

INTRODUCED: January 9, 2023

AN ORDINANCE No. 2023-003

To authorize the Chief Administrative Officer to accept funds in the amount of \$85,630.00 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 called the FY22 LEMPG 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' FY22 LEMPG Special Fund by \$85,630.00, for the purpose of funding all hazards preparedness and resilience through comprehensive emergency management, hazard assessment, and training.

Patron – Mayor Stoney

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: JAN 23 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 \$85,630.00 from the Virginia Department of Emergency Management for the purpose of funding all hazards preparedness and resilience through comprehensive emergency management, hazard assessment, and training.

AYES: 9 NOES: 0 ABSTAIN: _____

ADOPTED: JAN 23 2023 REJECTED: _____ STRICKEN: _____

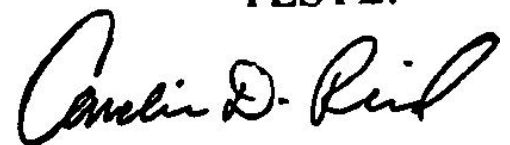
§ 2. That Ordinance No. 2022-056, adopted May 9, 2022, which adopted the Special Fund Budget for the fiscal year commencing July 1, 2022, and ending June 30, 2023, and made appropriations pursuant thereto, be and is hereby amended by creating a new special fund for the Department of Emergency Communications called the FY22 LEMPG Special Fund, for the purpose of funding all hazards preparedness and resilience through comprehensive emergency management, hazard assessment, and training.

§ 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 \$85,630.00, increasing the amount appropriated for expenditures by \$85,630.00, and allotting to the Department of Emergency Communications' FY22 LEMPG Special Fund the sum of \$85,630.00, for the purpose of funding all hazards preparedness and resilience through comprehensive emergency management, hazard assessment, and training.

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

A TRUE COPY:

TESTE:

A handwritten signature in black ink, appearing to read "Carolin D. Rind".

City Clerk

2023-005



City of Richmond

Intracity Correspondence

O&R REQUEST

DATE: November 9, 2022

EDITION: 1

TO: The Honorable Members of City Council

THROUGH: The Honorable Levar M. Stoney, Mayor

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

THROUGH: Sabrina Joy-Hogg, DCAO Finance and Administration

THROUGH: Sheila White, Director of Finance

THROUGH: Jason May, Director of Budget and Strategic Planning

THROUGH: Stephen Willoughby, Director of Emergency Communications, and
Emergency Management Coordinator

FROM: Jonathan Fetterman, Senior Manager, Department of Emergency Communications

Jonathan
Fetterman

RE: Acceptance and appropriation of Grant Funding

ORD. OR RES. No. _____

PURPOSE: To authorize the Chief Administrative Office to accept funds in the amount of \$85,630.00 through Virginia Department of Emergency Management (VDEM) from the Department of Homeland Security FEMA Local Emergency Management Performance Grant (LEMPG) Program and appropriate these funds to the Department of Emergency Communications' FY2023 Special Fund Budget to a new special fund titled FFY22 LEMPG.

REASON: DHS/FEMA annually awards LEMPG funding to state, local, tribal, and territorial entities. LEMPG funding to Virginia localities is distributed by VDEM.

RECOMMENDATION: The City Administration recommends adoption of this Ordinance.

BACKGROUND: LEMPG awards are based on locality population data. These funds support daily operation and enhancement of Emergency Management program core capabilities: prevention protection, mitigation, response and recovery and outreach/educational activities citywide, maintenance and enhancement of Emergency Operations Center (EOC), alternate EOC, Mobile Command Post, and other response assets (generator, trailers, and western shelter systems.)

FISCAL IMPACT / COST: Total amount of this award is \$85,630.00. The grant requires an equivalent match, which is provided in kind through the salary of the City's Emergency Management Coordinator.

FISCAL IMPLICATIONS: The acceptance of this award will allow the City of Richmond's Office of Emergency Management to continue to build security and resilience citywide, sustain and enhance critical emergency management capabilities, deployable assets, and staff expertise through training and exercises, outreach programs, and regional coordination.

BUDGET AMENDMENT NECESSARY: Yes, to amend the ordinance adopting the 2023 Special Fund Budget (Ordinance 2022-056).

REVENUE TO CITY: The City will receive a total of \$85,630.00 in grant funds from DHS/FEMA through the Virginia Department of Emergency Management to be appropriated to the FY2023 Special Fund Budget.

DESIRED EFFECTIVE DATE: Upon adoption

REQUESTED INTRODUCTION DATE: December 12, 2022

CITY COUNCIL PUBLIC HEARING DATE: January 9, 2023

REQUESTED AGENDA: Consent agenda.

RECOMMENDED COUNCIL COMMITTEE: Public Safety

CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES: N/A

AFFECTED AGENCIES: The Departments of Finance, Budget and Strategic Planning, and Emergency Communications.

RELATIONSHIP TO EXISTING ORD. OR RES.: Adopted Special Fund Budget
Ordinance 2022-056

REQUIRED CHANGES TO WORK PROGRAM(S): None

ATTACHMENTS: VDEM Grant Award document

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

From: VirginiaDEM <support@mail187-11.suw11.mandrillapp.com> on behalf of VirginiaDEM <support@vdem.emgrants.com>
Sent: Wednesday, October 12, 2022 7:56 PM
To: Robins, Katherine H. - Vendor Contractor
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.

October 7, 2022

Due to System Challenges on the above date, you did not receive the complete allocation letter, please find it below as of October 13, 2022

Dear Katherine Robins,

The Virginia Department of Emergency Management (VDEM) is pleased to announce the allocation of a FY2022 Emergency Management Performance Grant (EMPG) CFDA#: 97.042 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 117-103). Your locality (Richmond, City of) has been allocated funding for: \$85,630.00

Program: Emergency Management Performance Grant (EMPG) Federal Grant Allocation: \$85,630.00
Obligation Period: Jul 1, 2022 to Jun 30, 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).

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 before December 6, 2022. Please follow the below steps to submit your "Opt-Out" notice:

Login to your account at vdem.emgrants.com

Click on this link to navigate directly to your Application related to this notification:

<https://vdem.emgrants.com/app/#114709>

Once the Application loads, select the "Opt-Out" option in the field asking about your agency's participation, then click on the Save button.

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:

Login to your account at vdem.emgrants.com

Click on this link to navigate directly to your Application related to this notification:

<https://vdem.emgrants.com/app/#114709>

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.

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 purpose of the EMPG is to provide federal funds to states to assist in preparing for all hazards, as authorized by Section 662 of the Post Katrina Emergency Management Reform Act (6 U.S.C. § 762) and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. §§ 5121 et seq.). Title VI of the Stafford Act authorizes DHS/FEMA to make grants for the purpose of providing a system of emergency preparedness for the protection of life and property in the United States from all hazards and to vest responsibility for emergency preparedness jointly in the federal government, states, and their political subdivisions. The federal government, through EMPG, provides direction, coordination, and guidance, and provides necessary assistance, as authorized in this title, to support a comprehensive all-hazards emergency preparedness system.

The FY2022 Emergency Management Performance Grant (EMPG) will provide federal funds to assist emergency management agencies to obtain the resources required to support implementation of the National Preparedness System and the National Preparedness Goal (the Goal) of a secure and resilient nation. Among the five basic homeland security missions noted in the DHS Quadrennial Homeland Security Review, EMPG supports the goal to Strengthen National Preparedness and Resilience. EMPG supports comprehensive, all-hazards emergency preparedness system by building and sustaining the core capabilities contained in the Goal. EMPG funding is used to support a whole community approach to strengthen a state's or community's emergency management program. Examples of tangible EMPG funded activities include:

Conducting risk assessments, assessing capabilities, identifying preparedness needs, and updating emergency plans;

Building or augmenting core capabilities;

Designing and conducting exercises that engage the whole community of stakeholders to validate core capabilities;

Conducting emergency management training; and

Providing funding support for emergency management personnel.

VDEM recognizes the critical role of emergency management at the local level. Strong local emergency management programs keep the Commonwealth safer, and allow state and local government to respond and recover effectively and efficiently when an emergency or disaster occurs. The objective of the EMPG, then, is to support your locality's efforts to develop and maintain a Comprehensive Emergency Management Program.

Important Award Terms and Conditions: Subrecipients must comply with the following federal requirements:

[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](#)

Cost Share/Match

The federal share that is used towards the LEMPG Program budget must be at least 50 percent of the total budget. The subrecipient must equally match (cash or in-kind) the federal contribution pursuant to Sections 611(j) and 613 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Pub. L. No. 93-288), as amended, (42 U.S.C. §§ 5121et seq.). Unless otherwise authorized by law, federal funds cannot be matched with other federal funds. FEMA administers cost matching requirements in accordance with 2 CFR §200.306 located at <https://www.ecfr.gov>. To meet matching requirements, the contributions must be verifiable, reasonable, allowable, allocable, and necessary under the grant program and must comply with all federal requirements and regulations.

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 account within 15 days following the end of the quarter. The schedule for reporting is as follows:

Timetable and Deadlines for 2022 EMPG Progress Reporting:

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

[Quarter 2 of 4] Time Period: October 1, 2022 to December 31, 2022 Quarter 2 Report Due: On or Before January 15, 2023

[Quarter 3 of 4] Time Period: January 1, 2023 to March 31, 2023 Quarter 3 Report Due: On or Before April 15, 2023

[Quarter 4 of 4] Time Period: April 1, 2023 to June 30, 2023

Quarter 4 Report Due: On or Before July 15, 2023 EMPG Final Progress Report 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 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
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 no later than 90 days prior to Jun 30, 2023.

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

_____ This is an automated email sent by Virginia Department of Emergency Management from vdem.emgrants.com. Please do not reply to this email.