

INTRODUCED: December 14, 2020

AN ORDINANCE No. 2020-255

To authorize the Chief Administrative Officer to accept funds in the amount of \$74,804.00 from the Commonwealth of Virginia, Department of Emergency Management; to amend the Fiscal Year 2020-2021 Special Fund Budget by creating a new special fund for the Department of Fire and Emergency Services called the 2020 Emergency Management Performance Grant-Supplemental (EMPG-S) Special Fund; and to appropriate the increase to the Fiscal Year 2020-2021 Special Fund Budget by increasing estimated revenues and the amount appropriated to the Department of Fire and Emergency Services' 2020 Emergency Management Performance Grant-Supplemental (EMPG-S) Special Fund by \$74,804.00 for the purpose of funding expenditures for personal protective equipment and supplies needed to prevent, prepare for, and respond to the public health emergency related to the COVID-19 pandemic.

Patron – Mayor Stoney

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: JAN 11 2021 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 \$74,804.00 from the Commonwealth of Virginia, Department of Emergency Management, for the purpose of funding expenditures for personal protective equipment and supplies needed to prevent, prepare for, and respond to the public health emergency related to the COVID-19 pandemic.

AYES: 9 NOES: 0 ABSTAIN: _____

ADOPTED: JAN 11 2021 REJECTED: _____ STRICKEN: _____

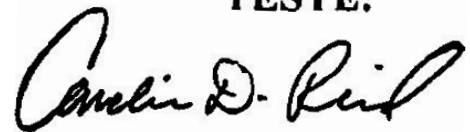
§ 2. That Ordinance No. 2020-050, adopted May 11, 2020, which adopted a Special Fund Budget for the fiscal year commencing July 1, 2020, and ending June 30, 2021, and made appropriations pursuant thereto, be and is hereby amended by creating a new special fund for the Department of Fire and Emergency Services called the 2020 Emergency Management Performance Grant-Supplemental (EMPG-S) Special Fund for the purpose of funding expenditures for personal protective equipment and supplies needed to prevent, prepare for, and respond to the public health emergency related to the COVID-19 pandemic.

§ 3. That the funds received are hereby appropriated to the Special Fund Budget for the fiscal year commencing July 1, 2020, and ending June 30, 2021, by increasing estimated revenues by \$74,804.00, increasing the amount appropriated for expenditures by \$74,804.00, and allotting to the Department of Fire and Emergency Services' 2020 Emergency Management Performance Grant-Supplemental (EMPG-S) Special Fund the sum of \$74,804.00 for the purpose of funding expenditures for personal protective equipment and supplies needed to prevent, prepare for, and respond to the public health emergency related to the COVID-19 pandemic.

§ 4. 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. Reil". The signature is fluid and cursive, written over a light gray rectangular background.

City Clerk

RECEIVED

By Barbara Fore at 7:43 am, Nov 24, 2020

RECEIVED

By Barbara Fore at 8:33 am, Dec 07, 2020



CITY OF RICHMOND

INTRACITY CORRESPONDENCE

O & R REQUEST

2020-188

NOV 19 2020

Office of the
Chief Administrative Officer

O&R REQUEST

DATE: November 12, 2020

EDITION: 1

TO: The Honorable Members of City Council

THROUGH: The Honorable Levar M. Stoney, Mayor

Handwritten signature of Levar M. Stoney.

THROUGH: Lenora Reid, Acting Chief Administrative Officer

Handwritten signature of Lenora Reid.

THROUGH: John Wack, Director of Finance

Handwritten signature of John Wack.

THROUGH: Jay Brown, Director of Budget and Strategic Planning

Handwritten signature of Jay Brown.

FROM: Chief Melvin Carter, Fire Chief

Handwritten signature of Chief Melvin Carter.

RE: Acceptance of Grant Funding by the Chief Administrative Officer or her Designee

ORD. OR RES. No. _____

PURPOSE: To amend Ordinance 2020-050, adopted May 11, 2020, which adopted the FY2021 Special Fund budget, by appropriating \$74,804 from the Virginia Department of Emergency Management to a new special fund.

REASON: The Virginia Department of Emergency Management awarded the City of Richmond Fire and Emergency Services a grant to be expended on necessary COVID-19 expenditures incurred between May 30, 2020 and May 29, 2021.

RECOMMENDATION: The City Administration recommends adoption of this Ordinance.

BACKGROUND: The 2020 Emergency Management Program Grant Supplemental – COVID-19 Supplemental (EMPG-S) is a supplemental funding opportunity under the Virginia Department of Emergency Management. EMPG-S. The AFG-S Program accomplishes this by providing financial assistance directly to eligible fire departments, nonaffiliated emergency medical service (NAEMS) organizations, and State Fire Training Academies (SFTA) for critical Personal Protective Equipment and supplies needed to prevent, prepare for, and respond to the COVID-19 public health emergency.

- **FISCAL IMPACT / COST: If Adopted:** The City will be able to spend up to \$74,804 in grant funds. Fifty percent (50%) of the project costs must be provided from a non-federal cash match not to exceed \$74,804.
- **If Not Adopted:** The spending authority for these grant funds will not be established.

FISCAL IMPLICATIONS: \$74,804 in non-local funds will be available for these efforts.

BUDGET AMENDMENT NECESSARY: Yes to amend Special Fund Ordinance #2020-050

REVENUE TO CITY: \$74,804

DESIRED EFFECTIVE DATE: Upon adoption

REQUESTED INTRODUCTION DATE: December 14, 2020

CITY COUNCIL PUBLIC HEARING DATE: January 11, 2021

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 #2020-050

REQUIRED CHANGES TO WORK PROGRAM(S): Eligible expenditures will be centrally tracked by City of Richmond Fire and Emergency Services

ATTACHMENTS: Copy of Electronic Grant Approval

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



COMMONWEALTH OF VIRGINIA

Department of Emergency Management

9711 Farrar Court, Suite 200, North Chesterfield, Virginia 23236
TEL 804.267.7600 TDD 804.674.2417 FAX 804.272.2046

CURTIS C. BROWN

State Coordinator of
Emergency Management

October 09, 2020

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

RE: FY 2020 2020 Emergency Management Performance Grant - Supplemental (EMPG-S)

Dear Mrs. Reid:

The Virginia Department of Emergency Management (VDEM) is pleased to announce the allocation of a **2020 2020 Emergency Management Performance Grant - Supplemental (EMPG-S) CFDA 97.042** from the U.S. Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA). Appropriation authority for this program is *The Coronavirus Aid, Relief, and Economic Security (CARES) Act*, Div. B (Pub. L. No. 116-136).

Your locality has been allocated funding for:

Project Title: 2020 Emergency Management Performance Grant - Supplemental (EMPG-S)
Federal Grant Allocation: \$74,804.00
Subrecipient's Required Cost Share/Match Amount: \$74,804.00
Total Grant Award: \$149,608.00
Obligation Period: October 09, 2020 to October 09, 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** or funds will be re-allocated. If extenuating circumstances such as local board approval will prevent you from meeting the 30 day deadline, please notify your Grant Administrator as soon as possible.

OPT-Out Notice Complete and return this form via email to: vdemgrants@vdem.virginia.gov with the subject line: "OPT-Out Notice", before **November 09, 2020**.

*Saving lives through effective emergency management and homeland security.
"A Ready Virginia is a Resilient Virginia."*

Mrs. Lenora G. Reid
Page 2 of 7
October 09, 2020

I do not want to be a recipient of the EMPG-S 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 09, 2020**.

PRINT Name: _____

Signature: _____
CITY/TOWN or COUNTY OFFICIAL

Date: MM/DD/YYYY

Program Overview and Objective

The Fiscal Year (FY) 2020 Emergency Management Performance Grant Program – COVID-19 Supplemental (EMPG-S) assists states, territories, tribes, and local governments with their public health and emergency management activities supporting the prevention of, preparation for, and response to the ongoing Coronavirus Disease 2019 (COVID-19) public health emergency. Through this funding opportunity, FEMA will award funding to support planning and operational readiness for COVID-19 preparedness and response, development of tools and strategies for prevention, preparedness, and response, and ongoing communication and coordination among federal, State, local, tribal, and territorial partners throughout the response.

The FY 2020 EMPG-S 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-S supports the goal to Strengthen National Preparedness and Resilience. EMPG-S 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-S funded activities include:

- Development of a culturally tailored and relevant communications campaign to baseline and identify enhancements resulting in improved emergency response outcomes for marginalized populations in the COVID-19 environment
- Host community engagement events (such as virtual community town halls, etc.)
- Procurement of contractual support for work plan definition
- Completion of an equity assessment and social vulnerability analysis
- Completion of a community health/ needs assessment to help guide future response efforts (including vaccine uptake/administration)

- Equitably address emerging and immediate basic needs in diverse and under-resourced communities
- Build partnerships with community-based organizations who are trusted and have a history of serving disproportionately impacted communities
- Co-host emergency preparedness activities
- Co-host equity centered trainings and tabletop exercises
- Co-host ongoing emergency preparedness seminars
- Support essential and front-line workers in high-risk places and job
- Create and implement mitigation activities related to slowing the spread of COVID-19 in at-risk and under-resources communities
- Procure supplies to support at-risk populations with disaster response and recovery
- Convene and build partnerships with diverse, and non-traditional organizations who serve trusted resources to marginalized communities
- Plan equitable testing events and conduct outreach for testing events

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-S, then is to provide funds to assist State, local, tribal, and territorial emergency management agencies with preventing, preparing for, and responding to the COVID-19 public health emergency.

Important Award Terms and Conditions

Subrecipients must comply with the following federal requirements:

FY 2020 Emergency Management Performance Grant Program (EMPG) Notice of Funding Opportunity (NOFO)

Emergency Management Performance Grant Program COVID-19 Supplemental (EMPGS-S) NOFO

The Preparedness Grants Manual

Preparedness Grants Manual

Department of Homeland Security Standard Terms and Conditions for 2020

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

Cost Share/Match

The federal share that is used towards the EMPG-S 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 LEMPG 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.

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

Accessing Your Allocation

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]
- LEMPG Project Form [Only required for LEMPG subawards]
- 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 <https://www.vaemergency.gov/grants/all-forms/> or contact your Grants Administrator.
- Grant Assurances Form
- FEMA 20-16C Form

- SF-LLL – Certification Regarding Lobbying Form
- *Work Elements Agreement – [*Only required for LEMPG subawards]
- **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:

Click on Grant Management, Budget Application, from the drop-down menu. Click the link named 2020 2020 Emergency Management Performance Grant - Supplemental (EMPG-S) to complete your budget application. Following review and approval of the budget by the Grants Administrator, notification will be sent through an eGMS automated message to the email address of the user. If you do not have access to eGMS, please contact your Grants Administrator.

Reporting

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

Timetable and Deadlines for LEMPG Progress Reporting:

[Quarter 1 of 4] Time Period: October 9, 2020 to December 31, 2020

Quarter 1 Report Due: On or Before January 15, 2021

[Quarter 2 of 4] Time Period: January 1, 2021 to March 31, 2021

Quarter 2 Report Due: On or Before April 15, 2021

[Quarter 3 of 4] Time Period: April 1, 2021 to June 30, 2021

Quarter 3 Report Due: On or Before July 15, 2021

[Quarter 4 of 4] Time Period: July 1, 2021 to October 9, 2021

Quarter 4 Report Due: On or Before October 15, 2021

LEMPG Final Progress Report:

Due: On or Before November 9, 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 along with the completed Work Elements Final Report 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 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 **October 09, 2021**.

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 Anderson in the Grants Office at 804-267-7721 or lisa.anderson@vdem.virginia.gov.

Mrs. Lenora G. Reid
Page 7 of 7
October 09, 2020

Sincerely,

A handwritten signature in cursive script that reads "Cheryl Adkins".

Cheryl Adkins
Chief Financial Officer

CA/la

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