

INTRODUCED: December 12, 2016

AN ORDINANCE No. 2016-311

To authorize the Chief Administrative Officer to accept funds in the amount of \$57,775.00 from the Virginia Department of Emergency Management and to appropriate the increase to the Fiscal Year 2016-2017 Special Fund Budget by increasing estimated revenues and the amount appropriated to the Department of Fire and Emergency Services by \$57,775.00 for the purpose of providing regional emergency shelter training.

Patron – Mayor Jones

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: JAN 9 2017 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 \$57,775.00 from the Virginia Department of Emergency Management for the purpose of providing regional emergency shelter training.

§ 2. That the funds received are hereby appropriated to the Special Fund Budget for the fiscal year commencing July 1, 2016, and ending June 30, 2017, by increasing estimated revenues by \$57,775.00, increasing the amount appropriated for expenditures by \$57,775.00 and allotting to the Department of Fire and Emergency Services the sum of \$57,775.00 for the purpose of providing regional emergency shelter training.

AYES: 9 NOES: 0 ABSTAIN:

ADOPTED: JAN 9 2017 REJECTED: STRICKEN:

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



CITY OF RICHMOND
INTRACITY CORRESPONDENCE

O & R REQUEST

NOV 1 2016
4-5852
Chief Administration Office
City of Richmond

O&R REQUEST

DATE: October 27, 2016

EDITION:1

TO: The Honorable Members of City Council

RECEIVED

THROUGH: Dwight C. Jones, Mayor

NOV 15 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 \$57,775 from the Virginia Department of Emergency Management/State Homeland Security Program and to appropriate these funds to Fire and Emergency Services' 2016-17 Special Fund Budgets for the purpose of shelter enhancement to include regional shelter training.

REASON: The City of Richmond's Department of Fire and Emergency Services seeks approval for funds in the amount of \$57,775 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 2016-17.

BACKGROUND: These allocated funds are intended to address emergency shelter training and exercise needs for emergency shelter workforce members, as well as internal and external partners who support emergency shelters within the City of Richmond. In addition, these funds are intended to strengthen collaboration among neighboring localities within Central Virginia and

bring consistency in the “whole community” approach in providing safe and effective emergency shelters during times of disaster.

FISCAL IMPACT / COST: The total amount of this award is \$57,775 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 consistent emergency shelter training within the City of Richmond and for regional partners within the Central Virginia Emergency Management Alliance (CVEMA) footprint.

BUDGET AMENDMENT NECESSARY: Yes. To amend Special Fund Ordinance #2016-048.

REVENUE TO CITY: The City will receive a total of \$57,775 in grant funds from the Virginia Department of Emergency Management to be appropriated to the FY2016-17 Special Fund Budget.

DESIRED EFFECTIVE DATE: Upon adoption.

REQUESTED INTRODUCTION DATE: December 12, 2016

CITY COUNCIL PUBLIC HEARING DATE: January 9, 2017

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.: Amends Special Fund Ordinance #2016-048.

REQUIRED CHANGES TO WORK PROGRAM(S): None

ATTACHMENTS: Grant Award Letter

STAFF: Anthony McLean
Coordinator of Emergency Management, 646-6287
Paul Hundley
Emergency Planner/Shelter Management, 646-3629



COMMONWEALTH of VIRGINIA
Department of Emergency Management

JEFFREY D. STERN, Ph. D.
State Coordinator

BRETT A. BURDICK
Chief Deputy Coordinator

SUSAN L. MONGOLD
Deputy Coordinator

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North Chesterfield, Virginia 23236-3713
(804) 897-6500
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FAX (804) 897-6506

September 26, 2016

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

RE: 2016 State Homeland Security Program (SHSP) Grant

Dear Mrs. Cuffee-Glenn:

The Virginia Department of Emergency Management (VDEM) is pleased to announce the allocation of a **2016 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, 2016 (Public Law 114-113)*. Your locality has been allocated funding for:

Project Title: Shelter Enhancement Regional Shelter Training
Obligation Period: September 1, 2016 to March 31, 2018
Total Award: \$57,775

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.

"Working to Protect People, Property and Our Communities"

Program Purpose

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 2016 Homeland Security Grant Program (HSGP) provides funding to implement investments that build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation. The allowable costs under HSGP support efforts across the five mission areas of Prevention, Protection, Mitigation, Response, and Recovery.

Important Award Terms and Conditions

Sub-recipients must comply with the following federal requirements:

- FY 2016 Homeland Security Grant Program (HSGP) Notice of Funding Opportunity
FY 2016 Homeland Security Grant Program (HSGP) NOFO
- Department of Homeland Security Standard Terms and Conditions for 2016
DHS Standard Terms and Conditions for 2016
- 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)

Sub-recipients may retain and use up to 5% of the award for costs directly relating to the management and administration of SHSP funds, such as financial management and monitoring.

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.

Accessing Your Allocation

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

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Mrs. Selena Cuffee-Glenn
September 26, 2016
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Step 1: Complete these documents and submit electronically as one package to your Grants Administrator:

- Point of Contact (POC) Form
- FEMA Environmental and Historic Preservation (EHP) Screening Form
 - All projects must comply with 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. For more information, please visit <http://www.vaemergency.gov/em-community/grants/> or contact your Grants Administrator.
- Assurances- Non-construction Form
- FEMA 20-16C Form
- SF-LLL – Certification Regarding Lobbying Form

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 FY 2016 State Homeland Security Program (SHSP) to complete your budget application.]

Notification of budget approval will be sent through an eGMS automated email message to the sub-recipient point of contact entered in the budget application.

Reporting

Sub-recipients are obligated to submit quarterly progress reports as a condition of their award. The report, which can be found at <http://www.vaemergency.gov/em-community/grants/all-grant-forms> must report on progress towards implementing plans described in the funding proposal and the approved budget. Reports must be submitted to your Grants Administrator by email within 15 days following the end of the quarter.


Within 30 days after the end of the period of performance, sub-recipients must submit a final progress report detailing all accomplishments throughout the period of performance. After the report has been 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 sub-recipient must return any funds that have been drawn down, but remain unliquidated in its financial records.

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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 Anna Walker in the Grants Office at (804) 897-9966 or Anna.Walker@vdem.virginia.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey D. Stern". The signature is fluid and cursive, with the first name being the most prominent.

Jeffrey D. Stern Ph.D.

JDS/aw

cc: Jack King
Lori Dachille