



## ARLINGTON COUNTY, VIRGINIA

### County Board Agenda Item Meeting of June 11, 2011

**DATE:** June 11, 2011

**SUBJECT:** Acceptance and Appropriation of Virginia Department of Emergency Management (VDEM) and State Homeland Security Program Grants for the management and operation of the Metropolitan Medical Response System (MMRS), Citizen Corps and Northern Virginia Emergency Response System (NVERS) Grant Programs.

#### **C. M. RECOMMENDATIONS:**

1. Appropriate, in FY 2011, \$22,750 from the Virginia Department of Emergency Management (101.375250), to the Office of Emergency Management (OEM) (101.32020) for the Citizen Corps grant program, focusing on the continued development of Citizen Preparedness and Citizen Corps Programs.
2. Appropriate, in FY 2011, \$146,327 from the U.S. Department of Homeland Security (101.375230) to the Office of Emergency Management (101.32020) for planning and preparedness efforts for regional planning and implementation outcomes identified in the Northern Virginia Emergency Response System (NVERS) program grant.
3. Appropriate, in FY 2012, \$317,419 from the US. Department of Homeland Security (101.374200) to the Office of Emergency Management (OEM) (101.32020) for the Metropolitan Medical Response System (MMRS) grant program focusing on the continued development and review of planning for catastrophic medical emergencies.

**ISSUES:** There are no issues associated with the acceptance and appropriation of these grants which represent a continuation of Arlington's participation in federal, state and regional preparedness grant programs.

**SUMMARY:** These grant funds provide for a continuation of previous state grants for MMRS, NVERS, and Citizen Corps Programs, allowing the Office of Emergency Management to work towards achieving the outcomes stated in these grant programs.

**BACKGROUND:** These Homeland Security grants have been allocated to Arlington based on needs identified at the state level as well as needs identified through the National Capital Region (NCR). For each grant identified above, Arlington Office of Emergency Management provides various programmatic services to the Arlington Community as well as the National Capital

County Manager:

*BMD/mjs*

County Attorney:

*[Signature]*

Staff: Jeffrey E. Bergin, OEM

21.

Region. These services range from training and educating volunteers and community members (Citizen Corps) to the planning and implementation of regional preparedness solutions (NVERS) to the analysis and planning of mass care, public health and other medical preparedness efforts (MMRS).

**DISCUSSION:** These Homeland Security grants provide the necessary funding to Arlington so that the Office of Emergency Management can provide services that allow both Arlington County and its partnering agencies meet strategic goals focusing on preparedness, mitigation, response and recovery. As a sub-grantee, Arlington OEM is responsible for its strategic goals as well as the goals outlined in the grant agreement. The funding provided in the grant allows Arlington to meet those goals when local funding may not be available.

**FISCAL IMPACT:** There are no matching funds required or net support to Arlington with the acceptance and appropriation of these grants.



## Northern Virginia Regional Commission

May 5, 2011

**Chairman**  
Hon. Harry J. Parrish II  
**Vice Chairman**  
Hon. Martin E. Nohe  
**Treasurer**  
Hon. Redella S. Pepper  
**Executive Director**  
G. Mark Gibb

Mr. John J. Brown, Jr.  
Director, Office of Emergency Management  
1400 North Uhle Street, Suite 300  
Arlington VA 22206

RE: 2008 UASI Subgrant Agreement between Northern Virginia Regional Commission  
And Arlington County- Amendment #1

**County of Arlington**  
Hon. Barbara A. Favola  
Hon. J. Walter Tejada

**County of Fairfax**  
Hon. Sharon Bulova  
Hon. John C. Cook  
Hon. John Foust  
Hon. Penelope A. Gross  
Hon. Pat Herryty  
Hon. Catherine M. Hudgins  
Hon. Linda Smyth

**County of Loudoun**  
Hon. Scott K. York

**County of Prince William**  
Hon. Michael C. May  
Hon. Martin E. Nohe  
Hon. Frank J. Principi

**City of Alexandria**  
Hon. Redella S. Pepper  
Hon. Paul C. Smedberg

**City of Fairfax**  
Hon. Joan Cross

**City of Falls Church**  
Hon. Robin Gardner

**City of Manassas**  
Hon. Harry J. Parrish II

**City of Manassas Park**  
Hon. Suhas Naddoni

**Town of Dumfries**  
Hon. Nancy West

**Town of Herndon**  
Hon. Steve DeBenedittis

**Town of Leesburg**  
Hon. Kenneth "Ken" Reid

**Town of Purcellville**  
Hon. Robert W. Lazaro, Jr.

**Town of Vienna**  
Hon. M. Jane Seeman

Dear Mr. Brown:

Pursuant to Section 14.5 (Amendment) of the above-referenced Agreement, this letter conveys terms for amendment as follows:

**Section 2.2** Modify text as follows:

The Subgrantee's NVERS Sustainment effort will be performed within the period of performance set forth in Section 1.1 of this Agreement. A maximum of ~~\$136,327.30~~ \$146,327.30 of subgrant funding is available for the Subgrantee's performance of this Agreement.

**Appendix B (Budget Documents)** Modify to reflect a total project subgrant of \$146,327.30, to be allocated by Budget Category as indicated below:

140.HF.02.COLT \$10,000 (Consultant Services)

In all other respects, the terms and conditions of the original Agreement not altered by these amendments remain unchanged and are in full force and effect. To signify your acceptance of these amendments, please sign a copy of this and return it to me at your earliest convenience.

Sincerely,

G. Mark Gibb  
Executive Director

Accepted By:

  
Authorized Representative (Signature/title)  
Arlington County

Date

5/6/2011

Cc: Lissa Westerman, MMRS Coordinator  
Jeffrey Bergin, Financial Analyst





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

MICHAEL M. CLINE  
State Coordinator

JACK E. KING  
Chief Deputy Coordinator

BRETT A. BURDICK  
Deputy Coordinator

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

April 8, 2011

Ms. Barbara Donnellan  
County Manager  
Arlington County  
2100 Clarendon Blvd., Suite 302  
Arlington, VA 22201

Dear Ms. Donnellan:

I am pleased to inform you that the Virginia Department of Emergency Management Grants Office has approved the application for funding under the FY 2010 Metropolitan Response System (MMRS) in the amount of \$317,419.00. Arlington County will use grant funding to support the Metropolitan Medical Response System Project.

Enclosed you will find the Grant Award and Special Conditions documents. This award is *subject* to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement, and the award will be subject to termination for cause or other administrative action as appropriate.

The Commonwealth will send grant funds to a sub-grantee on a reimbursement basis for allowable expenditures. To accomplish this, use the attached "Request for Funds" form. This form can also be found at <http://www.vacmergency.com/grants/forms/>. You are required to attach invoices and proof of payment that reflect your spending plan submitted with your application package. Any changes to the budget will require preapproval by the VDEM Grants Office.

The end of the program period is March 31, 2012, for obligation purposes and May 30, 2012, to complete expenditures and finalize the close out reporting process. During this program period, all subgrantees are required to submit quarterly progress reports. This form can be found at <http://www.vacmergency.com/grants/forms/>.

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Ms. Barbara Donnellan  
April 8, 2011  
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If you have questions regarding this award, please contact: Program Questions, Paulette N. McWaters, grant specialist at (804) 897-9764. Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael M. Cline". The signature is fluid and cursive, with the first name "Michael" and last name "Cline" clearly distinguishable.

Michael M. Cline

MMC/df

c: Honorable Terrie L. Suit, Assistant to the Governor for Commonwealth Preparedness  
Mr. Jack Brown, Arlington County  
Ms. Kerry Stuver, Office of Commonwealth Preparedness

Virginia Department of Emergency Management		Grant Agreement	Page 1 of 4
1. RECIPIENT NAME AND ADDRESS (Including Zip Code)  Ms. Barbar Donnellan Arlington County 2100 Clarendon Blvd., Suite 302 Arlington, VA 22201	4. AWARD NAME: 2010 MMRS		
	5. PROJECT PERIOD: FROM 09-01-2010 TO 03-31-2012 BUDGET PERIOD: FROM 09-01-2010 TO 03-31-2012		
	6. AWARD DATE April 8, 2011		
2. GRANTEE IRS/VENDOR NO. 54-6001123	7. AMOUNT OF THIS AWARD	\$317,419.00	
	8. TOTAL AWARD	\$317,419.00	
3. PROJECT TITLE <b>Metropolitan Medical Response System</b>			
9. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).			
10. STATUTORY AUTHORITY FOR GRANT The project is supported under Department of Homeland Security Appropriations Act, 2010 (Public Law 111-083)			
11. METHOD OF PAYMENT Commonwealth of Virginia Accounting System			
<b>AGENCY APPROVAL</b>		<b>GRANTEE ACCEPTANCE</b>	
12. TYPED NAME AND TITLE OF APPROVING VDEM OFFICIAL  Michael M. Cline State Coordinator		13. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL	
14. SIGNATURE OF APPROVING VDEM OFFICIAL    April 8, 2011		15. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL   15A. DATE	

<p>Virginia Department of Emergency Management</p>	<p>AWARD CONTINUATION SHEET</p> <p>Grant Agreement</p>	<p>Page 2 of 4</p>
<p><i>Award Name: 2010 MMRS</i> <span style="float: right;"><i>Award Date: April 8, 2011</i></span></p>		
<p><b>SPECIAL CONDITIONS</b></p>		
<p>1. The grantee and any subgrantee shall comply with the most recent version of the Administrative Requirements, Cost Principles, and Audit Requirements. A non-exclusive list of regulations commonly applicable to DHS grants are listed below:</p> <p>A. Administrative Requirements</p> <ol style="list-style-type: none"> <li>1. 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments</li> <li>2. 2 CFR Part 215, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (OMB Circular A-I 10)</li> <li>3. Virginia Department of Emergency Management Sub-grantee Administrative Guide</li> </ol> <p>B. Cost Principles</p> <ol style="list-style-type: none"> <li>1. 2 CFR Part 225, Cost Principles for State, Local and Indian Tribal Governments (OMB Circular A-87)</li> <li>2. 2 CFR Part 220, Cost Principles for Educational Institutions (OMB Circular A-21)</li> <li>3. 2 CFR Part 230, Cost Principles for Non-Profit Organizations (OMB Circular A-122)</li> <li>4. Federal Acquisition Regulations (FAR), Part 31.2 Contract Cost Principles and Procedures, Contracts with Commercial Organizations</li> </ol> <p>C. Audit Requirements</p> <ol style="list-style-type: none"> <li>1. OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations</li> </ol>		
<p>2. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of FEMA.</p>		
<p>3. The recipient must submit a Quarterly Progress Report. Failure to provide this information may result in VDEM withholding grant funds from further obligation and expenditure. Reports are due on January 15, April 15, July 15, and October 15. A report must be submitted for every quarter of the period of performance, including partial calendar quarters, as well as for periods where no grant activity occurs. Future awards and fund draw downs may be withheld, if these reports are delinquent. The final Progress Report is due 90 days after the end date of the performance period.</p>		
<p>4. In the event VDEM determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award.</p>		

<p>Virginia Department of Emergency Management</p>	<p>AWARD CONTINUATION SHEET</p> <p>Grant Agreement</p>	<p>Page 3 of 4</p>
<p><i>Award Name: 2010 MMRS</i> <span style="float: right;"><i>Award Date: April 8, 2011</i></span></p>		
<p>5. The recipient shall <b>not</b> undertake (obligate/ expend federal and/or matching funds) any project having the potential to impact Environmental or Historical Preservation (EHP) resources without the prior approval of FEMA, including but not limited to communications towers, physical security enhancements, new construction, and modifications to buildings, structures, and objects that are 50 years old or greater. Recipient <b>must</b> comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. If ground disturbing activities occur during project implementation, the recipient must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, the recipient will immediately cease construction in that area and notify FEMA and the appropriate State Historic Preservation Office. Any construction activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will <b>not</b> be eligible for FEMA funding.</p>		
<p>6. The recipient agrees that federal funds under this award will be used to supplement, but not supplant, state or local funds for homeland security preparedness.</p>		
<p>7. The recipient agrees that the use of funds under this grant will be in accordance with the Fiscal Year 2010 Homeland Security Grant Guidelines and must support the goals and objectives included in the State Homeland Security Strategy.</p>		
<p>8. The recipient agrees that all publications created with funding under this grant shall prominently contain the following statement: "This document was prepared under a grant from FEMA's Grant Programs Directorate, U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA's Grant Programs Directorate or the U.S. Department of Homeland Security."</p>		
<p>9. The recipient agrees that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the U.S. Department of Homeland Security."</p>		
<p>10. The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but limited to, the provision of any information required for the assessment or evaluation of any activities within this project.</p>		

<p>Virginia Department of Emergency Management</p>	<p>AWARD CONTINUATION SHEET</p> <p>Grant Agreement</p>	<p>Page 4 of 4</p>
<p><i>Award Name: 2010 MMRS</i> <span style="float: right;"><i>Award Date: April 8, 2011</i></span></p>		
<p>11. National Incident Management System Implementation Compliance</p> <p>In accordance with HSPD-5, the adoption of the NIMS is a requirement to receive federal preparedness assistance through grants, contracts, and other activities. No federal funds will be released to the primary grantee and any other entity participating and benefiting in this project if this requirement has not been met. In the event of a Corrective Action Plan submitted, VDEM/SAA will determine if the sub-grantee(s) has (have) made sufficient progress to disburse funds.</p>		
<p>12. All conferences and workshops using federal preparedness funds must pertain to the project being funded. The recipient agrees to submit a Trip Report when using federal funds to attend a conference or workshop. The Trip Report template can be found at <a href="http://www.va.emergency.com">www.va.emergency.com</a> under Grant Information. These reports must be remitted with your request for reimbursement. Failure to do so will result in a delay of payment until received.</p>		
<p>13. Recipients agree that under program guidelines, travel expenses are allowable for approved training, planning, administrative, and exercise activities following local, state, and federal guidelines. <u>Prior</u> to traveling for these activities outside of contiguous United States (OCONUS) as well as to Canada and Mexico, <u>preapproval</u> is required by the state and FEMA through the SAA office.</p> <p>Please reference 2 CFR 225, App. A, C.1.a, in regard to reasonableness when considering requests for travel of this type. Where applicable, you should also reference the following regarding travel: the Western Hemisphere Travel Initiative (<a href="http://www.dhs.gov/files/programs/gc_1200693579776.shtm">http://www.dhs.gov/files/programs/gc_1200693579776.shtm</a>).</p>		



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

MICHAEL M. CLINE  
State Coordinator

JACK E. KING  
Chief Deputy Coordinator

BRETT A. BURDICK  
Deputy Coordinator

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

August 10, 2010

Mr. Michael Brown  
County Manager  
Arlington County  
2100 Clarendon Boulevard, Suite 302  
Arlington, VA 22201

Dear Mr. Brown:

We are pleased to inform you that Arlington County has been awarded funds in the amount of \$22,750.00 from the 2009 State Homeland Security Grant, (CFDA # 97.073) from the National Preparedness Directorate (NPD), United States Department of Homeland Security (DHS) and administered by the Commonwealth for the Citizen Corps Program.

Included in this package of particular importance is the Certification of Compliance, and Special Conditions, for your signature. It certifies you have read and understand Federal and State terms and conditions associated with accepting the grant. Please return these forms to us within 30 days.

The Commonwealth will send grant funds to a sub-grantee on a reimbursement basis for allowable expenditures. To accomplish this, use the attached "Request for Funds" form. This form can also be found at: <http://www.vaemergency.com/grants/forms/>. You are required to attach invoices that reflect your spending plan.

The end of the program period is May 31, 2011, for obligation purposes and August 31, 2011, to complete expenditures and finalize the close out reporting process. During this program period, all subgrantees are required to submit quarterly progress reports. This form can be found at <http://www.vaemergency.com/grants/forms/>.

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Mr. Michael Brown  
Arlington County  
Page 2  
August 10, 2010

All projects must comply with Environmental and Historic Preservation (EHP) requirements. Subrecipients shall not undertake any project having the potential to impact Environmental or Historical Preservation (EHP) resources without the prior approval of FEMA. For more information, please visit <http://www.vaemergency.com/grants/forms/> or contact your Grant Specialist.

Grant recipients will be monitored periodically by VDEM and/or NPD to ensure that the program goals, objectives, timelines, budgets, and other related program criteria are being met. Monitoring will be accomplished through a combination of office-based and on-site monitoring visits. Monitoring will involve the review and analysis of the financial, programmatic and administrative as well as other issues relative to each program, and will identify areas where technical assistance and other support may be needed. Subgrantees may be required to submit a special progress report in addition to the quarterly reports if the Commonwealth deems necessary. This award is subject to all administrative and financial requirements, including the timely submission of all financial/programmatic reports and adhering to the Special Conditions submitted with your grant application. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination and reallocated.

If you have any questions regarding this award, please contact Paulette N. McWaters at (804) 897-6500 extension 6614 or email [paulette.mcwaters@vdem.virginia.gov](mailto:paulette.mcwaters@vdem.virginia.gov).

Sincerely,



Michael M. Cline

Cc: Ms. Debbie Powers, Deputy Coordinator, OEM  
Mr. Jeff Bergin, Financial Officer, OEM

*"Working to Protect People, Property and Our Communities"*