

INTRODUCED: January 27, 2020

AN ORDINANCE No. 2020-026

To authorize the Chief Administrative Officer to accept grant funds in the amount of \$76,000.00 from the Virginia Department of Emergency Management, and to appropriate the funds received to the Fiscal Year 2019-2020 Special Fund Budget by increasing estimated revenues and the amount appropriated to the Department of Fire and Emergency Services' SHSP Special Fund by \$76,000.00 for the purpose of funding improvements to the Department of Fire and Emergency Services' swift water and flood rescue specialty teams.

\_\_\_\_\_  
Patron – Mayor Stoney

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

PUBLIC HEARING: FEB 10 2020 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 hereby authorized to accept funds in the amount of \$76,000.00 from the Virginia Department of Emergency Management for the purpose of funding improvements to the Department of Fire and Emergency Services' swift water and flood rescue specialty teams.

§ 2. That the funds received are hereby appropriated to the Special Fund Budget for the fiscal year commencing July 1, 2019, and ending June 30, 2020, by increasing estimated revenues

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

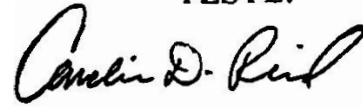
ADOPTED:    FEB 10 2020    REJECTED: \_\_\_\_\_    STRICKEN: \_\_\_\_\_

by \$76,000.00, increasing the amount appropriated for expenditures by \$76,000.00, and allotting to the Department of Fire and Emergency Services' SHSP Special Fund the sum of \$76,000.00 for the purpose of funding improvements to the Department of Fire and Emergency Services' swift water and flood rescue specialty teams.

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

**A TRUE COPY:**

**TESTE:**

A handwritten signature in black ink, appearing to read "Carlin D. Reed". The signature is written in a cursive style with a large initial "C".

**City Clerk**



CITY OF RICHMOND
INTRACITY CORRESPONDENCE

O & R REQUEST
4-9571
JAN 08 2020
Office of the
Chief Administrative Officer

O&R REQUEST

DATE: January 8, 2020

EDITION: 1

TO: The Honorable Members of City Council

THROUGH: The Honorable Levar M. Stoney, Mayor

THROUGH: Lenora Reid, Acting Chief Administrative Officer

THROUGH: Jay Brown, Director of Budget and Strategic Planning

THROUGH: John Wack, Director of Finance

FROM: Chief Melvin Carter, Fire Chief

RE: Acceptance of Grant Funding

ORD. OR RES. No.

RECEIVED

JAN 15 2020

OFFICE OF THE CITY ATTORNEY

PURPOSE: To authorize the Acting Chief Administrative Officer to accept \$76,000 from the Virginia Department of Emergency Management and appropriate an amount of \$76,000 to the Department of Fire and Emergency Services FY2020 Special Fund Budget.

REASON: The Virginia Department of Emergency Management has awarded a grant to the Richmond Department of Fire and Emergency Services through its 2019 State Homeland Security Program (SHSP) through a competitive grant process. The Virginia Department of Emergency Management has provided funding from its State Homeland Security Grant (SHSP) to localities in order to strengthen the capacity of their swift water and flood rescue specialty teams.

RECOMMENDATION: The City Administration recommends adoption of this Ordinance.

BACKGROUND: This grant initiative was awarded with the full support of the Virginia Department of Emergency Management for updates to the camera system on the City's Mobile Command Post.

FISCAL IMPACT / COST: The total additional amount of this award is \$76,000 with no matching funds requirement.

**FISCAL IMPLICATIONS:** Acceptance of this award will allow the City of Richmond's Department of Fire and Emergency Services to further its goal of supporting local emergency services activities during emerging incidents and special events.

**BUDGET AMENDMENT NECESSARY:** Yes to amend Special Fund Ordinance #2019-042

**REVENUE TO CITY:** The City of Richmond will receive a total of \$76,000 in grant funding from the Virginia Department of Emergency Management to be appropriated to the FY2020 Special Fund Budget.

**DESIRED EFFECTIVE DATE:** Upon adoption

**REQUESTED INTRODUCTION DATE:** January 27, 2020

**CITY COUNCIL PUBLIC HEARING DATE:** February 10, 2020

**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.:** Adopted Special Fund Ordinance #2019-042

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

**ATTACHMENTS:** Grant Award Letter

**STAFF:** Fire Chief Melvin Carter, 804-646-5451

JEFFREY D. STERN, Ph.D.  
State Coordinator

CURTIS C. BROWN  
Chief Deputy State Coordinator/  
Chief Diversity and Inclusion Officer



JOHN NORTON  
Deputy State Coordinator – Disaster Services

ANDRES ALVAREZ  
Deputy State Coordinator – Mission Support

**COMMONWEALTH of VIRGINIA**  
*Department of Emergency Management*

10501 Trade Court  
North Chesterfield, Virginia 23236-3713  
Tel: (804) 897-6500 TDD (804) 674-2417 FAX (804) 897-6506

October 08, 2019

Ms. Lenora Reid  
Acting Chief Administrative Officer  
Richmond, City of  
900 E. Broad Street, Suite 201  
Richmond, VA 23219

RE: FY 2019 State Homeland Security Program Grant (SHSP)

Dear Ms. Reid:

The Virginia Department of Emergency Management (VDEM) is pleased to announce the allocation of a **2019 State Homeland Security Program Grant (SHSP) Assistance Listings No. 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, 2019 (Public Law 116-6)*. Your locality has been allocated funding for:

**EGMS Award Title: FY 19 SHSP Special Ops Swiftwater/Flood Rescue Team**

**Proposal Title: Swiftwater/Flood Rescue Team**

**Federal Grant Allocation: \$76,000.00**

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

**Total Grant Award: \$76,000.00**

**Obligation Period: October 01, 2019 to June 30, 2021**

**\*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 electronic Grants Management System (eGMS).**\* You must initiate these steps, described under *Accessing Your Allocation*, within 30 days from the date of this notification.**

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OPT-Out Notice

Complete and return this form via email to: [vdemgrants@vdem.virginia.gov](mailto:vdemgrants@vdem.virginia.gov) with the subject line: "OPT-Out Notice", **before November 08, 2019.**

I **do not** want to be a recipient of the SHSP funds at this time, but reserve the right to enter the program next fiscal year.

Please note that your decision will not be made effective until **November 08, 2019.**

PRINT Name: \_\_\_\_\_

Signature: \_\_\_\_\_  
CITY/TOWN or COUNTY OFFICIAL

Date: MM/DD/YYYY

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 2019 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 2019 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 2019 HSGP support the core capabilities across the five mission areas of Prevention, Protection, Mitigation, Response, and Recovery.

Important Award Terms and Conditions

**This award is currently ON HOLD. Please DO NOT obligate funds until you have received a written authorization from VDEM Virginia Department of Emergency Management providing approval to obligate and expend the FY19 SHSP Special Ops Swift Water/Flood Rescue Team.**

Subrecipients must comply with the following federal requirements:

- FY 2019 Homeland Security Grant Program (HSGP) Notice of Funding Opportunity Homeland Security Grant Program (HSGP) NOFO
- Department of Homeland Security Standard Terms and Conditions for 2019 DHS Standard Terms and Conditions

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- 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.

*Accessing Your Allocation*

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

**Step 1:** Log in to the VDEM electronic Grants Management System (eGMS) at <https://www.ttegms.com/virginia/login.cfm> to download your subaward acceptance documents from the home page. Re-upload all required forms to eGMS. Read how to upload required forms by [clicking here](#) to view the home page of your eGMS user account. Below is the list of required items that comprise the VDEM subaward acceptance package:

- Application Checklist [cover sheet]
- SHSP Proposal Form
- Online Budget (to be built and submitted in eGMS)
- Points of Contact (POC) Form
- FEMA Environmental and Historic Preservation (EHP) Screening Form
  - All projects must comply with EHP requirements. Subrecipients 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.
- Grant Assurances Form
- FEMA 20-16C Form
- SF-LLL – Certification Regarding Lobbying Form

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- **\*\*Federally Negotiated Indirect Cost Rate Agreement – [\*\*Only required if you intend to charge indirect costs. Must be valid for the period of performance and federally signed]**

**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 2019 State Homeland Security Program Grant (SHSP) to complete your budget application.]

Following review and approval of the budget by the Grants Administrator, notification will be sent through an eGMS automated email message to the subrecipient point of contact entered in the budget application.

### Reporting

Subrecipients are obligated to submit Quarterly Progress Reports as a condition of their subaward. Quarterly progress reports must be uploaded directly into your eGMS account within **15 days** following the end of the quarter. The schedule for reporting is as follows:

### **Timetable and Deadlines for 2019 HSGP Progress Reporting (includes SHSP, UASI and NSGP subawards):**

[Quarter 1 of 7] Time Period: September 1, 2019 to November 30, 2019

**Quarter 1 Report Due: On or Before December 15, 2019**

[Quarter 2 of 7] Time Period: December 1, 2019 to February 28, 2020

**Quarter 2 Report Due: On or Before March 15, 2020**

[Quarter 3 of 7] Time Period: March 1, 2020 to May 31, 2020

**Quarter 3 Report Due: On or Before June 15, 2020**

[Quarter 4 of 7] Time Period: June 1, 2020 to August 31, 2020

**Quarter 4 Report Due: On or Before September 15, 2020**

[Quarter 5 of 7] Time Period: September 1, 2020 to November 30, 2020

**Quarter 5 Report Due: On or Before December 15, 2020**

[Quarter 6 of 7] Time Period: December 1, 2020 to February 28, 2021

**Quarter 6 Report Due: On or Before March 15, 2021**

[Quarter 7 of 7] Time Period: March 1, 2021 to May 31, 2021

**Quarter 7 Report Due: On or Before June 15, 2021**

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

Due: On or Before July 30, 2021

**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 into their eGMS account. After these reports have been submitted, reviewed and approved by the Grants Office and Chief Regional Coordinators, 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

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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 eGMS
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 must submit all extension requests to VDEM via upload into eGMS **no later than 90 days prior to June 30, 2021.**

Ms. Lenora Reid  
Page 6 of 6  
October 08, 2019

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 Lisa Foley in the Grants Office at 804-897-9767 or [lisa.foley@vdem.virginia.gov](mailto:lisa.foley@vdem.virginia.gov).

Sincerely,



Jeffrey D. Stern, Ph.D.

JDS/laf

cc: Mr. Anthony D. McLean, Coordinator, Emergency Management  
Mr. Brian Turnage, Chief of Special Ops  
Mr. Jack King, Director of Regional Support, East Division  
Mrs. Donna Pletch, Chief Regional Coordinator, Region 1