Radio Repeater Special Fund for the purpose of funding the purchase and installation of radio repeater equipment to enhance the in-building coverage on the City's public safety radio system.

**BACKGROUND:** The City was awarded \$250,000.00 from the Virginia Department of Emergency Management as part of the FFY24 State Homeland Security Grant Program for the

purpose of installing radio repeaters to enhance the in-building coverage on the City's public safety radio system.

**COMMUNITY ENGAGEMENT:** N/A

**STRATEGIC INITIATIVES AND OTHER GOVERNMENTAL:** N/A

**FISCAL IMPACT:** The City of Richmond will receive a \$250,000.00 grant for the purchase and installation of radio repeaters.

**DESIRED EFFECTIVE DATE:** Upon Adoption

**REQUESTED INTRODUCTION DATE:** September 8, 2025

**CITY COUNCIL PUBLIC HEARING DATE:** September 22, 2025

**REQUESTED AGENDA:** Consent Agenda

**RECOMMENDED COUNCIL COMMITTEE:** Public Safety

**AFFECTED AGENCIES:** Department of Emergency Communications, Preparedness and Response, Department of Finance, Department of Budget

**RELATIONSHIP TO EXISTING ORD. OR RES.:** N/A

**ATTACHMENTS:** Award Letter

**STAFF:** Jonathan Fetterman, Senior Manager (804-646-1340)

## Robins, Katherine H. - DECPR

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**From:** McLean, Anthony D. - DECPR  
**Sent:** Friday, October 25, 2024 3:05 PM  
**To:** Willoughby, Stephen M. - DECPR; Fetterman, Jonathan E. - DECPR  
**Cc:** Robins, Katherine H. - DECPR  
**Subject:** FW: Award Amount Allocated

FYI

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**From:** VirginiaDEM <support@vdem.emgrants.com>  
**Sent:** Friday, October 25, 2024 3:01 PM  
**To:** Saunders, Lincoln - CAO <Lincoln.Saunders@rva.gov>  
**Cc:** McLean, Anthony D. - DECPR <Anthony.McLean@rva.gov>; Banks, Terrence R. - Budget <Terrence.Banks@rva.gov>; Burrell, Amy Y. - DECPR <Amy.Burrell2@rva.gov>; Irving, Gregory F. - Fire <Gregory.Irving@rva.gov>; Williams, DeAndrea E. - Police <DeAndrea.Williams@rva.gov>  
**Subject:** Award Amount Allocated

**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.

Dear Lincoln Saunders,

The Virginia Department of Emergency Management (VDEM) is pleased to announce the allocation of a 2024 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, 2024 (Public Law 118-47). Your locality (Richmond, City of) has been allocated funding for:

Program: State Homeland Security Grant Program (SHSP)

Federal Grant Allocation: \$250,000.00

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

Total Grant Award: Federal: \$250,000.00

Obligation Period: Oct 1, 2024 to Jun 30, 2026

\*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 (<https://vdem.emgrants.com>).\*

You must initiate these steps, described under Accessing Your Allocation, within 60 days from the date of this notification.

**\*\*Opt-Out Notice\*\***

Should your agency decide not to proceed with applying for the allocation, an “Opt-Out” notice must be submitted to VDEM within 60 days. Please follow the below steps to submit your “Opt-Out” notice:

1. Login to your account at [vdem.emgrants.com](https://vdem.emgrants.com)
2. Click on this link to navigate directly to your Application related to this notification:  
<https://vdem.emgrants.com/app/#180673>
3. Once the Application loads, select the “Opt-Out” option in the field asking about your agency’s participation, fill in your agency contacts, and then click on the Save button.
4. After your form saves, click on the “Advance” button in order to submit your “Opt-Out” notice to VDEM.

**\*\*Proceed With 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](https://vdem.emgrants.com)
2. Click on this link to navigate directly to your Application related to this notification:  
<https://vdem.emgrants.com/app/#180673>
3. Start by changing your 'Project Type' and click 'Save'. Please do not change or edit the 'Grant' field.
4. After saving, new form tabs will load. Complete the entire Application and fill in your project costs, and save. You can also upload all the listed required documents that apply to your specific Application on the Documents tab. Click on the "Save" button to ensure any changes are properly saved.
5. Once completed, click on the “Advance” button to submit your Application to VDEM for review.

**\*\*Special instructions for those who have been awarded multiple projects.** After submitting your initial project, you will need to go back to your Home page and click Apply Now to create (and submit) a new application for each remaining project.

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

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 your grants administrator at VDEM.

Sincerely,

Cheryl Adkins  
Chief Financial Officer  
VDEM

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This is an automated email sent by Virginia Department of Emergency Management from <https://vdem.emgrants.com>. Please do not reply to this email.