

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 10th day of January, 2017:

Present:

Vote:

Alan R. Carmichael
Donald R. Hunter
William A. Robertson, Jr.
Jerry J. Skalsky
T. J. Webb

C-5

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

RESOLUTION; APPROPRIATION (\$12,250 STATE HOMELAND SECURITY GRANT – COMMUNITY EMERGENCY RESPONSE TEAM - CERT)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 10th day of January, 2017, does hereby authorize the following increase of funds within the 2016-2017 Budget, such line items increased as follows, which monies to be expended in accordance with Section 2-2 (11) of the County Code for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>	<u>AMOUNT</u>
<u>Expenditure:</u>	
0100-03-200-0614-45643-7201 Gen Fund Homeland Security Award 7201	\$12,250
<u>Revenue:</u>	
0100-30-601-8305-330178 General Fund Homeland Security Grants	\$12,250

A Copy Teste:

Percy C. Ashcraft
County Administrator



COUNTY OF PRINCE GEORGE

Finance Department

P.O. Box 68


Prince George, VA 23875

Phone (804) 722-8710 Fax (804) 732-1966

Betsy Drewry
Director of Finance

MEMORANDUM

To: Mr. Percy C. Ashcraft, County Administrator

From: Betsy Drewry, Director of Finance 

Date: December 20, 2016

Re: Virginia Department of Emergency Management – Community Emergency Response Team (CERT) Grant - \$12,250

The Department of Fire and EMS received notice of award of a Community Emergency Response Team (CERT) Grant of \$12,250. There is no local match for this grant. The state grant funding is not included in the adopted budget.

Community Emergency Response Team (CERT) Grant Award 7201 \$12,250

This grant will be used to support 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 award notice is attached for your review.

Please place on the next Board of Supervisor's agenda the appropriation of funds. I am available at your convenience if you have any questions.

Expenditures:

0100-03-200-0614-45643-7201 General Fund: Homeland Security Award 7201 \$12,250

Revenues:

0100-30-601-8305-330178 General Fund: Homeland Security Grants \$12,250

cc: Brad Owens, Director of Fire & EMS
Donald Hunter, Deputy Director of Emergency Management



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

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

September 26, 2016

Mr. Percy C. Ashcraft
County Administrator
Prince George County
6602 Courts Drive, 3rd Floor
P.O. Box 68
Prince George, VA 23875

RE: 2016 State Homeland Security Program (SHSP) Grant

Dear Mr. Ashcraft:

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: Community Emergency Response Team (CERT) Support
Obligation Period: September 1, 2016 to March 31, 2018
Total Award: \$12,250

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:

“Working to Protect People, Property and Our Communities”

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.

Mr. Percy C. Ashcraft
September 26, 2016
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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 that reads "Jeffrey D. Stern". The signature is written in a cursive style with a large, stylized initial "J".

Jeffrey D. Stern Ph.D.

JDS/aw

cc: Jack King
Lori Dachille