

Issue Analysis Form



Date: October 22, 2019
Appropriation – Homeland Security VDEM CERT and Community Preparedness Grant
Item: Department of Fire & EMS / County Finance
Lead Department(s): Brad Owens, Donald Hunter
Contact Person(s): & Betsy Drewry

Description and Current Status

The Prince George County Department of Fire and EMS received notification of a **grant award in the amount of \$12,250 for a Virginia Department of Emergency Management - Homeland Security Grant for CERT and Community Preparedness.** The award notice is attached for your review (**Attachment 1**).

The grant requires no local match and funds will be used to purchase CERT emergency preparedness supplies. The grant is effective October 1, 2019 – June 30, 2021.

Board Action Requested:

Approve appropriation of VDEM Homeland Security Grant for CERT and Community Preparedness Grant Funds - \$12,250

A draft resolution for budget amendment / appropriation is attached for Board consideration.

Appropriation Increase and Transfer Entry for FY2019-20 is:

GENERAL FUND:

Revenues:

Increase:

0100-30-601-8305-330178 – Homeland Security Grant - \$12,250.00

Expenditures:

Increase:

0100-03-200-0614-45643-**TBD** – Homeland Security CERT & Community Preparedness Program Grant Expenditures \$12,250.00

Government Path

- | | | |
|--|---|--|
| Does this require IDA action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does this require BZA action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does This require Planning Commission Action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does this require Board of Supervisors action? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

Does this require a public hearing?

Yes No

If so, before what date?

Yes No

Fiscal Impact Statement

Increase in appropriation of VDEM Homeland Security Grant Funds of \$12,250.00

County Impact

Will provide funds for CERT emergency preparedness supplies.

Notes

Board of Supervisors
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 22nd day of October, 2019:

Present:

Vote:

Donald R. Hunter, Chairman
Floyd M. Brown, Jr., Vice-Chairman
Alan R. Carmichael
Marlene J. Waymack
T. J. Webb

C-3

On motion of _____, seconded by _____, which carried unanimously, the following Resolution was adopted:

RESOLUTION; APPROPRIATION VDEM HOMELAND SECURITY
CERT AND COMMUNITY PREPAREDNESS GRANT FUNDS
\$12,250.00

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 22nd day of October, 2019, does hereby authorize and appropriate the following increase of funds within the 2019-2020 Budget, such line items increased as follows, which monies shall be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>		<u>AMOUNT</u>
General Fund		
Expenditures:		
0100-03-200-0614-45643-_____	Fire/EMS VDEM Homeland Security Grant	\$12,250.00
Revenues:		
0100-30-601-8305-330178	VDEM Homeland Security Grant Funds	\$12,250.00

A Copy Teste:

Percy C. Ashcraft
County Administrator

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 07, 2019

Mr. Percy C. Ashcraft
County Administrator
Prince George County
P.O. Box 68
Prince George, VA 23875

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

Dear Mr. Ashcraft:

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 CERT

Proposal Title: Prince George CERT (Community Emergency Support Team) and Community Preparedness Program

Federal Grant Allocation: \$12,250.00

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

Total Grant Award: \$12,250.00

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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Mr. Percy C. Ashcraft
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OPT-Out Notice

Complete and return this form via email to: vdemgrants@vdem.virginia.gov with the subject line: "OPT-Out Notice", **before November 07, 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 07, 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

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](#)
- 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards [2 CFR Part 200 Uniform Administrative Requirements](#)

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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

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]

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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 must return any funds that have been drawn down, but remain unliquidated in its financial records.

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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:

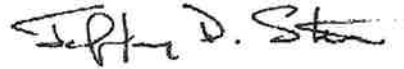
- Contractual commitments by the grant recipient with vendors or subrecipients prevent completion of the project within the existing period of performance
- The project must undergo a complex environmental review that cannot be completed within existing period of performance
- Projects are long-term 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.**

Mr. Percy C. Ashcraft
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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 Lisa Foley in the Grants Office at 804-897-9767 or lisa.foley@vdem.virginia.gov.

Sincerely,

A handwritten signature in black ink that reads "Jeffrey D. Stern". The signature is written in a cursive style with a large initial "J".

Jeffrey D. Stern, Ph.D.

JDS/laf

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