

INTRODUCED: December 13, 2021

AN ORDINANCE No. 2021-343

To authorize the Chief Administrative Officer to accept \$30,000.00 from the Virginia Department of Emergency Management's State Homeland Security Grant Program, and to appropriate the increase to the Fiscal Year 2021-2022 Special Fund Budget by increasing estimated revenues and the amount appropriated to the Department of Fire and Emergency Services' SHSP Special Fund by \$30,000.00 for the purpose of funding the Department of Fire and Emergency Services' provision of emergency preparedness kits and information to the residents of the city's public housing communities.

\_\_\_\_\_  
Patron – Mayor Stoney

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

PUBLIC HEARING: JAN 10 2022 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 \$30,000.00 from the Virginia Department of Emergency Management's State Homeland Security Grant Program for the purpose of funding the Department of Fire and Emergency Services' provision of emergency preparedness kits and information to the residents of the city's public housing communities.

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

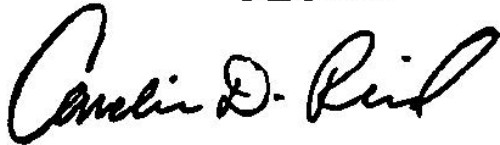
ADOPTED:    JAN 10 2022    REJECTED: \_\_\_\_\_    STRICKEN: \_\_\_\_\_

§ 2. That the funds received from the Virginia Department of Emergency Services' State Homeland Security Grant Program are hereby appropriated to the Special Fund Budget for the fiscal year commencing July 1, 2021, and ending June 30, 2022, by increasing estimated revenues by \$30,000.00, increasing the amount appropriated for expenditures by \$30,000.00, and allotting to the Department of Fire and Emergency Services' SHSP Special Fund the sum of \$30,000.00 for the purpose of funding the Department of Fire and Emergency Services' provision of emergency preparedness kits and information to the residents of the city's public housing communities.

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

**A TRUE COPY:**

**TESTE:**

A handwritten signature in black ink, reading "Carlin D. Reid". The signature is written in a cursive style with a large initial "C".

**City Clerk**



# CITY OF RICHMOND

## INTRACITY CORRESPONDENCE

**O&R REQUEST**

**DATE:** November 10, 2021

**EDITION:** 1

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

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

Handwritten signature of Levar M. Stoney in black ink.

**THROUGH:** Lincoln Saunders, Chief Administrative Officer

Handwritten signature of Lincoln Saunders in black ink.

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

Handwritten signature of Sheila White in black ink.

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

Handwritten signature of Jason May in black ink.

**FROM:** Melvin Carter, Fire Chief

Handwritten signature of Melvin Carter in black ink.

**RE:** Acceptance of Grant Funding

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

**PURPOSE:** To authorize the Chief Administrative Office to accept funds in the amount of \$30,000.00 from the Virginia Department of Emergency Management/State Homeland Security Program and appropriate these funds to the Department of Fire and Emergency Services (RFES) FY2022 Special Fund Budget.

**REASON:** The Virginia Department of Emergency Management has awarded a grant to the RFES Office of Emergency Management through the State Homeland Security Program through a competitive process.

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

**BACKGROUND:** This grant initiative was awarded the full support of the Virginia Department of Emergency Management to provide emergency preparedness kits and information to the City's public housing communities to increase preparedness and resilience of the residents.

**FISCAL IMPACT / COST:** Total amount of this award is \$30,000.00 with no matching funds requirement.

**FISCAL IMPLICATIONS:** The acceptance of this award will allow the City of Richmond's Office of Emergency Management to provide emergency preparedness kits and information to the City's public housing residents.

**BUDGET AMENDMENT NECESSARY:** Yes, to amend the Special Fund Ordinance 2021-041

**REVENUE TO CITY:** The City will receive a total of \$30,000.00 in grant funds from the Virginia Department of Emergency Management to be appropriated to the FY2022 Special Fund Budget.

**DESIRED EFFECTIVE DATE:** Upon adoption

**REQUESTED INTRODUCTION DATE:** December 13, 2021

**CITY COUNCIL PUBLIC HEARING DATE:** January 10, 2022

**REQUESTED AGENDA:** Consent agenda.

**RECOMMENDED COUNCIL COMMITTEE:** Public Safety

**CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES:** RRHA

**AFFECTED AGENCIES:** The Departments of Finance, Budget and Strategic Planning, and Fire and Emergency Services.

**RELATIONSHIP TO EXISTING ORD. OR RES.:** Adopted Special Fund Budget Ordinance 2021-041

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

**ATTACHMENTS:** VDEM Grant Award document

**STAFF:** Anthony McLean

Emergency Management Coordinator, 646-6287

Kathy Robins

Emergency Management Planner/Grants Analyst, 646-6140

**From:** [McLean, Anthony D. - Fire](#)  
**To:** [Robins, Katherine H. - Vendor / Contractor](#)  
**Subject:** FW: [BULK] Award Amount Allocated - Public Housing Preparedness Kits  
**Date:** Tuesday, November 9, 2021 3:34:06 PM

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**From:** VirginiaDEM [mailto:support@mail179-9.suw41.mandrillapp.com] **On Behalf Of** VirginiaDEM  
**Sent:** Tuesday, November 9, 2021 1:07 PM  
**To:** McLean, Anthony D. - Fire <Anthony.McLean@richmondgov.com>  
**Subject:** [BULK] 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 Anthony McLean,

The Virginia Department of Emergency Management (VDEM) is pleased to announce the allocation of a FY2021 State Homeland Security Grant Program (SHSP) 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, 2021 (Public Law 116-260). Your locality (Richmond, City of) has been allocated funding for:

Program: State Homeland Security Grant Program (SHSP)  
Proposal Title: **City of Richmond Public Housing Preparedness Kits**  
Federal Grant Allocation: **\$30,000.00**  
Subrecipient's Required Cost Share/Match Amount: N/A  
Total Grant Award: \$30,000.00  
Obligation Period: **Oct 1, 2021 to Jul 31, 2023**

*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 30 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 before Dec 9, 2021. 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. Click on this link to navigate directly to your Application related to this notification: <https://vdem.emgrants.com/app/#96424>
3. Once the Application loads, select the "Opt-Out" option in the field asking about your

- agency's participation, then click on the Save button.
4. Once done, 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](http://vdem.emgrants.com)
2. Click on this link to navigate directly to your Application related to this notification: <https://vdem.emgrants.com/app/#96424>
3. Review the entire Application form and make updates where needed. Some of the data already populated on the Application could be out of date, incomplete, or just added as place-holders. 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.
4. Once completed, click on the "Advance" 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.

**Program Objectives:**

The objective of the State Homeland Security Grant 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 FY2021 State Homeland Security Grant Program (SHSP) 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 FY2021 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 FY2021 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:

- FY2021 Homeland Security Grant Program (HSGP) Notice of Funding Opportunity
- Homeland Security Grant Program (HSGP) NOFO
- Department of Homeland Security Standard Terms and Conditions for FY2021 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.

**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 2021 HSGP Progress Reporting (includes SHSP, UASI and NSGP subawards):

[Quarter 1 of 7] Time Period: October 1, 2021 to December 31, 2021 Quarter 1 Report Due: On or Before January 15, 2022

[Quarter 2 of 7] Time Period: January 1, 2022 to March 31, 2022 Quarter 2 Report Due: On or Before April 15, 2022

[Quarter 3 of 7] Time Period: April 1, 2022 to June 30, 2022 Quarter 3 Report Due: On or Before July 15, 2022

[Quarter 4 of 7] Time Period: July 1, 2022 to September 30, 2022 Quarter 4 Report Due: On or Before October 15, 2022

[Quarter 5 of 7] Time Period: October 1, 2022 to December 31, 2022 Quarter 5 Report Due: On or Before January 15, 2023

[Quarter 6 of 7] Time Period: January 1, 2023 to March 31, 2023 Quarter 6 Report Due: On or Before April 15, 2023

[Quarter 7 of 7] Time Period: April 1, 2023 to June 30, 2023 Quarter 7 Report Due: On or Before July 15, 2023

HSGP Final Progress Reports:

Due: On or Before July 30, 2023

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 in [vdem.emgrants.com](http://vdem.emgrants.com) account. After this report has 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 Jul 31, 2023.

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 your grants administrator at VDEM.

Sincerely,

Cheryl Adkins  
Chief Financial Officer  
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This is an automated email sent by Virginia Department of Emergency Management from [vdem.emgrants.com](http://vdem.emgrants.com). Please do not reply to this email.