



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

May 17, 2010

Mr. W. Kevin Massengill, County Administrator
Dinwiddie County
P.O. Drawer 70
Dinwiddie, VA 23841

MAY 18 2010

Dear Mr. Massengill:

The Virginia Department of Emergency Management (VDEM) is pleased to announce the allocation of the 2009 State Homeland Security Grant, CFDA # 97.073, from the Grant Preparedness Directorate (GPD), United States Department of Homeland Security (DHS) and administered by the Commonwealth. Your locality has been funded for:

- Project: Citizen Preparedness
- Amount: \$22,000.00

The obligation period for this program is from August 1, 2009 to May 31, 2011. Requests for extensions to this date based upon demonstrated need will be granted on a case by case basis. Reimbursement may be requested for items procured during this period, consistent with the project intent. As a reminder, organizations that spend more than \$500,000 in DHS funds during a fiscal year are subject to an independent audit per OMB circular A-133.

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.

All subrecipients are requested to submit a VDEM grant application by June 17, 2010. Below is a list of the documents that comprise the VDEM grant application:

POC Form and Budget Sheets	www.vaemergency.com/grants/forms
Governing Body Resolution	www.vaemergency.com/grants/forms
Grant Assurances	www.vaemergency.com/grants/forms
Cert. Regarding Lobbying	www.vaemergency.com/grants/forms

"Working to Protect People, Property and Our Communities"

Mr. W. Kevin Massengill
Page 2
May 17, 2010

Non-Supplanting Certification www.vaemergency.com/grants/forms
EHP Checklist www.vaemergency.com/grants/forms

A quarterly report will be required 15 days after each quarter. The form can be found at www.vaemergency.com/grants/forms. The first quarterly report will be due July 15, 2010. Final reports are due by July 15, 2011. These reports should be held for at least five years after the end of the grant period and are subject to audit by DHS and/or the Commonwealth of Virginia.

The Commonwealth will only send grant funds to a subrecipient upon proof of purchase of allowable expenditures. To accomplish this, VDEM will forward a "Request for Funds" form once you have completed your application process. Funds must be requested at least once every quarter.

Due to reductions in our Citizen Corps grant funding for 2009, we will only support resources for the hiring of part time personnel for the CERT program. Additionally, we will not approve funds for the purchase of tee shirts/wearing apparel (exception of CERT reflective vests), ball point pens, promotional giveaways. We feel, especially during these financially challenging times, our funds will be best utilized concentrating on "the basics", and to creatively leverage Citizen Corps and community partnerships more effectively.

Please be informed that in the future, compliance with the following will be needed for consideration for future Citizen Preparedness grant allocations: attendance at Spring and Fall Regional Citizen Corps Council meetings, keeping up to date with Citizen Corps Program reporting, requesting funds every quarter, and posting information concerning Citizen Corps Program meetings, trainings, exercises and events on the Citizen Corps Calendar provided on the VDEM website.

Please review and sign the required documents and return them to the Grants Management Office by June 17, 2010. If you have any questions regarding this allocation, please contact JoAnn Maher at (804) 897-6500, extension 6601.

Sincerely,



Michael M. Cline

MMC:CJA

cc: The Honorable Terri L. Suit, Assistant to the Governor for Commonwealth Preparedness
The Honorable Marla G. Decker, Secretary of Public Safety
Mr. Jack E. King, Chief Deputy State Coordinator
Mr. Brett Burdick, Deputy Coordinator of Administration
Ms. Cheryl Adkins, VDEM Grant Administrator
Dennis Hale, Coordinator, Emergency Management

"Working to Protect People, Property and Our Communities"