

AGENDA



CITY OF HOPEWELL

AGENDA

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CITY COUNCIL

John B. Partin, Jr., Mayor, Ward #3
Rita E. Joyner, Vice Mayor, Ward #1
Michael B. Harris, Councilor, Ward #2
Ronnie Ellis, Councilor Ward #4
Susan Daye, Councilor, Ward #5
Yolanda W. Stokes, Councilor, Ward #6
Lovena Rapole Councilor, Ward #7

Michael C. Rogers, Interim City Manager
Anthony R. Bessette, City Attorney
Bishelya Howard, City Clerk

November 18, 2025

REGULAR MEETING

Closed Session – 5:00 P.M.
Open Session – 7:00 P.M.

Call to order and roll call
Call for amendments to the agenda

CLOSED MEETING

SUGGESTED MOTION: I move to go into a closed meeting under Va. Code § 2.2-3711(A)(3), (8), and (29), to discuss the acquisition or disposition of real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, the award of a public contract where discussion in an open session would adversely affect the City's bargaining position, and to consult with legal counsel regarding specific legal matters (real estate contract discussions, unsolicited offer on city owned real estate); and § 2.2-3711(A)(1), to discuss and consider personnel matters, including board and commission appointments (HRHA, KHB); and § 2.2-3711(A)(8), (Kevin Randesi ARB appeal).

Certification Under Virginia Code § 2.2-3712 (D): Were only public business matters (1) lawfully exempted from open-meeting requirements and (2) identified in the closed-meeting motion discussed in the closed meeting?

WELCOME TO VISITORS

REPORT OF THE CITY MANAGER

City Manager's Address – Michael Rogers, Interim City Manager

October Financials FY 2026- Stacey Jordan, Deputy City Manager

Police Safety Report – Gregory Taylor, Chief of Police

ACTIONS RESULTING FROM CLOSED MEETING

PRAYER AND PLEDGE OF ALLEGIANCE

Prayer by TBD followed by the Pledge of Allegiance to the Flag of the United States of America, led by Mayor Partin.

CONSENT AGENDA

All matters listed under the Consent Agenda are considered routine by the Council and will be approved or received by one motion in the form listed. Items may be removed from the Consent Agenda for discussion under the regular agenda at the request of any Councilor.

- C-1 Minutes – September 30, 2025, October 14, 2025, October 28, 2025, October 30, 2025**
- C-2 Resolution in support of Intervening in Virginia-American Water Company's Application of General Increase in Rates – Anthony Bessette, City Attorney**
- C-3 Resolution establishing Personal Property Tax Rate Exemption- Anthony Bessette, City Attorney**
- C-4 Resolution for Continuing CDBG Committee- Chris Ward, Director of Planning and Development**
- C-5 Human Resources Report- Yaosca Smith, Director of Human Resources**
- C-6 Prince George County-HWR Meter Reconciliation Agreement - Anthony Bessette, City Attorney**
- C-7 Urban Area Security Initiative Grant Approval – Benjamin Ruppert, Fire Chief**

SUGGESTED MOTION: To adopt the consent agenda

COMMUNICATIONS FROM CITIZENS

CITY CLERK: *A Communication from Citizens period, limited to a total of 30 minutes, occurs at each regular Council meeting. Persons addressing Council approach the microphone, give their name and, if they reside in Hopewell, their ward number. Each comment is limited to 3 minutes. No person is permitted to speak on an item scheduled for public hearing. All remarks must be addressed to the Council as a body. Any person who makes personal, impertinent, abusive, or slanderous statements or incites disorderly conduct in Council Chambers may be barred from future Communications from Citizens and removed.*

REGULAR BUSINESS

- R-1 Sewer Rate Increase Ordinance Public Hearing**– Stacey Jordan, Deputy City Manager
- R-2 Codification of Recreation and Parks Fees Public Hearing** – Tabitha Martinez, Director of Recreation and Parks
- R-3 Conditional Use Permit of 3400 Oaklawn Boulevard, and 405 North 3 ½ Street Public Hearing** - Chris Ward, Director of Planning and Development
- R-4 Kevin Randesi ARB Appeal, 206 North Second Street Public Hearing** - Kelly Davis, Deputy Director of Planning and Development,
- R-5 Crater District Area Agency on Aging Information Introduction-** Renata Sharnick, Chief Executive Officer
- R-6 Bank Street Fire Lane Update-** Monique Robertson, Deputy Director of Public Works
- R-7 Battery Energy Storage System Facility** - Chris Ward, Director of Planning and Development
- R-8 Information on Rebate of Machine and Tools Tax for certain businesses located in the Enterprise Zone**– Charles Bennett, Director of Economic Development

ADJOURNMENT

CLOSED
MEETING

RECONVENE OPEN MEETING

REPORTS OF THE CITY MANAGER



Finance Committee Meeting

CITY MANAGER: MICHEAL ROGERS

PRESENTED BY: STACEY JORDAN, CFO

AGENDA

Minutes from last meeting

FY26 Budget to Actuals - October

- Citywide
- General Fund
- Enterprise
- Schools
- Departmental

Accounts Payable/Debt Service

November committee items

Citywide FY26 Budget to Actuals – October

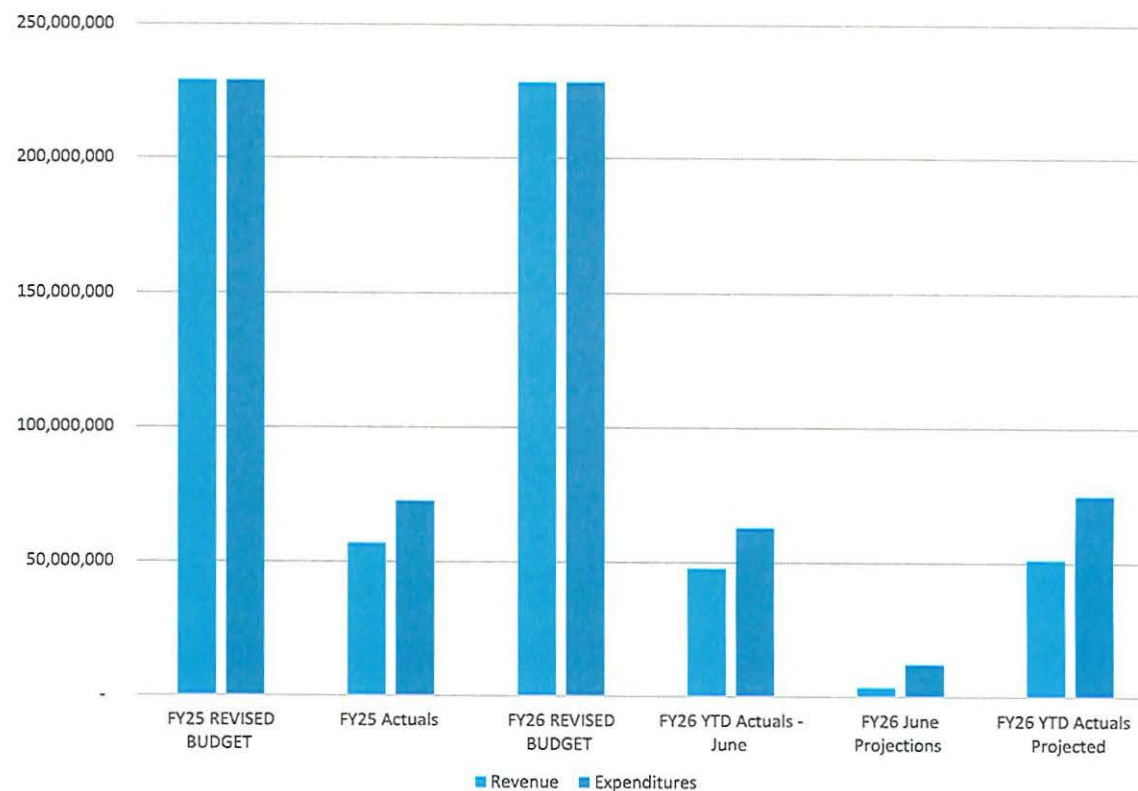
City-wide for October revenues are trending 0.97% or \$2.3M lower for FY26 vs FY25.

Expenses for October are trending 1% or \$2.2M higher for FY26 vs FY25.

Key due dates for the City of Hopewell are December, February, May and June.

Decrease due to schools federal revenues for Headstart and ESSER grant.

FY26 Citywide Revenues and Expenditures - Budget vs Actuals



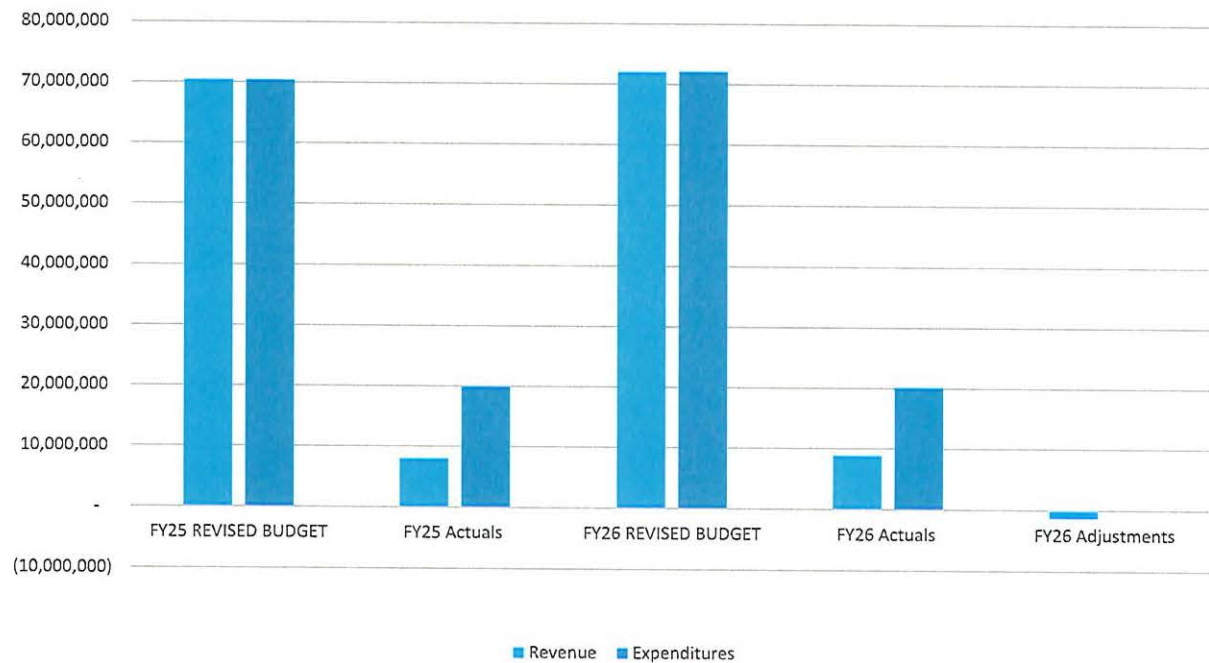
Citywide FY26 Budget to Actuals – October

CITY-WIDE								
REVENUES	FY25 REVISED BUDGET	FY25 Actuals	FY25 % of Budget Rec'd	FY26 REVISED BUDGET	FY26 YTD Actuals - June	FY26 YTD Actuals - Projected	FY26 % Rec'd Budget	Comments
REAL ESTATE TAXES	21,928,970	965,848	4.4%	24,030,746	1,470,791	1,385,222	5.8%	Due in December
PUBLIC SERVICE CORP TAX	5,100,000	-	0.0%	4,900,000	-	-	0.0%	Due in May & June
PERSONAL PROPERTY TAX	7,056,000	265,297	3.8%	6,597,440	82,529	(28,761)	-0.4%	Due in February
MACH & TOOL TAX	9,586,049	273,948	2.9%	9,384,549	355,309	19,380	0.2%	Due in June
PPTRA STATE REIMBURSEMENT	1,618,030	80,901	5.0%	1,618,030	80,901	80,901	5.0%	Consistant
OTHER TAXES	10,840,000	2,929,240	27.0%	11,545,280	2,840,543	2,472,322	21.4%	Decrease due to other taxes to include (BL, VL, Communication, Recordation, Food, Lodging, Meals, etc)
USE OF MONEY & PROPERTY	530,200	347,684	65.6%	325,901	101,191	101,191	31.0%	Decrease in Interest Income
CHARGES FOR SERVICES	48,653,969	11,888,952	24.4%	46,180,914	10,044,668	14,630,859	31.7%	\$3M HWR monthly billings & Capital
PENALTIES & INTEREST	586,000	192,529	32.9%	596,000	209,542	209,542	35.2%	Slight increase in collections
PERMITS, FEES AND LICENSES	470,450	197,658	42.0%	467,400	362,143	315,568	67.5%	Increase from permits and fees
FINES & FORFEITURES	1,235,500	291,049	23.6%	1,118,467	497,377	377,228	33.7%	Slight increase in fines
GRANTS	412,964	318,901	77.2%	152,403	80,068	80,068	52.5%	
STATE REVENUES	61,969,103	18,824,543	30.4%	66,697,872	22,408,176	22,247,628	33.4%	Schools funding
FEDERAL REVENUES	15,836,761	6,505,946	41.1%	14,096,939	2,485,964	2,485,964	17.6%	Decrease due to schools ESSER and head start funding not received until January
MISCELLANEOUS REVENUE	6,824,280	978,618	14.3%	6,074,538	484,430	484,430	8.0%	
IN LIEU OF TAXES	1,591,511	740,087	46.5%	1,591,511	397,878	397,878	25.0%	
DEBT SERVICE	947,617	315,872	33.3%	1,042,739	260,685	339,653	32.6%	
TRANSFERS IN	33,876,815	11,707,846	34.6%	32,030,146	5,473,437	8,868,437	27.7%	
TOTAL REVENUES	229,064,219	56,824,921	24.81%	228,450,875	47,635,631	54,467,509	23.8%	
EXPENDITURES	FY25 REVISED BUDGET	FY25 Actuals	FY25 % of Budget Rec'd	FY26 REVISED BUDGET	FY26 YTD Actuals - June	FY26 YTD Actuals - Projected	FY26 % Rec'd Budget	Comments
SALARIES & WAGES	30,632,311	9,425,111	30.8%	32,674,097	10,248,816	10,248,816	31.4%	3% Annual Salary Increase; 6% HWR & SWR
HEALTH BENEFITS	5,316,869	1,606,327	30.2%	6,135,652	1,843,407	1,843,407	30.0%	3% Annual Salary Increase; 6% HWR & SWR
EMPLOYEE BENEFITS	456,620	114,373	25.0%	439,048	80,741	80,741	18.4%	3% Annual Salary Increase; 6% HWR & SWR
RETIREMENT	4,321,239	1,269,451	29.4%	4,714,958	1,419,629	1,419,629	30.1%	3% Annual Salary Increase; 6% HWR & SWR
OTHER PERSONNEL	2,480,970	783,459	31.6%	2,623,162	844,461	844,461	32.2%	
PROFESSIONAL SERVICES	17,264,168	4,573,186	26.5%	15,240,693	4,834,196	4,834,196	31.7%	
WORKERS COMPENSATION	513,869	169,804	33.0%	548,008	194,171	194,171	35.4%	
SERVICE & SUPPLIES	37,398,755	8,959,030	24.0%	35,312,136	6,548,200	6,548,200	18.5%	Slight decrease
OUTSIDE AGENCIES	5,726,103	1,748,212	30.5%	6,041,803	1,615,854	1,615,854	26.7%	
NON-DEPARTMENTAL	1,265,231	628,750	49.7%	1,522,358	314,375	314,375	20.7%	
OTHER	72,389,351	27,677,556	38.2%	74,165,913	24,416,955	36,350,999	49.0%	\$11.9M in SBO estimated expenses
CAPITAL	11,012,468	707,642	6.4%	10,523,042	1,451,703	1,451,703	13.8%	
DEBT	7,418,450	3,605,663	48.6%	7,488,854	3,753,303	3,753,303	50.1%	
SUPPORT OF SCHOOLS	13,865,900	6,932,950	50.0%	13,580,000	3,395,000	3,395,000	25.0%	
TRANSFERS OUT	19,001,915	4,270,396	22.5%	17,441,146	1,826,187	1,826,187	10.5%	
TOTAL EXPENDITURES	229,064,219	72,471,909	31.64%	228,450,870	62,786,999	74,721,043	32.71%	
NET INCOME	-	(15,646,988)	-6.83%	5	(15,151,368)	(20,253,534)	-8.87%	

General Fund FY26 Budget to Actuals – October

- General fund for October is trending 0.86% or \$449K lower in Revenues for FY26 vs FY25.
- Expenses for FY26 are trending 0.37% or \$202K higher than FY25.
- Increase in expenses stem from Annual Increases and class and comp study increases.

FY25 General Fund Revenue and Expenditures



General Fund FY26 Budget to Actuals – October

GENERAL FUND

	FY25 REVISED BUDGET	FY25 Actuals	FY25 % of Budget Rec'd	FY26 REVISED BUDGET	FY26 Actuals	FY26 % Rec'd Projected	FY26 YTD - Projected	FY25 vs FY26 Variance	Comments
REVENUES									
REAL ESTATE TAXES	21,928,970	965,848	4.4%	24,030,746	1,460,095	6.1%	\$ 1,374,526	\$ 408,677.93	Due in December
PUBLIC SERVICE CORP TAX	5,100,000	-	0.0%	4,900,000	-	0.0%	\$ -	\$ -	Due in May & June
PERSONAL PROPERTY TAX	7,056,000	265,498	3.8%	6,597,440	80,765	1.2%	\$ (30,525)	\$ (296,022.93)	Due in February
MACH & TOOL TAX	9,586,049	-	0.0%	9,384,549	355,309	3.8%	\$ 19,380	\$ 19,379.51	Due in June
PPTRA STATE REIMBURSEMENT	1,618,030	80,901	5.0%	1,618,030	80,901	5.0%	\$ 80,901	\$ -	Consistent
OTHER TAXES	7,240,000	1,493,457	20.6%	7,745,280	1,323,709	17.1%	\$ 955,488	\$ (537,969.68)	Decrease due to other taxes to include (BL, VL, Communication, Recordation, Food, Lodging, Meals, etc)
USE OF MONEY & PROPERTY	90,000	47,306	52.6%	60,000	9,837	16.4%	\$ 9,837	\$ (37,469.42)	Decrease in Interest Income
CHARGES FOR SERVICES	849,534	644,943	75.9%	1,247,000	413,799	33.2%	\$ 389,990	\$ (254,952.32)	Slight decrease
PENALTIES & INTEREST	581,000	190,222	32.7%	591,000	214,870	36.4%	\$ 214,870	\$ 24,648.08	Penalties and Interest
PERMITS, FEES AND LICENSES	470,450	197,508	42.0%	467,400	361,702	77.4%	\$ 315,127	\$ 117,619.05	Consistent
FINES & FORFEITURES	1,235,500	288,442	23.3%	1,118,467	493,030	44.1%	\$ 372,881	\$ 84,439.86	Increase in fines
GRANTS	319,404	-	0.0%	14,943	14,943	100.0%	\$ 14,943	\$ 14,942.76	Consistent
STATE REVENUES	9,183,676	2,803,983	30.5%	9,621,464	3,096,342	32.2%	\$ 2,935,794	\$ 131,810.79	Slight increase in state revenues received for Constitutionals
FEDERAL REVENUES	350,000	43,958	12.6%	460,503	53,458	11.6%	\$ 53,458	\$ 9,500.44	Slight increase in allotted amount
MISCELLANEOUS REVENUE	2,544,660	418,376	16.4%	1,883,488	284,779	15.1%	\$ 284,779	\$ (133,597.19)	Increase due to insurance claims and rebates received
IN LIEU OF TAXES	1,257,500	314,375	25.0%	1,257,500	314,375	25.0%	\$ 314,375	\$ -	Consistent
TRANSFERS IN	1,009,000	252,250	25.0%	1,009,000	252,250	25.0%	\$ 252,250	\$ -	Consistent
TOTAL REVENUES	70,419,773	8,007,069	11.37%	72,006,810	8,810,166	12.24%	\$ 7,558,076	\$ (448,993.12)	\$1.25M in FY25 Accruals & \$400K Decrease in Penalties & Interest
EXPENDITURES									
SALARIES & WAGES	20,870,861	6,473,891	31.0%	22,662,094	7,243,655	32.0%	\$ 7,243,655	\$ 769,763.93	3% Annual Salary Increase
HEALTH BENEFITS	3,778,042	1,161,409	30.7%	4,332,241	1,264,804	29.2%	\$ 1,264,804	\$ 103,395.69	3% Annual Salary Increase
EMPLOYEE BENEFITS	304,840	78,286	25.7%	306,068	52,635	17.2%	\$ 52,635	\$ (25,651.14)	3% Annual Salary Increase
RETIREMENT	2,972,446	863,991	29.1%	3,239,449	983,785	30.4%	\$ 983,785	\$ 119,794.72	3% Annual Salary Increase
OTHER PERSONNEL	1,700,695	539,339	31.7%	1,801,662	594,757	33.0%	\$ 594,757	\$ 55,417.89	3% Annual Salary Increase
PROFESSIONAL SERVICES	5,917,796	2,137,387	36.1%	5,381,068	1,800,682	33.5%	\$ 1,800,682	\$ (336,705.26)	
WORKERS COMPENSATION	431,021	143,270	33.2%	466,336	168,269	36.1%	\$ 168,269	\$ 24,998.39	
SERVICE & SUPPLIES	5,679,637	1,440,337	25.4%	6,005,739	1,052,913	17.5%	\$ 1,052,913	\$ (387,424.73)	
OUTSIDE AGENCIES	4,969,962	1,746,484	35.1%	5,452,362	1,566,316	28.7%	\$ 1,566,316	\$ (180,167.87)	
NON-DEPARTMENTAL	11,814	-	0.0%	264,858	-	0.0%	\$ -	\$ -	
OTHER	425,928	45,586	10.7%	327,928	127,046	38.7%	\$ 127,046	\$ 81,459.95	
CAPITAL	221,750	56,856	25.6%	316,262	34,496	10.9%	\$ 34,496	\$ (22,359.30)	
SUPPORT OF SCHOOLS	13,710,000	3,395,000	24.8%	13,580,000	3,395,000	25.0%	\$ 3,395,000	\$ -	
TRANSFERS OUT	9,424,991	1,826,187	19.4%	7,950,787	1,826,187	23.0%	\$ 1,826,187	\$ (0.47)	
TOTAL EXPENDITURES	70,419,783	19,908,022	28.3%	72,086,854	20,110,544	27.90%	\$ 20,110,544	\$ 202,521.80	
NET INCOME	(10)	(11,900,953)	-16.90%	(80,044)	(11,300,378)	-15.66%	\$ (12,552,468)	\$ (651,515)	

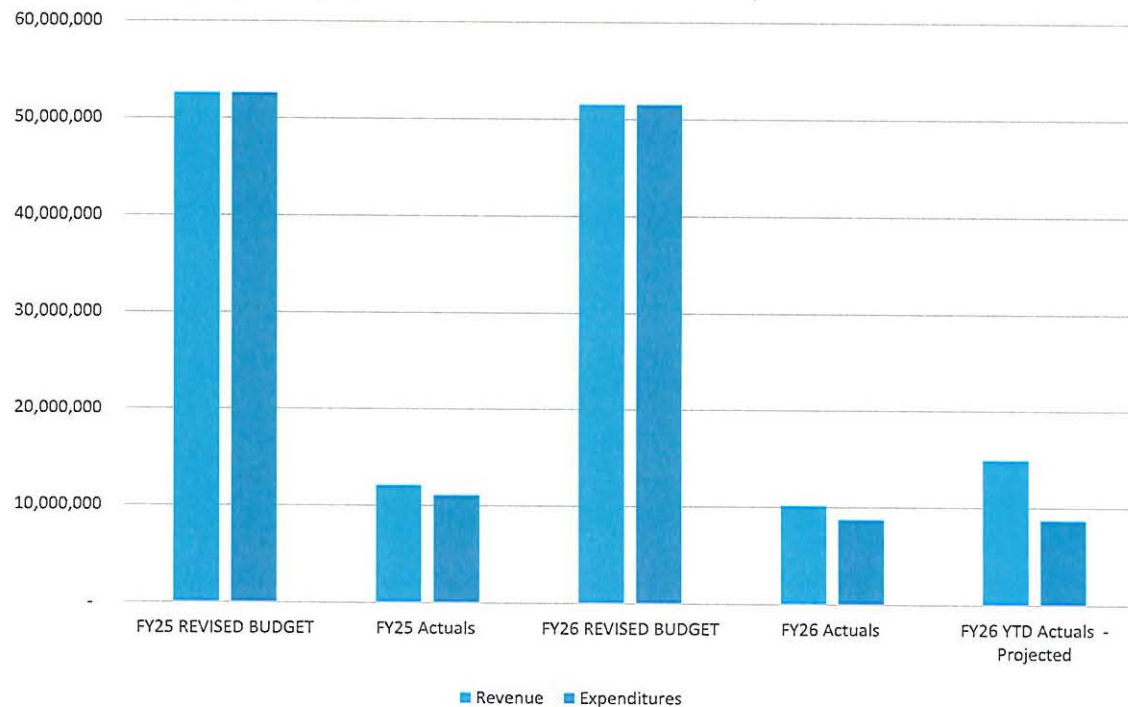
Enterprise Fund FY26 Budget to Actuals – October

Regional Water, Sewer, Solid Waste, and Storm Water

- Enterprise fund for October is trending 5.33% or \$2.41M higher in Revenues for FY26 vs FY25.
- Expense for FY26 are trending 4.2% or \$1.9M higher the expense in FY25.
- Increase in revenues stem from on time billing.

CITY OF HOPEWELL FINANCE COMMITTEE

FY26 Enterprise Funds Revenue and Expenditures



Enterprise Fund FY26 Budget to Actual – October

ENTERPRISE FUNDS

	FY25 REVISED BUDGET	FY25 Actuals	FY25 % of Budget Rec'd	FY26 REVISED BUDGET	FY26 Actuals	FY26 YTD Actuals - Projected	FY26 % Rec'd	Comments
REVENUES								
USE OF MONEY & PROPERTY	300,000	196,821	65.6%	114,901	28,948	28,948	25.2%	
CHARGES FOR SERVICES	42,367,151	10,732,653	25.3%	40,399,616	9,148,036	14,027,579	34.7%	\$3M Accrued for October Billing & Capital & \$1.88M for DI/Minol
MISCELLANEOUS REVENUE	13,450	508,395	3779.9%	115,635	85,896	85,896	74.3%	
GRANTS	-	254,771	---	-	-	-	---	
IN LIEU OF TAXES	334,011	111,337	33.3%	334,011	83,503	111,337	33.3%	
DEBT SERVICE	947,617	315,872	33.3%	1,042,739	260,685	347,579	33.3%	
TRANSFERS IN	8,672,924	-	0.0%	9,490,359	-	-	0.0%	
TOTAL REVENUES	52,635,153	12,119,849	23.03%	51,497,261	9,607,067	14,601,339	28.35%	
EXPENDITURES								
SALARIES & WAGES	4,731,824	1,437,702	30.4%	4,647,862	1,367,743	1,367,743	29.4%	
HEALTH BENEFITS	713,300	200,994	28.2%	811,128	209,773	209,773	25.9%	
EMPLOYEE BENEFITS	81,451	12,853	15.8%	38,168	8,549	8,549	22.4%	
RETIREMENT	642,777	191,632	29.8%	727,132	185,258	185,258	25.5%	
OTHER PERSONNEL	364,449	118,555	32.5%	388,882	114,924	114,924	29.6%	
PROFESSIONAL SERVICES	9,949,364	2,326,318	23.4%	9,353,555	2,884,338	2,884,338	30.8%	
WORKERS COMPENSATION	53,697	18,832	35.1%	51,489	17,344	17,344	33.7%	
SERVICE & SUPPLIES	12,594,659	4,855,128	38.5%	14,208,181	3,557,344	5,897,344	41.5%	
OUTSIDE AGENCIES	5,000	1,498	30.0%	2,300	-	-	0.0%	
NON-DEPARTMENTAL	1,257,500	628,750	50.0%	1,257,500	314,375	314,375	25.0%	
OTHER	61,400	17,899	29.2%	76,400	33,089	33,089	43.3%	
CAPITAL	10,018,822	427,603	4.3%	7,765,191	1,190,382	1,190,382	15.3%	
DEBT	2,583,988	859,892	33.3%	2,679,109	810,111	810,111	30.2%	
TRANSFERS OUT	9,576,924	-	0.0%	9,490,359	-	-	0.0%	
TOTAL EXPENDITURES	52,635,155	11,097,655	21.1%	51,497,256	10,693,230	13,033,230	25.3%	
NET INCOME	(2)	1,022,193	1.94%	5	(1,086,163)	1,568,109	3.05%	

Schools FY26 Budget to Actual – October

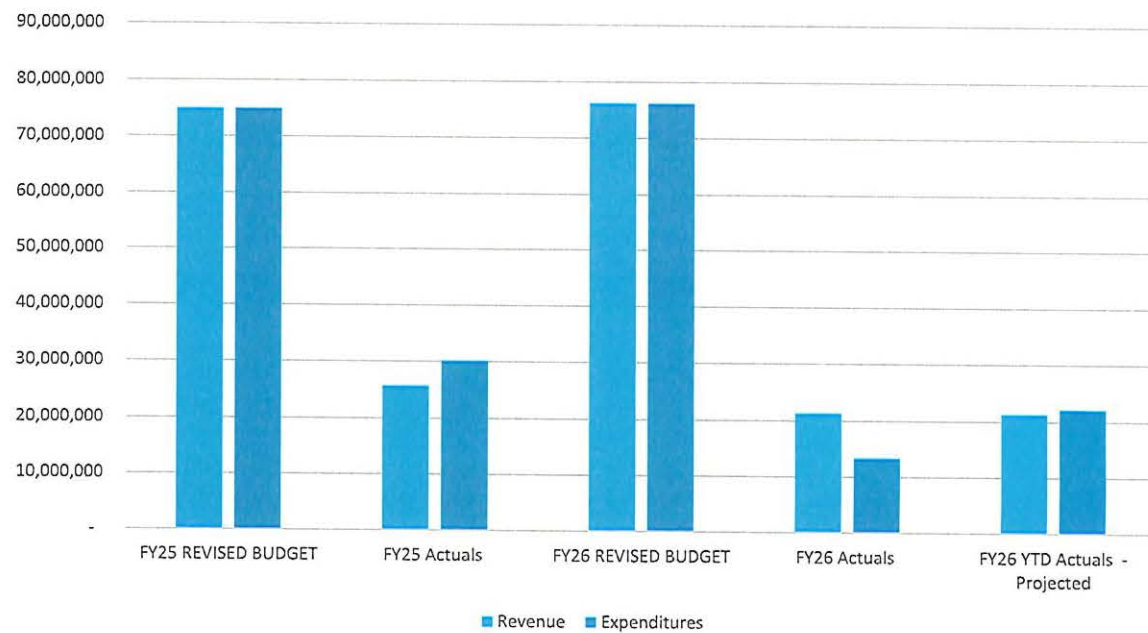
Schools is trending 6.05% or \$4.1M lower in revenues for FY26 vs FY25.

Expenses are trending 0.59% or \$57K higher in FY26 vs FY25.

Decrease in federal revenues for Head Start and ESSER

Schools revenues come in January.

FY26 Schools Revenue and Expenditures



Schools FY26 Budget to Actuals – October

**CITY OF HOPEWELL
FY2025-2026 BUDGET VS ACTUALS**

REVENUES	FY25 REVISED BUDGET	FY25 Actuals	FY25 % of Budget Rec'd	FY26 REVISED BUDGET	FY26 Actuals	FY26 YTD Actuals - Projected	FY26 % Rec'd	Comments
CHARGES FOR SERVICES	5,515,232	412,206	7.5%	4,426,644	403,704	403,704	9.1%	
STATE REVENUES	46,085,993	13,618,261	29.5%	48,623,068	15,328,602	15,328,602	31.5%	
FEDERAL REVENUES	9,643,588	4,703,375	48.8%	9,581,109	2,360,983	2,360,983	24.6%	Decrease in Aid or reimbursements submitted timely
TRANSFERS IN	13,710,000	6,932,950	50.6%	13,580,000	3,395,000	3,395,000	25.0%	
TOTAL REVENUES	74,954,813	25,666,792	34.24%	76,210,821	21,488,289	21,488,289	28.20%	
EXPENDITURES	FY25 REVISED BUDGET	FY25 Actuals	FY25 % of Budget Rec'd	FY26 REVISED BUDGET	FY26 Actuals	FY26 YTD Actuals - Projected	FY26 % Rec'd	
SERVICE & SUPPLIES	3,716,420	-	0.0%	2,854,068	-	-	0.0%	
OTHER	71,191,213	30,147,442	42.3%	73,356,753	24,197,884	30,204,597	41.2%	\$6M Accrued YTD for OPEX
CAPITAL	47,180	-	0.0%	-	-	-	---	
TOTAL EXPENDITURES	74,954,813	30,147,442	40.2%	76,210,821	24,197,884	30,204,597	39.63%	
NET INCOME	-	(4,480,649)	-5.98%	-	(2,709,595)	(8,716,308)	-11.44%	

FY26 Accounts Payable/Debt Service – October

Accounts Payable October

<u>Invoices Received</u>	
# of invoices processed	1103
\$ amount processed	\$5,832,798

Debt Service Payments October

<u>FY25 Budget</u>	<u>YTD Actuals</u>	<u>Remaining Budget</u>	<u>% of Budget YTD</u>
\$7,488,854	\$3,753,302	\$3,735,551	50%

November Items

1. Update of FY24-FY25 ACFRs
 1. FY24 – To be completed December 31, 2025
 2. FY25 – To be completed March 31, 2025

Hopewell Police Department Crime Summary

November 18, 2025



HOPEWELL POLICE DEPARTMENT
CRIME SUMMARY
Reporting Date: Nov 10 ,2025

Year-to-Date Comparison		Thru November 9th				
	2024	2025	# Change	% Change	5 Year Average	% Change to Average
MURDER	5	7	2	40%	5	30%
FORCIBLE RAPE	5	3	-2	-40%	5	-35%
ROBBERY	4	13	9	225%	14	-4%
AGGRAVATED ASSAULT	62	57	-5	-8%	62	-7%
Violent Crime Total	76	80	4	5%	85	-6%
ARSON	3	4	-1	33%	3	54%
BURGLARY	25	22	-3	-12%	48	-55%
LARCENY	286	230	-56	-20%	306	-25%
MOTOR VEHICLE THEFT	102	33	-69	-68%	64	-49%
Property Crime Total	416	289	-127	-31%	421	-31%
Total Major Crime	492	369	-123	-25%	506	-27%

Murder, Rape, Assault by # of Victims, All others by # of Incidents

5 Year Average to 11/30

HOPEWELL POLICE DEPARTMENT CRIME SUMMARY

Reporting Date: November 7, 2025

Year-to-Date		Thru October 31st						
	2022	2023	2024	2025	# Change 2022 & 2025	% Change 2022 & 2025	3 Year Average	% Change to Average
MURDER	7	6	5	7	0	0%	6	17%
FORCIBLE RAPE	7	3	5	3	-4	-57%	5	-40%
ROBBERY	27	10	4	13	-14	-52%	14	-5%
AGGRAVATED ASSAULT	63	52	60	56	-7	-11%	58	-4%
Violent Crime Total	104	71	74	79	-25	-24%	83	-5%
ARSON	1	5	3	4	3	300%	3	33%
BURGLARY	51	40	24	20	-31	-61%	38	-48%
LARCENY	290	241	272	221	-69	-24%	268	-17%
MOTOR VEHICLE THEFT	41	64	96	33	-8	-20%	67	-51%
Property Crime Total	383	350	395	278	-105	-27%	376	-26%
Total Major Crime	487	421	469	357	-130	-27%	459	-22%

Murder, Rape, Assault by # of Victims, All others by # of Incidents


HOPEWELL POLICE DEPARTMENT
Reporting Date: November 10, 2025

Suspected Opioid Overdoses 11/30							
	2020	2021	2022	2023	2024	2025	Grand Total
Fatal	13	16	16	22	6	3	76
Non-fatal	81	88	75	76	46	31	397
Grand Total	94	104	91	98	52	34	473

Subject to change as
forensic results are returned

HOPEWELL POLICE DEPARTMENT
Reporting Date: Nov 10, 2025

Verified Shots Fired Jan 1, 2024-Nov 10, 2024 Vs Jan 1, 2025-Nov 10, 2025			
2024	2025	2024 Yearly Total	2025 Yearly Total
50	49	64	TBD



Neighborhood Watch Meetings

City Point – 1st Wednesday of every month from 6:00 pm-7:00 pm @ PD Multipurpose Room. Ms. Debbie Randolph is the NW Captain.

Ward 5-Farmingdale – 1st Monday of every month from 6:00 pm-7:00 pm @ Wesley United Methodist Church. Mrs. Sha'rah Fuller is the NW Captain.

Cobblestone – 3rd Wednesday every other month @ 1:00 pm @ Cobblestone Rec. Center.

Kippax Dr – 3rd Thursday of every month at Mr. Brown residence @ 3807 Gloucester Dr.

Ward 7–Autumn Woods—They meet on Autumn Terrace Ave on the first Monday of each month from 6:00 p.m. to 7:00 p.m. Ms. Michelle Taylor is the NW Captain.

Ward 3 – 2nd Wednesday of every month, 6:00 pm-7:00 pm @ Power's Memorial Church. Pastor Roger Crump & Greg McDaniel are the NW Captains.

Ward 2 & 6(combined)-Arlington Heights: The 4th Tuesday of the month is from 6:00 p.m. to 7:00 p.m. at Friendship Baptist Church. Mr. Michael Mahan is the NW Captain.

Ward 4-2nd Thursday from 6:00 pm -7:00 pm at Joy Fellowship Church. Sha'rah Fuller NW Captain



Hiring-Recruitment November 2025

- The Recruitment team will be attending a Job Fair at Randolph Macon College on November 13, 2025
- The Recruitment team will be attending a Job Fair at Virginia Career Works at the Chesterfield Center on November 19, 2025
- Five (5) will start the academy in January 2026 and graduate in July 2027; afterwards, they will be assigned to training and released to full duty in Oct 27.
- Five Police applicants remain in background investigation
- Five ECO applicants are in the background stage.
- 6 Police Positions are open to include the three unfunded positions that will open 01/01/26. The next Academy starts January 5, 2026. Two Positions are frozen until 07/01/26

Community Policing Officers by Wards

- Corry Young Wards -1&3- cyoung@hopewellva.gov
- Ryan Hayberg Ward-2 rhayberg@hopewellva.gov
- Michael Redavid Ward-6 & Cobblestone mredavid@hopewellva.gov
- Thomas Jones Wards-4 & 7 tjones@hopewellva.gov



Community Engagement Activities

- In the month of November, the CEO has been collecting food items for the James House for our community partnership efforts.
- On December 9, 2025, the first Business Resource Meeting will be held at What the Cup Restaurant at 5:30 pm.
- The CEO is working with Recover Hope, which is a human trafficking agency, to help raise awareness and plans to help raise money by having a raffle to raise funds to stock their safe house. We are waiting for confirmation from all business partners on the prizes to be donated to the raffle.

Traffic Study/Technology

- Traffic Study Pending-Broadway Baptist Church -School Zones Speed Cameras.
- Traffic Study Pending-West End Christian School-School Zones Speed Cameras.
- Working on securing the pricing on Flock Gun Detectors devices being deployed in the city.

CONSENT AGENDA

C-1

MINUTES OF THE SEPTEMBER 30 2025, CITY COUNCIL REGULAR MEETING

A SPECIAL meeting of the Hopewell Council was held on Tuesday, September 30, 2025, at 5:00 p.m.

PRESENT:

John B. Partin, Mayor
Rita Joyner, Vice Mayor
Michael Harris, Councilor
Ronnie Ellis, Councilor
Susan Daye, Councilor
Yolanda Stokes, Councilor
Louvena Rapole, Councilor

Motion Passes 7-0

Councilor Daye makes a motion to go into closed meeting under Va. Code § 2.2-3711 (A)(I). The amended motion authorized entering a closed meeting pursuant to Section 2.2-3711(A)(1) to discuss and consider personnel matters, including appointments to boards and commissions such as the EDA and HRHA, as well as the executive search proposal for the city manager. Additionally, the amendment included Section 2.2-3711(A)(6) to allow discussion of the investment of public funds where competition or bargaining is involved, and where disclosure in an open session would adversely affect the financial interests of the governmental unit. This portion specifically pertained to matters involving the Hope Center. Before continuing with the roll call, Mayor Partin paused the meeting to address a motion for Councilor Stokes to participate remotely.

Vice Mayor Joyner makes a motion to allow Councilor Stokes to attend remotely. Councilor Daye seconds the motion.

ROLL CALL

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Stokes-	Abstain
Councilor Rapole-	Yes

Motion Passes 6-0

Roll Call for the motion to go into the closed meeting, as previously read was resumed.

ROLL CALL

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Stokes-	Yes
Councilor Rapole-	Yes

Motion Passes 7-0

Councilor Ellis makes a motion to reconvene to open meeting. Mayor Partin seconds the motion.

ROLL CALL

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Stokes-	Absent
Councilor Rapole-	Yes

Motion Passes 6-0

CERTIFICATION PURSUANT TO VIRGINIA CODE §2.2-3712 (D): Were only public business matters (1) lawfully exempted from open-meeting requirements and (2) identified in the closed-meeting motion discussed in the closed meeting?

PRESENT:

John B. Partin, Mayor
Rita Joyner, Vice Mayor
Michael Harris, Councilor
Ronnie Ellis, Councilor
Susan Daye, Councilor
Lovena Rapole, Councilor

ADJOURNMENT

Respectfully Submitted,

Johnny Partin, Mayor

Bishelya Howard, City Clerk

MINUTES OF THE OCTOBER 14, 2025, CITY COUNCIL REGULAR MEETING

A SPECIAL meeting of the Hopewell Council was held on Tuesday, October 14, 2025, at 5:00 p.m.

PRESENT:

John B. Partin, Mayor
Rita Joyner, Vice Mayor
Michael Harris, Councilor
Ronnie Ellis, Councilor
Susan Daye, Councilor
Yolanda Stokes, Councilor
Lovena Rapole, Councilor

Councilor Ellis makes a motion to allow Councilor Stokes to participate remotely. Mayor Partin seconds the motion.

ROLL CALL

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Stokes-	Abstain
Councilor Rapole-	Yes

Motion Passes 6-0

Councilor Daye makes a motion to adopt the consent agenda. Vice Mayor Joyner seconds the motion.

ROLL CALL

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Stokes-	Yes
Councilor Rapole-	Yes

Motion Passes 7-0

Vice Mayor Joyner makes a motion to go into closed meeting under Va. Code § 2.2-3711(A)(3), (8), and (29), to discuss the acquisition or disposition of real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, the award of a public contract where discussion in an open session would adversely affect the City's bargaining position, and to consult with legal counsel regarding specific legal matters (real estate contract discussions, unsolicited offer on city owned real estate); and § 2.2-3711(A)(1), to discuss and consider personnel matters, including board and commission appointments (CMPT, EDA). Councilor Daye seconds the motion.

ROLL CALL

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Stokes-	Yes
Councilor Rapole-	Yes

Motion Passes 7-0

Vice Mayor Joyner makes a motion to reconvene to open meeting. Councilor Ellis seconds the motion.

ROLL CALL

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Stokes-	Yes
Councilor Rapole-	Yes

Motion Passes 7-0

CERTIFICATION PURSUANT TO VIRGINIA CODE §2.2-3712 (D): Were only public business matters (1) lawfully exempted from open-meeting requirements and (2) identified in the closed-meeting motion discussed in the closed meeting?

PRESENT:

John B. Partin, Mayor
Rita Joyner, Vice Mayor
Michael Harris, Councilor
Ronnie Ellis, Councilor
Susan Daye, Councilor
Yolanda Stokes, Councilor
Lovena Rapole, Councilor

REGULAR MEETING

City Manager's Report - Michael Rogers, Interim City Manager

During the City Manager's report, he began by recognizing Sha'ra Fuller, Officer Michael Redavid, and Officer Faye Williams for their outstanding leadership in coordinating the Hopewell National Night Out event held on October 7th at the Community Center. He commended the event as a successful gathering that strengthened the bond between residents and their local government. The City Manager expressed appreciation to the city's department directors, Chief Taylor and the Police Department, and the Sheriff's Department for their participation. He gave special thanks to Chief Taylor for his good-natured participation in the dunking tank, which was a crowd favorite.

He then announced that Public Works Director Mike Crocker had resigned to join the Virginia Department of Transportation (VDOT). The City Manager publicly thanked Mr. Crocker for his dedicated service, professionalism, and strong partnership with the City, noting his many contributions and commitment to public service. He announced the appointment of Ms. Monique Robertson as Interim Director of Public Works, effective October 10th. Ms. Robertson has served as Deputy Director of Public Works since January 2023 and brings over 30 years of public sector experience, including 23 years in public works leadership. The City Manager highlighted her strong technical and administrative skills, noting her Bachelor of Science in Accounting from Virginia State University and a Master's Certificate

in Business Management, expressing confidence in her ability to lead the department and advance the City's infrastructure and strategic goals.

Next, the City Manager corrected a statement from the previous Council meeting regarding the cost of the Council Retreat held in Williamsburg on September 15–16. He clarified that the total cost was \$17,000, not \$11,000 as previously stated, after including the \$6,000 facilitator fee for Preston Bryant of McGuire Woods. He emphasized that the retreat was well worth the investment, citing the National League of Cities and the International City/County Management Association, which state that councils engaging in strategic planning and retreats tend to provide stronger governance and better decision-making. He added that a report from the retreat, prepared by Mr. Bryant, had been received in draft form and would be shared with Council soon before being made public.

He went on to provide an update on the recruitment process for the Hopewell Water Renewal Director, noting that the position was being handled by the MGT recruitment firm and would close in early November after a 30-day posting. In the interim, the City Manager's Office would oversee the facility, working closely with the Deputy Director, senior staff, and the Commission. A meeting with the Commission was scheduled for the following week to review progress. He expressed confidence that the City was on track to fill the position within the 90-day recruitment timeline, noting that the brochure and postings were complete and that applications were expected soon.

Additionally, the City Manager reported that the selection of a recruitment firm for the City Manager search was nearing completion, with the award expected next week, now that all Council evaluations had been submitted and procurement could proceed.

He concluded his report by previewing a resolution for Council consideration that evening regarding the financing of \$15 million through the private market. He noted that a presentation would accompany the resolution, outlining the specific projects to be funded,

with an anticipated closing in November. The City Manager ended his address by thanking the Council and the community for their continued support and engagement.

Police Safety Report – Gregory Taylor, Chief of Police

Chief Taylor presented the Hopewell Police Department's crime summary dated October 14, 2025, to the Mayor, Vice Mayor, and City Council. He reported that violent crime had decreased by 1% compared to the previous month, with homicide rates remaining unchanged. Property crimes also showed significant decreases: burglaries were down 22%, larcenies down 19%, and motor vehicle thefts down 68%, leading to an overall property crime reduction of 31%. Total major crimes dropped by 26%. Opiate overdoses continue to trend lower than in previous years, marking the lowest numbers in five years. Verified shots-fired incidents also declined slightly, from 47 in 2024 to 43 in 2025, and the department continues proactive policing in response to such incidents.

Chief Taylor announced updates to the Neighborhood Watch program, noting leadership changes in Ward 3, where Pastor Roger Crump and Greg McDaniel are now block captains. Meetings have shifted from the second Monday to the second Wednesday of each month. He then discussed recruitment and hiring efforts, highlighting partnerships with Fort Gregg-Adams (formerly Fort Lee) through its Transition Assistance Program to attract exiting service members, as well as collaborations with Brightpoint Community College, Virginia State University, Longwood University, and Virginia Career Works. The department participated in numerous hiring and career fairs throughout the year and hosted multiple one-day hiring events where applicants could complete agility, written, and interview requirements simultaneously. Recruitment outreach has expanded to social media platforms such as Facebook, Instagram, and TikTok, with a new billboard and recruitment video launched earlier in 2025. Since March 2025, approximately 195 police applicants have been processed, 47

background investigations completed, and seven new recruits hired—four currently in the basic academy and expected to graduate in December. Additional recruits will begin academy training in January 2026.

Chief Taylor described ongoing improvements in the hiring process, including the formation of a 10-member recruitment committee, streamlined background investigations, a new digital barcode application system, and faster reference verification through phone contact. The department has implemented separate continuous postings for pre-certified and entry-level applicants to clarify qualifications and expedite hiring. Between March 1 and September 30, 2025, the department attended 13 hiring events, received 196 applications, conducted 47 background checks, and filled eight police and one dispatch position. Currently, there are 10 open positions—three unfunded until January 2026 and two frozen until July 2026 due to budget adjustments. With a maximum staffing level of 68 officers, the department currently employs 58.

The department's hiring incentives include a \$20,000 signing bonus for certified officers and a \$12,000 bonus for uncertified applicants upon academy completion, take-home vehicles for officers living within 35 miles of the city, educational reimbursements, a structured career development path, and a \$4,000 referral bonus for successful candidate referrals. Chief Taylor also highlighted continued community engagement, including downtown foot patrols, business checks, and traffic enforcement initiatives. The department participated in various community events such as National Night Out, local fundraisers for Special Olympics, and Trunk-or-Treat events, as well as a drug takeback initiative and other outreach activities scheduled throughout October.

He concluded by outlining crime reduction strategies focused on technology, partnerships, and data-driven policing. The department utilizes the Avigilon security system and Flock Safety license plate readers to enhance surveillance and investigative capabilities. Hopewell

PD maintains collaborations with state and federal agencies, including the OneB Task Force and the Capital Area Regional Fugitive Task Force. Community-based programs such as the “Real Life Project: Safe, Alive, and Free” continue to support residents addressing root causes of crime through resources for addiction recovery, employment, and social support. The department also received the 2025 Real Life Community Transformation Award recognizing collaborative crime reduction efforts. Chief Taylor emphasized proactive policing strategies such as outdoor roll calls, neighborhood patrols, and community resets following major incidents to foster engagement and trust. He noted that the department applies crime trend analysis to deploy resources efficiently and supports public education initiatives like the Citizens Police Academy.

Finally, Chief Taylor mentioned pending federal funding requests, including a \$199,700 earmark proposal and Operation Ceasefire grant applications seeking up to \$500,000 to enhance investigative technology, equipment, and violent crime reduction training. He concluded by reaffirming the department’s commitment to safety, transparency, and community partnership. Vice Mayor Jordan thanked Chief Taylor for his comprehensive and detailed report, acknowledging the department’s continued progress.

Actions Resulting from the Closed Meeting

Vice Mayor Joyner makes a motion to appoint Drew Dayberry to the Economic Development Authority Board. Councilor Daye seconds the motion.

ROLL CALL

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Stokes-	Yes

Councilor Rapole- Yes

Motion Passes 7-0

Vice Mayor Joyner makes a motion to appoint Thomas Wagstaff and Matthew Melon to the Hopewell Redevelopment and Housing Authority Board. Councilor Ellis seconds the motion.

ROLL CALL

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Stokes-	Yes
Councilor Rapole-	Yes

Motion Passes 7-0

Councilor Daye makes a motion to appoint Vannette Taylor to the Hopewell Redevelopment and Housing Authority Board. Vice Mayor Joyner seconds the motion.

ROLL CALL

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Stokes-	Yes
Councilor Rapole-	Yes

Motion Passes 7-0

Prayer by Reverend Blow and followed by the Pledge of Allegiance to the flag of the United States by Mayor Partin.

Councilor Daye makes a motion to adopt the consent agenda. Vice Mayor Joyner seconds the motion.

ROLL CALL

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Stokes-	Yes
Councilor Rapole-	Yes

Motion Passes 7-0

During the Communications from Citizens portion of the City Council meeting, the Clerk read the standard statement outlining the procedures and guidelines for citizen participation. The statement explained that this segment, limited to a total of 30 minutes, occurs at each regular council meeting. Citizens wishing to address the Council must approach the microphone, state their name, and, if they reside in Hopewell, provide their ward number. Each speaker is allotted up to three minutes to speak. The statement also emphasized that individuals may not speak on items scheduled for a public hearing and that all remarks must be directed to the Council as a body, rather than to individual members. Additionally, it was noted that personal, abusive, or slanderous statements, or behavior inciting disorderly conduct, are prohibited and may result in the individual being barred from future participation and removed from the chambers. Following the reading, the Clerk reported that no citizens had signed up to speak during this portion of the meeting.

Regular Business

R-1 Public Hearing regarding a Conditional Use Permit request from the Historic Hopewell Foundation to operate a Museum with accessory buildings on Parcel #061-0232, also identified as 400

Weston Ln. in the R-4 Residential Apartment District– Chris Ward,
Director of Planning and Development

During the City Council meeting, staff presented a conditional use permit (CUP) request for property located at 400 Weston Lane, identified as parcels 0610231 and 0610232. The applicant and property owner is the Historic Hopewell Foundation. The property is situated in Ward 3 and is zoned R-4 (Residential). Staff explained that the site, home to Weston Manor, currently operates as a legal nonconforming use under the zoning ordinance. While the “museum” use was recently added as an allowable use within the R-4 zoning district, it requires a conditional use permit for full compliance. The approval of this CUP would make Weston Manor a fully legal conforming use, allowing the foundation to replace its existing semi-permanent tent structure with a permanent pavilion that includes ADA-compliant restrooms, a warming kitchen, storage facilities, and a climate-controlled archival space, none of which are currently available on-site.

Staff reported that Weston Manor has served as a cultural and historical institution since 1972 with no known negative impacts on the surrounding community. The city’s comprehensive plan supports preservation and enhancement of cultural and historical resources, and therefore, staff recommended approval of the CUP request with three conditions. These included: (1) administratively re-subdividing the two parcels into a single parcel; (2) requiring the pavilion’s construction to substantially conform to the submitted design plans dated August 19; and (3) removal of the existing storage trailer once the new archival building is complete. However, staff later clarified that the trailer currently stores landscaping equipment, not archival materials, so removing this condition would not affect the approval.

Following the staff presentation, Mr. Dan Robbins, representing the Historic Hopewell Foundation, addressed the Council. He expressed appreciation for the opportunity to speak and described the significance of the proposed pavilion project. He explained that Weston Manor has long been an important community and cultural asset to the City of

Hopewell, currently hosting activities and events with limited facilities such as tents, portable restrooms, and a small cellar kitchen. The new pavilion would serve as a cultural center capable of hosting lectures, educational programs, weddings, and other community events, with a seating capacity of approximately 133 people—consistent with existing event attendance, which typically remains under 100 guests. Mr. Robbins emphasized that the pavilion had been in the design phase for over a year and a half and would complement the architectural character of Weston Manor, featuring brick materials, a metal roof, and compatible design elements. He also noted the pavilion's potential to strengthen the city's riverfront cultural corridor by connecting the Beacon Theatre, Boathouse, and Weston Pavilion as unified community attractions. Mr. Robbins concluded by noting that the Planning Commission had reviewed and approved the application, and he was available to answer any Council questions.

The public hearing was then opened, with three citizens signed up to speak. The first speaker, Mr. Tom Wagstaff, a Ward 4 resident, expressed strong support for the project. He thanked Chris Ward, the city's planning staff, and Mr. Robbins for their assistance, noting that the Historic Hopewell Foundation operates primarily through volunteers, with only two part-time staff members. Mr. Wagstaff highlighted the foundation's community contributions, including hosting eight free concerts at Weston Manor during the past year and organizing a "Lunch and Learn" series at the American Legion from May through August, which averaged 75 attendees per session. He added that many attendees had never previously visited Hopewell or Weston Manor, suggesting that such programs help promote the city's cultural appeal and attract new visitors. Mr. Wagstaff concluded by expressing appreciation for the City Council's ongoing support and optimism that the new pavilion would be operational by the following year.

The next speaker signed up for the public hearing was Ms. Karen Thayer, who initially approached the podium believing she was speaking as part of the Historic Hopewell Foundation hearing. Ms.

Thayer began by expressing frustration over difficulties obtaining tax relief for disabled veterans, explaining that her husband is a service-connected veteran, but her application for tax relief was denied by the city's office because the paperwork from the Department of Veterans Affairs did not explicitly state "100% permanent and total disability." She noted that the application instructions specify this requirement and asked the Council who she could appeal the decision to, since there appeared to be no appeal process available.

The Mayor clarified that Ms. Thayer had mistakenly signed up for the wrong public hearing but assured her that her concern would still be addressed. The City Manager confirmed that under current policy, there is no formal appeal process for such denials, but he suggested that the city explore the possibility of establishing tiered or phased tax relief options for veterans who may not be 100% disabled but have lower disability ratings, such as 50% or 60%. The Council agreed to consider this matter as a future action item, and the Mayor requested Ms. Thayer's contact information to follow up after the meeting. Ms. Thayer agreed to stay until the end of the session to provide it.

After clarifying the misunderstanding about her sign-up sheet, Ms. Thayer was granted time to speak during the general comment period. She expressed disappointment that the City Council held its recent retreat outside of Hopewell, arguing that the funds spent could have benefited local restaurants and businesses if the event had been held within the city. She also mentioned hearing that Mr. Rogers, the City Manager, had requested a raise, and shared her opinion that "now is not the right time" for salary increases given the city's current challenges. The Mayor addressed this by clarifying that no raise request had been made; instead, the City Attorney's amended contract only reflected his current salary, which included a standard cost-of-living adjustment (COLA) that all city employees received. The Mayor further noted that misinformation about this issue had circulated publicly, contributing to Ms. Thayer's confusion. Ms. Thayer acknowledged the explanation and stated that she hoped to work with city officials on improving veteran and spouse support programs. The Mayor thanked her for her

comments and willingness to stay for further discussion after the meeting.

The next speaker signed up for the public hearing was Mr. Ed Hauser, a resident of Ward 5, who, like the previous speaker, realized he had inadvertently signed up on the wrong sheet and was not part of the Historic Hopewell Foundation discussion. Mr. Hauser took the opportunity to address the City Council's recent retreat, voicing strong criticism regarding the \$17,000 in taxpayer funds that were reportedly spent for the event in Williamsburg. He argued that the decision to hold the retreat outside of Hopewell was fiscally irresponsible given the city's current financial challenges and stated that the meeting could have been conducted locally at a much lower cost. Mr. Hauser expressed disappointment in the Council's choice, emphasizing that city funds should be reinvested within Hopewell to benefit the community rather than spent elsewhere. His comments reflected frustration over what he viewed as a disregard for local economic support and responsible spending. The Mayor thanked him for his remarks before moving on to the next item on the agenda.

Following the conclusion of public comments, the Mayor formally closed the public hearing regarding the Historic Hopewell Foundation's conditional use permit request for the Weston Manor property. Before proceeding, the Mayor asked a clarifying question to confirm that the applicant was in agreement with the staff's recommended conditions attached to the permit approval. A representative of the Historic Hopewell Foundation confirmed that they had no objections to the conditions outlined by staff. The Mayor then noted that the Foundation was already in the process of completing the administrative re-subdivision required to combine the two parcels into one, as specified in the first condition. With this confirmation, the Council acknowledged that the applicant was compliant with staff recommendations, and the discussion concluded in preparation for a decision on the request.

After discussion concluded, Councilor Joyner made a motion to approve the Conditional Use Permit (CUP) request submitted by the Historic Hopewell Foundation for the operation of a museum with an accessory structure located at 400 Weston Lane, identified as parcel number 0610232. The motion specified that the approval would include only the first two staff-recommended conditions—the administrative re-subdivision of the two parcels into one and the requirement that the proposed pavilion be constructed in substantial conformance with the submitted design plans. The third condition, which would have required removal of the existing storage trailer, was intentionally excluded from the motion after clarification that the trailer was being used for landscaping equipment storage rather than archival materials. The motion was acknowledged and seconded by the Mayor, confirming that the approval was contingent upon the two specified conditions only.

ROLL CALL

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Stokes-	Yes
Councilor Rapole-	Yes

Motion Passes 7-0

R-2 Public Hearing to amend Articles IX-A and XVIII of the Hopewell Zoning Ordinance to modify sign regulations(second reading) – Chris Ward, Director of Planning and Development

Deputy Director Ms. Davis presented the next agenda item, which was a public hearing and second reading regarding a proposed zoning ordinance amendment to Article IX-A of the Hopewell Zoning Ordinance, specifically addressing sign regulations. She explained that the purpose of the amendment was to clarify and modernize the city's signage standards, especially for freestanding signs in business districts, while addressing inconsistencies and incorporating feedback from local

business and property owners. The amendment, initiated by the Planning Commission in July, had already been recommended for approval by that body.

Ms. Davis detailed several key proposed changes, including adjustments to sign area and height requirements within the B-2, B-3, and B-4 commercial districts, and a provision allowing an additional sign on through lots in B-3 and B-4 districts without requiring a modification process. Smaller signs measuring less than four square feet would be exempted from monument-style design requirements, allowing greater flexibility—particularly for directional signage. Additional updates addressed base and foundation standards and height-to-width ratios for freestanding signs, which had posed challenges for some applicants. To prevent potential safety concerns, such as signs encroaching into the public right-of-way, the amendment also proposed a small setback requirement.

Further changes included the introduction of a maximum 25% window coverage limit for both temporary and permanent window signage, as well as clarifications to awning sign area requirements. Ms. Davis also discussed updates to the B-1 district signage regulations, noting that feedback from citizens, property owners, and design consultants prompted additional flexibility for buildings with multiple street-facing sides and for businesses needing enhanced visibility. The proposed adjustments in that district included modifications for projecting signs and freestanding signs, along with the removal of monument sign standards to simplify compliance.

Ms. Davis concluded by reaffirming that both staff and the Planning Commission recommended approval of the ordinance amendment as presented. After confirming that no Council members had questions, the Mayor opened the public hearing. With no individuals signed up or requesting to speak, the public hearing was closed. The Mayor then called for a motion to adopt the amended Article IX-A of the Hopewell Zoning Ordinance as presented, and a motion to approve was made accordingly.

Vice Mayor Joyner makes a motion to adopt the amended articles as presented for the Hopewell Zoning Ordinance to modify sign regulations. Councilor Ellis seconds the motion.

ROLL CALL

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Stokes-	Yes
Councilor Rapole-	Yes

Motion Passes 7-0

R-3 Public Hearing to amend Articles I, IX-A, X, XI, XI-A, XII, XIII, and XVIII of the Hopewell Zoning Ordinance to add Urban Agriculture Uses and Performance Standards(second reading) – Chris Ward, Director of Planning and Development

Deputy Director Ms. Davis presented the next agenda item, a public hearing and second reading for a zoning amendment related to urban agriculture within the City of Hopewell. She explained that the City of Hopewell was the applicant for this amendment, which was initiated by the Planning Commission and had been recommended for approval following a June public hearing. The purpose of the amendment was to formally introduce urban agriculture as a defined land use within the zoning ordinance, incorporating definitions, permitted use locations, and associated development and performance standards to ensure proper regulation.

Ms. Davis outlined that the proposed amendment would introduce two new primary categories of urban agriculture uses: Market Gardens and Indoor Urban Agriculture. A Market Garden was defined as a small-scale agricultural operation that allows individuals to grow fruits and vegetables and sell or donate produce directly from the property. Supporting definitions were also included for accessory uses and structures, such as greenhouses and produce stands, along with specific performance standards governing maintenance, composting, soil

storage, and operational practices. These standards were designed to prevent improper use of residential or business properties, addressing concerns related to junk accumulation, inoperable vehicles, and general property upkeep. Ms. Davis noted that she had incorporated feedback from Councilor Joyner following the prior work session by adding a new standard related to the maintenance of booth houses.

The second use type, Indoor Urban Agriculture, would apply primarily to B (Business) and Manufacturing Districts, while Market Gardens would be permitted in Business Districts only. Ms. Davis emphasized that these operations would be limited in terms of exterior storage, would not permit animal keeping, and in business districts would still be required to maintain retail frontage to support active and engaging storefronts. She noted that best planning practices had informed the proposed standards and reiterated that staff and the Planning Commission both recommended approval of the amendment as presented.

Following Ms. Davis's presentation, Mayor opened the public hearing. Mr. Anthony Sylvester, a resident of 109 Crescent Avenue, spoke in strong support of the ordinance amendment. He commended Mr. Ward and Ms. Davis for their work, describing the proposal as an important and positive step for the community. Mr. Sylvester expressed that this amendment would create opportunities for residents to revitalize underused parcels, engage in productive and community-oriented activities, and potentially support local food pantries. He characterized the initiative as an example of effective collaboration between city staff and leadership, emphasizing his belief that urban agriculture would have a contagious, beneficial impact throughout the city. He encouraged Council to approve the amendment as proposed, noting that any future adjustments could be made if necessary.

After confirming that no other members of the public wished to speak, the public hearing was closed. The Mayor then called for a motion to approve the zoning ordinance amendment to add urban agricultural uses

and performance standards to the Hopewell Zoning Ordinance as presented.

Councilor Harris makes a motion to adopt the amended articles as presented for the Hopewell Zoning Ordinance to add Urban Agriculture Uses and Performance Standards. Mayor Partin seconds the motion.

ROLL CALL

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Stokes-	Abstain
Councilor Rapole-	Yes

Motion Passes 6-0

R-4 Ordinance for the Capital Funding public hearing– Stacey Jordan, Deputy City Manager

Ms. Jordan addressed the Council to introduce an ordinance authorizing the issuance of general obligation bonds for the City of Hopewell, explaining that the funds would be used to support a series of public infrastructure and capital improvement projects across the city. These projects included upgrades to the Manchun Hills and North Colonial Pump Stations, several Public Works capital projects, City Hall roof replacement, Courts Building HVAC replacement, West Randolph Street shared-use path, pavement rehabilitation, stormwater improvements on South Mesa Drive and Heretick Avenue, as well as various community enhancement projects such as the Riverwalk, Hopewell Community Center, Riverside Park water park, and the City Point playground. Ms. Jordan then introduced Mr. Chris Culp, bond counsel with Hunton Andrews Kurth LLP of Richmond, who has served the City in that capacity for over 25 years.

Mr. Culp provided an overview of the bond issuance process and the legal and financial framework behind the ordinance. He explained that his role as bond counsel is to work with the City's finance department,

city attorney, city manager, and financial advisors from Davenport & Company to structure a financing plan that achieves the lowest possible cost of funds while ensuring compliance with state and federal regulations. From a legal perspective, his office ensures that the City adheres to Virginia's statutory requirements for issuing debt and complies with IRS regulations so the bonds can be issued on a tax-exempt basis, reducing borrowing costs. He noted that the legal opinion provided to investors at the bond closing confirms that the bonds have been duly authorized, are legally enforceable, and that the interest is tax-exempt.

Mr. Culp explained that the financing process involves two steps. The first step—taking place at this meeting—involves a public hearing and the introduction of a bond authorization ordinance, which gives the City legal authority to proceed with the financing. The second step, to occur in approximately two weeks, will be the adoption of a bond resolution, which provides specific details regarding the structure, terms, and financial arrangements of the bond issuance. Once that resolution is approved, the City would be positioned to issue the bonds in November.

Following Mr. Culp's presentation, Councilor Harris asked for clarification on what constitutes a general obligation bond. Mr. Culp explained that it is the most secure form of municipal debt, backed by the full faith and credit of the City, meaning that bondholders have the right to seek repayment through the City's taxing authority if necessary. He contrasted this with revenue bonds, which are repaid from specific revenue sources such as utility fees.

After discussion, it was clarified that this meeting represented the first reading and public hearing of the ordinance under the new procedural rules. While Council has the option to vote on the matter immediately, staff recommended waiting until the next regular meeting for the formal vote when the bond resolution would also be presented. The public hearing was opened, and with no citizens signed up or wishing to speak, it was closed shortly thereafter. Following brief deliberation, Council

members agreed to defer the vote and place the ordinance on the agenda as unfinished business for the next meeting, where formal action will be taken.

R-5 Resolution for the Hope Center additional funding - Stacey Jordan, Deputy City Manager

The Council proceeded to agenda item R-5, which concerned a resolution for the Hope Center requesting additional funding. Ms. Jordan addressed the Mayor, Vice Mayor, and members of Council, explaining that the resolution sought to amend the Fiscal Year 2026 budget by transferring \$90,000 from the City's capital expenditures fund to provide supplemental financial support to the Hope Center. She reminded Council that during the previous Council meeting, an appropriation of \$120,000 had already been approved for the Hope Center; however, it was later determined that an additional \$90,000 was needed to fully meet the organization's funding requirements. Following her explanation, the Mayor called for a motion to approve the resolution amending the FY2026 budget and to designate the additional \$90,000 from capital expenditure funds to the Hope Center as presented.

Vice Mayor Joyner makes a motion to adopt the resolution for the additional funding for the Hope Center. Councilor Ellis seconds the motion.

ROLL CALL

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Stokes-	Yes
Councilor Rapole-	Yes

Motion Passes 7-0

R-6 Resolution for Citywide Road and Asphalt Assessment – Stacey Jordan, Deputy City Manager

The Council then moved on to agenda item R-6, which involved a resolution to amend the Fiscal Year 2026 budget and designate funds for a citywide road and asphalt assessment. Ms. Jordan presented the item to the Mayor, Vice Mayor, and members of Council, explaining that the proposed resolution sought to reallocate \$133,050 from the City's capital expenditures fund to support a comprehensive evaluation of road and asphalt conditions throughout the city. This assessment would help identify infrastructure needs and guide future maintenance and improvement projects. After Ms. Jordan's presentation, the Mayor asked if there were any questions from Council members, but seeing none, he proceeded to call for a motion to approve the resolution amending the FY2026 budget and designating the \$133,050 from capital expenditures for the citywide road and asphalt assessment as presented.

Councilor Rapole makes a motion to adopt the resolution for the Citywide Road and Asphalt Assessment. Vice Mayor Joyner seconds the motion.

ROLL CALL

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Stokes-	Yes
Councilor Rapole-	Yes

Motion Passes 7-0

R-7 Resolution for the Appropriation of Funds for the Marina –

Charles Bennett, Director of Economic Development

The Council proceeded to agenda item R-7, concerning a resolution to amend the Fiscal Year 2026 budget and designate additional funds for the Hopewell City Marina's L-Dock restoration project. Mr. Bennett addressed the Mayor, Vice Mayor, and members of Council, explaining that while significant progress had been made on the marina's L-Dock restoration, the project had encountered unforeseen structural

deficiencies that were not identified during the original engineering evaluation. These issues resulted in an unexpected \$90,000 funding deficit, representing roughly 20% of the total project cost. Mr. Bennett shared photographs illustrating the deteriorated condition of the dock when repairs began, noting that portions of the structure had completely failed and that approximately 95% of the framing above the piles required replacement, rather than the 70% originally estimated.

He highlighted the extensive improvements made, including the completion of all heavy framing work and the installation of the roof underlayment, with standing seam metal roofing materials already delivered to the site. The new roof design eliminates exposed fasteners—an issue that caused the original structure to deteriorate over time—and all replacement materials are now pressure-treated to ensure long-term durability. Mr. Bennett emphasized the positive community response, sharing that the project had drawn attention from local residents, boaters, and anglers, and that there is a waiting list of individuals, including some from out of state, eager to lease slips once construction is complete.

To address the budget shortfall, Mr. Bennett, in coordination with the Deputy Director and Finance Director Stacy Jordan, recommended that the additional \$90,000 be reallocated from salary savings to cover the remaining project expenses. Following his presentation, the Mayor called for a motion to approve the resolution amending the FY2026 budget and designating funds to the Hopewell City Marina Repairs and Maintenance Fund as presented.

Vice Mayor Joyner makes a motion to adopt the resolution for the Appropriation of Funds for the Marina. Councilor Daye seconds the motion.

ROLL CALL

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Stokes-	Yes

Councilor Rapole- Yes

Motion Passes 7-0

R-8 Appointments to the HRHA – City Council

The Council proceeded to agenda item R-8, noting that the item had already been addressed earlier in the meeting and required no further discussion or action. With no additional business remaining on the agenda, the Mayor formally adjourned the meeting, thanking all attendees for their participation. The session was thereby concluded.

ADJOURNMENT

Respectfully Submitted,

Johnny Partin, Mayor

Bishelya Howard, City Clerk

MINUTES OF THE OCTOBER 28, 2025, CITY COUNCIL REGULAR MEETING

A SPECIAL meeting of the Hopewell Council was held on Tuesday, October 28, 2025, at 5:00 p.m.

PRESENT:

John B. Partin, Mayor
Rita Joyner, Vice Mayor
Michael Harris, Councilor
Ronnie Ellis, Councilor
Susan Daye, Councilor
Lovena Rapole, Councilor

During the meeting, Vice Mayor Joyner introduced a motion to amend the agenda. The proposed amendment involved removing item C-2 from its current position and reclassifying it as the new item R-7. In doing so, the original item R-7 would be removed or “scratched” from the agenda entirely. This adjustment was made to reorganize the order and content of the agenda items for the meeting. Councilor Daye seconds the motion.

ROLL CALL

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Rapole-	Yes

Motion Passes 6-0

Councilor Ellis makes a motion to go into closed meeting under Va. Code § 2.2-3711(A)(3), (8), and (29), to discuss the acquisition or disposition of real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, the award of a public contract where discussion in an open session would adversely affect the City’s bargaining position, and to consult with legal counsel regarding specific legal matters (real estate contract discussions, unsolicited offer on city owned real estate, Francisco Landing); and § 2.2-3711(A)(1), to discuss and consider personnel matters, including board and commission appointments (HRHA, CPMT); and § 2.2-

3711(A)(8)(Manker vs. Hopewell lawsuit update). Councilor Daye seconds the motion

ROLL CALL

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Rapole-	Yes

Motion Passes 6-0

Councilor Daye makes a motion to reconvene to open meeting. Councilor Ellis seconds the motion.

ROLL CALL

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Rapole-	Yes

Motion Passes 6-0

CERTIFICATION PURSUANT TO VIRGINIA CODE §2.2-3712 (D): Were only public business matters (1) lawfully exempted from open-meeting requirements and (2) identified in the closed-meeting motion discussed in the closed meeting?

PRESENT:

John B. Partin, Mayor
Rita Joyner, Vice Mayor
Michael Harris, Councilor
Ronnie Ellis, Councilor
Susan Daye, Councilor
Lovena Rapole, Councilor

REPORT OF THE CITY MANAGER

City Manager's Address – Michael Rogers, Interim City Manager

During this portion of the meeting, the Mayor turned the floor over to Mr. Rogers, who joined virtually to deliver the City Manager's report. Mr. Rogers began by reminding all city employees about the ongoing Employee Opinion Survey, emphasizing the importance of participation before the November 20th deadline. He noted that while many responses had already been received, the response rate was still below expectations, and he encouraged greater participation to help the administration identify and address employee concerns through targeted programs.

Mr. Rogers then provided an update on the recruitment process for the Executive Director of Hopewell Water Renewal, noting that the City had been receiving strong applications. The recruitment announcement was scheduled to close on November 7th, after which the recruiter would screen applicants and present qualified candidates for interviews to be held later in November. He also mentioned progress regarding the City Manager recruitment process, stating that the award for that search had been made and that once the required ten-day waiting period concluded, the City would move forward quickly with that process.

Next, Mr. Rogers highlighted that Deputy City Manager Stacy would be presenting her financial report later in the meeting. He commended her for her thorough work, stating that the report had been elevated to a higher level of quality and would provide transparency and a clear overview of the City's financial status.

Lastly, Mr. Rogers discussed the proposed \$15 million financing for the City's capital program, which appeared on the Consent Agenda for Council's approval. He explained that this financing had been reviewed and discussed at a previous meeting with input from the City's financial advisor, and that a public hearing had already been held. The funds would support a range of capital projects, with the financing expected to close in November. Repayment would begin in 2027, at which point the City would have already paid down approximately \$1 million in existing debt, thereby easing financial pressure. Mr. Rogers concluded by encouraging the Council to consider and approve the financing item.

during that evening's meeting before turning the floor over to Deputy City Manager Stacy for her financial report.

First Quarter Financials Fiscal Year 2026- Stacey Jordan, Deputy City Manager

During the meeting, Deputy City Manager Stacy presented the First Quarter Financial Report for Fiscal Year 2026 to the Mayor, Vice Mayor, and members of City Council. She began by reporting that citywide revenues for the first quarter were trending 2% higher—an increase of approximately \$4.1 million compared to the same period in Fiscal Year 2025. Citywide expenses were also slightly higher, trending 1% above last year, or about \$1.4 million more. She noted that the primary revenue collection months for the City are December, February, May, and June.

In the General Fund, revenues for the first quarter were 0.99% (\$361,000) lower than in FY25, while expenses increased 2.5% (\$597,000) due to annual salary adjustments and implementation of the classification and compensation study.

For the Enterprise Fund, first quarter revenues were up 10.87% (\$5.4 million) over FY25, largely due to improved billing processes and collection of outstanding funds owed by data integrators. Expenses in the Enterprise Fund were 0.4% (\$396,000) lower than last year.

Regarding the School Fund, revenues were 0.71% (\$806,000) higher, driven mainly by increased state funding, while expenses rose 3.77% (\$2.5 million) compared to FY25.

Stacy then presented the Department Budget-to-Actuals report, noting that only three departments—Finance, IT, and the Marina—were trending slightly above the 25% benchmark for first quarter spending. The overages were attributed to one-time expenses, including Microsoft 365 migration costs for IT, repairs and maintenance at the Marina, and

additional audit-related costs in Accounting. She explained that these variances are expected to balance out by the end of the fiscal year.

Next, she reviewed Overtime by Department, identifying Fire, Police, Sewer Operations, Sheriff's Office, the Treasurer's Office, and Hopewell Water Renewal (HWR) as departments trending above normal overtime levels, largely due to staff vacancies.

In her report on Accounts Payable and Debt, Stacy stated that the City processed 4,171 invoices totaling \$19.74 million during the first quarter. All debt service payments were current, including bond administration fees, interest, and principal payments, with a remaining debt budget of \$4 million for the fiscal year.

She then reviewed the Fiscal Year 2025 surplus fund allocation proposal, which recommended the following:

- \$882,000 to the Capital Reserve,
- \$1 million to Unassigned Funds,
- \$399,000 to Assigned Funds,
- \$500,000 to Apparatus Budget Stabilization, and
- \$500,000 to replenish the Fund Balance.

Stacy also provided updates on upcoming financial initiatives. A public hearing on the Sewer Rate Study was scheduled for November 18th, and updates on FY24 and FY25 would be presented at that time by financial consultant Mr. Foley. The City is currently finalizing the FY23 Annual Comprehensive Financial Report (ACFR), with FY24 work already underway and all items due to Mr. Foley by October 31st.

She concluded by noting that she, Mr. Rogers, and financial advisors David Rose and Jimmy Sanderson recently met to discuss potential debt refinancing opportunities. Once FY24 is finalized, they plan to explore refinancing options and prepare to seek a credit rating for the City of Hopewell in February, pending solid preliminary figures.

Following her presentation, Council members commended Stacy for her thorough and transparent report. The Mayor and several members expressed appreciation for the encouraging financial outlook and the professional quality of the analysis, calling the presentation “exceptional” and “some of the best financial news” for the City.

ACTIONS RESULTING FROM CLOSED MEETING

Vice Mayor Joyner makes a motion to appoint Courtney Curtis to the CPMT board. Mayor Partin seconds the motion.

ROLL CALL	Vice Mayor Joyner-	Yes
	Councilor Harris-	Yes
	Mayor Partin-	Yes
	Councilor Ellis-	Yes
	Councilor Daye-	Yes
	Councilor Rapole-	Yes

Motion Passes 6-0

Prayer and followed by the Pledge of Allegiance to the flag of the United States both by Mayor Partin.

During this portion of the meeting, the Council proceeded to the Consent Agenda. It was noted that item C-2 had been removed from its original position and reassigned as the new item R-7 under the regular agenda. Following this adjustment, a motion was made to adopt the remaining items on the Consent Agenda as amended. The motion was made by Vice Mayor Joyner. Mayor Partin seconds the motion

ROLL CALL	Vice Mayor Joyner-	Yes
	Councilor Harris-	Yes
	Mayor Partin-	Yes
	Councilor Ellis-	Yes
	Councilor Daye-	Yes
	Councilor Rapole-	Yes

Motion Passes 6-0

During this portion of the meeting, the Council moved to the Communications from Citizens segment. The City Clerk read the standard statement outlining the procedures and rules for public participation. She explained that the Communications from Citizens period is limited to 30 minutes during each regular Council meeting. Individuals wishing to address the Council must approach the microphone, state their name, and, if they are residents of Hopewell, identify their ward number. Each speaker is allotted three minutes to share comments. The Clerk also clarified that no person may speak on matters scheduled for a public hearing, and all remarks must be directed to the Council as a whole, rather than to individual members. Furthermore, any individual who makes personal, impertinent, abusive, or slanderous remarks, or who incites disorderly conduct within the chambers, may be barred from future participation in the Communications from Citizens segment and removed from the meeting. After the statement was read, the Mayor thanked the Clerk and proceeded to the next portion of the meeting.

During the Communications from Citizens portion of the meeting, the first speaker was Ms. Laura Greenwood, a resident of Ward 6. Ms. Greenwood began by expressing frustration with her ward representative, Councilor Stokes, stating that the representative was frequently absent and should resign so that someone else could be appointed in her place. She voiced general dissatisfaction with the Council, noting that she had previously offered her assistance and submitted an analysis report regarding the restaurant at the marina, which she believed should have been the Council's responsibility to review.

Ms. Greenwood then addressed the proposed \$15 million loan discussed earlier in the meeting, criticizing the Council for pursuing additional borrowing. She asserted that it was the Council's duty to ensure sufficient budgetary surplus to handle major infrastructure needs, such as issues related to the pump station, which she claimed could have been avoided with proper maintenance. She stated that Council members were not elected to act as real estate brokers, but

rather to focus on lowering taxes and maintaining the City's infrastructure.

She further raised concerns about financial accountability, alleging potential misuse of taxpayer funds and referencing the City's audit, which she claimed had been ongoing for more than two years without results. Ms. Greenwood stated that if the audit was not provided in a timely manner, she and other citizens—along with legal counsel—would pursue their own audit and potentially initiate a class action lawsuit against the City. She emphasized that she was serious about this intent, warning the Council not to underestimate citizens' resolve.

Ms. Greenwood also encouraged Council members to engage with residents on the "Hopewell, Virginia Concerned Citizens" Facebook page to better understand and respond to public sentiment. She questioned the status of the City's treasury report and expressed anger over what she viewed as mismanagement of funds, warning against any increase in wastewater charges. She concluded her remarks by asserting that taxpayer funds belong to the citizens, not to City officials, before her three-minute speaking time expired and the Mayor informed her that her time was up.

The second speaker was Ms. Sha'rah Fuller, a resident of Ward 5. Ms. Fuller began by greeting the Mayor, Council, City Manager, and Deputy City Manager, apologizing for missing the previous meeting but expressing her appreciation for the positive feedback shared regarding the City's recent National Night Out event. She commended the event's success, highlighting the efforts of the Hopewell Police Department, particularly Chief Taylor, Officer R. David, Captain Terry, and especially Tabitha Martinez and the Parks and Recreation team. She also thanked the Hopewell City Public Schools and all participating vendors for contributing to the event's strong community turnout—the largest since before the COVID-19 pandemic.

Ms. Fuller acknowledged both the positive and critical feedback received about the event, describing negative comments as opportunities for growth and unity rather than division. She emphasized

the message that the City of Hopewell is stronger together, and that collaboration and positivity will continue to move the community forward. Looking ahead, she stated that planning was already underway for next year's National Night Out, with outreach to vendors and partners to make the event "bigger and better" each year. She encouraged residents to visit the City's Facebook page to view event photos and stay engaged.

Ms. Fuller also urged residents to attend and support local events, noting that participation is key to sustaining and expanding community activities. She stressed that while some individuals may be unable to attend due to health or mobility issues, those who are able should make an effort to show up and be involved. She mentioned that McGruff the Crime Dog participated in the festivities by dunking Chief Taylor in a dunk tank, adding a lighthearted moment to her remarks.

Additionally, Ms. Fuller announced that Ward 5's monthly Neighborhood Watch meeting would be held on Monday, November 3rd, the day before Election Day, and that the meeting would be livestreamed on Facebook to allow broader participation, especially for residents who are homebound. She encouraged citizens to provide feedback to their Neighborhood Watch captains and praised the City Council members who actively engage with these groups, naming several councilors—including Mayor Partin, Councilor Harris, Councilor Joyner, Councilor Poll, Councilor Ellis, and Ms. Daye—for their accessibility and collaboration.

Following her remarks, members of the Council expressed gratitude to Ms. Fuller for her leadership and enthusiasm. The Mayor and others commended her for the exceptional success of the National Night Out event, noting her ability to remain positive in the face of criticism and emphasizing how her efforts exemplified the power of community cooperation. The exchange concluded with mutual appreciation and thanks from both Ms. Fuller and the Council.

The next citizen to address the Council was Mr. Wayne Parsons, a resident of Ward 1, who spoke about the City's proposed plan to take

out a \$15 million loan. Mr. Parsons expressed opposition to the idea and offered an alternative solution, suggesting that the City sell its numerous derelict and vacant properties rather than increasing debt. He identified several specific examples of City-owned properties that have remained unused for years, including a lot on 21st Street across from the cemetery that was purchased long ago but has sat empty, as well as land near Arlington that was originally designated for a new fire department but never developed. He also referenced property located next to the hospital that was reportedly purchased for a future visitor center, criticizing the location as impractical since it is situated on the “wrong side of the road” and leads traffic out of Hopewell rather than into it.

Mr. Parsons emphasized that the solution was simple — to “sell, sell, sell” these unused assets — arguing that selling City-owned properties would generate funds without burdening taxpayers with loan interest. He also criticized what he described as excessive travel spending by City officials, stating that the City Manager had been in Florida for another seminar and claiming that it took him two and a half months to secure a thirty-minute meeting with the City Manager. He questioned the necessity of traveling out of state for seminars, suggesting that meetings and training sessions could easily be held locally, using Hopewell’s own restaurants, hotels, and event centers instead of spending public funds on travel.

Additionally, Mr. Parsons voiced concern about personnel issues within the City, particularly noting the recent departure of a longtime Director of Water Renewal and Public Works. He implied that the director had been performing well and questioned whether his resignation was due to internal conflicts or complaints made by employees attempting to conceal misconduct. Mr. Parsons urged the Council to look into what is happening within City Hall, implying mismanagement or inefficiency. He concluded his comments by reiterating his frustration over what he viewed as wasteful spending and lack of accountability in City operations.

The next speaker was Mr. Ed Houser, a resident of Ward 5, who voiced strong concerns about the City's spending practices and lack of communication with residents. He began by criticizing the City Council for allegedly spending \$17,000 of taxpayer money on a retreat in Williamsburg, which he described as being intended to improve communication with citizens. Mr. Houser argued that the Council had failed in that effort, noting that a meeting was being held that night to discuss borrowing \$15 million, yet "hardly any citizens in Hopewell" were aware of it. He questioned the transparency of the loan process, asking whether the loan would have a fixed or variable interest rate, and inquiring about how and where the borrowed money would be spent.

Mr. Houser expressed frustration that taxpayers continued to bear the cost of what he viewed as mismanaged projects, citing examples such as infrastructure repairs in Mansion Hills that he said had already failed once and might again if not handled properly. He argued that citizens were being forced to pay more and more without clear explanations or visible improvements in return.

He then turned his comments toward the Interim City Manager, criticizing the arrangement as temporary and costly. Mr. Houser alleged that the Interim City Manager was a "world traveler," pointing out that he had attended the Williamsburg retreat and was now in Tampa, Florida, supposedly for work-related travel. Mr. Houser questioned why the City should pay for his travel expenses, claiming that the Interim City Manager was not a City employee but rather a contractor through the Robert Bobb Group. He argued that if the manager was working remotely or traveling for business outside the City, the Robert Bobb Group, not Hopewell taxpayers, should bear those costs.

In closing, Mr. Houser urged the Council to "reel in" its spending, warning that the City could not continue to fund what he saw as unnecessary expenses and poor financial decisions. His remarks reflected a broader concern about fiscal responsibility, government transparency, and accountability in City leadership.

The next speaker was Ms. Darlene Thompson, a resident of Ward 6, who expressed strong dissatisfaction with the City Council's actions and spending decisions. Ms. Thompson began by stating that it seemed as though the Council continually acted without restraint or accountability, comparing the situation to "Donald Trump on steroids at the local level." She accused Council members of misusing taxpayer dollars and failing to engage with the citizens they represent. Ms. Thompson referenced several councilors by name — including Susan Daye, Ellis, Michael Harris, and Mayor Johnny Partin — noting the campaign promises they made, such as "taking our city back" and "giving the people what they want," and claimed they had not followed through on those commitments.

She criticized the Council for voting unanimously on measures without apparent discussion or consideration of public input, stating that they act independently of citizen concerns. Ms. Thompson questioned why the Council would consider borrowing \$15 million when the City's audits remain incomplete, and pointed out the contradiction between Councilor Harris's stated opposition to deficit spending and the current proposal. She argued that if the City could not manage its finances now, it would struggle even more to repay the loan in the future.

Ms. Thompson also reminded the Council that four members are up for reelection next year, warning that citizens are paying attention to their decisions and spending habits. She claimed that the Council continues to spend money that was not included in the budget, further worsening the City's financial condition. She mentioned receiving a recent notice indicating that water bills would be combined with real estate taxes, arguing that such changes were being made without public consultation.

In her closing remarks, Ms. Thompson urged council members to think and act independently rather than following the lead of certain members, specifically Mayor Partin and Councilor Joyner. She accused them of prioritizing projects in their own neighborhoods, such as the Riverwalk development and sub-pump installations, without seeking community input. Ms. Thompson expressed deep frustration, stating

that taxpayers feel ignored and undervalued, despite being the ones who elected the Council to serve them. Her remarks concluded passionately as her allotted speaking time expired, emphasizing her belief that the Council must stop disregarding the citizens' voices.

REGULAR BUSINESS

R-1 - Superintendent's Address -Dr. Melody Hackney, Superintendent

During the regular business portion of the meeting, Dr. Hackney, Superintendent of Hopewell City Public Schools, delivered the Superintendent's Address. She began by expressing appreciation for the opportunity to speak before City Council prior to budget season and noted that she had previously met with Interim City Manager Mr. Rogers in August to align the schools' long-term strategic goals with the City's planning efforts. Dr. Hackney introduced the division's strategic plan, emphasizing that the presentation would be an overview, with further discussion to come before the Finance Committee. She highlighted that the school system's vision centers on investing in what the community values most—its children—by promoting excellence, partnerships, inspiration, and civic engagement. The mission focuses on ensuring a safe, supportive, and equitable learning environment where all students feel valued, achieve academic success, and are prepared for life beyond school. She outlined the district's four "CREW" values: Community (fostering belonging), Real-World Deeper Learning (connecting academics to real-life relevance), Empathy and Equity (ensuring fairness and compassion), and Works of Excellence (maintaining high standards and expectations).

Dr. Hackney then described five focus areas for the school system's five-year strategic plan: academic improvement, positive school climate, staffing and professional development, community partnerships, and facilities. She discussed current challenges, including the fact that not all schools are fully accredited, the increasing mental

health and behavioral needs of students post-COVID, and the expectation that the locality will soon need to absorb the cost of the balanced calendar. Staffing remains a major concern, as only 60% of teachers are fully licensed, leaving 40% without proper credentials. Recruitment and retention are also strained, with the division struggling to remain competitive with surrounding localities for experienced teachers. Dr. Hackney emphasized the need for professional development, especially for new and unlicensed teachers. She also noted that parental engagement tends to decline as students get older and that the district hopes to strengthen community partnerships and tap into more local resources. Finally, she stated that the school division's most urgent issue is its aging facilities, as capital improvement projects have been deferred due to limited funding in past years.

The presentation was then turned over to Director of Operations Berlin Gregory, who provided a detailed overview of the district's facilities and capital improvement needs. He stated that capital improvements are not merely expenses but investments that enhance neighborhoods, increase property values, attract families, and strengthen the workforce. Gregory referenced a Yale study showing a direct correlation between school facility improvements—particularly roofing and HVAC projects—and both student achievement and community property values. Hopewell currently faces approximately \$61 million in needed capital improvements, with the most critical priorities being the HVAC system at Hopewell High School, the roof at Carter G. Woodson Middle School, and the school bus replacement program. He explained that the high school's geothermal HVAC system is failing, with corroded pipes and compressors that are wearing out far sooner than expected, creating a dire situation that could leave the school without air conditioning. The estimated cost to replace the rooftop HVAC system is approximately \$4 million. The roof at Carter G. Woodson also requires complete replacement, though partial repairs have been made through grants. Gregory noted that while the division has resumed its bus replacement fund, 11 buses are currently at or beyond their age limit, and

replacement delays have become critical due to extended procurement times.

Despite these challenges, Gregory shared several positive updates. Through collaboration with the Finance Committee and new flexibility under the Memorandum of Understanding (MOU) with the City, the school division has been able to reallocate funds, create a project manager position, and address smaller deferred maintenance needs such as parking lot repairs, repainting, and facility upgrades. The division has also pursued creative funding opportunities, including state construction grants and security grants that support facility lighting improvements. He emphasized that while the needs remain great, the school system is maximizing every available dollar to move projects forward incrementally.

Dr. Hackney concluded the presentation by thanking City Council and staff for their partnership and shared commitment to improving Hopewell's schools. She underscored that every dollar invested in education is a down payment on the city's future—its children, neighborhoods, and collective hope. She urged continued collaboration to align priorities and address critical facility needs, expressing optimism about the progress being made and confidence that, together, the City and School Board can make Hopewell's school facilities match the promise of its people.

R-2 Acceptance of City's ACFR Fiscal Year 2023- Stacey Jordan,
Deputy City Manager

During the meeting, Council considered agenda item R-2, the acceptance of the City's Annual Comprehensive Financial Report (ACFR) for Fiscal Year 2023. Finance Director Stacey Jordan introduced the item and invited auditor David Foley to present the results of the annual audit. Mr. Foley began by thanking Council for the opportunity to present and distributed copies of the completed FY23 ACFR. He explained that the report includes three main sections from

the auditing firm, beginning with the Independent Auditor's Report located on page three. Foley stated that his firm had issued an unmodified opinion—the highest level of assurance—indicating that the City's financial statements were presented fairly and in accordance with generally accepted accounting principles.

He then outlined the two additional reports included in the document, prepared in accordance with Government Auditing Standards, beginning on page 146. The first of these pertains to the City's internal controls over financial reporting, where the auditors once again identified material weaknesses similar to those reported in previous years. Foley explained that these findings are primarily related to reconciliation and monthly accounting procedures that ensure accuracy and completeness in financial statements. He noted that because the audit reflects financial activities from two to three years prior, improvements made more recently are not yet reflected. As the City progresses toward more current fiscal years, these issues are expected to diminish. Foley expressed optimism that by Fiscal Year 2025, the City may begin to see significant improvement, potentially leading to a clean audit if reconciliation and control procedures are fully implemented.

The final report within the ACFR addressed compliance with major federal grant programs administered by both the City and the School Board. Foley confirmed that this portion of the audit identified no significant deficiencies or material weaknesses in compliance, meaning that both entities properly managed their federal awards according to federal guidelines.

Foley concluded by stating that work on the FY24 audit would begin soon, with the goal of completing it by December, ideally before Christmas. He also noted that weekly meetings continue between the auditors and City management to maintain progress and transparency throughout the process.

Council members discussed the timeline for resolving the identified material weaknesses. It was noted that eliminating those deficiencies is

essential to achieving a fully clean audit, which may be possible by FY26, depending on the City's pace of implementing consistent monthly reconciliations and internal control improvements. Council also acknowledged the involvement of the Robert Bobb Group, which began assisting the City midway through FY24, as a factor that may contribute to progress in future audits. Mr. Foley confirmed that improvements might begin to appear in the FY24 audit, but more substantial results are expected in FY25 as new procedures take effect.

Council thanked Mr. Foley for his presentation and for the continued collaboration with City staff to improve financial oversight and reporting practices.

R-3 Diagnostic Bond Rating Fiscal Year 2023 - Stacey Jordan,
Deputy City Manager

During the meeting, Council proceeded to agenda item R-3, which involved the presentation of the Fiscal Year 2023 Diagnostic and Credit Rating Analysis by the City's financial advisor, Mr. Jimmy Sanderson of Davenport & Company. Finance Director Stacey Jordan introduced the item, inviting Mr. Sanderson to the podium to deliver an updated overview of the City's financial position and credit metrics. Sanderson explained that the purpose of the diagnostic report was to provide an updated snapshot of Hopewell's credit rating indicators based on FY23 financial data and to help Council understand how these factors relate to potential future borrowing, including the \$15 million debt financing under consideration that evening.

Mr. Sanderson began by reviewing the City's current debt portfolio, noting that Hopewell's total tax-supported debt originally amounted to approximately \$53 million but had since been reduced to around \$29 million, with the City having paid off roughly \$34 million in debt since 2015, the last time it issued bonds. He presented a chart showing the City's annual debt service payments, which are projected to decline by about \$1 million in Fiscal Year 2028. He explained that this reduction in

existing debt service would help minimize the budgetary impact of any new debt, as future borrowings could be structured to take advantage of that drop by implementing interest-only payments in the initial years and full payments once the current debt retires.

He further outlined the composition of the City's outstanding debt, distinguishing between general fund debt, school-related debt, and utility system debt. Within the utility category, Sanderson highlighted approximately \$5 million in regional wastewater bonds and \$19 million in sewer system bonds, for a combined total of less than \$25 million.

Moving to the credit rating analysis, Sanderson discussed the methodology used by Moody's Investors Service, which weighs four major factors: the local economy (30%), financial performance (30%), institutional framework (10%), and leverage or debt levels (30%). He noted that while certain elements, such as the City's economic base, evolve slowly and are largely outside Council's short-term control, others—like fiscal policy and financial management—can be actively strengthened through sound governance and adherence to best practices. He also clarified that all Virginia localities receive the same score for institutional framework due to uniform state-level regulations.

Based on the FY23 data, Sanderson reported that Hopewell's overall credit score remained stable compared to prior years, showing no significant material changes. He emphasized that the City continues to perform strongly in areas such as fund balance and liquidity, which currently rank in the AAA range. However, factors like median resident income continue to weigh on the overall score. The City's composite rating of 3.23 on Moody's scale translates to a "AA2" credit rating, indicating a strong and stable financial position.

To provide context, Sanderson presented a comparative chart showing where Hopewell stands relative to nearby jurisdictions such as Chesterfield County, the City of Richmond, and Colonial Heights. While Hopewell currently falls in the AA2 range, Chesterfield's slightly higher AA1 rating has been elevated to AAA due to non-statistical factors such as consistent audit timeliness and strong management

practices—illustrating that rating agencies may adjust a jurisdiction's final rating up or down depending on qualitative factors like audit completion and governance stability. Sanderson added that until Hopewell demonstrates a consistent track record of timely and clean audits, rating agencies may maintain the City's current level.

He also confirmed that adding the proposed \$15 million borrowing to the FY23 data had no material impact on the City's credit indicators. Council members discussed minor discrepancies between data points on the presentation slides, which Sanderson clarified as typographical errors, confirming the City's accurate score as 3.23.

In closing, both Sanderson and Council members acknowledged the incremental improvements made since the City began conducting these financial diagnostics in 2020, when its score stood at 3.31. Council emphasized that continued adherence to financial best practices, the implementation of internal control policies with the Robert Bobb Group, and the elimination of material audit weaknesses will further enhance Hopewell's financial health and credit outlook. The presentation concluded with Council expressing appreciation for Davenport's work and the encouraging progress reflected in the City's fiscal assessment.

R-4 - City of Hopewell Branding Campaign- Ginger Holland, Public Information Officer, and Anthony Bessette, City Attorney

During the meeting, Council moved to agenda item R-4: The City of Hopewell Branding Campaign, which was presented by Public Information Officer Ginger Holland and Deputy City Manager Charles Bessette. Ms. Holland opened the presentation by explaining that the initiative was developed to refresh and standardize the City's branding elements, including official colors, fonts, and the City logo. She noted that over time, the original logo file had been lost and existing versions had become pixelated, making it difficult to reproduce cleanly across materials. Earlier in the year, the City re-engaged the Originating

Agency, the firm that originally designed the City's logo, to recreate it in high-resolution vector format, ensuring clarity and consistency across all platforms. The firm also developed alternate logo versions, print-ready vector files, and social media templates to modernize the City's visual identity.

Ms. Holland then introduced Michael Hall and his associate Dante, representatives from the Originating Agency, to present the finalized branding package. Mr. Hall began by thanking Council for the opportunity and explained that the materials provided in their packets contained the new brand guidelines, which serve as a comprehensive reference for maintaining consistency in messaging, design, and color usage throughout all City communications. He walked Council through the key components of the package, beginning with the updated City logo, which had been redrawn in vector format to eliminate pixelation and improve sharpness. Minor adjustments were made to the logo's boat and rope elements to ensure straight, crisp lines and better versatility for future design uses. The text color in the logo was also changed from black to blue for improved readability and aesthetic cohesion.

Mr. Hall then outlined the official color palette and typography included in the guidelines. He emphasized that consistent use of designated fonts and colors is crucial for strong brand recognition, similar to how major companies like McDonald's or Apple maintain unified visual identities. The guide specifies Pantone codes for printing, hex codes for web display, and CMYK/RGB values for digital design, ensuring accurate color reproduction across all mediums. The presentation also included instructions for maintaining clear space around the logo and examples of alternate logo formats, including horizontal and social media versions, to suit various applications.

He next presented sample graphic templates designed for social media use, demonstrating color-coded layouts for different types of posts—such as inclement weather alerts, traffic updates, news announcements, and breaking news. These templates are intended to help residents

easily recognize the City's messaging at a glance. In addition, Mr. Hall showcased a universal email signature design for all City employees. He explained that standardized email signatures not only reinforce brand identity but also enhance cybersecurity, as consistent font and format make phishing attempts easier to detect. The template includes detailed font sizes, layout instructions, and visual examples, and the necessary font files have been provided to the City's IT Department.

Mr. Hall concluded by explaining that more than 50 versions of the logo were delivered to the City in multiple file formats, including PNG, JPEG, EPS, and Adobe Illustrator files, to accommodate both print and digital needs. He reiterated that while no major structural or artistic changes were made to the original design, the project established a clear and professional standard for how the City's visual identity should be applied moving forward—providing a unified and recognizable brand across all departments and materials.

Following Mr. Hall's presentation, Mr. Bessette provided a brief related update, informing Council that the City had applied to the State Corporation Commission to trademark the official City seal. He stated that once the registration process was complete, he would bring an ordinance before Council to regulate and protect the use of the seal. Ms. Holland added that the implementation of the new branding system is planned for January of the upcoming year, as the IT Department is currently engaged in other major projects. The presentation concluded with Council thanking Ms. Holland, Mr. Hall, and Mr. Bessette for their work on the branding campaign and their efforts to modernize and professionalize the City's public image.

R-5 -Enterprise Machine and Tools Tax Report- Charles Bennett,
Director of Economic Development

During the meeting, Council moved to agenda item R-5, where Economic Development Director Charles Bennett provided a detailed report on the City of Hopewell's Economic Development Machinery

and Tools (M&T) Tax Rebate Program. Mr. Bennett began by humorously assuring Council that his presentation would be brief, consisting of only seven slides, and proceeded to explain the nature and purpose of the M&T tax for the benefit of both Council and the public. He clarified that the M&T tax is assessed on the original capitalized cost and year of purchase of new machinery used by manufacturers within the city. In Hopewell, only 25% of the original cost of machinery is subject to taxation, as the Commissioner of Revenue immediately depreciates 75% of the equipment's value upon being placed into service. The tax rate is \$3.10 per \$100 of assessed value, and while methodologies vary across Virginia localities, this has been Hopewell's long-standing approach.

Mr. Bennett further explained that manufacturers must file their M&T tax reports by February 15 each year, and payments are due June 15 and December 5. The tax applies only to equipment currently in use, excluding any items taken out of service and all pollution control equipment, which is exempt. He noted that M&T tax revenue represents approximately \$10 million annually, or about 19% of Hopewell's General Fund, though this amount fluctuates yearly depending on industrial activity.

He then discussed how the M&T tax rebate program operates within the city's Enterprise Zone, an initiative established under the Commonwealth of Virginia's Department of Housing and Community Development to attract business investment, expansion, and job creation in designated areas. Hopewell currently has three such zones, and each participating locality is required to offer local incentives to complement the state's programs. Hopewell's local incentive includes the Machinery and Tools Tax Rebate Program, which provides a 30% rebate of the M&T tax paid on new or replacement machinery that increases a facility's assessed value. The rebate applies for three consecutive years following the placement of the equipment into service—meaning that, in total, qualifying manufacturers receive up to 90% of their M&T taxes rebated over that period.

Mr. Bennett commended the Commissioner of Revenue's Office for its detailed work in tracking and verifying the complex filings, which include differentiating between new, retired, and pollution control equipment while maintaining accurate records over rolling three-year cycles. He then presented data covering the past five years (2020–2024), during which approximately \$250 million in new machinery and tools were placed in service within Hopewell's enterprise zones. This generated around \$6.5 million in M&T tax revenue, of which roughly \$2 million was rebated to participating manufacturers under the program—resulting in a net collection of about \$4.5 million for the city. He noted that the largest increases in new equipment occurred in 2022 and 2023, driven primarily by Hopewell's major manufacturing employers.

Mr. Bennett informed Council that the rebate program is scheduled to expire (sunset) on December 31, 2025, following the Council's prior decision on December 8, 2020, to extend it through that date. Because the program operates under the state-approved Enterprise Zone framework, the city cannot allow the incentive to lapse without formal Council action. Any proposed modifications, extensions, or removals must first be submitted to the Commonwealth of Virginia for review and approval.

While no vote was required at this meeting, Mr. Bennett emphasized that Council must decide on the program's future before the end of the year, as the state requires documentation of local incentive adjustments. He explained that even if the program sunsets, manufacturers would still continue receiving rebates for equipment placed into service this year, since the incentive's three-year rebate schedule would remain in effect for those investments. He concluded by assuring Council that his goal was to begin the education and discussion process ahead of any formal decision, ensuring that Council, staff, and manufacturers remain aligned with budget and reporting timelines.

Council thanked Mr. Bennett for his clear and informative presentation. No immediate questions or actions followed, and the report was accepted as informational.

R-6 - HWR Charter Amendment Resolution - Anthony Bessette,
City Attorney

During the meeting, Council proceeded to agenda item R-6, presented by Interim City Manager Mr. Bassett, who revisited a matter previously discussed at the prior month's meeting regarding the governance structure of Hopewell Water Renewal (HWR). Mr. Bassett explained that, under the City Charter, the current governance framework for HWR requires a two-step decision-making process, in which the HWR Commission makes decisions that are then subject to potential overrule by City Council. He noted that this arrangement has presented inefficiencies and complications in the operation and oversight of HWR.

Mr. Bassett further highlighted that the existing charter does not allow for Prince George County or Fort Gregg-Adams (formerly Fort Lee)—both of which are residential customers of HWR—to participate in the commission's governance or share in its operational responsibilities. To address these issues, Mr. Bassett presented a draft resolution requesting that City Council seek action from the Virginia General Assembly to amend the City Charter. The proposed amendment would:

1. Transfer full governance authority of Hopewell Water Renewal to the HWR Commission, thereby eliminating the current two-step process requiring Council review.
2. Authorize Prince George County and Fort Gregg-Adams to join the commission as members once they become full contributors to the system's operations—meaning they would not only be customers but also share in capital investment and maintenance costs.

Mr. Bassett explained that, if enacted by the General Assembly, the new governance structure would include three to six industry representatives, two representatives from the City of Hopewell (the City Manager and one City Council member), and, in the future, representatives from Prince George County and Fort Gregg-Adams once they meet partnership criteria.

He clarified that approval of this resolution would formally request the City's state legislative representative, Senator Lashrecse Aird, to sponsor and carry the necessary charter amendment bill during the upcoming General Assembly session.

Following his presentation, Council members asked whether action was required that evening. Mr. Bassett confirmed that the item was a resolution and could be acted upon immediately if Council desired. The discussion concluded with acknowledgment that Council could proceed to vote on the matter during the same meeting.

Vice Mayor Joyner makes a motion to approve the resolution requesting that the Virginia General Assembly adopt an amendment to the City Charter as presented. Councilor Ellis seconds the motion.

ROLL CALL

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Rapole-	Yes

Motion Passes 6-0

R-7 - Ordinance and Resolution for the Capital Funding public hearing-
Stacey Jordao, Deputy City Manager

The City Council revisited the item previously removed from the Consent Agenda regarding the Capital Funding Ordinance and Resolution for the issuance of private bond financing. Finance Director Stacy Williams provided a brief overview, reminding Council that

representatives from Davenport & Company and R.T. Taylor with Crews & Associates, the City's underwriter, had presented the funding opportunity at the prior meeting. Originally proposed at \$10 million, the amount was increased to \$15 million to support multiple capital improvement projects throughout the City. Williams noted that the City had been working closely with bond counsel Mr. Chris Cole to finalize the documentation and that the purpose of the evening's actions was to adopt both an ordinance and a resolution authorizing the financing so that the closing process could begin.

Mr. Cole addressed Council remotely, explaining that two separate actions were required—one for the second reading of the ordinance authorizing the issuance of debt, and one for the bond resolution, which detailed the specific financing terms. He clarified that the resolution set parameters including the maximum principal amount, interest rate, and maturity date, while delegating authority to the Mayor and staff to finalize details within those limits. The resolution also contained standard tax covenants to ensure the bonds would be issued on a tax-exempt basis and allowed flexibility for different types of issuance, including public offerings or private placements.

Councilor Harris asked for clarification regarding the 6% interest rate parameter, and representatives explained that the figure was a maximum limit, with the actual rate expected to be approximately 4.8%, to be locked in later that week. They also clarified that no interest payments would be due during the current fiscal year, with the first interest payment scheduled for July 15, 2026 (FY 2027) and the first principal payment due in January 2028 (FY 2028). In response to additional questions, Mr. Cole confirmed that the bond proceeds would be dedicated to capital expenditures for governmental purposes, including public building and facility improvements, pump stations, HVAC and roof replacements, road and pedestrian improvements, stormwater and sewer system upgrades, park and recreation enhancements, and river wall completion costs. He emphasized that these projects were all reviewed and approved to qualify for tax-exempt financing and met the City Charter's requirements for general

obligation bonds issued without referendum. The discussion concluded with confirmation that two separate motions would be required to adopt the ordinance and the resolution.

Vice Mayor Joyner makes a motion to approve the ordinance for capital funding as presented. Mayor Partin seconds the motion. Councilor Harris expressed support for the proposed bond issue and related capital expenditures, noting that the decision reflects the importance of listening to the needs of the School Board as well as addressing other critical infrastructure and capital improvement priorities across the City. The member emphasized that the initiative represents a positive and necessary step forward for Hopewell. However, they also cautioned against exceeding the City's financial capacity and stressed the importance of ensuring that bond proceeds are distributed equitably to benefit all areas of the community. The comment concluded with appreciation for the opportunity to share these considerations before the vote.

ROLL CALL

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Rapole-	Yes

Motion Passes 6-0

Vice Mayor Joyner makes a motion to approve the resolution for capital funding as presented. Mayor Partin seconds the motion.

ROLL CALL

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Rapole-	Yes

Motion Passes 6-0

ADJOURNMENT

Respectfully Submitted,

Johnny Partin, Mayor

Bishelya Howard, City Clerk

MINUTES OF THE OCTOBER 30 2025, CITY COUNCIL REGULAR MEETING

A SPECIAL meeting of the Hopewell Council was held on Thursday, October 30, 2025, at 5:00 p.m.

PRESENT:

John B. Partin, Mayor
Rita Joyner, Vice Mayor
Michael Harris, Councilor
Ronnie Ellis, Councilor
Susan Daye, Councilor
Louvena Rapole, Councilor

Vice Mayor Joyner makes a motion to allow Councilor Harris to attend remotely. Councilor Daye seconds the motion.

ROLL CALL

Vice Mayor Joyner-	Yes
Councilor Harris-	Abstain
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Rapole-	Yes

Motion Passes 5-0

SB-1 Resolution amending the Fiscal Year 2026 Budget and designate funds from Capital expenditures to Hope Center- Charles Bennett, Director of Economic Development

During the meeting, city staff presented information regarding a proposed commercial lease of a portion of the City of Hopewell's property located at 102 10th Street, commonly known as the CREW Building. The specific portion under consideration totals 2,160 square feet and was previously used by the City as a warming shelter. The proposal sought Council approval for a one-year lease agreement between the City of Hopewell and the City of Refuge at a rental rate of \$1,250 per month.

While presenting the item, staff clarified that the discussion was being conducted as a public hearing since the lease constitutes a disposition of city-owned property. Although the item had been properly advertised as a public hearing, there were no citizens signed up to speak, and no public comments were received. The hearing was then closed.

During the review, confusion arose regarding the documents included in the agenda packet. Council and staff noted that the resolution displayed was not the correct one for the lease but instead related to a prior fiscal support matter. It was confirmed that the correct attachment was the form lease prepared by the City Attorney's Office, and that the motion to be approved would reference that form lease along with the lease terms—specifically the one-year duration and the monthly rent of \$1,250.

City staff and Council discussed clarifying the appropriate language for the motion, noting that the resolution in the packet did not reflect the intended action. The City Attorney's Office was to provide the corrected version via email, and arrangements were made to print it for Council's use. The meeting briefly recessed for approximately fifteen minutes to allow time for staff to retrieve the correct document and ensure the proper resolution was available for consideration before resuming proceedings.

Vice Mayor Joyner makes a motion to approve the lease agreement as presented. Councilor Ellis seconds the motion.

ROLL CALL

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Rapole-	Yes

Motion Passes 6-0

ADJOURNMENT

Respectfully Submitted,

Johnny Partin, Mayor

Bishelya Howard, City Clerk

C-2

RESOLUTION IN SUPPORT OF INTERVENING IN VIRGINIA-AMERICAN WATER COMPANY'S APPLICATION FOR GENERAL INCREASE IN RATES

WHEREAS, the City Council of Hopewell, Virginia has received a request from the City Attorney's Office to intervene in the Virginia-American Water Company's Application ("Application") to the State Corporation Commission ("SCC") for a general increase in rates;

WHEREAS, the Application is requesting an annual water service rate increase of \$17.8 million, or 27.6%, and wastewater service rate increase of \$4.1 million, or 25.2%, to become effective on and after May 1, 2026;

WHEREAS, Council is interested in ensuring that ratemaking decisions made by the Commission that will affect the rates of Hopewell residents and businesses are necessary and proper to only increase if found to be absolutely warranted;

WHEREAS, in a previous Virginia-American Water rate case hearing before the SCC, the Council authorized the City Attorney's Office to file and participate as a respondent on behalf of the City, and under SCC Rules of Practice and Procedure, a notice of participation shall be filed within the time prescribed by the Commission and contain (i) a precise statement of the interest of the respondent; (ii) a statement of the specific action sought to the extent then known; and (iii) the factual and legal basis for the action, and any person or entity filing a notice of participation as a respondent shall be a party to that proceeding;

WHEREAS, participation in rate cases such as this can include significant expense for experts to review and analyze Virginia-American Water Company's purported basis for the rate increase and offer an opinion on whether it is reasonable and appropriate, and there is a willingness of the City of Alexandria and potentially other localities to join together and pool resources in opposing the rate increases before the SCC, to participate independently and share the expense of experts;

WHEREAS, any collaboration with the City of Alexandria and other potential localities could likely be done on the backend through a joint defense agreement, that would allow localities to divide up the work and share in the costs without losing individual privilege in the case; and

WHEREAS, the deadline for filing a Notice of Participation as a Respondent to the Application will be determined by the SCC; and now therefore,

BE IT RESOLVED that Council supports the City Attorney's intervention for filing a Notice of Participation to ensure that the citizenry of the City of Hopewell is represented to ensure that rates are only increased if absolutely warranted.

Adopted at a regular meeting of the City Council of the City of Hopewell, held on November 18, 2025.

RESOLUTION NO. _____

Witness this signature and seal

Johnny Partin, Mayor
Hopewell City Council, Ward 3

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

ATTEST: _____
Bishelya Howard, City Clerk

HUNTON

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November 3, 2025

Via Electronic Mail and/or First Class Mail

To Officials Listed on Appendix A

**Re: Application of Virginia-American Water Company
For a general increase in rates
Case No. PUR-2025-00185**

Dear Sir/Madam:

Enclosed please find a copy of Virginia-American Water Company's ("Company") Application to the State Corporation Commission for a general increase in rates.

A copy of the complete public version of the Company's Application may be obtained at no cost by making a request in writing to:

Timothy E. Biller, Esquire
HUNTON ANDREWS KURTH LLP
Riverfront Plaza, East Tower
951 East Byrd Street
Richmond, Virginia 23219-4074
tbiller@hunton.com

Please do not hesitate to contact me with any questions or concerns.

Sincerely,



Timothy E. Biller

Enclosure

**Virginia-American Water Company
Application in Case No. PUR-2025-00185**

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**BEFORE THE
STATE CORPORATION COMMISSION
COMMONWEALTH OF VIRGINIA**

APPLICATION OF)	
)	
VIRGINIA-AMERICAN WATER COMPANY)	CASE NO. PUR-2025-00185
)	
For a general increase in rates)	

APPLICATION

Pursuant to Chapter 10 of Title 56 of the Code of Virginia (“Code”), and the State Corporation Commission’s (“Commission”) Rules 20 VAC 5-201-10, *et seq.* (“Rate Case Rules”), and 5 VAC 5-20-80, Virginia-American Water Company (“Virginia American,” “VAWC,” or the “Company”) submits this application for a general increase in rates (“Application”). In support of this Application, Virginia American respectfully states:

1. The name and post office address of the applicant is Virginia-American Water Company, 2223 Duke Street, Alexandria, Virginia 22314. The names and address of its counsel are Timothy E. Biller, Andrea D. Gardner, and James G. Ritter, Hunton Andrews Kurth LLP, 951 East Byrd Street, Richmond, Virginia 23219-4074.

2. The Company filed its last rate application for a general increase in rates on November 1, 2023.¹ On September 20, 2024, Virginia American, Commission Staff, the Attorney General’s Division of Consumer Counsel, the City of Alexandria, the Hopewell Committee for Fair Water Rates, and Covanta Alexandria/Arlington, LLC filed a stipulation (“Stipulation”) in that proceeding that was adopted by the Commission in its February 24, 2025

¹ See *Application of Virginia-American Water Company, For a general increase in rates*, Case No. PUR-2023-00194 (Nov. 1, 2023) (“2023 Rate Case”).

Final Order.² The Stipulation supported and the Commission approved, among other things, a \$14.6 million increase in annual jurisdictional revenues effective May 1, 2024, and the Company's third and final phase of the consolidation of the Company's rates for water service and its purchased water surcharge.³

Context for the Application

3. Similar to the Company's 2023 Rate Case, the primary driver of the Company's need for rate relief in this proceeding is its ongoing capital investment in its facilities to serve its customers. Since the end of the rate year in the last rate case, and through April 30, 2027, the Company will have invested approximately \$115 million to serve Virginia customers, resulting in an increase in rate base of \$76.6 million.

4. Although operating and maintenance ("O&M") expense is a component of the request for rate relief, the Company has been generally successful in controlling O&M expense over the past decade. Notwithstanding increases in certain costs and expenses, the Company's O&M costs have seen an average annual increase of 2.0% since 2015, comparing favorably to the rate of inflation, which increased 2.9% on an annual basis over the same period of time. The long-term continuing decline in residential use per customer has also contributed to the need to file this case as the Company has less revenue per customer each year to operate its system.

² See *Application of Virginia-American Water Company, For a general increase in rates*, Case No. PUR-2023-00194, Final Order (Feb. 24, 2025) ("2023 Rate Case Order").

³ Pursuant to the requirements of Section 56-235.11 of the Code, the Commission in Case No. PUR-2018-00175 approved a plan to move the Company's rates for water service as well as its purchased water surcharge to a consolidated statewide single tariff pricing rate structure over the course of three general rate cases. See *Application of Virginia-American Water Company, For a general increase in rates*, Case No. PUR-2018-00175, 2020 S.C.C. Ann. Rep. 236, Final Order (Nov. 6, 2020).

The Company's Proposal in this Application

5. The Company seeks a rate increase that would produce additional annual jurisdictional sales revenues of \$21.9 million, or a 27.1% increase over present pro forma revenues. This includes an annual water service rate increase of \$17.8 million, or 27.6%, and a wastewater service rate increase of \$4.1 million, or 25.2%.

6. The Company's proposed weighted cost of capital for the rate year is 7.772%, based on a 10.75% proposed return on common equity ("ROE"), a short-term debt ("STD") cost of 4.589%, a long-term debt ("LTD") cost of 4.559%, a Job Development Investment Tax Credits ("JDITC") cost of 7.77%, and a capital structure consisting of 51.79% common equity, 47.97% LTD, 0.04% STD and 0.20% JDITC, as supported by the testimonies of Company witnesses Manuel Cifuentes, Jr. and Ann E. Bulkley.

7. Ms. Bulkley testifies that the reasonable range for a return on common equity for Virginia American is from 10.25% to 11.25% and concludes that 10.75% is reasonable and appropriate for setting rates in this proceeding. This conclusion is based on her analysis and consideration of current capital market conditions and the business and financial risk factors for the Company.

8. Consistent with the requirement for setting the rates of water and wastewater utilities under Code Section 56-235.2 A, as amended, the Company's proposed capital structure is Virginia American's standalone actual end-of-test period capital structure as of June 30, 2025.

9. As discussed by Company witness Heath J. Brooks, the Company's proposal recovers each class's revenue requirement through a single set of statewide minimum service charge rates and through volumetric rates that are specific to each rate class. Company witness Brooks

supports this proposal through a consolidated cost of service study (“COSS”). The Company proposes that these rates be effective on and after May 1, 2026.

Electronic Payment Fees

10. As supported by Company witness Heidi L. Wagner, the Company proposes to include electronic payment fees charged by the Company’s third-party payment processor in the Company’s cost of service. If approved by the Commission, customers would not be required to pay these third-party fees in order to pay their bills from the Company, eliminating an additional burden on customers.

Tariff Charges and Terms and Conditions

11. Company witness Anna Kazasi supports three proposed tariff revisions that update the Company’s wastewater capacity charge and clarify certain rules in the Company’s Terms and Conditions of Service (“Terms and Conditions”). As explained by Ms. Kazasi, the Company is proposing an addition to its tariff for wastewater service to add a capacity charge to address specific wastewater connection issues the Company faces and will continue to face in areas of increased development both within and outside VAWC’s service territory. The Company’s proposed change to Rule No. 8 of its Terms and Conditions clarifies customer responsibilities for private fire service connections. The proposed change to Rule No. 22 clarifies the requirements associated with extending service to new customers or developments.

12. Company witness Brooks supports the Company’s proposed change to its Terms and Conditions to increase the service connection fee applied when a customer’s service has been disconnected because of nonpayment of a bill or other violation of the rules and regulations. As explained by Mr. Brooks, increasing the fee from \$25.00 to \$30.00 per occurrence better reflects the estimated cost associated with reconnections related to nonpayment and other rule violations.

Deferrals of Pension/OPEB Expense and Production Costs

13. The Stipulation supported and the 2023 Rate Case Order approved the Company's request to defer pension and other post-employment benefits ("OPEB") expenses. The Company requests that the Commission continue this deferral authority in this proceeding and allow the Company to defer production costs other than purchased water expense. Company witness Michael B. McKeever supports this and provides additional details on these requests.

Environmental Justice

14. Section 2.2-234 of the Code of Virginia defines "environmental justice" as "the fair treatment and meaningful involvement of every person, regardless of race, color, national origin, income, faith, or disability, regarding the development, implementation, or enforcement of any environmental law, regulation, or policy." As Company witness Laura E. Runkle explains, Virginia American is committed to providing safe and reliable service to all of the communities it serves. Ms. Runkle describes various ways that the Company supports environmental justice throughout its service territory in the Commonwealth.

Direct Testimony Supporting the Application

15. The Company's request for rate relief will be supported by the testimonies of the following witnesses, which are filed with this Application:

- Laura E. Runkle, President, Virginia American – Ms. Runkle provides an overview of the Company's Application and the Company's need for rate relief. In addition, she introduces the other Company witnesses that support this Application and discusses the affordability of the services the Company provides. Ms. Runkle also introduces certain of the Company's proposals in this Application, how the Application addresses environmental justice, and discusses the Company's involvement in the communities it serves;
- Charles J. Piekanski, Vice President - Operations, Virginia American – Mr. Piekanski testifies regarding Virginia American's water and wastewater operations, the Company's commitment to safety and water quality and environmental compliance,

its overall efforts to improve water efficiency, and the Company's overall operations and maintenance expenses and provides context to expenses related to staffing levels, performance compensation, support services and chemical costs;

- Anna Kazasi, P.E., Director of Engineering, Virginia American – Ms. Kazasi testifies about the Company's overall approach to capital management, the Company's capital investments since the last rate case, the Company's planned capital investments, describes the risks associated with owning and operating facilities for supplying water and wastewater services to customers, and supports the need for three tariff revisions being proposed by the Company that update the Company's wastewater capacity charge and clarify Rule Nos. 8 and 22;
- Michael B. McKeever, Senior Director of Rates & Regulatory Affairs, American Water Works Service Company, Inc. ("AWWSC") – Mr. McKeever testifies regarding the Company's revenue requirement; sponsors Schedules 1-2, 6-7, 9-16, 18-26, 28-33, 37-39; and discusses the Company's calculation of rate base and depreciation and amortization expense, interest synchronization, and the Company's pension and other post-employment benefits and production cost deferral proposals;
- Manuel Cifuentes, Jr., Senior Principal Regulatory Analyst, AWWSC – Mr. Cifuentes sponsors Schedules 3-5, 8, 35-36, and 41. He also testifies regarding certain updates to expense levels from the test year (12 months ended June 30, 2025) to include adjustments reasonably predicted to occur through April 30, 2027. Additionally, he supports labor and labor-related expenses, support services expense, 1 Water Street lease costs, production costs, and regulatory expense, as well as three tax-related adjustments: Tax Cuts and Jobs Act, Corporate Alternative Minimum Tax, and Federal Income Tax Adjustments, the tariff revisions proposed in this proceeding, and the Company's proposed weighted average cost of capital and capital structure;
- Heidi L. Wagner, Senior Manager of Rates & Regulatory Affairs, AWWSC – Ms. Wagner sponsors Schedule 34 and testifies regarding employee-related expense, insurance other than group, uncollectible expense, transportation expense, community relations expense, tank painting expense, rent expense, other O&M expenses (including charitable expense), general (non-income) taxes, the Company's proposed treatment of electronic payment fees as an operating expense, and PFAS regulations and litigation;
- Deba F. Ather, Senior Manager, Regulatory Services, AWWSC – Ms. Ather presents the Company's affordability analysis;

- Heath J. Brooks, Principal Regulatory Analyst, AWWSC – Mr. Brooks supports the Company’s residential and commercial usage, supports the Company’s revenue adjustments applied to test year booked revenues, supports the Company’s filed class COSS, and supports the Company’s proposed water and wastewater rate design;
- Ann E. Bulkley, Principal, The Brattle Group – Ms. Bulkley supports the Company’s cost of equity capital, rate of return, and capital structure;
- Michael J. Adams, Senior Vice President, Concentric Energy Advisors, Inc. – Mr. Adams supports the value of AWWSC costs; and
- Harold Walker, III, Manager, Financial Studies, Gannett Fleming Valuation and Rate Consultants, LLC – Mr. Walker supports the appropriate working capital allowances that the Company should be afforded an opportunity to earn on as part of its rate base claims.

Earnings Test

16. As required by the Commission’s Rate Case Rules and in compliance with Section 56-235.2 A of the Code, the Application includes the appropriate schedules for the Commission to review the Company’s earnings for the test year ended June 30, 2025.

Conclusion

17. Virginia American’s Application, its pre-filed direct testimony, and the accompanying schedules support the following:

A. A rate increase that produces additional annual jurisdictional sales revenues of \$21.9 million, or a 27.1% increase over present pro forma revenues. This includes an annual water service rate increase of \$17.8 million, or 27.6%, and a wastewater service rate increase of \$4.1 million, or 25.2%.

B. Approval of the following rates for water service effective on and after May 1, 2026:

Minimum Service Rates	
Meter Size	Proposed Rates
5/8"	\$ 22.75
3/4"	\$ 29.00
1"	\$ 45.00
1 1/2"	\$ 75.00
2"	\$ 120.00
3"	\$ 229.25
4"	\$ 385.50
6"	\$ 854.25
8"	\$ 1,200.00
10"	\$ 2,636.00
12"	\$ 3,323.75
16"	\$ 6,870.00

Potable Volumetric Rates Per 100 Gallons		
Class	Rate Block	Proposed Rates
Residential	First 2,000 GPM	\$ -
Residential	Over 2,000 GPM	\$ 1.2616
Commercial	First 2,000 GPM	\$ -
Commercial	Over 2,000 GPM	\$ 0.6096
Industrial Potable	First 2,000 GPM	\$ -
Industrial Potable	Next 13,000 GPM	\$ 1.2008
Industrial Potable	Next 2,229,000 GPM	\$ 0.8728
Industrial Potable	Next 5,236,000 GPM	\$ 0.5166
Industrial Potable	Next 37,400,000 GPM	\$ 0.2197
Industrial Potable	Over 44,880,000 GPM	\$ 0.2908

Non-Potable Volumetric Rates Per 100 Gallons		
Class	Rate Block	Proposed Rates
Small	First 7,480,000 GPM	\$ 0.3254
Small	Over 7,480,000 GPM	\$ 0.2540
Large	First 7,480,000 GPM	\$ 0.2675
Large	Over 7,480,000 GPM	\$ 0.2207

C. Approval of the following rates for wastewater service effective on and after May 1, 2026:

Minimum Service Rates	
Meter Size	Proposed Rates
5/8"	\$ 31.25
3/4"	\$ 47.50
1"	\$ 78.75
1 1/2"	\$ 156.50
2"	\$ 250.25
3"	\$ 469.50
4"	\$ 782.00
Unmetered	\$ 58.25

Volumetric Rates Per 100 Gallons	
Rate Block	Proposed Rates
First 2,000 GPM	\$ -
Over 2,000 GPM	\$ 1.1729

D. Approval of the Company's proposed revisions to its charges and Terms and Conditions of Service as described in this Application and accompanying testimony.

E. Approval of authority for the Company to continue the approved deferrals related to pension and OPEB expenses and approval of the Company's request to defer certain production costs.

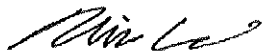
WHEREFORE, the Company respectfully requests that: (i) it be permitted to place its proposed rates and charges as set forth above into effect, on an interim basis subject to refund, on and after May 1, 2026; (ii) the Commission order appropriate notice be given consistent with the provisions of Code § 56-237.1 applicable to water and wastewater utilities and set this Application for hearing; (iii) after such hearing the Commission approve the proposed rates on a permanent basis; (iv) the Commission grant the Company authority for deferral treatment for

pension expenses, OPEB expenses, and production costs; (v) the Commission approve the proposed revisions to the Company's Terms and Conditions; and (vi) the Commission grant any other authority that the Commission determines is necessary or appropriate to approve the proposals contained in the Company's Application.

Respectfully submitted,

VIRGINIA-AMERICAN WATER COMPANY

Dated: November 3, 2025

By 
By Counsel

Timothy E. Biller
Andrea D. Gardner
James G. Ritter
Hunton Andrews Kurth LLP
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Counsel for Virginia-American Water Company

C-3



CITY OF HOPEWELL, VIRGINIA

P.O. Box 1604

Hopewell, Virginia 23860

Phone: (804) 541-2237 Fax: (804) 541-2207

Debra Kloske Reason, Master Commissioner of the Revenue



November 14, 2025

PERSONAL PROPERTY TAX RELIEF ACT OF 1998

RECOMMENDATION FOR INCREASE PPTRA RATE FOR 2025:

The Commissioner of the Revenue would like to suggest an INCREASE in the 2025 PPTRA rate to 34%. With the tax assessments processed by the Commissioner of the Revenue office for TAX YEAR 2025 total estimate number of motor vehicles that receive PPTRA is 27,000, the rate CAN BE set at 34%. The amount of PPTRA distributed to these tax bills will be estimated at 1,552,000.00 as of November 14, 2025, with the rate of 34% which is under what it allocated to the City of Hopewell by the State of Virginia in the amount of 1,618,029.64 yearly.

For reference 2024 PPTRA State Share was 31%

REVENUE ESTIMATE 2025

PERSONAL PROPERTY: 6,282,000.00. This is the revenue estimate submitted to the City of Hopewell finance department on December 4, 2024.

Please take this into consideration for setting the PPTRA rate for 2025 personal property book and thank you for your time.

Respectfully Submitted,

Debra K. Reason, Master Commissioner of the Revenue
Amanda D Kidd, Master Chief Deputy



CITY OF HOPEWELL, VIRGINIA

P.O. Box 1604 Hopewell, Virginia 23860

Phone: (804) 541-2237 Fax: (804) 541-2207

Debra Kloske Reason, Master Commissioner of the Revenue



November 13, 2025

Slowly but surely after the values skyrocketed in 2022, we are starting to get the PPTRA back to what it was before then for the sake of the taxpayers. This along with the number of vehicles we currently have in the city and the values starting to even back out, our office would like to make a recommendation of 34% for the PPTRA for 2025.

RESOLUTION No: _____

RESOLUTION ESTABLISHING PERSONAL PROPERTY TAX RATE

WHEREAS, the City Council of Hopewell, Virginia adopted as Section 34-5 of the Hopewell Code of Ordinance, the provisions of Item 255 of the 2025 Appropriations Act of the General Assembly providing for the computation of personal property tax relief as a specific dollar amount to be offset against the total taxes that would otherwise be due for personal property, and the reporting of such specific dollar relief amount on the tax bill; and

WHEREAS, Council is required annually to adopt a resolution setting the percentage of tax relief at the level that is anticipated to exhaust Personal Property Tax Relief Act (PPTRA) funds provided to the City by the Commonwealth of Virginia for that tax year; and

WHEREAS, Section 34-5(b)(3) requires that personal property tax bills set forth on their face the specific dollar amount of relief credited with respect to each qualifying vehicle, together with an explanation of the general manner in which relief is allocated and now therefore,

BE IT RESOLVED that the percentage of tax relief that is anticipated to exhaust PPTRA relief funds provided to the City by the Commonwealth is set for the tax year beginning on January 1, 2025, through to December 31, 2025, as follows:

1. For personal use vehicles valued at \$1,000.00 or less, the percentage of relief shall be set at 100%.
2. For personal use vehicles valued at more than \$1,000.00, the percentage of relief shall be set at 34% for up to and including the first \$20,000.00 of value; and

BE IT FURTHER RESOLVED, that the Treasurer must ensure that 2025 personal property tax bills set forth on their face the specific dollar amount of relief credited with respect to each qualifying vehicle, together with an explanation of the general manner in which relief is allocated.

Witness this signature and seal

Johnny Partin, Mayor
Hopewell City Council, Ward 3

VOTING AYE:
VOTING NAY:
ABSTAINING:
ABSENT:

ATTEST:

Bishelya Howard, City Clerk

C-4

RESOLUTION CONTINUING CDBG COMMITTEE

WHEREAS, the City Council of Hopewell, Virginia has operated a Community Development Block Grant Committee;

WHEREAS, Wards 1, 2, 5, 6, and 7 of the City coincide with U.S. Department of Housing and Urban Development-qualified census tracts; and

WHEREAS, Rule 702 of the Rules of City Council allow for the creation of committees by resolution, state their purpose, powers, duties, and membership.

NOW THEREFORE, BE IT RESOLVED that the Community Development Block Grant Committee is hereby continued and reestablished to review applications for CDBG funding, conduct public hearings where needed, and make recommendations for Council action regarding requests for projects to be funded from the City's annual CDBG entitlement under the HUD CDBG program; and

The Councilors representing Wards 1, 2, 5, 6, and 7 are hereby, *ex officio*, appointed to serve as members of the Committee.

Witness this signature and seal

John Partin, Mayor

ATTEST:

Bishelya Howard, City Clerk

C-5

DATE: November 12, 2025
TO: The Honorable City Council
FROM: Yaosca Smith, Director of Human Resources
SUBJECT: Personnel Change Report – October 2025

APPOINTMENTS:

NAME	DEPARTMENT	POSITION	DATE
GILLIAM, BRENDA	CITY ATTORNEY	ASSISTANT CITY ATTORNEY	10/01/2025
GEORGE, KIARNA	GENERAL DISTRICT COURT	ADMIN ASSISTANT	10/15/2025
FITZWATER, ANDY	HOPEWELL WATER RENEWAL	DEP DIR HWR	10/20/2025
RESTREPO, ANTHONY	HOPEWELL WATER RENEWAL	WWT OPERATOR I	10/01/2025
ROGERS, JOSHUA	HOPEWELL WATER RENEWAL	WWT OPER TRAINEE	10/01/2025
CRISTOBAL, BERNADETTE	HUMAN RESOURCES	HR GENERALIST	10/29/2025
PURCELL, TAKIYAH	POLICE	POLICE OFFICER NON CAR DEV	10/01/2025
TUCKER, ELLIS	RECREATION	AQUATICS PROGRAMS SPECIALIST	10/01/2025
GREEN, WHITNEY	SOCIAL SERVICES	FAMSERVSPEC I	10/15/2025
HILL, CHEKIRA	SOCIAL SERVICES	FAM SRV SPEC IV	10/01/2025
FOX, GARY	VOTER REGISTRAR	PART TIME TEMP	10/27/2025

SUSPENSIONS: 0 (Other information excluded under Va. Code § 2.2-3705.1(1) as Personnel information concerning identifiable individuals)

REMOVALS:

NAME	DEPARTMENT	POSITION	DATE
GERARD, DOROTHY	FINANCE	ACCOUNTING TECHNICIAN	10/01/2025
LEEPER, JORDYN	HOPEWELL WATER RENEWAL	LAB TECH TRAINEE	10/28/2025
SIMMS, WILLIAM	HOPEWELL WATER RENEWAL	PLANT MAINT SUPERINT	10/10/2025
JOHNSON, TITUS	POLICE	POLICE OFFICER NON CAR DEV	10/31/2025
WEEKS, JUSTIN	POLICE	POLICE OFFICER NON CAR DEV	10/14/2025
CROCKER, MICHAEL	PUBLIC WORKS	DIR PUB WORKS	10/09/2025
CARTER, JACKOLYN	RECREATION	PT CUST SVC AGNT	10/14/2025
DAY, TAMIKA	SOCIAL SERVICES	HUMAN SER AST III	10/31/2025

ROBBINS, CHELSEA	SOCIAL SERVICES	FAMSERVSPEC I	10/31/2025
WHEELER-PULLIN, CATHY	SOCIAL SERVICES	SELF SUF SPC IV	10/01/2025

CC: Michael Rogers, Interim City Manager
Jay Rezin, IT Director
Arlethia Dearing, Customer Service Manager
Kim Hunter, Payroll
Stacey Jordan, Finance Director

C-6

**RESOLUTION REQUESTING THAT THE GENERAL ASSEMBLY ADOPT AN
AMENDMENT TO THE CHARTER OF THE CITY OF HOPEWELL**

WHEREAS, the Charter of the City of Hopewell (“Charter”), Chapter XXV, creates the Hopewell Water Renewal Commission, to act on behalf of the City of Hopewell in managing the Hopewell Water Renewal;

WHEREAS, Chapter XXV, §§ 1 and 2 of the Charter provide for “[u]p to six members shall be from nominees submitted by manufacturers (each nominating with respect to one membership) and “[t]hree additional members shall be a city councilor, the city manager, and the city attorney.”;

WHEREAS, those same sections of the Charter guarantee the “maintenance of [the manufacturers’] majority representation” on the Commission, but provide that the Council of the City of Hopewell, Virginia (“Council”) may “overrule any of its actions,” creating an inefficient governance structure;

WHEREAS, Prince George County and Fort Lee have an important and growing interest in the condition and continuing viability of Hopewell Water Renewal, but have no representation on the Commission;

WHEREAS, the naming of the City Attorney as a Commissioner imposes upon the City an additional and burdensome expense in retaining outside counsel; and

WHEREAS, those conditions have led to poor coordination between and representation of the various stakeholders of the Hopewell Water Renewal.

Now, therefore, **BE IT RESOLVED** that, to address and alleviate the problems identified above, Council hereby requests that the General Assembly amend the Charter by repealing and reenacting Chapter XXV, as follows:

Chapter XXV. Hopewell Water Renewal Commission.

§ 1. Created; general function; composition; appointment and terms of members.

There shall be a regional wastewater treatment facility commission which shall be known as the Hopewell Water Renewal Commission (hereinafter in this chapter referred to as the “Commission”), which shall act on behalf of the City of Hopewell as hereinafter provided, with respect to a regional wastewater treatment facility owned by the City of Hopewell to provide treatment for disposal of sanitary and industrial waste from the City of Hopewell and vicinity. The Commission shall consist of up to ten members, who need not be residents of the city, and who shall be appointed by a majority of city council. Up to six members shall be from nominees submitted by manufacturers (each nominating with respect to one membership) which provide assistance in the planning and financing for the regional wastewater treatment facility or which are or will be users of said facility. Each new nominating manufacturer, meaning manufacturers or their predecessors having not previously submitted nominations to the Commission, shall provide a capital contribution in an amount determined by the City Council upon recommendation by the Commission. Two additional members shall be the City Manager and one member of City Council.

Upon becoming Users of the Facility as contemplated by the relevant Facility Agreement, the Commanding Officer of Fort Lee, and the County Administrator of Prince George County shall become members of the Commission. Any vacancy in the appointive membership of the Commission, however occurring, shall be promptly filled by the City Council for the unexpired term in the same manner and from the same source as the original appointment to the vacated position. The City Manager serves as the chairperson of the Commission. (1975, c. 454; 1979, c. 317; 2016, cc. 154, 313; 2017, cc. 214, 391)

§ 2. Governance.

Every action taken or decision made by the Commission, in addition to requiring a majority of its members, also requires agreement by either the City Manager or the member of City Council, to be effective.

§ 3. Powers and duties.

The Commission shall help and assist in the maintenance and expansion of the facility. The Commission shall exercise full authority and responsibility in the operation, maintenance, improvement and repair of the facility. (1973, c. 85; repealed 1975, c. 454; reenacted 1975, c. 454; 2017, cc. 214, 391)

ADOPTED by the Council of the City of Hopewell, Virginia, the _____ day of _____, 2025.

Witness this signature and seal

Mayor Johnny Partin, Ward 3

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

ATTEST:

Bishelya Howard, City Clerk

SETTLEMENT AGREEMENT AND MUTUAL RELEASE

This **SETTLEMENT AGREEMENT AND MUTUAL RELEASE** (hereinafter, the "Agreement") is made this ____ day of _____, 2025 by and between Prince George County, Virginia, a political subdivision of the Commonwealth of Virginia (the "County") and The City of Hopewell, (the "City"), a municipal corporation of the Commonwealth of Virginia, hereinafter referred to as the "Parties."

WHEREAS, the County and the City have entered into a Wastewater Service Agreement from 1979 and an Amendment to the 1979 Agreement for Wastewater Service (the "Agreements") for the City to accept, treat and dispose of wastewater from the County. Pursuant the Agreements, the County shall maintain all records necessary to establish the billing and shall report monthly to the City preceding its regular billing cycle; and

WHEREAS, it was discovered that inaccuracies were reported from the Manchester Run, Old Iron Road and Cedar Creek sewer flow meter readings; and

WHEREAS, from September 5, 2018, through May 5, 2025, the amount of sewer flow reported to the City was 303,543,224 gallons. Based on actual (visual) meter readings, the flow reported should have been 773,269,183 gallons, resulting in a shortfall of approximately 469,725,959 gallons reported as usage to the City; and

WHEREAS, the County has now taken steps to remedy the error readings for the meters; and

WHEREAS, the County wishes to remedy the situation and submit a one-time payment for the underreported usage.

NOW THEREFORE, the parties agree to settle the dispute as follows:

1. Payment. Upon the execution of this Agreement, the County shall pay the City \$2,297,273.99 for underreported sewer usage. This amount is the entirety of the readjusted payments and no additional payments will be made by the County for any sewer usage from September 5, 2018, through May 5, 2025.
2. No Admission of Liability. The payment by the County does not indicate any wrongdoing on the part of the County or the Utilities Department.
3. Release. IN CONSIDERATION of the foregoing payment, the receipt and sufficiency of which are hereby acknowledged, the City forever releases and discharges the County from any claims, causes of claim, disputes, judgments, obligations, damages and liability, and does hereby release and forever discharge and acquit the County from any and all claims, demands, and actions arising from this incident.
4. Entire Agreement. This Agreement contains the entire agreement between and among the City and the County with regards to the public utility account and shall be binding.
5. Severability. In the event that any provision of this Agreement, or the application of such provisions, is found to be contrary to law, the remaining provisions shall remain in full force and effect.
6. Governing Law. This Agreement shall be construed and enforced in accordance with the laws of the Commonwealth of Virginia.
7. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original for all purposes.

IT IS FURTHER hereby specifically acknowledged that the undersigned has read this Settlement Agreement and Release, understands its terms and conditions, and that the undersigned has agreed to be bound by these terms and conditions.

PRINCE GEORGE COUNTY



County Administrator

DATE: 11/14/2025

THE CITY OF HOPEWELL

City Manager

DATE: _____

Approved as to Form:



Assistant County Attorney

C-7



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

- ☐ Civic Engagement
- ☐ Culture & Recreation
- ☐ Economic Development
- ☐ Education
- ☐ Housing
- ☐ Safe & Healthy Environment
- ☐ None (Does not apply)

Order of Business:

- ☐ Consent Agenda
- ☐ Public Hearing
- ☐ Presentation-Boards/Commissions
- ☐ Unfinished Business
- ☐ Citizen/Councilor Request
- ☐ Regular Business
- ☐ Reports of Council Committees

Action:

- ☐ Approve and File
- ☐ Take Appropriate Action
- ☐ Receive & File (no motion required)
- ☐ Approve Ordinance 1st Reading
- ☐ Approve Ordinance 2nd Reading
- ☐ Set a Public Hearing
- ☐ Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE: Grant Approval/Appropriation of approximately \$2,210,941 for multiple Urban Area Security Initiative (UASI) grant projects.

ISSUE: The City of Hopewell is expecting imminent allocation of around \$2,210,941 in UASI funds to fund: a Regional Commodity Flow Study (\$100,000), Police Armored Vehicle (\$350,000), Crater Hazardous Materials Team Equipment (\$150,000), Crowd Protection Gates for Public Events (\$699,931), Replacement Mobile Command Center (\$754,000), and an Aerial Situational Awareness Platform (tethered drone) (\$157,020). All of these projects are 100% grant funded (no match). They are reimbursement grants, and need appropriations to spend down the funds before reimbursement.

RECOMMENDATION: Staff recommends immediate grant approval/appropriation of approved amount (Approximately \$2,210,941) for Emergency Response vehicles and equipment acquisition, as the Grant period ends 9/30/2026. Multiple projects have tight timelines for completion. Early approval will ensure the best chance for project completion within the grant period of performance.

TIMING: Action is requested on 11/18/2025

BACKGROUND: The 17 localities of the Richmond Metropolitan Statistical Area (MSA) of which the City of Hopewell is a member, has been designated a UASI grant recipient for FY2025. The total allocation from FEMA for the region is \$11,804,103. After VDEM's allowable 20% retainer the remaining passthrough is \$9,443,282. City Fire & EMS, Police, and Recreation submitted proposals for the items indicated above in the amount of \$2,210,941. Decisions on the amount of funding the City will receive based on our requests will be decided 11/14/2025 by the Urban Area Working Group, of which Robert Williams our emergency manager is the Vice Chair. Award letters for the finalized amounts will be issued by the VDEM

SUMMARY:

Y N

- ☐ ☐ Vice Mayor Rita Joyner, Ward #1
- ☐ ☐ Councilor Michael Harris, Ward #2
- ☐ ☐ Mayor John B. Partin, Ward #3
- ☐ ☐ Councilor Ronnie Ellis, Ward #4

Y N

- ☐ ☐ Councilor Susan Daye, Ward #5
- ☐ ☐ Councilor Yolanda W. Stokes, Ward #6
- ☐ ☐ Councilor Lovena Rapole., Ward #7

in the coming weeks following the funding decisions on 11/14/25. Multiple projects require immediate action from a procurement standpoint to meet the grant period of performance once funding is allocated.

ENCLOSED DOCUMENTS:

UASI Documents

STAFF: Benjamin Ruppert, Fire Chief

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

Y N

☐ ☐ Vice Mayor Rita Joyner, Ward #1
☐ ☐ Councilor Michael Harris, Ward #2
☐ ☐ Mayor John B. Partin, Ward #3
☐ ☐ Councilor Ronnie Ellis, Ward #4

Y N

☐ ☐ Councilor Susan Daye, Ward #5
☐ ☐ Councilor Yolanda W. Stokes, Ward #6
☐ ☐ Councilor Lovena Rapole., Ward #7

RESOLUTION APPROVING FY2025 UASI FUNDING TO HOPEWELL POLICE, FIRE & EMS, AND RECREATION AND PARKS FOR THE PERFORMANCE OF GRANT PROJECTS APPROVED BY THE URBAN AREA WORKING GROUP (UAWG)

WHEREAS, the City of Hopewell submitted proposals to the Urban Area Working group for Urban Area Security Initiative (UASI) grant funds in the amount of \$2,210,941;

WHEREAS, the Hopewell Fire & EMS Department, Police Department, and Recreation and Parks Department were approved for funding to purchase of emergency preparedness and response equipment and planning, including a mobile command center, an armored vehicle, crowd protection gates, an arial situational awareness platform, Crater Hazardous Materials Team equipment, and a regional commodity flow study; and

WHEREAS, the equipment and planning actions obtained/conducted through this grant will greatly enhance the emergency response capabilities of the City of Hopewell;

BE IT RESOLVED that Council hereby authorizes the City Manager to expend funds as approved by the UAWG and awarded by the Commonwealth of Virginia in accordance with the terms of the UASI grant program, but not to exceed \$2,210,941.

Witness this signature and seal

Johnny Partin, Mayor
Hopewell City Council, Ward 3

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

ATTEST:

Bishelya Howard, City Clerk

The Department of Homeland Security (DHS)

Notice of Funding Opportunity (NOFO)

Fiscal Year 2025 Homeland Security Grant Program

Fraud, waste, abuse, mismanagement, and other criminal or noncriminal misconduct related to this program may be reported to the Office of Inspector General (OIG) Hotline. The toll-free numbers to call are 1 (800) 323-8603 and TTY 1 (844) 889-4357.

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1. Basic Information

A. Agency Name	U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA)
B. NOFO Title	Fiscal Year 2025 Homeland Security Grant Program (HSGP) <ul style="list-style-type: none"> • State Homeland Security Grant Program (SHSP) • Urban Area Security Initiative (UASI) • Operation Stonegarden (OPSG)
C. Announcement Type	Initial
D. Funding Opportunity Number	DHS-25-GPD-067-00-98
E. Assistance Listing Number	97.067
F. Expected Total Funding	\$1,008,000,000 See Appendix A for the FY 2025 HSGP funding target allocation tables.
G. Anticipated Number of Awards	56 awards
H. Expected Award Range	SHSP: \$997,200 - \$61,229,940 UASI: \$3,086,934 - \$92,180,364 OSGP: \$0 or \$200,000 - \$33,708,000
I. Projected Application Start Date	07/28/2025 4:00 p.m. Eastern Time (ET)
J. Projected Application End Date	08/15/2025 05:00 p.m. Eastern Time (ET)
K. Anticipated Funding Selection Date	No later than 08/23/2025
L. Anticipated Award Date	No later than 09/30/2025
M. Projected Period of Performance Start Date	09/01/2025
N. Projected Period of Performance End Date	08/31/2028
O. Executive Summary	HSGP strengthens the nation's capacity to prevent, prepare for, protect against, and respond to acts of terrorism and other catastrophic events through the following three components:

	<ul style="list-style-type: none"> • <u>SHSP</u>: Supports the implementation of risk-driven, capabilities-based State Homeland Security Strategies to address capability targets. • <u>UASI</u>: Focuses on high-risk Urban Area efforts to address their unique security needs. • <u>OPSG</u>: Enhances cooperation and coordination among state, local, tribal, territorial, and federal law enforcement agencies to jointly enhance security along the United States land and water borders.
P. Agency Contact	<p>a. Program Office Contact FEMA has assigned Preparedness Officers to each state for the HSGP. If you are unsure who your Preparedness Officer is, please contact FEMA Grants News by phone at (800) 368-6498 or by email at fema-grants-news@fema.dhs.gov, Monday through Friday, 9:00 AM – 5:00 PM ET.</p> <p>b. FEMA Grants News This channel provides general information on all FEMA grant programs and maintains a comprehensive database containing key personnel contact information at the federal, state, and local levels. FEMA Grants News Team is reachable at fema-grants-news@fema.dhs.gov. OR (800) 368-6498, Monday through Friday, 9:00 AM – 5:00 PM ET.</p> <p>c. Grant Programs Directorate's (GPD) Award Administration Division GPD's Award Administration Division (AAD) provides support regarding financial matters and budgetary technical assistance. AAD can be contacted at ASK-GMD@fema.dhs.gov.</p> <p>d. FEMA Regional Offices FEMA Regional Offices also may provide fiscal support, including pre- and post-award administration and technical assistance. FEMA Regional Office contact information is available at https://www.fema.gov/fema-regional-contacts.</p> <p>e. Civil Rights Consistent with Executive Order 14173, Ending Illegal Discrimination & Restoring Merit-Based Opportunity, the FEMA Office of Civil Rights is responsible for ensuring compliance with and enforcement of federal civil rights obligations in connection with programs and services conducted by FEMA. They are reachable at FEMACivilRightsOffice@fema.dhs.gov.</p> <p>f. Environmental Planning and Historic Preservation The FEMA Office of Environmental Planning and Historic Preservation (OEHP) provides guidance and information about the</p>

	<p>EHP review process to FEMA programs and recipients and subrecipients. Send any inquiries regarding compliance for FEMA grant projects under this NOFO to FEMA-OEHP-NOFOQuestions@fema.dhs.gov.</p> <p>h. FEMA GO For technical assistance with the FEMA GO system, please contact the FEMA GO Helpdesk at femago@fema.dhs.gov or (877) 585-3242, Monday through Friday, 9:00 AM – 6:00 PM ET.</p> <p>i. FEMA Preparedness Toolkit The FEMA Preparedness Toolkit (PrepToolkit) provides access to tools and resources needed to implement the National Preparedness System and provide a collaborative space for communities completing the Unified Reporting Tool (URT). Recipients complete and submit their Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR), and other required assessments using the PrepToolkit. For assistance, contact support@preptoolkit.fema.dhs.gov.</p> <p>j. Preparedness Grants Manual Recipients seeking guidance on policies and procedures for managing preparedness grants should reference the Preparedness Grants Manual at Preparedness Grants Manual.</p>
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2. Eligibility

A. Eligible Entities/Entity Types	<p>Only the following entities or entity types are eligible to apply.</p> <p>a. Applicants 1. Eligible Applicants</p> <p>The State Administrative Agency (SAA) is the only entity eligible to submit HSGP applications to DHS/FEMA. HSGP funds are provided to SAAs, which manage and distribute the funds within their respective states or territories. SAAs issue subawards to local governments and other eligible organizations, ensuring that resources reach areas that need them to enhance security and disaster response.</p> <p>For this funding opportunity, the term "state" includes all U.S. states, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands. Tribal governments are not eligible to apply directly for HSGP funding but may receive funding through their state's SAA.</p>
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	<p>b. Subapplicants SAAAs distribute HSGP funds through subawards to other state, local, or tribal organizations. These organizations, called subrecipients, use the funds to improve local and regional security efforts.</p> <p>1. Subrecipient Eligibility</p> <p>Under HSGP, FEMA provides funds to each state's SAA. The SAA distributes these funds to other state or local organizations, such as city agencies or county departments. These distributed funds are called subawards, and the organizations receiving them are referred to as subrecipients.</p> <ul style="list-style-type: none"> • <u>SHSP</u>: All U.S. states and territories listed above are eligible. Tribal governments must work through their state's SAA. • <u>UASI</u>: FEMA identifies high-risk urban areas based on terrorism risk. SAAs distribute subawards to these designated urban areas. See <u>Appendix 11.B.</u> for the complete list. • <u>OPSG</u>: Eligible subrecipients include county-level or equivalent governments and federally recognized tribal governments in states bordering Canada or Mexico, or those with international water borders. Applicants must have active U.S. Border Patrol operations coordinated with a U.S. Customs and Border Protection sector office to qualify. OPSG subrecipients are divided into three tiers based on their location: <ul style="list-style-type: none"> ○ Tier 1 includes counties or tribal governments directly on the land borders with Canada and Mexico, or those located directly on physical borders with Canada, Mexico, or along international water borders. ○ Tier 2 includes counties or tribal governments next to Tier 1 locations. ○ Tier 3 includes counties or tribal governments next to Tier 2 locations. <p>The tier structure is only applicable with regard to eligibility. OPSG funding target allocations are based on the assessed border security risks as determined by the U.S. Border Patrol.</p> <p>2. Reducing Subapplicant Burden</p> <p>For FY 2025, each SAA is strongly encouraged to re-evaluate its process for collecting and evaluating subaward applications. FEMA encourages each SAA to minimize the type and quantity of information that it collects as part of the subaward application process, in order to decrease the overall financial and time burden associated</p>
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	<p>with applying for subawards under this grant program. Each SAA should review its subaward application and reduce or eliminate the request for any information that is not needed for legal, financial, or oversight purposes.</p> <p>c. All Recipients - Compliance with Federal Immigration Laws An immigration term and condition may be material to the Department of Homeland Security's decision to make this grant award, and the Department of Homeland Security may take any remedy for noncompliance, including termination, if the state or territorial recipient or any local government subrecipient fails to comply with this term and condition. No final agency determination has been made as of the date of this publication.</p> <p>For more details on eligibility requirements or restrictions to subawards/subrecipients, please see the Preparedness Grants Manual.</p>
B. Project Type Eligibility	<p>a. Unallowable Project Types See Section 3.F "Program-Specific Unallowable Costs" and 7.A.b "Ineligible Projects" for more information on unallowable project types.</p> <p>b. Allowable Project Types Allowable costs for SHSP, UASI, and OPSG generally fall into five main categories: planning, organization, equipment, training, and exercises (POETE). All projects funded under SHSP and UASI must demonstrate a clear connection to building capabilities that prevent, prepare for, protect against, or respond to acts of terrorism.</p> <p>Please see Appendix 12.B: Allowable Costs for more information on allowable costs. If there are questions about specific experiences, contact your FEMA Preparedness Officer.</p>
C. Requirements for Personnel, Partners, and Other Parties	<p>An application submitted by an otherwise eligible non-federal entity (i.e., the applicant) may be deemed ineligible when the person that submitted the application is not:</p> <ol style="list-style-type: none"> 1. <i>A current employee, official, or leader</i> of the recipient organization; and 2. <i>Authorized to apply</i> for the award on behalf of the entity at the time of submission. <p>Additionally, the Authorized Organization Representative (AOR) must:</p> <ol style="list-style-type: none"> 1. Be a current authorized employee, official, or leader of the recipient organization.

	<p>2. Use a unique email address associated with the recipient organization at the time of application and upon any change in assignment during the period of performance.</p> <p>Consultants or contractors are not permitted to serve as the AOR of the recipient organization. For more information on the roles and responsibilities of the AOR, refer to FEMA's guidance on Roles and Permissions.</p> <p>Subapplicants should not have foreign nationals or noncitizens included. If a subapplicant has foreign nationals, they must be properly vetted and must adhere to all government statutes, policies, and procedures including "staff American, stay in America" and security requirements.</p> <p>Subapplicants/subrecipients must submit short bios and resumes. This should include the type of entity, organizational leadership, and board members along with both the names and addresses of the individuals. Resumes are subject to approval.</p>
D. Maximum Number of Applications	<p>The maximum number of applications that can be submitted is:</p> <ol style="list-style-type: none"> 1. One per SAA
E. Additional Restrictions	<p>Applicants/subapplicants or recipients/subrecipients are required to certify their compliance with federal statutes, DHS directives, policies, and procedures.</p> <p>Under HSGP, there are specific funding guidelines / requirements for allocating funds:</p> <p>a. Pass-Through Requirements SAAs are required to pass-through at least 80% of SHSP and UASI funding to local or tribal governments. For detailed information on pass-through requirements, please refer to Section 8, "Award Notices," in the NOFO and consult the "Pass-Through Requirements" section within the Preparedness Grants Manual.</p> <p>b. National Priority Areas (NPAs) Minimum Spend Requirements Requires that SHSP and UASI recipients allocate at least 30% of their funds between the five NPAs. The five NPAs, along with the relevant minimum spend percentage, are:</p> <ul style="list-style-type: none"> • Enhancing the Protection of Soft Targets/Crowded Places: No minimum spend. • Supporting Homeland Security Task Forces and Fusion Centers: No minimum spend. • Enhancing Cybersecurity: No minimum spend.

	<ul style="list-style-type: none"> • Enhancing Election Security: At least 3% of the total SHSP and UASI target allocation must be dedicated to this area. • Supporting Border Crisis Response and Enforcement: At least 10% of the total SHSP and UASI target allocation must be dedicated to this area. <p>c. Law Enforcement Terrorism Prevention Activities (LETPA)</p> <ol style="list-style-type: none"> 1. Legal Requirement: Per section 2006 of the <i>Homeland Security Act of 2002</i>(codified as amended at 6 U.S.C. § 607(a)) DHS/FEMA is required to ensure that at least 25% of grant funding under HSGP is used for LETPA. 2. FY 2025 Update: DHS/FEMA has maintained this requirement at the FY 2024 level, mandating at least 35% HSGP funds are used for LETPA. 3. Recipient Obligations: The requirement can be fulfilled by funding projects across any of the five NPAs or other investments that meet the LETPA criteria. <p>Additional Guidance: Information Bulletin (IB) 485 includes the most up-to-date information on project selection considerations and allowable activities for LETPA investments and compliments IB 473. Both IBs are applicable to the FY 2025 HSGP NOFO. For comprehensive LETPA requirements, refer to the Law Enforcement Terrorism Prevention Activities Resource Guide.</p> <p>For more information on funding restrictions, refer to General Funding Requirements.</p>
F. References for Eligibility Factors within the NOFO	<p>Please see the following references provided below:</p> <ol style="list-style-type: none"> 1. “Responsiveness Review Criteria” subsection 2. “Financial Integrity Criteria” subsection 3. “Supplemental Financial Integrity Criteria and Review” subsection 4. FEMA may/will request financial information such as Employer Identification Number (EIN) and bank information as part of the potential award selection. This will apply to everyone prospered, including subrecipients.
G. Cost Sharing Requirement	There is no cost share requirement.
H. Cost Share Description, Type and Restrictions	Not applicable.
I. Cost Sharing Calculation Example	Not applicable.

J. Required information for verifying Cost Share	Not applicable.
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3. Program Description

A. Background, Program Purpose, and Program History

Background

HSGP includes three key grant programs designed to enhance the capabilities of state, local, tribal, and territorial governments, as well as nonprofits, in preventing, protecting against, and responding to terrorist attacks. These programs are part of a comprehensive set of measures authorized by Congress and implemented by the Department of Homeland Security (DHS) to strengthen the nation's communities against potential terrorist threats.

In FY 2025, HSGP continues to include three key grant programs:

- SHSP: Supports the implementation of risk-driven, capabilities-based State Homeland Security Strategies to address capability targets.
- UASI: Focuses on high-risk Urban Area efforts to address their unique security needs.
- OPSG: Enhances cooperation and coordination among state, local, tribal, territorial, and federal law enforcement agencies to jointly enhance security along the United States land and water borders.

These programs collectively aim to strengthen the nation's ability to prevent, prepare for, protect against, and respond to acts of terrorism and other threats.

Program Purpose and History

Since its inception in 2003, HSGP has significantly enhanced the nation's preparedness. HSGP addresses evolving threats such as cybersecurity vulnerabilities and the protection of soft targets and crowded places. It represents a comprehensive approach to national security, fostering collaboration across all levels of government and within communities to build a safer, more resilient nation. Through planning, training, equipment procurement, and exercises, the program ensures jurisdictions are prepared for a wide range of risks.

In recent years:

- Funding priorities have evolved to include cybersecurity, election security, and countering emerging national security threats.
- Key accomplishments include the development of interoperable communication systems, emergency response training, and investment in physical and cybersecurity measures.
- The program emphasizes strategic investments to address identified capability gaps, requiring alignment with Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR).

This support equips various jurisdictions with the necessary tools and resources to effectively manage and mitigate a wide range of threats and hazards, aligning with FEMA's goal of building a secure and resilient nation.

B. Goals and Objectives

As HSGP is comprised of three different grant programs, this section is divided into SHSP and UASI (together) and OPSG, each with its own focus and goals. SHSP and UASI aim to strengthen the ability of states and urban areas to prevent, prepare for, protect against, and respond to acts of terrorism and other hazards. OPSG, on the other hand, remains unique to border security, and focuses on improving cooperation between local, tribal, state, and federal law enforcement to secure America's international borders. These programs work together to build a secure and resilient nation, giving communities the tools and resources they need to handle various threats and emergencies effectively.

a. SHSP and UASI Goal

The goal of SHSP is to **support statewide and state, local, tribal, and territorial (SLTT) governments** in building, enhancing, and sustaining the capabilities needed to prevent, prepare for, protect against, and respond to acts of terrorism. SHSP funding is intended to help SLTT agencies address capability gaps identified through the THIRA/SPR process, as well as prioritize resources toward high-impact security focus areas, known as NPAs.

The goal for the UASI program is to **enhance the security and resilience of high-risk urban areas** by building, sustaining, and improving capabilities to prevent, prepare for, protect against, and respond to acts of terrorism. This goal focuses on enabling urban areas to address identified security gaps, increase interagency coordination, and strengthen critical infrastructure protection to reduce vulnerabilities in locations facing heightened risks.

Together, SHSP and UASI under HSGP aim to build a cohesive and collaborative approach to homeland security by promoting national preparedness and resilience.

b. SHSP and UASI Objectives

SHSP and UASI provides resources that support eligible SLTT governments in meeting the following objectives:

- Build and sustain core capabilities, including LETPA and the NPAs (see priorities below);
- Address capability gaps identified in their THIRA and SPR process; and
- Implement a comprehensive and coordinated approach to address enduring security needs of communities that includes planning, training and awareness campaigns, equipment and capital projects, and exercises.

c. SHSP and UASI Funding Priorities and Requirements

HSGP establishes specific funding requirements to ensure resources are allocated effectively and address critical national priorities.

1. Law Enforcement Terrorism Prevention Activities (LETPA)

- Description: LETPA are initiatives funded through HSGP aimed at enhancing law enforcement's ability to prevent terrorist attacks. These activities focus on building and sustaining capabilities in areas such as intelligence analysis, information sharing, threat recognition, and terrorist interdiction.
- Allocation Requirement: At least 35% of each state/territory SHSP/UASI (where applicable) allocation must be allocated to LETPA activities.
- Flexibility: LETPA funds can come from SHSP, UASI, or both to meet this requirement.
- Project Alignment: LETPA funds can be applied to projects across the five NPAs or other investments that meet LETPA criteria.
- Additional Guidance: For detailed guidance on allowable LETPA expenditures and requirements, refer to FEMA's [Preparedness Grants Manual](#) and [Information Bulletin 485](#) and [Information Bulletin 497](#).

2. National Priority Areas (NPAs)

- Description: FY 2025 HSGP aligns with the Administration's priorities by directing resources toward the most urgent threats facing the Nation. Through the SHSP and UASI, HSGP supports the development and sustainment of core capabilities essential to achieving the National Preparedness Goal (NPG): "A secure and resilient Nation."

To ensure strategic focus, DHS has identified five NPAs that reflect the evolving risk landscape and national policy objectives. These priorities serve as a framework for targeting investments that build capability, reduce risk, and promote cross-sector coordination.

The FY 2025 NPAs are:

- Enhancing the protection of soft targets and crowded places,
 - This includes faith-based organizations and election sites;
- Supporting Homeland Security Task Forces and fusion centers;
- Enhancing and integrating cybersecurity resiliency;
- Enhancing election security; and
- Supporting Border Crisis Response and Enforcement.
 - Example activities under border crisis response and enforcement support may include:
 1. Participation in the Department of Homeland Security/Immigration and Customs Enforcement 287(g) training program;
 2. Cooperation with Immigration and Customs Enforcement detainers; and
 3. Other jurisdictional responsibilities to support the enforcement of United State immigration law.

These NPAs are rooted in the core mission areas of the NPG—prevention, protection, mitigation, and response, and reflect a whole-of-government approach to homeland security. Applicants should use these priorities to guide planning, investment, and implementation to drive measurable outcomes and long-term resilience.

- **Allocation Requirement:**
Recipients must allocate at least 30% of their SHSP and UASI funds to the five NPAs. Funds can be applied to projects across the five NPAs and can be used to meet LETPA criteria. By meticulously outlining how each investment and project meets LETPA and NPA requirements within the Investment Justifications (IJ), applicants can enhance the effectiveness and compliance of their funding proposals.
- **Minimum Spend:**
 - Enhancing Election Security requires at least 3% of total SHSP and UASI funds.
 - Supporting Border Crisis Response and Enforcement requires at least 10% of total SHSP and UASI funds.
 - The remaining 17% can be allocated across all NPAs.

Failure to meet NPA spending requirements will result in a hold on affected funds until compliance issues are resolved.

Priority Areas	Description	Minimum Allocation Requirement
Enhancing the Protection of Soft Targets/Crowded Places	Improving security at locations accessible to the public and vulnerable to attacks.	No minimum allocation
Supporting Homeland Security Task Forces and Fusion Centers	Promoting coordination of activities and critical information sharing and analysis to prevent and respond to threats.	No minimum allocation
Enhancing Cybersecurity	Strengthening the protection of computer systems and networks against cyber threats.	No minimum allocation
Enhancing Election Security	Ensuring the integrity and security of voting systems.	At least 3% of the total SHSP and UASI allocation must be dedicated to this area
Supporting Border Crisis Response and Enforcement	Supporting collaboration between state and local law enforcement and U.S. Immigration and Customs Enforcement (ICE) through the 287(g) program to identify and remove individuals who pose a threat to public safety and national security.	At least 10% of the total SHSP and UASI allocation must be dedicated to this area

States are encouraged to review the [Strategic Framework for Countering Terrorism and Targeted Violence](#) when developing investments.

- **NPA Investments: SHSP and UASI**
 - **Enhancing and Protection of Soft Targets/Crowded Places (no minimum percent)**

Soft targets and crowded places, like parks, shopping centers, transportation hubs, and event venues, are increasingly appealing to terrorists because of their accessibility and the large gatherings. These areas often lack strict security measures, making them vulnerable. To address this, public and private sectors must collaborate to strengthen the security of locations such as transportation centers, restaurants, polling places, and similar facilities. Personnel responding to incidents at these sites should also be trained in key operational systems, such as the Incident Command System (ICS), to ensure effective on-scene incident management.

In addition, the malicious use of unmanned aircraft systems (i.e., drones) poses safety and security risks to soft targets and crowded places. **Detecting drones is an allowable use of funds under the HSGP in accordance with Executive Order 14305, *Restoring American Airspace Sovereignty*, which allows the purchase of unmanned aircraft systems (UAS) or equipment or services for the detection, tracking, or identification of drones and drone signals, and FEMA Information Bulletin 530.** Before purchasing and deploying these systems, as outlined in the Domestic Counter-UAS National Action Plan, recipients must:

- **Consult FEMA and Legal Experts:** Work with FEMA's Preparedness Officer and legal experts to ensure your policies and procedures comply with federal and state laws regarding surveillance and communication.
- **Develop Standard Operating Procedures (SOPs):** Establish clear guidelines to ensure operations are conducted in a manner consistent with First and Fourth Amendment protections, and other applicable provisions of federal law.
- **Provide Training and Certification:** Ensure personnel operating UAS systems are properly trained and certified, in accordance with FEMA and Federal Aviation Administration standards.

Applicants are encouraged to submit an investment related to protecting soft targets/crowded places. The proposed investment will be subject to DHS/FEMA's evaluation of the effectiveness of the proposed investments. States are encouraged to engage DHS' Protective Security Advisors for security assessments of soft targets to ensure that recommendations from those assessments are taken into consideration when allocating grant funding.

Additional Resources

Further guidance and resources for securing soft targets and crowded places can be found through the [Cybersecurity and Infrastructure Security Agency \(CISA\)](#) and the [National Institute of Standards and Technology](#). For comprehensive compliance and operational details, refer to FEMA's [Preparedness Grants Manual](#) and related program documents.

○ **Supporting Homeland Security Task Forces and Fusion Centers (no minimum percent)**

This priority supports the Administration's direction under Executive Order 14159, *Protecting the American People Against Invasion*, which calls for the establishment of Homeland Security Task Forces (HSTFs) nationwide. These multi-agency teams—composed of federal and local law enforcement partners—are tasked with disrupting and dismantling transnational criminal organizations, targeting cross-border human smuggling and trafficking networks (especially those involving children), and using all appropriate law enforcement tools to support lawful immigration enforcement.

Activities under this NPA also enhance broader national efforts in:

- Counterterrorism
- Cybersecurity
- Border security
- Immigration enforcement
- Transnational organized crime
- Protection of economic and critical infrastructure

Allowable Costs:

Applicants may use grant funds for:

- Establishing or enhancing multi-agency HSTFS, including operational coordination centers
- Enhancing capabilities and integration with local fusion centers
- Procurement of technology or equipment to support surveillance, communications, and data analysis
- Development of standard operating procedures for information sharing, joint operations, and immigration enforcement coordination
- Personnel training, credentialing, and certification to improve interoperability and mission alignment
- Intelligence analysis, reporting, and suspicious activity monitoring
- Exercises and simulations focused on joint operations, intelligence sharing, or interdiction/disruption of criminal or smuggling networks
- Community engagement efforts to foster trust and encourage threat reporting

Fusion Center Requirements: While there is no minimum spending requirement for this NPA, applicants must include at least one project in support of the state or territory's designated fusion center. Applicants must clearly justify how their project will enhance information sharing, collaboration, and a culture of national preparedness. DHS/FEMA will evaluate these investments based on their effectiveness and alignment with program objectives. Please see the [Preparedness Grants Manual](#) for more information on fusion center performance measures.

Additional resources and information regarding collaboration and information sharing are also available through the Department's [Office of Intelligence and Analysis](#).

- **Cybersecurity (no minimum percent)**

In today's interconnected world, increased connectivity brings greater risks, including the potential for adversaries and terrorists to exploit cyber vulnerabilities and disrupt critical systems. While not mandatory, applicants are encouraged to submit proposals for ongoing or high-priority cybersecurity projects. DHS/FEMA will evaluate these investments based on their effectiveness.

Cybersecurity investments should enhance the security and functioning of critical infrastructure and core capabilities related to preventing, preparing for, protecting against, or responding to acts of terrorism.

- **Election Security (3% minimum allocation)**

In January 2017, DHS designated the infrastructure used to administer the Nation's elections as critical infrastructure. This designation recognizes that the United States' election infrastructure is of such vital importance to the American way of life that its incapacitation or destruction would have a devastating effect on the country. Additionally, the [Homeland Threat Assessment 2024](#) indicates that electoral processes remain an attractive target for many adversaries.

Securing election infrastructure, ensuring its continued operation in the face of threats and harassment, advancing the safety of election officials, and protecting against foreign interference are national security priorities. Because threats to election systems are constantly evolving, defending these systems requires constant vigilance, innovation, and adaptation. By integrating the directives of [Executive Order 14248](#), *Preserving and Protection the Integrity of American Elections*, into the Election Security NPA, HSGP recipients can ensure that their efforts contribute to a secure, transparent, and resilient electoral process, thereby reinforcing public trust and the integrity of democratic institutions.

To address these priorities, each state and high-risk urban area must make at least one (1) investment that supports physical and/or cyber election security. Proposed investments must meet or exceed the FY 2025 national priority percentage for election security (minimum 3%) and will be evaluated by DHS/FEMA for effectiveness and alignment with program goals.

To further strengthen election integrity, jurisdictions must:

- Prioritize compliance with the Voluntary Voting System Guidelines (VVSG) 2.0 established by the U.S. Election Assistance Commission;
- Complete testing through a Voting System Test Laboratory (VSTL) accredited by the Commission;¹

¹ Exec. Order No. 14,248, [Preserving and Protecting the Integrity of American Elections](#), 90 Fed. Reg. 14,005 (Mar. 25, 2025).

- Utilize the U.S. Citizenship and Immigration Services' Systematic Alien Verification Entitlements system for the verification of anyone working at a polling place in any capacity is a U.S. Citizen.
- Demonstrate proof of compliance before accessing the full HSGP award—3% of the award will be withheld from drawdown until compliance is confirmed.

Additional resources and information regarding election security are available through the [Cybersecurity and Infrastructure Security Agency](#).

- **Supporting Border Crisis Response and Enforcement (10% minimum allocation)**
State and local law enforcement agencies are essential partners in safeguarding national security and public safety. Pursuant to [Executive Order 14159](#), *Protecting the American People Against Invasion*, it is the policy of the United States to enforce immigration laws against all inadmissible and removable aliens—particularly those who threaten the safety or security of the American people. This includes the efficient execution of these laws through lawful incentives and enhanced detention capabilities.

This NPA supports efforts that align with this policy and promote cooperation between local and federal partners. Projects may include, but are not limited to:

- Participation in the [DHS/ICE 287\(g\) program](#), allowing trained local officers to support ICE with immigration enforcement;
- Cooperation with ICE detainers and other jurisdictional responsibilities related to immigration enforcement; and
- Supportive activities such as officer training, technology and information sharing, operational support, and community engagement.

At least one (1) investment must support efforts under this NPA. Applicants must allocate at least 10% of total SHSP and UASI funds to this area. All investments will be reviewed by DHS/FEMA to ensure they are effective, lawful, and aligned with program goals. The SAA must coordinate with ICE on all projects and related matters. Additional guidance and information on the 287(g) program is available through the [ICE 287\(g\) program website](#).

d. Other FY 2025 SHSP and UASI Funding Priorities

There are several enduring security needs that crosscut the homeland security enterprise to which recipients should consider allocating funding across core capability gaps and national priorities. The following are enduring needs that help recipients implement a comprehensive approach to securing communities:

- Effective planning;²

² Including assessment of critical infrastructure system vulnerabilities and plans to reduce consequences of disruptions, using the Infrastructure Resilience Planning Framework and Regional Resiliency Assessment Methodology produced by the Cybersecurity and Infrastructure Security Agency.

- Training and awareness campaigns;
- Equipment and capital projects; and
- Exercises.

The table below provides a breakdown of the FY 2025 SHSP and UASI priorities showing the core capabilities enhanced and lifelines supported, as well as examples of eligible project types for each area. More information on allowable investments can be found in [Appendix 12.B](#) and in the [Preparedness Grants Manual](#).

DHS/FEMA expects that national priorities will continue to be included in future years, evolving as threats change and capability gaps are addressed. Applicants are strongly encouraged to start planning now to sustain existing capabilities using funding sources other than DHS preparedness grants.

Projects listed in the table below may be useful in preparing for disasters unrelated to terrorism, as long as they also support the primary goals of preventing, preparing for, protecting against, or responding to acts of terrorism.

Example Project Types

All priorities in this table concern the Safety and Security Lifelines.

Priority Areas	Core Capabilities	Example Project Types
National Priorities		
Enhancing the Protection of Soft Targets/ Crowded Places (Securing Public Gathering Locations)	<ul style="list-style-type: none"> • Operational coordination • Public information and warning • Intelligence and information sharing • Interdiction and disruption • Screening, search, and detection • Access control and identity verification • Physical protective measures • Risk management for protection programs and activities 	<ul style="list-style-type: none"> • Operational overtime. For more information on operational overtime, see Appendix 12.B of this NOFO. • Physical security enhancements <ul style="list-style-type: none"> ○ Security cameras (closed-circuit television [CCTV]) ○ Security screening equipment for people and baggage ○ Lighting ○ Access controls ○ Fencing, gates, barriers, etc. • UAS and detection technologies
Enhancing Cybersecurity	<ul style="list-style-type: none"> • Cybersecurity • Intelligence and information sharing • Planning • Public information and warning • Operational coordination • Screening, search, and detection • Access control and identity verification 	<ul style="list-style-type: none"> • Cybersecurity risk assessments • Migrating online services to the “.gov” internet domain • Projects that address vulnerabilities identified in cybersecurity risk assessments <ul style="list-style-type: none"> ○ Improving cybersecurity of critical infrastructure to meet minimum levels identified by the Cybersecurity and Infrastructure Security Agency and the National Institute of Standards and Technology Cybersecurity Framework (Version 1.1)

Priority Areas	Core Capabilities	Example Project Types
	<ul style="list-style-type: none"> • Supply chain integrity and security • Risk management for protection programs and activities • Long-term vulnerability reduction • Situational assessment • Infrastructure systems • Operational communications 	<ul style="list-style-type: none"> ◦ Adoption of cybersecurity performance goals (CISA's Cross-Sector Cybersecurity Performance Goals) • Cybersecurity training, planning, and exercises
Supporting Homeland Security Task Forces and Fusion Centers	<ul style="list-style-type: none"> • Intelligence and information sharing • Interdiction and disruption • Public information and warning • Operational coordination • Risk management for protection programs and activities 	<ul style="list-style-type: none"> • Establishing or enhancing multi-agency Homeland Security Task Forces (HSTFs), including operational coordination centers • Enhancing capabilities and integration with local fusion centers • Procurement of technology or equipment to support surveillance, communications, and data analysis • Development of standard operating procedures for information sharing, joint operations, and immigration enforcement coordination • Personnel training, credentialing, and certification to improve interoperability and mission alignment • Intelligence analysis, reporting, and suspicious activity monitoring • Exercises and simulations focused on joint operations, intelligence sharing, or interdiction/disruption of criminal or smuggling networks • Community engagement efforts to foster trust and encourage threat reporting • Information sharing with all DHS components; fusion centers; other operational, investigative, and analytic entities; and other federal law enforcement and intelligence entities • Cooperation with DHS and other entities in intelligence, threat recognition, assessment, analysis, and mitigation • Identification, assessment, and reporting of threats of violence • Intelligence analysis training, planning, and exercises • Coordinating the intake, triage, analysis, and reporting of tips/ leads and suspicious activity, to include coordination with the Nationwide Suspicious Activity Reporting (SAR) Initiative (NSI)
Enhancing Election Security	<ul style="list-style-type: none"> • Cybersecurity • Intelligence and information sharing • Planning • Long-term vulnerability reduction • Situational assessment • Infrastructure systems 	<ul style="list-style-type: none"> • Prioritize compliance with the VVSG 2.0 established by the U.S. Election Assistance Commission • Complete testing through a VSTL accredited by the U.S. Election Assistance Commission • Physical security planning and exercise support • Physical/site security measures – e.g., locks, shatter proof glass, alarms, access controls, etc. • General election security navigator support

Priority Areas	Core Capabilities	Example Project Types
	<ul style="list-style-type: none"> Operational coordination Community resilience 	<ul style="list-style-type: none"> Cyber and general election security navigator support Cybersecurity risk assessments, training, and planning Projects that address vulnerabilities identified in cybersecurity risk assessments Iterative backups, encrypted backups, network segmentation, software to monitor/scan, and endpoint protection Distributed Denial of Service protection Migrating online services to the “.gov” internet domain Online harassment and targeting prevention services Public awareness/preparedness campaigns discussing election security and integrity measures Long-term vulnerability reduction and community resilience
Supporting Border Crisis Response and Enforcement	<ul style="list-style-type: none"> Community resilience Operational coordination Risk management for protection programs and activities 	<ul style="list-style-type: none"> Staffing support to expand 287(g) screening operations within correctional facilities Operational overtime costs directly tied to 287(g) screening, processing, and enforcement activities Training programs for state and local law enforcement officers in immigration law, civil rights protections, and 287(g) procedures Development or enhancement of information-sharing platforms between ICE and local agencies Procurement of screening, detection, and communications technology to support immigration enforcement activities Establishing secure and dedicated communication networks with ICE Field Offices Conducting joint training exercises with ICE and local law enforcement to test operational coordination Support for facilities upgrades, such as creating dedicated interview rooms and secure processing spaces Community engagement and public briefings to promote transparency and understanding of 287(g) operations and protections
Enduring Needs		
Planning	<ul style="list-style-type: none"> Planning Risk management for protection programs and activities Risk and disaster resilience assessment Threats and hazards identification Operational coordination Community resilience 	<ul style="list-style-type: none"> Development of: <ul style="list-style-type: none"> Security Risk Management Plans Threat Mitigation Plans Continuity of Operations Plans Response Plans Vulnerability Assessments Efforts to strengthen governance integration between/among regional partners Joint training and planning with DHS officials and other entities designated by DHS Cybersecurity training and planning

Priority Areas	Core Capabilities	Example Project Types
Training and Awareness	<ul style="list-style-type: none"> Long-term vulnerability reduction Public information and warning Operational coordination Situational assessment Community resilience 	<ul style="list-style-type: none"> Active shooter training Intelligence analyst training SAR and terrorism indicators/behaviors training Security training for employees Public awareness/preparedness campaigns Cybersecurity training and planning Sharing and leveraging intelligence and information
Equipment and Capital Projects	<ul style="list-style-type: none"> Long-term vulnerability reduction Infrastructure systems Operational communications Interdiction and disruption Screening, search and detection Access control and identity verification Physical protective measures 	<ul style="list-style-type: none"> Protection of high-risk, high-consequence areas or systems that have been identified through risk assessments Physical security enhancements <ul style="list-style-type: none"> Security cameras (CCTV) Security screening equipment for people and baggage Lighting Access Controls <ul style="list-style-type: none"> Fencing, gates, barriers, etc. Enhancing Weapons of Mass Destruction and/or improvised explosive device prevention, detection, and response capabilities <ul style="list-style-type: none"> Chemical/Biological/Radiological/Nuclear/Explosive detection, prevention, and response equipment
Exercises	<ul style="list-style-type: none"> Long-term vulnerability reduction Operational coordination Operational communications Community resilience 	<ul style="list-style-type: none"> Response exercises, including exercise planning with community-based organizations

For FY 2025, each SHSP and UASI recipient is required to submit an Investment Justification (IJ) for the NPAs with minimum spend requirements (i.e., Enhancing Election Security and Supporting Border Crisis Response and Enforcement). The investments must also account for at least the relevant minimum percentage of the applicant's SHSP and UASI target allocations. SAAs may submit complete project-level information at the time of application, including the NPA IJs, but are not required to do so. *As a reminder, all SHSP and UASI-funded projects must have a demonstrated nexus to achieving target capabilities related to preventing, preparing for, protecting against, and responding to acts of terrorism.* At the same time, these projects can also help improve preparedness for other types of disasters.

e. Goals and Objectives for OPSG

Operation Stonegarden (OPSG) supports enhanced cooperation and coordination among Customs and Border Protection (CBP)/United States Border Patrol (USBP), and federal, state, local, tribal, and territorial law enforcement agencies to strengthen border security.

The programs objectives are to:

- Enhance collaboration and coordination among federal, state, local, tribal, and territorial law enforcement agencies to strengthen border security;

- Support joint efforts to secure borders, including land and water routes, and critical travel corridors; and
- Improve information and intelligence sharing to address border-related threats effectively.

f. OPSG Funding Priorities

FY 2025 Emphasis:

- Jurisdictions are encouraged to participate in the 287(g) program as part of their OPSG efforts when coordinated with and endorsed by USBP.
- Funding dedicated to support 287(g) activities under OPSG is encouraged but does not count toward the 10% minimum allocation required for the new “Supporting Border Crisis Response and Enforcement” National Priority Area (NPA) under SHSP and UASI.

The table below provides examples of project types.

FY 2025 OPSG - Example Project Types

Priority Areas	Core Capabilities	Example Project Types
National Priorities		
Supporting Border Crisis Response and Enforcement	<ul style="list-style-type: none"> • Community resilience • Operational coordination • Risk management for protection programs and activities 	<ul style="list-style-type: none"> • Enhance collaboration and coordination among federal, state, local, tribal, and territorial law enforcement agencies to strengthen border security • Support joint efforts to secure borders, including land and water routes, and critical travel corridors • Improve information and intelligence sharing to address border-related threats effectively • Provide staffing support to expand 287(g) screening operations within correctional facilities • Operational overtime costs directly tied to 287(g) screening, processing, and enforcement activities • Training programs for state and local law enforcement officers in immigration law, civil rights protections, and 287(g) procedures

CBP/USBP, remains the lead federal entity in determining eligibility, setting operational priorities, and coordinating all OPSG activities. Any use of 287(g) as part of eligibility must be developed in close coordination with CBP and reflect USBP’s operational assessments and strategic goals.

C. Program Rationale

The stated goals, objectives, and priorities of HSGP support Section 2002 of the *Homeland Security Act of 2002*, Pub. L. No. 107-296 (codified as amended at 6 U.S.C. § 603).

D. Federal Assistance Type Grant

E. Performance Measures and Targets

a. *SHSP and UASI*

1. Number of recipients and stakeholders participating in SHSP and UASI.
2. Number of recipients and stakeholders addressing capability gaps identified through the THIRA/SPR process.
3. Number of gaps mitigated in core capabilities that have a target(s) rated as high priority.
4. Percentage change in year-over-year capability levels relating to targeted high priority capabilities identified through the THIRA/SPR process.

FEMA will calculate and analyze the above metrics through a review of state/territory and urban area SPR submissions and required programmatic reports.

b. *OPSG*

1. Number of OPSG-supported arrests for border-related offenses.
2. Number of OPSG-funded overtime hours contributed by subrecipients to support and strengthen the U.S. CBP's border security operations.
3. Number of SLTT law enforcement agencies participating in joint OPSG activities.

F. Program-Specific Unallowable Costs

a. *Unallowable Costs for SHSP, UASI, and OPSG*

Per FEMA policy, the purchase of weapons and weapons accessories, including ammunition, is not allowed with HSGP funds. Grant funds may not be used for the purchase of the following equipment: firearms; ammunition; grenade launchers; bayonets; or weaponized aircraft, vessels, or vehicles of any kind with weapons installed. Unauthorized exercise-related costs include:

- Reimbursement for the maintenance or wear and tear costs of general use vehicles (e.g., construction vehicles), medical supplies, and emergency response apparatus (e.g., fire trucks, ambulances); and
- Equipment that is purchased for permanent installation and/or use, beyond the scope of the conclusion of the training or exercise (e.g., electronic messaging sign).

HSGP funds may not be used to support the hiring of sworn public safety officers for purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities (6 USC 609(b)(1)(A)).

As directed by Section 2008(b)(2) of the *Homeland Security Act of 2002* (codified as amended at 6 USC 609(b)(2)), all personnel and personnel-related costs, including those of intelligence analysts and operational overtime, are allowed up to 50 percent of HSGP funding without time limitation placed on the period of time that such personnel can serve. FEMA may provide a waiver at the request of the recipient to allow personnel expenses to exceed 50 percent of the amount awarded.

Applicants should refer to IB 421b or contact their FEMA Headquarters (HQ) Preparedness Officer for guidance and clarification.

b. *Unallowable Costs for OPSG Only*

OPSG funds may not be used for the following:

- Evidence collection, arrest processing, prosecution, and Traffic/DUI checkpoints, such as evidence documentation cameras, fingerprinting supplies, alcohol breathalyzers, portable work lights, traffic barricades, and similar law enforcement expenses;
- Staffing (other than overtime) and general information technology computing equipment and hardware, such as personal computers, faxes, copy machines, and modems;
- Hiring full-time or permanent sworn public safety officers;
- Supplanting of inherent routine patrols and law enforcement operations or activities not directly related to providing enhanced coordination between local and federal law enforcement agencies;
- Construction and/or renovation costs; or
- Exercise expenses.

G. General Funding Requirements

Costs charged to federal awards (including federal and non-federal cost share funds) must comply with applicable statutes, rules and regulations, policies, this NOFO, the [Preparedness Grants Manual](#), and the terms and conditions of the federal award. This includes, among other requirements, that costs must be incurred, and products and services must be delivered within the budget period. [2 C.F.R. § 200.403\(h\)](#).

Recipients may not use federal funds or any cost share funds for the following activities:

1. Matching or cost sharing requirements for other federal grants and cooperative agreements (see [2 C.F.R. § 200.306](#)).
2. Lobbying or other prohibited activities under [18 U.S.C. § 1913](#) or [2 C.F.R. § 200.450](#).
3. Prosecuting claims against the federal government or any other government entity (see [2 C.F.R. § 200.435](#)).

1. Funds Transfer Restriction

Recipients are not allowed to move funds between programs (SHSP, UASI, and OPSG). While projects can be funded by multiple sources (e.g., SHSP and UASI), recipients cannot shift funds from one program to another.

H. Indirect Costs (Facilities and Administrative Costs)

Indirect costs are allowed for recipients and subrecipients.

Indirect costs (IDC) are costs incurred for a common or joint purpose benefitting more than one cost objective and not readily assignable to specific cost objectives without disproportionate effort. Applicants with a current negotiated IDC rate agreement who desire to charge indirect costs to a federal award must provide a copy of their IDC rate agreement with their applications. Not all applicants are required to have a current negotiated IDC rate agreement. Applicants that are not required to have a negotiated IDC rate agreement, but are required to develop an IDC rate proposal, must provide a copy of their proposal with their applications. Applicants without a current negotiated IDC rate agreement (including a provisional rate) and wish to charge the de minimis rate must reach out to FEMA for further instructions. Applicants who wish to use a cost

allocation plan in lieu of an IDC rate proposal must reach out to FEMA for further instructions. As it relates to the IDC for subrecipients, a recipient must follow the requirements of [2 C.F.R. §§ 200.332](#) and [200.414](#) in approving the IDC rate for subawards.

See the [Preparedness Grants Manual](#) for information on establishing indirect cost rates.

I. Management and Administration (M&A) Costs

M&A costs are allowed.

Recipients can use up to 5% of their HSGP funds for M&A purposes. *Full-Year Continuing Appropriations and Extensions Act, 2025*, Pub. L. No. 119-4, § 1101. Subrecipients may also use up to 5% of the funding passed through by the state specifically for M&A related to the HSGP award.

Recipients or subrecipients can apply M&A costs toward meeting the NPA spending requirements. For example, if a recipient spent \$5,000 on administering election security projects, it could count toward the mandatory 3% allocation for the election security NPA.

The total M&A funds a state can retain are based on 5% of the combined total of its SHSP, UASI, and OPSG awards. However:

- States must ensure subrecipient awards meet the mandatory pass-through requirements before retaining M&A funds.
- Pass-through percentages are calculated based on the total HSGP award, before M&A deductions.

Under OPSG, subrecipients - including local law enforcement agencies referred to as "friendly forces" - can use up to 5% of their awarded funds for M&A expenses (*Full-Year Continuing Appropriations and Extensions Act, 2025*, Pub. L. No. 119-4, § 1101); however, the total amount retained cannot exceed 5% of the subrecipient's subaward. Friendly forces are local law enforcement entities that are subordinate subrecipients under OPSG. In other words, friendly forces are entities that receive a subaward from a subrecipient under the OPSG program. Friendly forces must comply with all requirements of subrecipients under 2 C.F.R. Part 200. In retaining these funds, states may retain a maximum of 2.5% of the OPSG allocation, which must be withheld from the pass-through to each subrecipient county or tribe in an equal percentage. The SAA may also retain additional funding from its SHSP award to manage and administer the OPSG award, but that additional amount is also capped at an amount equal to 2.5% of the OPSG award.

Examples of applying this principle:

SAA 1:

- Total award: \$6,000,000
- SHSP: \$1,000,000 OPSG: \$2,500,000 UASI: \$2,500,000
- M&A Maximum: \$300,000 (5% of \$6,000,000)

- Maximum M&A for SHSP = \$50,000
- Maximum M&A for OPSG = \$125,000. Of that amount, \$62,500 (2.5%) may be retained from the OPSG allocation, and the other \$62,500 would come from the SHSP allocation. Any amount used to manage and administer OPSG that is charged to SHSP may be above and beyond \$50,000 available to make the SHSP allocation.
- Maximum M&A for UASI = \$125,000

SAA 2:

- Total award: \$4,500,000
- SHSP: \$3,500,000 OPSG: \$1,000,000
- M&A Maximum: \$225,000 (5% of \$4,500,000)
- Maximum M&A for SHSP = \$175,000
- Maximum M&A for OPSG = \$50,000. Of that amount, \$25,000 (2.5%) may be retained from the OPSG allocation, and the other \$25,000 would come from the SHSP allocation. Any amount used to manage and administer OPSG that is charged to SHSP may be above and beyond the \$175,000 available to manage the SHSP allocation.

M&A charged to OPSG, SHSP, or UASI funding must be used to support that particular program.

M&A are not overhead costs but are necessary direct costs incurred in direct support of the federal award or as a consequence of it, such as travel, meeting-related expenses, and salaries of full/part-time staff in direct support of the program. As such, M&A costs can be itemized in financial reports. See the [Preparedness Grants Manual](#) for information on M&A costs.

J. Pre-Award Costs

Pre-award costs are defined as costs incurred by the applicant prior to the start date of the period of performance of the federal award and are allowable only with the prior written approval of DHS/FEMA and as included in the award agreement. To request pre-award costs, a written request must be included with the application, signed by the AOR of the entity. The letter must outline what the pre-award costs are for, including a detailed budget break-out of pre-award costs from the post-award costs, and a justification for approval. For more information, please contact your assigned FEMA HQ Preparedness Officer.

K. Beneficiary Eligibility

This NOFO and any subsequent federal awards create no rights or causes of action for any beneficiary.

L. Participant Eligibility

This NOFO and any subsequent federal awards create no rights or causes of action for any participant.

M. Authorizing Authority

Section 2002 of the *Homeland Security Act of 2002*, Pub. L. No. 107-296 (codified as amended at 6 U.S.C. § 603).

N. Appropriation Authority

Full-Year Continuing Appropriations and Extensions Act, 2025, Pub. L. No. 119-4 § 1101.

O. Budget Period

There will be only a single budget period with the same start and end dates as the period of performance.

P. Prohibition on Covered Equipment or Services

See the Preparedness Grants Manual for information on prohibitions on expending funds on covered telecommunications and surveillance equipment and services.

4. Application Contents and Format

A. Pre-Application, Letter of Intent, and Whitepapers

Not allowable.

B. Application Content and Format

Not applicable.

C. Application Components

The following forms or information are required to be submitted via FEMA GO. The Standard Forms (SF) are also available at [Forms | Grants.gov](https://www.grants.gov/forms).

- SF-424, Application for Federal Assistance
- Grants.gov Lobbying Form, Certification Regarding Lobbying
- SF-424A, Budget Information (Non-Construction)
 - For construction under an award, submit SF-424C, Budget Information (Construction), in addition to or instead of SF-424A
- SF-424B, Standard Assurances (Non-Construction)
 - For construction under an award, submit SF-424D, Standard Assurances (Construction), in addition to or instead of SF-424B
- SF-LLL, Disclosure of Lobbying Activities

D. Program-Specific Required Documents and Information

Start by visiting Grants.gov and searching for the Homeland Security Grant Program posting. Once you find the posting, go to the **Related Documents** tab to download the necessary templates. Fill out these forms carefully, ensuring all information is accurate and clearly labeled. Save the completed forms as Adobe PDF files. Finally, log in to FEMA GO and upload the PDFs as part of your application.

The following program-specific forms or information are required to be submitted in FEMA GO:

SHSP

- FEMA GO – Web based Summary of Grant Request Details
- Senior Advisory Committee (SAC) Charter and Membership / Point of Contact List

UASI

- FEMA GO – Web based Summary of Grant Request Details
- Urban Area Working Group (UAWG) Charter and Membership / Point of Contact List

OPSG

Operations Orders – *Post Award* (See Section 9.K.d)

Applicable to All Programs (as appropriate)

- Detailed Budgets (web based)
- Pre-Award Costs
- Indirect Cost Agreement

For additional documents and post-award application requirements (e.g., SAFECOM letter and others), please refer to Section 9 Post-Award Requirements and Administration for guidance.

a. IJ Development: SHSP and UASI

Each IJ begins with an overview that aligns the proposed investments with the applicant's homeland security strategy and the program's goals.

1. **Investments:** Applicants must propose a minimum of two and a maximum of twelve investments within the IJ. Each investment represents a strategic area of focus and should include:
 - **Investment Name:** A clear title that reflects the focus area.
 - **Description:** An explanation of how the investment supports planning, organization, equipment, training, and exercises.
 - **Alignment:** Identification of goals and objectives from the State or Urban Area Homeland Security Strategy that the investment supports.
2. **Projects:** Each investment contains one or more projects detailing specific activities. For each project, the IJ requires:
 - **Project Name and Description:** A concise title and summary of the project's purpose and activities.
 - **Subrecipient Information:** Details about any subrecipients involved, including their names and whether they are state or local entities.
 - **Location:** The primary location's zip code where the project will be implemented.
 - **Core Capability Supported:** The main capability the project aims to build or sustain.
 - **Shareability and Deployability:** Information on whether the project's activities can be shared with or deployed to other jurisdictions.

3. **Funding Details:** The IJ must specify the funding amount for each investment and project, ensuring alignment with program guidelines and the minimum spending thresholds for NPAs and LETPA.
4. **Capability Gaps and Outcomes:** Applicants should describe existing capability levels, identify gaps the investment intends to address, and outline the expected outcomes and improvements resulting from the proposed projects.

b. LETPA and NPA Requirements

Applicants must ensure their IJs meet specific requirements for LETPA and the NPAs.

1. LETPA

- At least 35% of SHSP and UASI funds must go toward LETPA projects that prevent terrorism, such as law enforcement training or equipment.
- Eligible activities must have a clear nexus to law enforcement terrorism prevention, including equipment, training, exercises, and operational overtime directly related to preventing terrorism.
- Applicants should clearly identify which investments and projects contribute to the LETPA allocation within their IJs.
- It's allowable for an investment to simultaneously support LETPA and an NPA, provided it meets the criteria for both.
- Investments and projects meeting LETPA requirements must be clearly labeled in the IJ.

NPA:

- At least 30% of SHSP and UASI funds must go toward projects in five NPAs:
 - Protecting soft targets/crowded places;
 - Supporting Homeland Security Task Forces and Fusion Centers;
 - Enhancing cybersecurity;
 - Enhancing election security (requires at least 3%); and
 - Supporting Border Crisis Response and Enforcement (requires at least 10%).
- Among these, only "Enhancing election security" and "Supporting Border Crisis Response and Enforcement" have a specified minimum spend requirement of 3% and 10%, respectively. The remaining 17% can be flexibly allocated across the remaining NPAs.
- For NPAs with a minimum spend requirement (election security and border crisis response), related projects must be consolidated into a single, clearly labeled IJ.
- Other NPA projects may be combined into one or more IJs, but applicants must clearly identify which NPAs each project supports to ensure they count toward the 30% minimum allocation.

c. Fusion Center Project IJ Requirement

For SHSP and UASI funded investments, each applicant must designate one project in support of the state or territory's designated fusion center under the "*Supporting Homeland Security Task Forces and Fusion Centers*" priority area. Coordination with the fusion center is required when

developing the project prior to submission. Additional guidance on developing fusion center projects can be found below and in the [Preparedness Grants Manual](#).

Note: applicants may also identify additional fusion center projects or projects in support of homeland security task forces under this priority area in addition to the required designated fusion center project.

Applicants must identify a fusion center project that includes:

- **Alignment with the Designated Fusion Center:** Clearly indicate which fusion center the project supports and that it's under the "Supporting Homeland Security Task Forces and Fusion Centers" priority area.
- **Project Description and Funding Details:** Provide a brief narrative describing the proposed activities and a detailed funding breakdown that directly supports the fusion center.

The narrative and financial itemization must align with fusion center improvement or sustainment needs, as outlined in the Fusion Center Performance Measures section of the Preparedness Grants Manual. Recipients can also refer to the [Fusion Centers | Homeland Security](#) website for more information.

d. *What Happens if IJ Requirements Aren't Met?*

- If IJs don't meet the NPA and LETPA spending requirements, FEMA will place a hold on those impacted funds until the issues are resolved.
- Applicants can provide project details either during the application process or by including them in the Biannual Strategy Implementation Report (BSIR) due by January 30, 2026.

e. *How to Succeed*

- Clearly explain how your projects meet LETPA and NPA goals, and which IJ includes the Fusion Center.
- Ensure investments and projects align with homeland security strategies and fill capability gaps.
- Maintain detailed records to support your application and help FEMA review it.

By following these steps, applicants can ensure their funding proposals are clear, meet program requirements, and align with homeland security priorities.

f. *FEMA GO - Grant Request Details (Web-Based)*

When completing the Grant Request Details section in the FEMA GO Application, entities are strongly encouraged to provide complete details about their proposed projects. This includes project names, descriptions, and associated costs to ensure clarity and accuracy in funding requests.

However, applicants will not be penalized if they do not enter full details at this stage. They will have another opportunity to refine and expand upon this information when completing the Winter BSIR.

At a minimum, applicants must submit the IJ to demonstrate the projects they intend to fund. The IJ provides a high-level summary of proposed initiatives and aligns them with grant priorities.

For additional guidance on completing the Grant Request Details section, refer to the FEMA GO Application Process Guide or consult your HQ FEMA Preparedness Officer.

g. *Senior Advisory Committee (SAC) Charter and Advisory List*

Recipients are required to establish a SAC and provide a copy of the SAC Charter with their application. The SAC Charter should include a detailed description of the committee's composition, governance processes, meeting frequency, decision-making procedures, and defined roles and responsibilities. All members of the SAC should sign and date the charter to indicate their agreement with its content and their representation on the committee. Recipients must include the information as an attachment in FEMA GO when submitting their application. SAA will use the URT to verify compliance with SAC charter requirements. For more information on SAC composition, scope, responsibilities, see the [Preparedness Grants Manual](#).

h. *National Incident Management System (NIMS) Implementation*

Prior to allocation of any federal preparedness awards, recipients must ensure and maintain adoption and implementation of NIMS, including implementation of important operational systems defined under NIMS, such as the Incident Command System (ICS). The list of objectives used for progress and achievement reporting is on FEMA's website at <https://www.fema.gov/emergency-managers/nims/implementation-training>.

Please see the [Preparedness Grants Manual](#) for more information on NIMS.

i. *Emergency Management Assistance Compact (EMAC) Membership*

In support of the National Preparedness Goal (the Goal), SHSP recipients must participate in the EMAC. Exceptions are made for American Samoa and the Commonwealth of the Northern Mariana Islands, which are not required to join EMAC at this time.

All assets supported in part or entirely with FY 2025 HSGP funding must be readily deployable and NIMS-typed, when possible, to support emergency or disaster operations per existing EMAC agreements. In addition, funding may be used for the sustainment of core capabilities that, while they may not be physically deployable, support national response capabilities, such as Geographic/Geospatial Information Systems, interoperable communications systems, and capabilities as defined under the Mitigation Mission Area of the Goal.

j. *Urban Area Point of Contact*

An SAA must confirm a specific POC with the designated high-risk urban area. The SAA POC is responsible for identifying and coordinating with the POC for the Urban Area Working Group (UAWG). This information must be provided to FEMA with the grant application. SAAs must work with existing high-risk urban areas to ensure that information for current POCs is on file with FEMA. For more information on UAWG composition, scope, responsibilities, and charter, see the [Preparedness Grants Manual](#).

k. Detailed Budget

Applicants must complete the web-based budget summary within FEMA GO for all funds requested at the time of the application. For detailed guidance, refer to the [FEMA GO Application Process Guide](#).

For a visual guide on entering sub-recipient management costs in FEMA GO, you may find the following tutorial helpful: [How To Enter Sub-recipient Management Costs In FEMA-Go](#).

E. Post-Application Requirements for Successful Applicants

Not applicable.

5. Submission Requirements and Deadlines

A. Address to Request Application Package

Applications are processed through the FEMA GO system. To access the system, go to <https://go.fema.gov/>.

Steps Required to Apply For An Award Under This Program and Submit an Application:

To apply for an award under this program, all applicants must:

- a. Apply for, update, or verify their Unique Entity Identifier (UEI) number and EIN from the Internal Revenue Service;
- b. In the application, provide an UEI number;
- c. Have an account with login.gov;
- d. Register for, update, or verify their SAM account and ensure the account is active before submitting the application;
- e. Register in FEMA GO, add the organization to the system, and establish the Authorized Organizational Representative (AOR). The organization's electronic business point of contact (eBiz POC) from the SAM registration may need to be involved in this step. For step-by-step instructions, see <https://www.fema.gov/media-library/assets/documents/181607>;
- f. Submit the complete application in FEMA GO; and
- g. Continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency. As part of this, applicants must also provide information on an applicant's immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded federal contracts or federal financial assistance within the last three years, if applicable.

Per [2 C.F.R. § 25.110\(a\)\(2\)\(iv\)](#), if an applicant is experiencing exigent circumstances that prevents it from obtaining an UEI number and completing SAM registration prior to receiving a federal award, the applicant must notify FEMA as soon as possible. Contact fema-grants-news@fema.dhs.gov and provide the details of the exigent circumstances.

How to Register to Apply:

General Instructions:

Registering and applying for an award under this program is a multi-step process and requires time to complete. Below are instructions for registering to apply for FEMA funds. Read the instructions carefully and prepare the requested information before beginning the registration process. Gathering the required information before starting the process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. To ensure an application meets the deadline, applicants are advised to start the required steps well in advance of their submission.

Organizations must have a Unique Entity Identifier (UEI) number, Employer Identification Number (EIN), and an active System for Award Management (SAM) registration.

Obtain a UEI Number:

All entities applying for funding, including renewal funding, must have a UEI number. Applicants must enter the UEI number in the applicable data entry field on the SF-424 form. For more detailed instructions for obtaining a UEI number, refer to [SAM.gov](https://sam.gov).

Obtain Employer Identification Number:

In addition to having a UEI number, all entities applying for funding must provide an Employer Identification Number (EIN). The EIN can be obtained from the IRS by visiting <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>.

Create a login.gov account:

Applicants must have a login.gov account in order to register with SAM or update their SAM registration. Applicants can create a login.gov account at: https://secure.login.gov/sign_up/enter_email?request_id=34f19fa8-14a2-438c-8323-a62b99571fd.

Applicants only have to create a login.gov account once. For existing SAM users, use the same email address for both login.gov and SAM.gov so that the two accounts can be linked.

For more information on the login.gov requirements for SAM registration, refer to <https://www.sam.gov/SAM/pages/public/loginFAQ.jsf>.

Register with SAM:

In addition to having a UEI number, all organizations must register with SAM. Failure to register with SAM will prevent your organization from applying through FEMA GO. SAM registration must be renewed annually and must remain active throughout the entire grant life cycle.

For more detailed instructions for registering with SAM, refer to: [Register with SAM](#)

Note: per [2 C.F.R. § 25.200](#), applicants must also provide the applicant's immediate and highest-level owner, subsidiaries, and predecessors that have been awarded federal contracts or federal financial assistance within the past three years, if applicable.

Register in FEMA GO, Add the Organization to the System, and Establish the AOR:

Applicants must register in FEMA GO and add their organization to the system. The organization's electronic business point of contact (eBiz POC) from the SAM registration may need to be involved in this step. For step-by-step instructions, see : [FEMA GO Startup Guide](#).

Note: FEMA GO will support only the most recent major release of the following browsers:

Google Chrome;

Mozilla Firefox;

Apple Safari; and

Microsoft Edge.

Applicants using tablet type devices or other browsers may encounter issues with using FEMA GO.

Submitting the Final Application:

Applicants will be prompted to submit the standard application information, and any program-specific information required. Standard Forms (SF) may be accessed in the Forms tab under the: [SF-424 Family | Grants.gov](#).

Applicants should review these forms before applying to ensure they are providing all required information.

After submitting the final application, FEMA GO will provide either an error message, or an email to the submitting AOR confirming the transmission was successfully received.

B. Application Deadline

08/15/2025 05:00:00 PM Eastern Time

C. Pre-Application Requirements Deadline

Not applicable.

D. Post-Application Requirements Deadline

Not Applicable.

E. Effects of Missing the Deadline

All applications must be completed in FEMA GO by the application deadline. FEMA GO automatically records proof of submission and generates an electronic date/time stamp when FEMA GO successfully receives an application. The submitting AOR will receive via email the

official date/time stamp and a FEMA GO tracking number to serve as proof of timely submission prior to the application deadline.

Applicants experiencing system-related issues have until 3:00 PM ET on the date applications are due to notify FEMA. No new system-related issues will be addressed after this deadline. Applications not received by the application submission deadline will not be accepted.

6. Intergovernmental Review

A. Requirement Description and State Single Point of Contact

An intergovernmental review may be required. Applicants must contact their state's [Single Point of Contact \(SPOC\)](#) to comply with the state's process under Executive Order 12372.

7. Application Review Information

A. Threshold Criteria

The SAA is the sole entity authorized to submit HSGP applications to FEMA on behalf of the state and subrecipients. This section highlights the specific criteria that determine ineligibility, ensuring applicants understand and adhere to the program's requirements.

a. Entities Ineligible for HSGP Funding

- **Non-SAA Organization** - SAA are the only eligible applicants to submit HSGP applications to FEMA. This includes applications for SHSP, UASI, and OPSG.
- **Unaffiliated or Unauthorized Representatives** - Applications submitted by individuals who are not current employees, personnel, or authorized representatives of the applicant organization (e.g., consultants or contractors acting on behalf of an organization) will be deemed ineligible.
- **Organizations Not Registered in SAM.gov** - Applicants that fail to register and maintain an active profile in SAM.gov, or those without a UEI, are not eligible to receive funding.
- **Direct Applications by Tribal Governments** - Tribal governments cannot directly apply for HSGP funding (SHSP, UASI, OPSG). However, they may receive funding as subrecipients through their state's SAA.

b. Ineligible Projects

- Projects that do not align with the purposes of the HSGP, including those that fail to demonstrate a clear nexus to preventing, preparing for, protecting against, or responding to acts of terrorism.
- Activities not permitted under HSGP guidance or that do not meet criteria for allowable costs as outlined in the NOFO and Preparedness Grants Manual.

c. Non-Compliance with Federal Requirements

- Failure to submit a complete and accurate application by the deadline.
- Applications missing required documentation or information, such as an active registration in SAM.gov or compliance with UEI requirements.

- Entities with a history of non-compliance with federal statutes, regulations, or program requirements that impact eligibility for federal funding.

B. Application Criteria

a. Programmatic Criteria

1. Risk Methodology

The risk methodology determines the relative risk³ of terrorism a jurisdiction faces by assessing the expressed or implied threats, the asset/system vulnerabilities, and the communal consequences of an attack. The equation for relative risk is comprised of three components: Threat x Vulnerability x Consequence. Each component is comprised of data elements that are reviewed yearly, in collaboration with FEMA stakeholders, to ensure alignment with the changing U.S. terrorism threat environment. Each eligible jurisdiction's relative risk is assessed, which helps to inform grant funding. For more information on the SHSP, UASI, and OPSG target allocation processes, please see [Appendix 11.A](#).

The three components of risk and their functions are outlined below:

- **Threat:** Assesses reports documenting indication of potential harm to life, information, operations, the environment and/or property within a jurisdiction.
- **Vulnerability:** Assesses assets and systems - such as infrastructure, borders, special events, and movements of individuals or groups - that may render terrorist attacks on a jurisdiction more likely to succeed, if attempted.
- **Consequence:** Assesses the impact of a terrorist attack on a jurisdiction through direct measures such as the numerical values for its population, gross domestic product, and infrastructure.

NOTE: The risk methodology is separate from the THIRA/SPR process. Risk methodology results do affect grant target allocations while the THIRA/SPR process does not.

b. Application Evaluation Criteria

FEMA will evaluate the FY 2025 HSGP applications for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed investments. FEMA's review will include verification that each IJ and project:

- Aligns with at least one core capability identified in the Goal;
- Demonstrates how investments support building capability and/or closing capability gaps or sustaining capabilities identified in the THIRA/SPR process; and
- Supports a NIMS-typed resource and whether those assets are deployable/shareable to support emergency or disaster operations per existing EMAC agreements.

³ DHS defines risk as: "potential for an adverse outcome assessed as a function of hazard/threats, assets and their vulnerabilities, and consequences." See DHS Lexicon Terms and Definitions: 2018 Edition – Revision 04, (Apr. 2018)

In addition to the above, FEMA will evaluate whether proposed projects are: 1) both feasible and effective at reducing the risks for which the project was designed; and 2) able to be fully completed within the three-year period of performance. FEMA will use the information provided in the application and after the submission of the first BSIR to determine the feasibility and effectiveness of a grant project. To that end, IJs should include:

- An explanation of how the proposed project(s) will achieve objectives as identified in the SPR, including expected long-term impact where applicable, and which core capability gap(s) it helps to close and how;
- A summary of the status of planning and design efforts accomplished to date (e.g., included in a capital improvement plan); and
- A project schedule with clear milestones.

Recipients are expected to conform, as applicable, with accepted engineering practices, established codes, standards, modeling techniques, and best practices, and participate in the development of case studies demonstrating the effective use of grant funds, as requested.

FEMA will also review any submitted NPA-aligned IJs and projects to ensure they meet the minimum spend requirements. Additional information on how the NPA IJs and projects will be reviewed for effectiveness is included in the Review and Selection Process section below.

b. Review and Selection Process

1. SHSP and UASI

FY 2025, HSGP applications will be reviewed through a two-phase state and federal review process for completeness, adherence to programmatic guidelines, feasibility, and how well the IJ (project description and justification) addresses the identified risk(s).

State Review

The SAA is the sole entity authorized to submit HSGP applications to FEMA on behalf of the state and subrecipients. The SAA reviews subaward applications to ensure they meet the legal, financial, and programmatic requirements set forth by FEMA and the state's guidelines before submitting on behalf of the state to DHS/FEMA.

Federal Review

All proposed investments will undergo a federal review by DHS/FEMA to ensure compliance with all administrative and eligibility criteria identified in the NOFO. The Federal Reviewers will check each proposed investment for the following:

- Eligibility, feasibility, and alignment with the application criteria listed in this NOFO;
- Compliance and effectiveness in addressing NPAs, ensuring required spend percentages are met;
- Compliance with SAFECOM Guidance on Emergency Communications Grants (SAFECOM Guidance); and,
- LETPA project alignment with program objectives and required spend percentages.

National Priority Area Funding Holds

If applicants submit IJs and project-level details at the time of application, FEMA will evaluate effectiveness prior to award. If projects do not sufficiently align with NPAs, up to 30% of funds may be placed on hold until revisions are made.

If applicants submit IJs and project-level details as part of their December 2026 BSIR, 30% of funds will be placed on hold until FEMA reviews the BSIR and confirms alignment with NPAs.

2. OPSG

For OPSG, applications will be reviewed by the SAA and USBP Sector Headquarters for completeness and adherence to programmatic guidelines and evaluated for anticipated feasibility, need, and impact.

DHS/FEMA will verify compliance with all administrative and eligibility criteria outlined in the NOFO.

OPSG funds will be allocated among the eligible jurisdictions based on risk-based prioritization using the OPSG Risk Assessment described in Appendix A. Final funding allocations are determined by the Secretary of Homeland Security, who may consider information and input from various law enforcement offices or subject-matter experts within the Department.

Factors considered include, but are not limited to:

- Threat and vulnerability assessments
- Total miles of the border
- Border-specific law enforcement intelligence
- Feasibility of Operations Orders to designated localities within border states and territories.

This comprehensive review and selection process ensures that HSGP and OPSG funds are distributed effectively to enhance national preparedness, border security, and overall homeland security efforts.

C. Financial Integrity Criteria

Before making an award, FEMA is required to review OMB-designated databases for applicants' eligibility and financial integrity information. This is required by [the Payment Integrity Information Act of 2019 \(Pub. L. No. 116-117, § 2 \(2020\)\)](#), [41 U.S.C. § 2313](#), and [the "Do Not Pay Initiative" \(31 U.S.C. 3354\)](#). For more details, please see [2 C.F.R. § 200.206](#).

Thus, the Financial Integrity Criteria may include the following risk-based considerations of the applicant:

1. Financial stability.
2. Quality of management systems and ability to meet management standards.
3. History of performance in managing federal award.
4. Reports and findings from audits.
5. Ability to effectively implement statutory, regulatory, or other requirements.

D. Supplemental Financial Integrity Criteria and Review

Before making an award expected to exceed the simplified acquisition threshold (currently a total federal share of \$250,000) over the period of performance:

FEMA is required by [41 U.S.C. § 2313](#) to review or consider certain information found in SAM.gov. For details, please see [2 C.F.R. § 200.206\(a\)\(2\)](#).

1. An applicant may review and comment on any information in the responsibility/qualification records available in SAM.gov.
2. Before making decisions in the risk review required by [2 C.F.R. § 200.206](#), FEMA will consider any comments by the applicant.

E. Reviewers and Reviewer Selection

Reviewers for the HSGP NOFO are selected from within FEMA, across the federal government, and, where applicable, may include external subject matter experts. These reviewers are chosen based on their expertise in homeland security, emergency management, and grant administration.

To prevent conflicts of interest, reviewers must disclose any personal or professional relationships with applicants before the review process begins. Any individual with a conflict is recused from evaluating the affected application. Additionally, reviewers are required to complete ethics and impartiality training to ensure a fair and unbiased review process.

F. Merit Review Process

HSGP applications are not reviewed solely on merit. While merit plays a role—such as evaluating the effectiveness, feasibility, and impact of proposed investments—the review process heavily incorporates risk-based methodologies and compliance criteria. HSGP does not use a weighted scoring method. All criteria are considered equally during the review process.

Review Process:

- State Review (SHSP and UASI): The SAA conducts an initial eligibility review and prioritizes projects for submission to FEMA.
- OPSG Review: OPSG applications are reviewed in coordination with the SAA and USBP Sector Headquarters to assess completeness, feasibility, need, and the anticipated impact of proposed Operations Orders.
- Federal Review: FEMA conducts a federal review of all applications to ensure eligibility, feasibility, and compliance with NOFO requirements.

While merit is a key factor in assessing alignment with national priorities, state and local needs, expected impact, and cost-effectiveness, funding decisions also weigh risk assessments, eligibility criteria, and available funding target allocations.

G. Final Selection

The Secretary of Homeland Security makes the final funding decisions, considering risk assessments, subject-matter expert input, and project feasibility, while also ensuring alignment with national priorities and compliance with legal, financial, and policy guidelines for strategic allocation of funds.

8. Award Notices

A. Notice of Award

The Authorized Organization Representative (AOR) should carefully read the federal award package before accepting the federal award. The federal award package includes instructions on administering the federal award as well as terms and conditions for the award.

By submitting an application, applicants agree to comply with the prerequisites stated in this NOFO and the material terms and conditions of the federal award, should they receive an award.

FEMA will provide the federal award package to the applicant electronically via FEMA GO. Award packages include an Award Letter, Summary Award Memo, Agreement Articles, and Obligating Document. An award package notification email is sent via the grant application system to the submitting AOR.

Recipients must accept their awards no later than 60 days from the award date. Recipients shall notify FEMA of their intent to accept the award and proceed with work via the FEMA GO system. For more information on award acceptance, refer to the [FEMA GO Award Acceptance Guide](#).

For HSGP, “receipt of funds” happens when the recipient accepts the award or 15 calendar days after receiving the award notification, whichever comes first. IF the recipient accepts the award within 15 calendar days of the notification, the 45-day pass-through period starts on the acceptance date. If the recipient does not accept the award within 15 calendar days, the 45-day pass-through period automatically begins 15 calendar days after the notification is sent through FEMA GO. For detailed guidance on managing preparedness grants, including pass-through requirements and timelines, please refer to the [FEMA Preparedness Grants Manual](#), Pass-Through Requirements.

Funds will remain on hold until the recipient accepts the award via FEMA GO and all other conditions of the award have been satisfied, or until the award is otherwise rescinded. Failure to accept a grant award within the specified timeframe may result in a loss of funds.

B. Pass-Through Requirements

Under HSGP, SAAs must pass at least 80% of SHSP and UASI funding to local or tribal governments. The state may retain up to 20% for state-level needs. "Pass-through" means SAAs must allocate funds to eligible entities as defined by law, such as counties, municipalities, tribal governments, or other public entities. For detailed guidance on HSGP pass-through requirements and timelines, please see Section 8 of the [FEMA Preparedness Grants Manual](#).

After award acceptance, the state must pass through at least 80% of SHSP and UASI funds to local or tribal governments within 45 days. The timeline starts when the SAA accepts the award or 15 days after FEMA notifies the SAA, whichever is sooner. Funds must be distributed unconditionally, and the SAA must certify to FEMA that the pass-through is complete, listing amounts and recipients. U.S. territories are exempt, except for Puerto Rico, which must comply. States may keep more than 20% of funds only with written consent from local recipients, outlining the retained amount and purpose.

C. Note Regarding Pre-Award Costs

Even if pre-award costs are allowed, beginning performance is at the applicant and/or sub-applicant's own risk.

D. Obligation of Funds

The funds are obligated when the SAA's signatory authority accepts the award and signs the award package.

E. Notification to Unsuccessful Applicants

During the post-award review, FEMA will notify the recipient about unsuccessful subrecipients or projects and provide feedback. The SAA is then responsible for notifying the subapplicants and sharing any relevant feedback or information.

9. Post-Award Requirements and Administration

A. Administrative and National Policy Requirements

Presidential Executive Orders

Recipients must comply with the requirements of Presidential Executive Orders related to grants (also known as federal assistance and financial assistance), the full text of which are incorporated by reference.

In accordance with [Executive Order 14305, Restoring American Airspace Sovereignty \(June 6, 2025\)](#), and to the extent allowed by law, eligible state, local, tribal, and territorial grant recipients under this NOFO are permitted to purchase unmanned aircraft systems, otherwise known as drones, or equipment or services for the detection, tracking, or identification of drones and drone signals, consistent with the legal authorities of state, local, tribal, and territorial agencies. Recipients must comply with all applicable federal, state, and local laws and regulations, and adhere to any statutory requirements on the use of federal funds for such unmanned aircraft systems, equipment, or services.

Subrecipient Monitoring and Management

Pass-through entities must comply with the requirements for subrecipient monitoring and management as set forth in 2 C.F.R. §§ 200.331-333.

B. DHS Standard Terms and Conditions

A recipient under this funding opportunity must comply with the DHS Standard Terms and Conditions in effect of the date of the federal award. The DHS Standard Terms and Conditions are available [DHS Standard Terms and Conditions | Homeland Security](#). For continuation awards, the terms and conditions for the initial federal award will apply unless otherwise specified in the terms and conditions of the continuation award. The specific version of the DHS Standard Terms and Conditions applicable to the federal award will be in the federal award package.

C. Financial Reporting Requirements Financial Reporting Requirements

See the [Preparedness Grants Manual](#) for information on financial reporting requirements.

D. Programmatic Performance Reporting Requirements

See the [Preparedness Grants Manual](#) for information on performance reporting requirements.

E. Closeout Reporting Requirements

See the [Preparedness Grants Manual](#) for information on closeout reporting requirements and administrative closeout.

Anytime there is a change in personnel for any of the awardees and/or subrecipients, their information needs to be submitted for approval (all the previous personal information identified).

F. Disclosing Information per 2 C.F.R. § 180.335

Before entering into a federal award, the applicant must notify FEMA if it knows that the applicant or any of the principals (as defined at [2 C.F.R. § 180.995](#)) for the federal award:

1. Are presently excluded or disqualified;
2. Have been convicted within the preceding three years of any of the offenses listed in § 180.800(a) or had a civil judgment rendered against you for one of those offenses within that time period;
3. Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with the commission of any of the offenses listed in § 180.800(a); or
4. Have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

This requirement is fully described in [2 C.F.R. §180.335](#).

Additionally, [2 C.F.R. § 180.350](#) requires recipients to provide immediate notice to FEMA at any time after entering a federal award if:

1. The recipient learns that either it failed to earlier disclose information as required by 2 C.F.R. § 180.335;
2. Due to changed circumstances, the applicant or any of the principals for the federal award now meet the criteria at 2 C.F.R. § 180.335 listed above.

G. Reporting of Matters Related to Recipient Integrity and Performance

[Appendix XII to 2 C.F.R. Part 200](#) states the terms and conditions for recipient integrity and performance matters used for this funding opportunity.

If the total value of all active federal grants, cooperative agreements, and procurement contracts for a recipient exceeds \$10,000,000 at any time during the period of performance:

1. The recipient must maintain the currency of information reported in SAM.gov about civil, criminal, or administrative proceedings described in paragraph 2 of Appendix XII;
2. The required reporting frequency is described in paragraph 4 of Appendix XII.

H. Single Audit Report

A recipient expending \$1,000,000 or more in federal awards (as defined by [2 C.F.R. § 200.1](#)) during its fiscal year must undergo an audit. This may be either a single audit complying with [2](#)

[C.F.R. § 200.514](#) or a program-specific audit complying with [2 C.F.R. §§ 200.501](#) and [200.507](#). Audits must follow [2 C.F.R. Part 200, Subpart F](#), 2 C.F.R. § 200.501, and the U.S. Government Accountability Office (GAO) [Generally Accepted Government Auditing Standards](#).

I. Monitoring and Oversight

Per [2 C.F.R. § 200.337](#), DHS and its authorized representatives have the right of access to any records of the recipient or subrecipient pertinent to a Federal award to perform audits, site visits, and any other official use. The right also includes timely and reasonable access to the recipient's or subrecipient's personnel for the purpose of interview and discussion related to such documents or the Federal award in general.

Pursuant to this right and per [2 C.F.R. § 200.329](#), DHS may conduct desk reviews and make site visits to review and evaluate project accomplishments and management control systems as well as provide any required technical assistance. Recipients and subrecipients must respond in a timely and accurate manner to DHS requests for information relating to a federal award.

J. Program Evaluation

Title I of the Foundations for Evidence-Based Policymaking Act of 2018, Pub. L. No. 115-435 (2019) (Evidence Act), [PUBL435.PS](#) urges federal agencies to use program evaluation as a critical tool to learn, improve delivery, and elevate program service and delivery across the program lifecycle. Evaluation means "an assessment using systematic data collection and analysis of one or more programs, policies, and organizations intended to assess their effectiveness and efficiency." Evidence Act, § 101 (codified at 5 U.S.C. § 311). OMB A-11, Section 290 (Evaluation and Evidence-Building Activities) further outlines the standards and practices for evaluation activities. Federal agencies are required to specify any requirements for recipient participation in program evaluation activities (2 C.F.R. § 200.301). Program evaluation activities incorporated from the outset in the NOFO and program design and implementation allow recipients and agencies to meaningfully document and measure progress and achievement towards program goals and objectives, and identify program outcomes and lessons learned, as part of demonstrating recipient performance (2 C.F.R. § 200.301).

As such, recipients and subrecipients are required to participate in a Program Office (PO) or a DHS Component-led evaluation, if selected. This may be carried out by a third-party on behalf of the PO or the DHS Component. Such an evaluation may involve information collections including but not limited to, records of the recipients, surveys, interviews, or discussions with individuals who benefit from the federal award, program operating personnel, and award recipients; and site visits or other observation of recipient activities, as specified in a DHS Component or PO-approved evaluation plan. More details about evaluation requirements may be provided in the federal award, if available at that time, or following the award as evaluation requirements are finalized. Evaluation costs incurred during the period of performance are allowable costs (either as direct or indirect) in accordance with [2 C.F.R. § 200.413](#).

Recipients and subrecipients are also encouraged, but not required, to participate in any additional evaluations after the period of performance ends, although any costs incurred to participate in such evaluations are not allowable and may not be charged to the federal award.

K. Additional Performance Reporting Requirements

Award recipients must submit the following reports: quarterly financial reports, semi-annual performance reports and BSIR submissions, final financial and performance reports, and an

annual audit report (if required). These must follow the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, found at [2 C.F.R. Part 200](#), or specific conditions of the award. If reports are late, future funding or fund access may be delayed, and additional reports may be requested in some cases.

a. *Reporting on the Implementation of the National Preparedness System*

Recipients are required to complete the THIRA every three years and the SPR annually through the URT on the [Preparedness Toolkit](#) no later than Dec. 31. These assessments help jurisdictions identify and address capability gaps to enhance overall preparedness. See the [Preparedness Grants Manual](#) for information on reporting on the Implementation of the National Preparedness System.

b. *BSIR*

In addition to submitting semi-annual progress reports, recipients are required to complete the BSIR. The BSIR is submitted twice a year—in June and December—and provides detailed updates on the status and progress of funded projects. For comprehensive guidance on BSIR submission and other reporting requirements, see the [Preparedness Grants Manual](#).

c. *Emergency Communications Investments - SAFECOM Compliant Letter*

An Emergency Communications Investments - SAFECOM Compliant Letter is required when utilize federal grants to fund emergency communications projects. The signatory authority for the SAA must certify in writing to DHS/FEMA their compliance with the SAFECOM Guidance. The certification letter should be coordinated with the Statewide Interoperability Coordinators (SWIC) for each state and must be uploaded to FEMA GO at the time of the Winter BSIR submission.

For detailed information on SAFECOM Guidance and compliance requirements, refer to the <https://www.cisa.gov/safecom/funding>. If you have further questions or need assistance, contact the SAFECOM Program at SAFECOMGovernance@cisa.dhs.gov.

d. *Operations Orders for OPSG*

The Operations Order (OO) is a detailed plan that explains the specific aspects of an operation, including its goals, tasks, timelines, and resources needed. It provides clear instructions on how to carry out the operation, identifying who is responsible for each task, the resources required, and the expected results. Recipients are required to submit an OO to show their ability to implement the proposed activities effectively, align with program goals, and meet funding requirements.

1. Accessing the OO Template Instructions

To access the OPSG OO Template:

- Find the HSGP posting via the search function on Grants.gov;
- Select the Related Documents tab on the posting; and
- Click on the OPSG OO Template and fill out all sections of the template.

- Writing the Executive Summary

The OO Executive Summary must:

- Identify the organization name, point of contact, committees, and other structures accountable for implementing OPSG in the jurisdiction (typically this will be a program lead or manager overseeing operations and individuals assigned to that agency); and
- Describe how federal and SLTT law enforcement agencies will work together to establish and enhance coordination and collaboration on border security issues.

3. Budget Requirements Overview

The OO Detailed Annual Budget must:

- Explain how costs and expenses were estimated; and
- Provide a narrative justification for costs and expenses.
- Supporting tables describing cost and expense elements (e.g., equipment, fuel, vehicle maintenance costs) may be included.

4. Submission Requirements

The OO must meet the following submission requirements:

- Must be submitted as an Adobe PDF document;
- All documents submitted must use the unique identifier created by the OPSG data management system from the original associated operation order; and
- Applicable OPSG sector representatives must coordinate with the SAA and OPSG participants to submit an accurate inventory of all specified OPSG purchased property with each Operations Order/ Fragmentary Order (FRAGO).

L. Termination of the Federal Award

1. Paragraph C.XL of the FY 2025 DHS Standard Terms and Conditions, v.3 sets forth a term and condition entitled "Termination of a Federal Award." The termination provision condition listed below applies to the grant award and the term and condition in Paragraph C.XL of the FY 2025 DHS Standard Terms and Conditions, v.3 does not.
2. Termination of the Federal Award by FEMA
FEMA may terminate the federal award in whole or in part for one of the following reasons identified in 2 C.F.R. § 200.340:
 - a. If the recipient or subrecipient fails to comply with the terms and conditions of the federal award.
 - b. With the consent of the recipient, in which case FEMA and the recipient must agree upon the termination conditions. These conditions include the effective date and, in the case of partial termination, the portion to be terminated.

- c. If the federal award no longer effectuates the program goals or agency priorities. Under this provision, FEMA may terminate the award for these purposes if any of the following reasons apply:
 - i. If DHS/FEMA, in its sole discretion, determines that a specific award objective is ineffective at achieving program goals as described in this NOFO;
 - ii. If DHS/FEMA, in its sole discretion, determines that an objective of the award as described in this NOFO will be ineffective at achieving program goals or agency priorities;
 - iii. If DHS/FEMA, in its sole discretion, determines that the design of the grant program is flawed relative to program goals or agency priorities;
 - iv. If DHS/FEMA, in its sole discretion, determines that the grant program is not aligned to either the DHS Strategic Plan, the FEMA Strategic Plan, or successor policies or documents;
 - v. If DHS/FEMA, in its sole discretion, changes or re-evaluates the goals or priorities of the grant program and determines that the award will be ineffective at achieving the updated program goals or agency priorities; or
 - vi. For other reasons based on program goals or agency priorities described in the termination notice provided to the recipient pursuant to 2 C.F.R. § 200.341.
 - vii. If the awardee falls out of compliance with the Agency's statutory or regulatory authority, award terms and conditions, or other applicable laws.

3. Termination of a Subaward by the Pass-Through Entity

The pass-through entity may terminate a subaward in whole or in part for one of the following reasons identified in 2 C.F.R. § 200.340:

- a. If the subrecipient fails to comply with the terms and conditions of the Federal award.
- b. With the consent of the subrecipient, in which case the pass-through entity and the subrecipient must agree upon the termination conditions. These conditions include the effective date and, in the case of partial termination, the portion to be terminated.
- c. If the pass-through entity's award has been terminated, the pass-through recipient will terminate its subawards.

4. Termination by the Recipient or Subrecipient

The recipient or subrecipient may terminate the federal award in whole or in part for the following reason identified in 2 C.F.R. § 200.340: Upon sending FEMA or pass-through entity a written notification of the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if FEMA or the pass-through entity determines that the remaining portion of the federal award will not accomplish the purposes for which the Federal award was made, FEMA or the pass-through entity may terminate the Federal award in its entirety.

5. Impacts of Termination

- a. When FEMA terminates the Federal award prior to the end of the period of performance due to the recipient's material failure to comply with the terms and conditions of the

Federal award, FEMA will report the termination in SAM.gov in the manner described at 2 C.F.R. § 200.340(c).

- b. When the Federal award is terminated in part or its entirety, FEMA or the pass-through entity and recipient or subrecipient remain responsible for compliance with the requirements in 2 C.F.R. §§ 200.344 and 200.345.

6. Notification requirements

FEMA or the pass-through entity must provide written notice of the termination in a manner consistent with 2 C.F.R. § 200.341. The federal award will be terminated on the date of the notification unless stated otherwise in the notification.

7. Opportunities to Object and Appeal

Where applicable, when FEMA terminates the Federal award, the written notification of termination will provide the opportunity and describe the process, to object and provide information challenging the action, pursuant to 2 C.F.R. § 200.342.

8. Effects of Suspension and Termination

The allowability of costs to the recipient or subrecipient resulting from financial obligations incurred by the recipient or subrecipient during a suspension or after the termination of a federal award are subject to 2 C.F.R. 200.343.

M. Best Practices

While not a requirement in the DHS Standard Terms and Conditions, as a best practice, entities receiving funds through this program should ensure that cybersecurity is integrated into the design, development, operation, and maintenance of investments that impact information technology (IT) and/ or operational technology (OT) systems. Additionally, “The recipient and subrecipient must ... take reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information (PII) and other types of information.” 2 C.F.R. § 200.303(e).

N. Payment Information

Recipients will submit payment requests in FEMA GO for FY25 awards under this program.

Instructions to Grant Recipients Pursuing Payments

FEMA reviews all grant payments and obligations to ensure allowability in accordance with [2 C.F.R. § 200.305](#). These measures will ensure funds are disbursed appropriately while continuing to support and prioritize communities who rely on FEMA for assistance. Once a recipient submits a payment request, FEMA will review the request. If FEMA approves a payment, it will process through FEMA GO and inform recipients accordingly for drawdown purposes. If FEMA disapproves a payment, FEMA will inform the recipient.

Processing and Payment Timeline

FEMA must comply with regulations governing payments to grant recipients. See [2 C.F.R. § 200.305](#). For grant recipients other than States, [2 C.F.R. § 200.305\(b\)\(3\)](#) stipulates that FEMA is

to make payments on a reimbursement basis within 30 days after receipt of the payment request, unless FEMA reasonably believes the request to be improper. For state recipients, [2 C.F.R. § 200.305\(a\)](#) instructs that federal grant payments are governed by Treasury-State Cash Management Improvement Act (CMIA) agreements ("Treasury-State agreement") and default procedures codified at [31 C.F.R. part 205](#) and [Treasury Financial Manual \(TFM\) 4A-2000, "Overall Disbursing Rules for All Federal Agencies."](#) See [2 C.F.R. § 200.305\(a\)](#).

Treasury-State agreements generally apply to "major federal assistance programs" that are governed by [31 C.F.R. part 205, subpart A](#) and are identified in the Treasury-State agreement. [31 C.F.R. §§ 205.2, 205.6](#). Where a federal assistance (grant) program is not governed by subpart A, payment and funds transfers from FEMA to the state are subject to [31 C.F.R. part 205, subpart B](#). Subpart B requires FEMA to "limit a funds transfer to a state to the minimum amounts needed by the state and must time the disbursement to be in accord with the actual, immediate cash requirements of the state in carrying out a federal assistance program or project. The timing and amount of funds transfers must be as close as is administratively feasible to a state's actual cash outlay for direct program costs and the proportionate share of any allowable indirect costs." [31 C.F.R. § 205.33\(a\)](#). Nearly all FEMA grants are not "major federal assistance programs." As a result, payments to states for those grants are subject to the "default" rules of [31 C.F.R. part 205, subpart B](#).

If additional information is needed, a request for information will be issued by FEMA to the recipient; recipients are strongly encouraged to respond to any additional FEMA request for information inquiries within three business days. If an adequate response is not received, the request may be denied, and the entity may need to submit a new reimbursement request; this will re-start the 30-day timeline.

Submission Process

All non-disaster grant program reimbursement requests must be reviewed and approved by FEMA prior to drawdowns.

For all non-disaster reimbursement requests (regardless of system), please ensure submittal of the following information:

1. Grant ID / Award Number
2. Total amount requested for drawdown
3. Purpose of drawdown and timeframe covered (must be within the award performance period)
4. Subrecipient Funding Details (if applicable).
 - Is funding provided directly or indirectly to a subrecipient?
 - If **no**, include statement "This grant funding is not being directed to a subrecipient."
 - If **yes**, provide the following details:
 - The name, mission statement, and purpose of each subrecipient receiving funds, along with the amount allocated and the specific role or activity being reimbursed.
 - Whether the subrecipient's work or mission involves supporting aliens, regardless of whether FEMA funds support such activities.

- Whether the payment request includes an activity involving support to aliens.
 - Whether the subrecipient has any DEI practices.
5. Supporting documentation to demonstrate that expenses are allowable, allocable, reasonable, and necessary under [2 C.F.R. Part 200](#) and in compliance with the grant's NOFO, award terms, and applicable federal regulations.

O. Immigration Conditions

1. Materiality of Pending Immigration Condition

An immigration term and condition, including those in the DHS Standard Terms and Conditions, may be material to the Department of Homeland Security's decision to make this grant award, and the Department of Homeland Security may take any remedy for noncompliance, including termination, if the state or territorial recipient or any local government subrecipient fails to comply with this term and condition. No final agency determination has been made as of the date of this publication.

10. Other Information

A. Period of Performance Extension

Extensions to the period of performance are allowed.

Recipients should consult with their FEMA point of contact for requirements related to a performance period extension.

B. Other Information

a. Environmental Planning and Historic Preservation (EHP) Compliance

See the [Preparedness Grants Manual](#) for information on EHP compliance.

b. Procurement Integrity

See the [Preparedness Grants Manual](#) for information on procurement integrity

c. Financial Assistance Programs for Infrastructure

1. Recipients and subrecipients must comply with FEMA's implementation requirements of the Build America, Buy America Act (BABAA), which was enacted as part of the [Infrastructure Investment and Jobs Act §§ 70901-70927, Pub. L. No. 117-58 \(2021\)](#); and [Executive Order 14005, Ensuring the Future is Made in All of America by All of America's Workers](#). See also [2 C.F.R. Part 184, Buy America Preferences for Infrastructure Projects](#) and [Office of Management and Budget \(OMB\), Memorandum M-24-02, Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure](#).

None of the funds provided under this program may be used for a project for infrastructure unless the iron and steel, manufactured products, and construction materials used in that infrastructure are produced in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America

preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

To see whether a particular FEMA federal financial assistance program is considered an infrastructure program and thus required to implement FEMA's Build America, Buy America requirements, please see [Programs and Definitions: Build America, Buy America Act | FEMA.gov](#).

2. Waivers

When necessary, recipients (and subrecipients through their pass-through entity) may apply for, and FEMA may grant, a waiver from these requirements.

A waiver of the domestic content procurement preference may be granted by the agency awarding official if FEMA determines that:

- Applying the domestic content procurement preference would be inconsistent with the public interest, or
- The types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality, or
- The inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25%.

The process for requesting a waiver from the Buy America preference requirements can be found on FEMA's website at: ["Buy America" Preference in FEMA Financial Assistance Programs for Infrastructure | FEMA.gov](#).

3. Definitions

For definitions of the key terms of the Build America, Buy America Act, please visit [Programs and Definitions: Build America, Buy America Act | FEMA.gov](#).

d. Mandatory Disclosures

The non-Federal entity or applicant for a federal award must disclose, in a timely manner, in writing to the federal awarding agency or pass-through entity all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. ([2 C.F.R. § 200.113](#))

e. Adaptive Support

See the [Preparedness Grants Manual](#) for information on disability integration.

f. Record Retention

See the [Preparedness Grants Manual](#) for information on record retention.

g. *Actions to Address Noncompliance*

See the [Preparedness Grants Manual](#) for information on actions to address noncompliance.

h. *Audits*

See the for information on audits.

11. Appendix A: HSGP Target Allocations

HSGP Programs	FY 2025 Target Allocation
SHSP	\$373,500,000
UASI	\$553,500,000
OPSG	\$ 81,000,000
Total	\$1,008,000,000

A. SHSP Target Allocations

For FY 2025, DHS/FEMA will distribute SHSP funds based on their risk assessment methodology and legal minimums outlined in the *Homeland Security Act of 2002*, as amended. ***THIRA and SPR results do not affect how grant funds are allocated.***

Each state and territory will receive a guaranteed minimum amount:

- All 50 states, Washington, D.C., and Puerto Rico will receive at least 0.35% of the total funds available under Sections 2003 and 2004 of the Homeland Security Act.
- The four territories (American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands) will receive at least 0.08% of the total funds available under these sections.

States must include a separate IJ for the NPA focused on Enhancing Election Security (at least 3% minimum spend requirement) and Supporting Border Crisis Response and Enforcement (at least a 10% minimum spend requirement), but there is flexibility on the remaining 17% required to meet the overall 30% minimum spend requirement for the NPAs associated with the SHSP allocation.

These are target allocations pending final decisions by the Department of Homeland Security. These target allocations act as an estimate, and final allocations may be different in the award letter.

Fiscal Year 2025 State Homeland Security Program Target Allocations

State/Territory	FY 2025 Target Allocation	State/Territory	FY 2025 Target Allocation
Alabama	\$4,362,750	Montana	\$4,362,750
Alaska	\$4,362,750	Nebraska	\$4,362,750
American Samoa	\$997,200	Nevada	\$4,362,750
Arizona	\$5,023,205	New Hampshire	\$4,362,750
Arkansas	\$4,362,750	New Jersey	\$5,065,776
California	\$55,863,486	New Mexico	\$4,362,750
Colorado	\$4,362,750	New York	\$38,200,874
Connecticut	\$4,362,750	North Carolina	\$4,631,809
Delaware	\$4,362,750	North Dakota	\$4,362,750
District of Columbia	\$4,362,750	Northern Mariana Islands	\$997,200
Florida	\$15,745,665	Ohio	\$5,643,542
Georgia	\$7,272,801	Oklahoma	\$4,362,750
Guam	\$1,110,150	Oregon	\$4,362,750
Hawaii	\$4,362,750	Pennsylvania	\$9,407,455
Idaho	\$4,362,750	Puerto Rico	\$4,362,750
Illinois	\$10,419,556	Rhode Island	\$4,362,750
Indiana	\$4,362,750	South Carolina	\$4,362,750
Iowa	\$4,362,750	South Dakota	\$4,362,750
Kansas	\$4,362,750	Tennessee	\$4,362,750
Kentucky	\$4,362,750	Texas	\$26,066,797
Louisiana	\$4,362,750	U.S. Virgin Islands	\$997,200
Maine	\$4,362,750	Utah	\$4,362,750
Maryland	\$4,990,556	Vermont	\$4,362,750
Massachusetts	\$5,390,887	Virginia	\$8,770,850
Michigan	\$4,362,750	Washington	\$5,483,241
Minnesota	\$4,362,750	West Virginia	\$4,362,750
Mississippi	\$4,362,750	Wisconsin	\$4,362,750
Missouri	\$4,362,750	Wyoming	\$4,362,750
Total	\$373,500,000.00		

B. UASI Target Allocations

For FY 2025, the UASI program will provide funding to high-risk urban areas. Eligibility has been determined through an analysis of relative risk of terrorism faced by the 100 most populous Metropolitan Statistical Areas (MSA) in the United States, as outlined in the *Homeland Security Act of 2002*, as amended. Detailed information on MSAs is available from the U.S. Census

Bureau at [Metropolitan and Micropolitan \(census.gov\)](https://www.census.gov). *It is important to note that results from THIRA/SPR do not impact grant allocations or awards.*

The [Metropolitan Areas Standardization and Protection \(MAPS\) Act of 2021 \(P.L. 117-219\)](#) prohibits automatic updates to core-based statistical areas, which are used to define MSAs, for grantmaking purposes. Any changes require a formal rulemaking process with public notice and comment. If changes become necessary in FY 2025, FEMA will initiate this process as required by the MAPS Act.

The table below lists the UASI allocations for each high-risk urban area based on DHS/FEMA's risk-informed assessment in accordance with the *Homeland Security Act of 2002*, as amended. Each high-risk urban area, through its state, must include a separate IJ for the NPA "Enhancing Election Security", which has a required minimum spend of 3%, and "Supporting Border Crisis Response and Enforcement", which has a 10% minimum spend requirement. ***All projects related to these requirements must be included in the separate IJs.*** Additionally, the combined funding across all five NPAs must total at least 30% of the area's overall UASI allocation.

These are target allocations pending final decisions by the Department of Homeland Security. These target allocations act as an estimate, and final allocations may be different in the award letter.

Fiscal Year 2025 Urban Area Security Initiative Target Allocations

State/Territory	Funded Urban Area	FY 2025 UASI Target Allocation
Arizona	Phoenix-Mesa-Chandler, AZ	\$12,910,357
California	Anaheim-Santa Ana-Irvine, CA	\$8,842,298
	Los Angeles-Long Beach-Glendale, CA	\$38,664,255
	Riverside-San Bernardino-Ontario, CA	\$7,134,344
	Sacramento-Roseville-Folsom, CA	\$4,516,008
	San Diego-Chula Vista-Carlsbad, CA	\$17,716,678
	San Francisco-San Jose-Oakland, CA	\$32,451,685
Colorado	Colorado Springs, CO	\$2,926,754
	Denver-Aurora-Lakewood, CO	\$6,909,902
District of Columbia	Washington-Arlington-Alexandria, DC-VA-MD-WV	\$25,270,521
Florida	Jacksonville, FL	\$4,589,968
	Miami-Fort Lauderdale-Pompano Beach, FL	\$15,683,707
	Orlando-Kissimmee-Sanford, FL	\$6,611,279
	Tampa-St. Petersburg-Clearwater, FL	\$7,296,816
Georgia	Atlanta-Sandy Springs-Alpharetta, GA	\$14,564,394
Hawaii	Honolulu, HI	\$6,338,443
Illinois	Chicago-Naperville-Elgin, IL-IN-WI	\$33,479,819
Indiana	Indianapolis-Carmel-Anderson, IN	\$3,367,289
Louisiana	New Orleans-Metairie, LA	\$4,546,754

Maryland	Baltimore-Columbia-Towson, MD	\$7,709,724
Massachusetts	Boston-Cambridge-Newton, MA-NH	\$16,838,838
Michigan	Detroit-Warren-Dearborn, MI	\$8,123,989
Minnesota	Minneapolis-St. Paul-Bloomington, MN-WI	\$9,526,217
Missouri	St. Louis, MO-IL	\$6,281,491
	Kansas City, MO-KS	\$4,191,663
Nevada	Las Vegas-Henderson-Paradise, NV	\$8,958,896
New Jersey	Newark-Jersey City-New Brunswick, NJ-PA	\$13,928,247
New York	New York-White Plains, NY	\$92,180,364
North Carolina	Charlotte-Concord-Gastonia, NC-SC	\$4,285,035
Ohio	Cincinnati, OH-KY-IN	\$4,166,331
	Columbus, OH	\$4,062,892
	Cleveland-Elyria, OH	\$4,309,739
Oregon	Portland-Vancouver-Hillsboro, OR-WA	\$6,703,242
Pennsylvania	Philadelphia-Camden-Wilmington, PA-NJ-DE-MD	\$18,464,547
	Pittsburgh, PA	\$4,716,651
Tennessee	Nashville-Davidson--Murfreesboro--Franklin, TN	\$4,150,624
Texas	Austin-Round Rock-Georgetown, TX	\$3,753,183
	Dallas-Fort Worth-Arlington, TX	\$16,798,290
	Houston-The Woodlands-Sugar Land, TX	\$26,233,082
	San Antonio-New Braunfels, TX	\$6,627,754
Virginia	Richmond, VA	\$3,485,377
	Virginia Beach-Norfolk-Newport News, VA-NC	\$8,382,039
Washington	Seattle-Tacoma-Bellevue, WA	\$12,713,580
Wisconsin	Milwaukee-Waukesha, WI	\$3,086,934
Total		\$553,500,000

C. OPSG Target Allocations

For FY 2025, DHS/FEMA will award OPSG funds based on two main factors: the risk to border security and the anticipated effectiveness of proposed projects. The OPSG risk assessment identifies potential threats to border security, guiding the distribution of funds to areas with the highest need. Eligible applicants are local, and tribal law enforcement agencies located along the U.S. borders.

For OPSG, "risk" refers to the potential for adverse outcomes, assessed by evaluating threats, vulnerabilities, and consequences associated with specific incidents or events. The risk model used to allocate OPSG funds considers the potential risk that certain threats pose to border security and estimates the relative risk faced by a given area. In evaluating threat, DHS/CBP considers intelligence, situational awareness, criminal trends, and statistical data specific to each of the border sectors, and the potential impacts that these threats pose to the security of the border area. For vulnerability and consequence, DHS/CBP considers the expected impact and consequences of successful border events occurring in specific areas. The effectiveness of proposed investments is evaluated based on the subrecipient's investment strategy, budget, collaboration, and past performance.

These are target allocations pending final decisions by the Department of Homeland Security. These target allocations act as an estimate, and final allocations may be different in the award letter.

Fiscal Year 2025 Operation Stonegarden Eligible* Target Allocations

State/Territory	FY 2025 Target Allocation	State/Territory	FY 2025 Target Allocation
Alabama	\$350,000	Montana	\$1,672,000
Alaska	\$750,000	Nebraska	\$0
American Samoa	\$0	Nevada	\$0
Arizona	\$12,220,000	New Hampshire	\$200,000
Arkansas	\$0	New Jersey	\$0
California	\$12,100,000	New Mexico	\$2,675,000
Colorado	\$0	New York	\$2,670,000
Connecticut	\$0	North Carolina	\$0
Delaware	\$0	North Dakota	\$1,542,000
District of Columbia	\$0	Northern Mariana Islands	\$0
Florida	\$2,790,000	Ohio	\$825,000
Georgia	\$90,000	Oklahoma	\$0
Guam	\$0	Oregon	\$0
Hawaii	\$0	Pennsylvania	\$170,000
Idaho	\$180,000	Puerto Rico	\$1,330,000
Illinois	\$0	Rhode Island	\$0
Indiana	\$0	South Carolina	\$0
Iowa	\$0	South Dakota	\$0
Kansas	\$0	Tennessee	\$0
Kentucky	\$0	Texas	\$33,708,000
Louisiana	\$810,000	U.S. Virgin Islands	\$90,000
Maine	\$1,410,000	Utah	\$0
Maryland	\$0	Vermont	\$150,000
Massachusetts	\$0	Virginia	\$0
Michigan	\$2,286,000	Washington	\$1,435,000
Minnesota	\$972,000	West Virginia	\$0
Mississippi	\$575,000	Wisconsin	\$0
Missouri	\$0	Wyoming	\$0
Total			\$81,000,000

**Eligibility does not guarantee grant funding*

12. Appendix B: Allowable Costs

A. Allowable Cost Matrix for SHSP, UASI, and OPSG

The following matrix lists allowable cost activities across cost categories described above and below. The [Preparedness Grants Manual](#) includes additional information on allowable costs. Recipients and subrecipients must follow all applicable requirements in 2 C.F.R. Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. HSGP funds may be used to cover the costs for evaluating the impact of these grants on the state or urban area's core capabilities and capability gaps. This list is not exhaustive, therefore, if there are any questions regarding allowable costs, please contact the appropriate FEMA HQ Preparedness Officer.

Allowable Program Activities	SHSP	UASI	OPSG
Allowable Planning Costs			
Developing hazard/threat-specific annexes	Y	Y	N
Developing and implementing homeland security support programs and adopting ongoing DHS/FEMA national initiatives	Y	Y	N
Developing related terrorism and other catastrophic event prevention activities	Y	Y	N
Developing and enhancing plans and protocols	Y	Y	N
Developing or conducting assessments	Y	Y	N
Hiring of full- or part-time staff or contract/consultants to assist with planning, engagement, and volunteer management activities	Y	Y	N
Materials required to conduct planning, engagement, and volunteer management activities	Y	Y	N
Travel/per diem related to planning, engagement, and volunteer management activities	Y	Y	Y
Overtime and backfill costs (in accordance with operational Cost Guidance)	Y	Y	Y
Issuance of Western Hemisphere Travel Initiative-compliant Tribal identification cards	Y	N	N
Activities to achieve planning inclusive of people with disabilities and others with access and functional needs and limited English proficiency.	Y	Y	N
Coordination with Citizen Corps Councils for public information/education and development of volunteer programs	Y	Y	N
Coordination and material support to Citizen Corps Councils and local firehouses for the establishment, training and maintenance of CERTs	Y	Y	N
Update governance structures and processes and plans for emergency communications	Y	Y	N
Development, and review and revision of continuity of operations plans	Y	Y	N
Development, and review and revision of the THIRA/SPR and continuity of operations plans	Y	Y	N
Allowable Organizational Activities			
Note: Personnel hiring, overtime, and backfill expenses are permitted under this grant only to the extent that such expenses are for the allowable activities within the scope of the grant.			
Program management	Y	Y	N

Allowable Program Activities	SHSP	UASI	OPSG
Development of whole community partnerships	Y	Y	N
Structures and mechanisms for information sharing between the public and private sector	Y	Y	N
Implementing models, programs, and workforce enhancement initiatives	Y	Y	N
Tools, resources, and activities that facilitate shared situational awareness between the public and private sectors	Y	Y	N
Operational support	Y	Y	N
Utilization of standardized resource management concepts	Y	Y	N
Responding to an increase in the threat level under the National Terrorism Advisory System (NTAS), or needs in resulting from a National Special Security Event	Y	Y	N
Reimbursement for select operational expenses associated with increased security measures at critical infrastructure sites incurred (up to 50% of the allocation)	Y	Y	Y
Overtime for information, investigative, and intelligence sharing activities (up to 50% of the allocation)	Y	Y	Y
Hiring of new staff positions/contractors/consultants for participation in information/intelligence analysis and sharing groups or fusion center activities (up to 50% of the allocation).	Y	Y	Y
Hiring or maintaining staff positions/contractors/consultants at SLTT levels to deliver community preparedness training, resources and material to schools, community-based organizations, faith-based institutions and local businesses.	Y	Y	N
Hiring or maintaining staff positions/contractors/consultants to create, support and maintain CERT or Teen CERT	Y	Y	N
Cost of migrating online services to the “.gov” domain	Y	Y	N
Allowable Equipment Categories			
Personal Protective Equipment	Y	Y	Y
Explosive Device Mitigation and Remediation Equipment	Y	Y	N
CBRNE Operational Search and Rescue Equipment	Y	Y	N
Information Technology	Y	Y	Y
Cybersecurity Enhancement Equipment	Y	Y	N
Interoperable Communications Equipment	Y	Y	Y
Detection	Y	Y	Y
Decontamination	Y	Y	N
Medical countermeasures	Y	Y	Y
Power (e.g., generators, batteries, power cells)	Y	Y	Y
CBRNE Reference Materials	Y	Y	N
CBRNE Incident Response Vehicles	Y	Y	N
Terrorism Incident Prevention Equipment	Y	Y	Y
Physical Security Enhancement Equipment	Y	Y	Y
Inspection and Screening Systems	Y	Y	Y
Animal Care and Foreign Animal Disease	Y	Y	N
CBRNE Prevention and Response Watercraft	Y	Y	N

Allowable Program Activities	SHSP	UASI	OPSG
CBRNE Prevention and Response Unmanned Aircraft	Y	Y	N
CBRNE Aviation Equipment	Y	Y	N
CBRNE Logistical Support Equipment	Y	Y	N
Intervention Equipment (e.g., tactical entry, crime scene processing)	Y	Y	Y
Critical emergency supplies	Y	Y	N
General use vehicle acquisition, lease, and rental	N	N	Y
Specialized vehicle acquisition, lease, and rental	Y	Y	Y
Other Authorized Equipment	Y	Y	Y
Allowable Training Costs			
Overtime and backfill for emergency preparedness and response personnel attending DHS/FEMA-sponsored and approved training classes	Y	Y	N
Overtime and backfill expenses for part-time and volunteer emergency response personnel participating in DHS/FEMA training	Y	Y	N
Training workshops and conferences	Y	Y	Y
Activities to achieve training inclusive of people with disabilities and others with access and functional needs and limited English proficiency	Y	Y	N
Full- or part-time staff or contractors/consultants	Y	Y	Y
Travel	Y	Y	Y
Supplies	Y	Y	N
Instructor certification/re-certification	Y	Y	N
Coordination with Citizen Corps Councils and CERT in conducting training exercises	Y	Y	N
Preparedness training for community preparedness initiatives and programs	Y	Y	N
Interoperable communications training	Y	Y	N
Activities to achieve planning inclusive of people with limited English proficiency	Y	Y	N
Immigration enforcement training	Y	Y	Y
Allowable Exercise Related Costs			
Design, Develop, Conduct, and Evaluate an Exercise	Y	Y	N
Full- or part-time staff or contractors/consultants	Y	Y	N
Overtime and backfill costs, including expenses for part-time and volunteer emergency response personnel participating in DHS/FEMA exercises	Y	Y	N
Implementation of Homeland Security Exercise and Evaluation Program (HSEEP)	Y	Y	N
Activities to achieve exercises inclusive of people with disabilities and others with access and functional needs	Y	Y	N
Travel	Y	Y	N
Supplies	Y	Y	N
Interoperable communications exercises	Y	Y	N
Activities to achieve planning inclusive of people with limited English	Y	Y	N

Allowable Program Activities	SHSP	UASI	OPSG
proficiency			
Allowable M&A Costs			
Hiring of full- or part-time staff or contractors/consultants to assist with the management of the respective grant program, application requirements, and compliance with reporting and data collection requirements	Y	Y	Y
Development of operating plans for information collection and processing necessary to respond to DHS/FEMA data calls	Y	Y	Y
Overtime and backfill costs	Y	Y	Y
Travel	Y	Y	Y
Meeting related expenses	Y	Y	Y
Authorized office equipment	Y	Y	Y
Recurring expenses such as those associated with cell phones and faxes during the period of performance of the grant program	Y	Y	N
Leasing or renting of space for newly hired personnel during the period of performance of the grant program	Y	Y	N
Completing the Civil Rights Evaluation Tool	Y	Y	Y
Conducting activities related to evaluating project effectiveness for HSGP-funded projects	Y	Y	Y
LETPA Costs			
Integration and interoperability of systems and data, such as computer aided dispatch (CAD) and record management systems (RMS), to facilitate the collection	Y	Y	N
Maturation, enhancement, and sustainment of designated state and major Urban Area fusion centers, including information sharing and analysis, threat recognition, terrorist interdiction, and intelligence analyst training and salaries (subject to certain conditions)	Y	Y	N
Regional counterterrorism training programs for small, medium, and large jurisdictions to exchange information and discuss the current threat environment, lessons learned, and best practices to help prevent, protect against, and mitigate acts of terrorism	Y	Y	N
Coordination of regional full-scale training exercises (federal, state, and local law enforcement participation) focused on terrorism-related events	Y	Y	N
Law enforcement Chemical, Biological, Radiological, Nuclear, and high yield Explosives detection and response capabilities, such as bomb detection/disposal capability development, sustainment, or enhancement, including canine teams, robotics platforms, and x-ray technology	Y	Y	N
Coordination between fusion centers and other operational analytic, and investigative efforts	Y	Y	N
Implementation, maintenance, and sustainment of the Nationwide Suspicious Activity Reporting Initiative	Y	Y	N
Implementation of the "If You See Something, Say Something®" campaign	Y	Y	N
Increase physical security, through law enforcement personnel and other protective measures, by implementing preventive and protective	Y	Y	N

Allowable Program Activities	SHSP	UASI	OPSG
measures at critical infrastructure locations			

B. SHSP and UASI Other Direct Costs

Recipients must comply with all the requirements in 2 C.F.R. Part 200 (*Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*). In general, recipients should consult with their FEMA HQ Preparedness Officer prior to making any investment that does not clearly meet the allowable expense criteria. Funding guidelines established within this section support four of the five mission areas—Prevention, Protection, Mitigation, and Response—and associated core capabilities within the Goal. While Recovery is part of the Goal, it is not explicitly part of the HSGP. Allowable investments made in support of the national priorities, as well as other capability-enhancing projects must have a nexus to terrorism preparedness and fall into the categories of planning, organization, exercises, training, or equipment, aligned to building capability, closing capability gaps, and/or sustaining capabilities, as defined by CPG 201: THIRA/SPR Guide—3rd Edition ([Comprehensive Preparedness Guide \(CPG\) 201, 3rd Edition \(fema.gov\)](#)). Recipients are encouraged to use grant funds for evaluating grant-funded project effectiveness and return on investment. FEMA encourages recipients to provide the results of that analysis to FEMA.

a. Planning

SHSP and UASI funds may be used for a range of emergency preparedness and management planning activities, such as those associated with the development, review, and revision of the THIRA, SPR, continuity plans, and other planning activities that support the Goal and placing an emphasis on updating and maintaining a current Emergency Operations Plan (EOP) that conforms to the guidelines outlined in [Comprehensive Preparedness Guide \(CPG\) 101 v3](#). Planning efforts can also include conducting risk and resilience assessments on increasingly connected cyber and physical systems, on which security depends, using the [Infrastructure Resilience Planning Framework](#) and related CISA resources.

Additionally, SHSP and UASI funds may be used for planning efforts related to state court cybersecurity, 911 call capabilities, alert and warning capabilities, and implementation of the REAL ID Act (Pub. L. No. 109-13).

b. Organization

Organization costs are allowed under this program only as described in this funding notice and the [Preparedness Grants Manual](#).

States and high-risk urban areas must justify proposed expenditures of SHSP or UASI funds to support organization activities within their IJ submission. Organizational activities include:

1. Program management;
2. Development of whole community partnerships, through groups such as Citizen Corp Councils;
3. Structures and mechanisms for information sharing between the public and private sector;
4. Implementing models, programs, and workforce enhancement initiatives to address ideologically inspired radicalization to violence in the homeland;

5. Tools, resources, and activities that facilitate shared situational awareness between the public and private sectors;
6. Operational Support;
7. Utilization of standardized resource management concepts such as typing, inventorying, organizing, and tracking to facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident;
8. Responding to an increase in the threat level under the NTAS or needs resulting from a National Special Security Event;
9. Paying salaries and benefits for personnel to serve as qualified Intelligence Analysts. Per the *Personnel Reimbursement for Intelligence Cooperation and Enhancement of Homeland Security Act (PRICE Act)*, Pub. L. No. 110-412, § 2, codified in relevant part, as amended, at 6 U.S.C. § 609(a), SHSP and UASI funds may be used to hire new staff and/or contractor positions to serve as intelligence analysts to enable information/intelligence sharing capabilities, as well as support existing intelligence analysts previously covered by SHSP or UASI funding. *See* 6 U.S.C. § 609(a). To be hired as an intelligence analyst, staff and/or contractor personnel must meet at least one of the following criteria:
 - Complete training to ensure baseline proficiency in intelligence analysis and production within six months of being hired; and/or,
 - Previously served as an intelligence analyst for a minimum of two years either in a federal intelligence agency, the military, or state and/or local law enforcement intelligence unit.
10. All fusion center analytical personnel must demonstrate qualifications that meet or exceed competencies identified in the Common Competencies for state, local, and tribal intelligence analysts, which outlines the minimum categories of training needed for intelligence analysts. A certificate of completion of such training must be on file with the SAA and must be made available to the recipient's respective FEMA HQ Preparedness Officer upon request; and
11. Migrating online services to the ".gov" internet domain.

All SAAs are allowed to use up to 50% of their SHSP funding, and all high-risk urban areas are allowed to use up to 50% of their UASI funding, for personnel costs per 6 U.S.C. § 609(b)(2)(A). Personnel hiring, overtime, and backfill expenses are permitted under this grant only to the extent that such expenses are for the allowable activities within the scope of the grant. Personnel expenses may include, but are not limited to training and exercise coordinators, program managers and planners, intelligence analysts, and SWICs.

At the request of a recipient, the FEMA Administrator (or their designee) may grant a waiver of this 50% limitation under 6 U.S.C. § 609(b)(2)(B). Requests for waivers to the personnel cap must be submitted by the authorized representative of the SAA to FEMA in writing on official letterhead, with the following information:

1. Documentation explaining why the cap should be waived;
2. Conditions under which the request is being submitted; and
3. A budget and method of calculation of personnel costs both in percentages of the grant award and in total dollar amount.

Please see [IB 421b, Clarification on the Personnel Reimbursement for Intelligence Cooperation and Enhancement of Homeland Security Act of 2008 \(Public L. No. 110–412 – the PRICE Act\)](#), dated October 30, 2019, for additional information on the waiver request process.

c. *Equipment*

Equipment costs are allowed under this program only as described in this funding notice and the [Preparedness Grants Manual](#).

The 21 allowable prevention, protection, mitigation, and response equipment categories for HSGP are listed on the [Authorized Equipment List \(AEL\)](#). Some equipment items require prior approval from FEMA before obligation or purchase of the items. Please reference the grant notes for each equipment item to ensure prior approval is not required or to ensure prior approval is obtained if necessary. Recipients and subrecipients may purchase equipment not listed on the AEL, but **only** if they first seek and obtain **prior approval** from FEMA.

Unless otherwise stated, all equipment must meet all mandatory regulatory and/or FEMA-adopted standards to be eligible for purchase using these funds. In addition, recipients will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment. Investments in emergency communications systems and equipment must meet applicable [SAFECOM Guidance on Emergency Communications Grants \(SAFECOM Guidance\) recommendations](#). Such investments must be coordinated with the SWIC and the State Interoperability Governing Body to ensure interoperability and long-term compatibility. For personal protective equipment (PPE), recipients are encouraged to give procurement preference to domestic manufacturers of PPE or PPE raw materials to the maximum practicable and allowed by law.

Grant funds may be used for the procurement of medical countermeasures. Procurement of medical countermeasures must be conducted in collaboration with state, city, or local health departments that administer federal funds from the Department of Health and Human Services for this purpose and with existing Metropolitan Medical Response System committees where available, to sustain their long-term planning for appropriate, rapid, and local medical countermeasures, including antibiotics and antidotes for nerve agents, cyanide, and other toxins. Procurement must have a sound threat-based justification with an aim to reduce the consequences of mass casualty incidents during the first crucial hours of a response. Prior to procuring pharmaceuticals, recipients must have in place an inventory management plan to avoid large periodic variations in supplies due to coinciding purchase and expiration dates. Recipients are encouraged to enter into rotational procurement agreements with vendors and distributors. Purchases of pharmaceuticals must include a budget for the disposal of expired drugs within each fiscal year's Period of Performance (POP) for HSGP. The cost of disposal cannot be carried over to another FEMA grant or grant period.

EMS electronic patient care data systems should comply with the most current data standard of the [National Emergency Medical Services Information System](#).

Recipients are reminded that school hardening is an eligible activity under SHSP and UASI. School hardening measures include but are not limited to:

1. Bullet resistant doors and glass;
2. Hinge-locking mechanisms;
3. Immediate notification to emergency 911 systems;
4. Mechanisms that provide real time actionable intelligence directly to law enforcement and first responders;
5. Installation of distraction devices or other countermeasures administered by law enforcement; and
6. Other measures determined to provide significant improvements to schools' physical security.

Additionally, SHSP and UASI funds may be used for equipment purchases related to state court cybersecurity, 911 call capabilities, alert and warning capabilities, and implementation of the REAL ID Act (Pub. L. No. 109-13).

sUAS and critical emergency supply costs are allowable under this program. See the [Preparedness Grants Manual](#) for more information.

1. General Purpose Equipment

HSGP allows expenditures on general purpose equipment if it aligns to and supports one or more core capabilities identified in the Goal and has a nexus to terrorism preparedness. General purpose equipment, like all equipment funded under the HSGP, must be sharable through the EMAC⁴ and allowable under 6 U.S.C. § 609, and any other applicable provision of the *Homeland Security Act of 2002*, as amended. Examples of such general-purpose equipment may include:

- Law enforcement/general use vehicles (OPSG only);
- Emergency medical services equipment and vehicles;
- Fire service equipment and vehicles, to include hose, pump accessories, and foam concentrate for specialized chemical/biological/radiological/nuclear/explosive (CBRNE) response;
- Interoperability of data systems, such as CAD and RMS; and
- Office equipment for staff⁵ engaged in homeland security program activity.

2. Controlled Equipment

For decades, the federal government has provided equipment to state, local, and tribal LEAs through federal grants. Some federal grant programs have assisted LEAs as they carry out their critical missions to keep the American people safe. The equipment acquired by LEAs through these programs includes administrative equipment, such as office furniture and computers. Some federal grant programs also may include military and military-styled equipment, firearms, and tactical vehicles provided by the federal government, including property covered under 22 C.F.R.

⁴ Except for American Samoa and the Commonwealth of the Northern Mariana Islands, which are not required to belong to EMAC at this time.

⁵ This applies to all homeland security personnel and is not limited to M&A staff, and costs are to be captured outside the cap on M&A costs.

Part 121 and 15 C.F.R. Part 774 (collectively, "controlled equipment").

However, not all equipment that is considered controlled equipment is allowable under the HSGP. Grant funds under this program may not be used for the purchase of equipment not approved by DHS/FEMA. For example, the purchase of tracked armored vehicles, camouflage uniforms, weapons, and weapons accessories, including ammunition, is generally not allowed with HSGP funds.

DHS/FEMA will continue to collaborate with federal agency partners to ensure that there is a consistent and reasonable approach to the restrictions placed on certain equipment expenditures while continuing to support these investments when there is a justifiable need. Further, DHS/FEMA will continue to maintain an awareness of the evolving policy developments related to certain equipment expenditures and keep grant recipients up to date on future developments.

Additional information on controlled equipment is pending publication. Please visit FEMA's website for current and upcoming guidance.

3. Construction and Renovation

Construction and renovation costs to achieve capability targets related to preventing, preparing for, protecting against, or responding to acts of terrorism are allowed under this program. For construction and renovation costs to be allowed, they must be specifically approved by DHS/FEMA in writing prior to the use of any program funds. Limits on the total amount of grant funding that may be used for construction or renovation may apply. Additionally, recipients are required to submit [SF-424C and SF-424D](#).

All proposed construction and renovation activities must undergo an EHP review, including approval of the review from FEMA, prior to undertaking any action related to the project. Failure of a grant recipient to meet these requirements may jeopardize Federal funding. Please see the [Preparedness Grants Manual](#) for more information.

d. *Training and Exercises*

Training and exercise costs are allowed under this program only as described in this funding notice and the [Preparedness Grants Manual](#). Recipients are encouraged to consider tuition-free courses offered by FEMA first, before investing in training. For more information and a catalog of courses please refer to the [National Preparedness Course Catalog at the National Training and Education Division \(NTED\)](#).

Allowable training-related costs under HSGP include the establishment, support, conduct, and attendance of training specifically identified under the SHSP and UASI program and/or in conjunction with emergency preparedness training by other federal agencies (e.g., HHS and Department of Transportation [DOT]). Training conducted using HSGP funds should address a performance gap identified through an Integrated Preparedness Plan (IPP) or other assessments (e.g., National Emergency Communications Plan Goal Assessments) and contribute to building a capability that will be evaluated through a formal exercise. When developing new courses, recipients are encouraged to apply the Analysis, Design, Development, Implementation, and

Evaluation model of instructional design.

4. Law Enforcement Readiness

SHSP or UASI grant funds may be requested and may be approved on a case-by-case basis for immigration enforcement training in support of the border security mission. Requests for training will be evaluated on a case-by-case basis and can only be used for certification in the section 287(g) program provided by DHS/ICE. SHSP or UASI subrecipients with agreements under section 287(g) of the *Immigration and Nationality Act* (INA) (8 U.S.C. § 1357(g)) to receive delegated authority for immigration enforcement within their jurisdictions may also be reimbursed for section 287(g) related operational activities with approval from FEMA on a case-by-case basis.

e. *Maintenance and Sustainment*

Maintenance and sustainment related costs are allowed under this program only as described in the [Preparedness Grants Manual](#).

f. *Travel*

Domestic travel costs are allowed under this program, as provided for in this NOFO. International travel is not an allowable cost under this program unless approved in advance by DHS/FEMA. See the Allowable Cost Matrix above for more information on allowable travel activities under SHSP and UASI.

g. *Personnel*

Personnel hiring, overtime, and backfill expenses are permitted under this grant to perform allowable HSGP planning, organization, training, exercise, and equipment activities. All recipients and subrecipients of HSGP funds, including SHSP and UASI allocations, may not use more than 50% of their awards to pay for personnel activities unless a waiver is approved by FEMA. For more information on the 50% personnel cap, please see FEMA [IB 421b](#), Clarification on the *Personnel Reimbursement for Intelligence Cooperation and Enhancement of Homeland Security Act of 2008* (Public Law 110-412) – the PRICE Act.

HSGP funds may not be used to support the hiring of any personnel to fulfill traditional public health and safety duties nor to supplant traditional public health and safety positions and responsibilities. The following definitions apply to personnel costs:

- **Hiring.** State and local entities may use grant funding to cover the salary of newly hired personnel who are exclusively undertaking allowable FEMA grant activities as specified in this guidance. This may not include new personnel who are hired to fulfill any non-FEMA HSGP program activities under any circumstances. Hiring will always result in a net increase of Full Time Equivalent (FTE) employees.
- **Overtime.** These expenses are limited to the additional costs that result from personnel working over and above 40 hours of weekly work time as the direct result of their performance of FEMA-approved activities specified in this guidance. Overtime associated with any other activity is not eligible.
- **Backfill-Related Overtime.** Also called “Overtime as Backfill,” these expenses are limited to overtime costs that result from personnel who are working overtime (as

identified above) to perform the duties of other personnel who are temporarily assigned to FEMA-approved activities outside their core responsibilities. Neither overtime nor backfill expenses are the result of an increase of FTE employees.

- **Supplanting.** Grant funds will be used to supplement existing funds and will not replace (supplant) funds that have been appropriated for the same purpose. Applicants or recipients may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

1. Operational Overtime Costs

In support of efforts to enhance capabilities for detecting, deterring, disrupting, and preventing acts of terrorism and other catastrophic events, operational overtime costs are allowable for increased protective security measures at critical infrastructure sites or other high-risk locations and to enhance public safety during mass gatherings and high-profile events. In that regard, HSGP recipients are urged to consider using grant funding to support soft target preparedness activities. SHSP or UASI funds may be used to support select operational expenses associated with increased security measures in the authorized categories cited in the table below, but this table is not exhaustive. FEMA retains the discretion to approve other types of requests that do not fit within one of the categories of the table.

Authorized Operational Overtime Categories

	Category	Description
1	National Terrorism Advisory System (NTAS)	Security measures in response to an increase in the threat level under the NTAS to an “elevated” or “imminent” alert status. FEMA Information Bulletin No. 367, Impact of National Terrorism Advisory System on Homeland Security Grant Programs , remains applicable; therefore, advance authorization from FEMA is not required. Refer to National Terrorism Advisory System Homeland Security (dhs.gov) for additional information on the NTAS.
2	National Security Special Event (NSSE)	Security measures for a designated NSSE. NSSEs are events of national or international significance deemed by DHS to be a potential target for terrorism or other criminal activity.
3	Special Event Assessment Rating (SEAR) Level 1 through Level 4 Events	Security measures required for SEAR Level 1 through Level 4 events as designated by DHS and included in the DHS National Special Events List, as defined below: <ul style="list-style-type: none"> • SEAR 1: A significant event with national and/or international importance that may require extensive federal interagency support. • SEAR 2: A significant event with national and/or international importance that may require some level of federal interagency support.

	Category	Description
		<ul style="list-style-type: none"> • SEAR 3: An event of national and/or international importance that requires only limited federal support. • SEAR 4: An event with limited national importance that is managed at state and local level. <p>NOTE: In cases where a threat of terrorism can be associated with a SEAR Level 5 event, the event planners should coordinate with their state or territory Homeland Security Advisor to seek re-adjudication of the SEAR rating. Operational overtime for security measures associated with such events will be considered for approval by FEMA if re-adjudication results in a SEAR 1 through 4 rating.</p>
4	States of Emergency	Declarations of states of emergency by the Governor <u>associated with a terrorism-related threat or incident</u> . This excludes Presidentially declared major disasters or emergencies where federal funding support for the proposed grant-funded activity is made available through the FEMA Public Assistance program or other federal disaster grants.
5	National Critical Infrastructure Prioritization Program (NCIPP)	Protection of Level 1 and Level 2 facilities identified through DHS's NCIPP <u>based on a terrorism-related threat</u> to critical infrastructure.
6	Directed Transit Patrols	Targeted security patrols in airports and major transit hubs <u>based on a terrorism-related threat</u> to transportation systems.
7	Other Related Personnel Overtime Costs	Overtime costs may be authorized for personnel assigned to directly support any of the security activities relating to the categories above. Examples include firefighters and emergency medical services personnel; public works employees who may be responsible for installing protective barriers and fencing; public safety personnel assigned to assist with event access and crowd control; emergency communications specialists; backfill and overtime for staffing state or major urban area fusion centers; state Active Duty National Guard deployments to protect critical infrastructure sites, including all resources that are part of the standard National Guard deployment package (note: consumable costs, such as fuel expenses, are not allowed except as part of the standard National Guard deployment package); contract security services for critical infrastructure sites; participation in Regional Resiliency Assessment Program activities, increased border security activities in coordination with USBP, etc.
8	Operational Support to a Federal Agency	Overtime costs are allowable for personnel to participate in information, investigative, and intelligence sharing activities related to homeland security/terrorism preparedness and

	Category	Description
		specifically requested by a federal agency. Allowable costs are limited to overtime associated with federally requested participation in eligible activities, including anti-terrorism task forces, Joint Terrorism Task Forces (JTTFs), Area Maritime Security Committees (as required by the <i>Maritime Transportation Security Act of 2002</i>), DHS Border Enforcement Security Task Forces, and Integrated Border Enforcement Teams. In addition, reimbursement for operational overtime law enforcement activities related to combating transnational crime organizations in support of efforts to enhance capabilities for detecting, deterring, disrupting, and preventing acts of terrorism is an allowable expense under SHSP and UASI on a case-by-case basis. Grant funding can only be used in proportion to the federal man-hour estimate and only after funding for these activities from other federal sources (i.e., FBI JTTF payments to state and local agencies) has been exhausted.
9	Response to Catastrophic Incidents that are Acts of Terrorism	Operational overtime is allowable for responding to acts of terrorism. This includes overtime accrued during the immediate response to events, such as mass casualty acts of targeted violence or other activities where the act (i) is dangerous to human life or potentially destructive of critical infrastructure or key resources; and (ii) is a violation of the criminal laws of the United States or of any State or other subdivision of the United States, and the act appears to be intended to coerce civilian populations, influence the policy of a government by intimidation or coercion, or affect the conduct of a government by mass destructions, assassination, or kidnapping.

All allowable operational overtime costs are also subject to the administration requirements outlined in the following subsection.

2. Administration of Operational Overtime Requests

- Except for an elevated NTAS alert, SHSP or UASI funds may only be spent for operational overtime costs upon prior written approval by FEMA. The SAA must submit operational overtime requests in writing to its assigned FEMA HQ Preparedness Officer. FEMA will consider requests for special event activities up to one year in advance. However such requests must be within the award's current POP and must not result in the need for a request to extend the period of performance. SAAs should contact FEMA Grants News by e-mail at fema-grants-news@fema.dhs.gov or by phone at (800) 368-6498, Monday through Friday, 9:00 AM – 5:00 PM ET, for clarification.
- All operational overtime requests must clearly explain how the request meets the criteria of one or more of the categories listed in the table above. Requests must address the threat environment as it relates to the event or activity requiring operational overtime

support and explain how the overtime activity is responsive to the threat. Request letters sent to FEMA must be UNCLASSIFIED but may be labeled “For Official Use Only.” If explaining the threat will require the sharing of classified information, the letter should state that fact. FEMA will then plan for the sharing of classified information through official channels;

- Post-event operational overtime requests will only be considered on a case-by-case basis, where it is demonstrated that exigent circumstances prevented submission of a request in advance of the event or activity;
- Under no circumstances may FEMA grant funding be used to pay for costs already supported by funding from another federal source;
- States with UASI jurisdictions can use funds retained at the state level to reimburse eligible operational overtime expenses incurred by the state (per the above guidance limitations). Any UASI funds retained by the state must be used in direct support of the high-risk urban area. States must provide documentation to the UAWG and FEMA upon request demonstrating how any UASI funds retained by a state would directly support the high-risk urban area; and
- FEMA will consult and coordinate with appropriate DHS components as necessary to verify information used to support operational overtime requests.

h. *Secure Identification*

Secure identification costs are allowed under this program. SHSP funds may be used to support the implementation activities associated with the Western Hemisphere Travel Initiative (WHTI), including the issuance of WHTI-compliant tribal identification cards.

i. *Multiple Purpose or Dual-Use of Funds*

Please see the [Preparedness Grants Manual](#) for information on multiple purpose of dual-use of funds under SHSP and UASI.

C. OPSG Other Direct Costs

Recipients must comply with all the requirements in 2 C.F.R. Part 200 (*Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*). In general, recipients should consult with their FEMA HQ Preparedness Officer prior to making any investment that does not clearly meet the allowable expense criteria. Funding guidelines established within this section support four of the five mission areas—Prevention, Protection, Mitigation, and Response—and associated core capabilities within the Goal. While Recovery is part of the Goal, it is not explicitly part of the HSGP. Allowable investments made in support of the national priorities, as well as other capability-enhancing projects must have a nexus to terrorism preparedness and fall into the categories of planning, organization, exercises, training, or equipment, aligned to building capability, closing capability gaps, and/or sustaining capabilities, as defined by CPG 201: THIRA/SPR Guide—3rd Edition ([Comprehensive Preparedness Guide \(CPG\) 201, 3rd Edition \(fema.gov\)](#)). Recipients are encouraged to use grant funds for evaluating grant-funded project effectiveness and return on investment. FEMA encourages recipients to provide the results of that analysis to FEMA.

a. *Planning*

Planning costs are allowed under this program only as described in this funding notice. See the Allowable Cost Matrix above for more information on allowable planning activities for OPSG.

b. Organization

Organization costs are allowed under this program only as described in this funding notice and the [Preparedness Grants Manual](#). See the Allowable Cost Matrix above for more information on allowable organizational activities for OPSG.

c. Equipment

Equipment costs are allowed under this program only as described in this funding notice and the [Preparedness Grants Manual](#).

OPSG equipment is intended to be incidental to the enhanced border security operations being performed. The grant is not intended to be used to outfit or supply general equipment to SLTT law enforcement agencies. Equipment must be relatable to and justified by the operational benefit it will provide. Each appropriate OPSG sector coordinator is required to keep an inventory of OPSG purchased equipment that includes at a minimum: 1) grant funding year; 2) purchase amount; 3) purchase date; 4) purchase quantity; 5) equipment ID; 6) source of funding for the property, including the Federal Award Identification Number; 7) who holds title to the property; 8) federal share percent of the property; 9) location of the property; 10) use and condition of the property; 11) disposal date; and 12) brief disposal justification information and sale price if sold. Each Operations Order/FRAGO will require that each friendly force submit the equipment inventory for each Operations Order/FRAGO submission.

1. **Equipment Marking.** Because equipment purchased with OPSG funding is intended to be used to support OPSG activities, it **may** be appropriately marked to ensure its ready identification and primary use for that purpose. **When practicable**, any equipment purchased with OPSG funding **should** be prominently marked as follows: "**Purchased with DHS funds for Operation Stonegarden Use.**"
2. **Fuel Cost and Mileage Reimbursement.** There is no cap for reimbursement of fuel or mileage costs in support of operational activities. Subrecipients and friendly forces may not claim reimbursements for both mileage and fuel/maintenance for the same equipment at the same time.
3. **Vehicle and Equipment Acquisition, Including Leasing and Rentals.** Allowable purchases under OPSG include patrol vehicles and other mission-specific equipment whose primary purpose is to increase operational capabilities on or near a border nexus in support of approved border security operations. A detailed justification must be submitted to the respective FEMA HQ Preparedness Officer prior to purchase.
4. **Medical Emergency Countermeasures.** Allowable purchases under OPSG include narcotic antagonist pharmaceuticals, detection and identification equipment, safe storage and transportation, personnel protective equipment, and initial equipment training, as reflected in the AEL.

1. Requirements for sUAS

sUAS are allowable under the HSGP. See the [Preparedness Grants Manual](#) for more information.

2. General Purpose Equipment

HSGP allows expenditures on general purpose equipment if it aligns to and supports one or more core capabilities identified in the Goal and has a nexus to terrorism preparedness. General purpose equipment, like all equipment funded under the HSGP, must be sharable through the EMAC⁶ and allowable under 6 U.S.C. § 609, and any other applicable provision of the *Homeland Security Act of 2002*, as amended. Examples of such general-purpose equipment may include:

- Law enforcement/general use vehicles (OPSG only);
- Emergency medical services equipment and vehicles;
- Fire service equipment and vehicles, to include hose, pump accessories, and foam concentrate for specialized chemical/biological/radiological/nuclear/explosive (CBRNE) response;
- Interoperability of data systems, such as CAD and RMS; and
- Office equipment for staff⁷ engaged in homeland security program activity.

3. Controlled Equipment

For decades, the federal government has provided equipment to state, local, and tribal LEAs through federal grants. Some federal grant programs have assisted LEAs as they carry out their critical missions to keep the American people safe. The equipment acquired by LEAs through these programs includes administrative equipment, such as office furniture and computers. Some federal grant programs also may include military and military-styled equipment, firearms, and tactical vehicles provided by the federal government, including property covered under 22 C.F.R. Part 121 and 15 C.F.R. Part 774 (collectively, "controlled equipment").

However, not all equipment that is considered controlled equipment is allowable under the HSGP. Grant funds under this program may not be used for the purchase of equipment not approved by DHS/FEMA. For example, the purchase of tracked armored vehicles, camouflage uniforms, weapons, and weapons accessories, including ammunition, is generally not allowed with HSGP funds.

DHS/FEMA will continue to collaborate with federal agency partners to ensure that there is a consistent and reasonable approach to the restrictions placed on certain equipment expenditures while continuing to support these investments when there is a justifiable need. Further, DHS/FEMA will continue to maintain an awareness of the evolving policy developments related to certain equipment expenditures and keep grant recipients up to date on future developments.

Additional information on controlled equipment is pending publication. Please visit FEMA's website for current and upcoming guidance.

4. Construction and Renovation

⁶ Except for American Samoa and the Commonwealth of the Northern Mariana Islands, which are not required to belong to EMAC at this time.

⁷ This applies to all homeland security personnel and is not limited to M&A staff, and costs are to be captured outside the cap on M&A costs.

OPSG funds may not be used for any construction.

d. *Training and Exercises*

Training and exercise costs are allowed under this program only as described in this funding notice and the [Preparedness Grants Manual \(e.g., related to EHP compliance\)](#). Recipients are encouraged to consider tuition-free courses offered by FEMA first, before investing in training. For more information and a catalog of courses please refer to the [National Preparedness Course Catalog at NTED](#).

1. Law Enforcement Readiness

OPSG grant funds may be used to increase operational, material, and technological readiness of SLTT law enforcement agencies. The Delegation of Immigration Authority, Section 287(g) of the *Immigration and Nationality Act (INA)* program allows a state or local law enforcement entity to enter into a partnership with ICE, under a joint Memorandum of Agreement (MOA), to receive delegated authority for immigration enforcement within their jurisdictions.

OPSG grant funds may be requested and may be approved on a case-by-case basis for immigration enforcement training in support of the border security mission. Requests for training will be evaluated on a case-by-case basis and can only be used for certification in the section 287(g) program provided by DHS/ICE. OPSG subrecipients with agreements under section 287(g) of the *INA* (8 U.S.C. § 1357(g)) to receive delegated authority for immigration enforcement within their jurisdictions may also be reimbursed for section 287(g) related operational activities with approval from FEMA on a case-by-case basis. For OPSG, subrecipients must be authorized by USBP Headquarters and Sectors, and operational activities must be coordinated through a USBP Sector.

e. *Maintenance and Sustainment*

Maintenance and sustainment related costs are allowed under this program only as described in the [Preparedness Grants Manual](#).

f. *Travel*

Domestic travel costs are allowed under this program, as provided for in this NOFO and in the [Preparedness Grants Manual](#). International travel is not an allowable cost under this program unless approved in advance by DHS/FEMA. See the Allowable Cost Matrix in Appendix B for more information on allowable travel activities under OPSG.

g. *Personnel*

Personnel hiring, overtime, and backfill expenses are permitted under this grant to perform allowable HSGP planning, organization, training, exercise, and equipment activities. Under OPSG, overtime costs are allowable only in so far as they meet the intent of the program. All recipients and subrecipients of HSGP funds, including OPSG allocations, may not use more than 50% of their awards to pay for personnel activities unless a waiver is approved by FEMA. For more information on the 50% personnel cap, please see FEMA [IB 421b, Clarification on the Personnel Reimbursement for Intelligence Cooperation and Enhancement of Homeland Security Act of 2008 \(Public Law 110-412 – the PRICE Act\)](#).

Further, changes in scope or objective also require FEMA's prior written approval pursuant to 2 C.F.R. § 200.308(c)(1). If the cost changes are allowable under the grant, a FRAGO must be submitted to Homeland Security Information Network (HSIN) to obtain FEMA's prior written approval of such changes in accordance with 2 C.F.R. § 200.308(c)(1). These modifications will be annotated in the annex section of the FRAGO.

OPSG funds may be used for domestic travel and *per diem*, including costs associated with the deployment/redeployment of personnel to border areas and for travel associated with law enforcement entities assisting other local jurisdictions in law enforcement activities. In addition, allowable costs include supporting up to six-month deployment of law enforcement personnel to critical Southwest Border locations for operational activities (travel costs must be in accordance with applicable travel regulations).

OPSG funds may be used to pay additional current part-time law enforcement personnel salaries to bring them to temporary full-time status. OPSG funds may support a Governor's request to activate, deploy, or redeploy specialized National Guard Units/Package and/or elements of state law enforcement serving as friendly forces to increase or augment specialized/technical law enforcement elements' operational activities. Costs associated with backfill for personnel supporting operational activities are allowable.

As with all OPSG personnel costs, OPSG grant funds will be used to supplement existing funds and will not replace (supplant) funds that have been appropriated for the same purpose. Applicants or recipients may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

1. Operational Overtime Costs

OPSG funds should be used for operational overtime costs associated with law enforcement activities in support of border law enforcement agencies for enhanced border security. Overtime pay is for increased patrol time for certified public safety officers, along with limited support for other law enforcement direct support personnel (e.g., Communication Officers/Dispatchers, non-sworn patrol pilots, etc.). Overtime shall be reimbursed consistent with the non-federal entity's overtime policy and the requirements as stated below:

- Overtime is time worked that exceeds the required number of hours during an employee's designated shift;
- Overtime must be worked to increase patrol capacity and be in support of identified and approved USBP border security operations;
- The OPSG overtime hourly rate of pay will be no more than the approved overtime rate per local law and policy and must be in accordance with applicable state and federal regulations;
- All overtime expenses under OPSG must be reasonable for the services rendered and conform to the non-federal entity's established written policy, which must apply to both federally funded and non-federally funded activities and comply with the other applicable requirements under 2 C.F.R. §§ 200.430-200.431; and

- The non-federal entity may not utilize OPSG funding to pay for an employee's overtime hours or pay that exceeds 16-hours worked in any 24-hour period.

2. Intelligence Support

Per 6 U.S.C. § 609(a), OPSG funds may, as applicable and operationally beneficial, be used to pay salaries and benefits or overtime for personnel to serve as qualified Intelligence Analysts to enable and enhance information/intelligence sharing capabilities, as well as support existing intelligence analysts previously covered by OPSG funding. Qualified OPSG-funded intelligence analysts can be assigned to an applicable law enforcement facility/intelligence function as long as information/intelligence sharing is maintained. To serve as an OPSG-funded intelligence analyst, personnel must meet at least one of the following criteria:

- Complete training to ensure baseline proficiency in intelligence analysis and production within six months of being hired; and/or,
- Previously served as an intelligence analyst for a minimum of two years either in a federal intelligence agency, the military, or state and/or local law enforcement intelligence unit.

OPSG-funded intelligence analysts must demonstrate qualifications that meet or exceed competencies identified in the Common Competencies for state, local, and tribal intelligence analysts, which outlines the minimum categories of training needed for intelligence analysts. A certificate of completion of such training must be on file with the SAA and must be made available to the recipient's respective FEMA HQ Preparedness Officer upon request.

h. Regional Border Projects

Recipients are encouraged to prioritize the acquisition and development of regional projects on the borders to maximize interoperability and coordination capabilities among federal agencies and with state, local, and tribal law enforcement partners. Such regional projects include:

1. Communications equipment;
2. Radio systems and repeaters;
3. Integration with regional intelligence and information sharing effort (i.e., fusion centers):
 - Intelligence analysts.
4. Situational Awareness equipment:
 - License Plate Reader Networks;
 - Visual detection and surveillance systems;
 - Sensor Systems;
 - Radar Systems (for air and/or marine incursions); and
 - Aircraft systems (manned or unmanned).

i. Transportation Costs and Costs Related to the Provision of Acute Medical Care

Vehicle, fuel, mileage, operational overtime, and other types of costs otherwise allowable under an OPSG award's HSGP NOFO are allowable where the costs are in support of the necessary transportation of individuals interdicted while carrying out allowable OPSG-funded activities or operations from the point of interdiction to an applicable law enforcement facility.

When transporting individuals interdicted in the course of carrying out allowable OPSG-funded

activities or operations from the point of interdiction, non-Federal entities may charge vehicle, fuel, mileage, operational overtime, and other types of costs otherwise allowable under an OPSG award's HSGP NOFO associated with necessary transportation to provide acute medical care for individuals being transported from the point of interdiction. In such cases, non-Federal entities may also charge operational overtime for personnel that monitor a detained individual receiving acute medical care where the individual remains in the custody of the non-Federal law enforcement agency. Costs incurred beyond the acute phase of medical care (e.g., upon admission to the hospital, or after transfer from an acute care facility to the hospital) and costs incurred once the custodial responsibility of the individual is transferred to CBP are not allowable under OPSG.

Costs described above are allowable regardless of what entity or agency initially makes the interdiction. Personnel costs incurred by non-Federal law enforcement agencies eligible under OPSG (including deputies, corrections officers, or detention officers) for costs described above are allowable.

j. *Temporary or Term Appointments*

Temporary or term appointments are allowable under an OPSG award, so long as they comply with the following:

1. Subrecipients may utilize temporary or term appointments to augment the law enforcement presence on the borders. However, applying funds toward hiring full-time or permanent sworn public safety officers is unallowable;
2. OPSG-funded temporary or term appointments may not exceed the approved period of performance:
 - For OPSG purposes, temporary appointments are non-status appointments for less than one year; and
 - For OPSG purposes, term appointments are non-status appointments for one year, extendable for one year as necessary.
3. OPSG funding for temporary or term appointments may pay for salary only. Benefits are not allowable expenses for term or temporary employees;
4. OPSG remains a non-hiring program. Appropriate uses of temporary or term appointments include:
 - To carry out specific enforcement operations work for ongoing OPSG-funded patrols throughout the Sector Area of Operation;
 - To staff operations of limited duration, such as OPSG-enhanced enforcement patrols targeting specific locations or criminal activity; and
 - To fill OPSG positions in activities undergoing transition or personnel shortages and local backfill policies (medical/military deployments).
5. OPSG term and temporary appointments must have all necessary certifications and training to enforce state and local laws. OPSG funds will not be used to train or certify term or temporary appointments except as otherwise stated in this NOFO and the Preparedness Grants Manual; and
6. FEMA provides no guarantee of funding for temporary or term appointments. In addition to the terms of this NOFO, subrecipients must follow their own applicable policies and procedures regarding temporary or term appointments.

COMMUNICATIONS FROM CITIZENS

REGULAR BUSINESS

R-1

**AN ORDINANCE AMENDING CHAPTER 31 (ARTICLE 1 § 31-11.3) OF THE
HOPEWELL CITY CODE OF ORDINANCES**

WHEREAS, Va. Code § 15.2-107 enables a local governing body to adopt and amend its rates for sewer fees and sewage disposal; and

WHEREAS, the City Council of Hopewell, Virginia has given notice of its intention to amend this ordinance and conducted a public hearing in accordance with that section; and

WHEREAS, the full text of this proposed ordinance amendment was available for the public at a public hearing held on November 18, 2025; now therefore

BE IT ORDAINED, by the City Council of Hopewell, Virginia that Chapter 31, Article 1, §31-11.3 of the Hopewell City Code of Ordinances, is hereby amended as set forth below:

CHAPTER 31- SEWERS AND SEWAGE DISPOSAL

ARTICLE 1: IN GENERAL

Sec. 31-.11.3 – Sanitary sewer system rates and fees.

The rates and charges hereby fixed and established for the city's sanitary sewer system shall be paid to the city, or city's billing agent by mail or credit card. Payments can also be paid by automatic bank draft.

<i>Customer</i>	<i>Consumption (Per 1,000 Gallons)</i>	<i>Rate (Per 1,000 Gallons)</i>
<i>Residential Rates</i>		
<i>Minimum Charge for the first</i>	<i>2,200</i>	<i>\$18.40</i>
<i>For the next</i>	<i>12,800</i>	<i>\$5.46</i>
<i>For all over</i>	<i>15,000</i>	<i>\$4.62</i>
<i>Residential Summer Rates</i>		
<i>Minimum Charge for the first</i>	<i>2,200</i>	<i>\$18.40</i>
<i>For the next</i>	<i>12,800</i>	<i>\$5.32</i>
<i>For all over</i>	<i>15,000</i>	<i>\$4.48</i>

<i>Municipal Rates</i>		
<i>Minimum Charge for the first</i>	<i>2,200</i>	<i>\$18.40</i>
<i>For the next</i>	<i>12,800</i>	<i>\$5.46</i>
<i>For all over</i>	<i>15,000</i>	<i>\$4.62</i>
<i>Commercial Rates</i>		
<i>Minimum Charge for the first</i>	<i>2,200</i>	<i>\$18.40</i>
<i>For the next</i>	<i>12,800</i>	<i>\$6.02</i>
<i>For all over</i>	<i>15,000</i>	<i>\$5.04</i>
<i>Small Industrial Rates</i>		
<i>Minimum Charge for the first</i>	<i>15,000</i>	<i>\$514.72</i>
<i>For all over</i>	<i>15,000</i>	<i>\$6.44</i>
<i>Prince George County Rates (Bi-Monthly)</i>		
<i>Minimum Charge for the first</i>	<i>30,000</i>	<i>\$3,828.92</i>
<i>For all over</i>	<i>30,000</i>	<i>\$8.54</i>
<i>Federal Correction Center Rates</i>		
<i>Minimum Charge for the first</i>	<i>15,000</i>	<i>\$4,902.45</i>
<i>For all over</i>	<i>15,000</i>	<i>\$14.28</i>
<i>Fort Lee Rates</i>		
<i>Minimum Charge/Month</i>		<i>\$19,887.63</i>
<i>Charge per 748 Gallons</i>		<i>\$0.38</i>

Fee	Amount	Reference
Illegal Connection Fee	\$200.00 + past due	(Refer to section 31-11.2)
Late Fee Penalty	10% added to bills not paid within 30 days	(Refer to section 31-11.2)
Rates—Sewer		(Refer to section 31-11.1)
Request for Copies		(Refer to section 31-11.2)
Returned Check Fee	\$35.00	(Refer to section 31-11.2)
Service Charge	\$25.00 or amount charged by water purveyor for disconnect/reconnect (whichever is greater)	(Refer to section 31-11.2)

DONE this _____ day of _____

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

Mayor Johnny Partin, Ward 3

Witness this signature and seal

ATTEST:

Bisheyla Howard, City Clerk

R-2

ORDINANCE No: _____

**AN ORDINANCE AMENDING CHAPTER 26 (ARTICLE 1 § 26-2) OF THE
HOPEWELL CITY CODE OF ORDINANCES**

WHEREAS, the City Council of Hopewell, Virginia recognizes the importance of providing quality recreational facilities, programs, and services to its residents and visitors;

WHEREAS, Council desires to ensure that the fees associated with the use of such facilities and services are fair, transparent, and sufficient to support the maintenance and operation of the City's parks and recreation system;

WHEREAS, Council approved the updated schedule of recreation and park fees at its regular meeting held on October 7, 2025;

WHEREAS, Council approves general fees in order to offset City cost;

WHEREAS, Council seeks to codify the approved fees by amending Chapter 26, Section 26-2 of the Hopewell Code of Ordinances; and

WHEREAS, the full text of this proposed ordinance amendment was available for the public at a public hearing held on November 18, 2025; now therefore

BE IT ORDAINED, by the City Council of Hopewell, Virginia that Chapter 26, Article 1, §26-2 of the Hopewell City Code of Ordinances, is hereby amended as set forth below:

CHAPTER 26- PARKS AND RECREATION

ARTICLE 1: IN GENERAL

Sec. 26-2 – Recreation and Park rates and fees.

The following fees shall be charged for the use of City parks and recreation facilities and services.

A. General

<i>Fee Type</i>	<i>Current</i>	<i>As of January 1, 2026</i>
<i>Returned Check Fee</i>	-	\$35
<i>Chargeback Recovery Fee</i>	-	\$50
<i>Rental Cancellation Fee</i>	-	\$15

B. Membership

<i>Fee Type</i>	<i>Current</i>		<i>As of January 2026</i>		<i>As of January 2027</i>	
	<i>Resident</i>	<i>Non-Resident</i>	<i>Resident</i>	<i>Non-Resident</i>	<i>Resident</i>	<i>Non-Resident</i>
Monthly Adult	\$10	\$25	\$10.50	\$26	\$11	\$27
Monthly Discounted Adult	\$8	\$15	\$8.50	\$16	\$9	\$17
Monthly Youth	FREE	\$15	FREE	\$16	FREE	\$17
Annual Adult	\$100	\$250	\$106	\$257	\$112	\$264
Annual Discounted Adult	\$80	\$150	\$86	\$157	\$92	\$164
Annual Youth	FREE	\$150	FREE	\$157	FREE	\$164

C. Pavilion

<i>Fee Type</i>	<i>Current</i>		<i>As of January 2026</i>		<i>As of January 2027</i>	
	<i>Resident</i>	<i>Non-Resident</i>	<i>Resident</i>	<i>Non-Resident</i>	<i>Resident</i>	<i>Non-Resident</i>
Small Pavilion	\$40	\$75	\$45	\$80	\$50	\$85
Large Pavilion	\$65	\$150	\$70	\$155	\$75	\$160

D. Hopewell Community Center

<i>Fee Type</i>	<i>Current</i>		<i>As of January 2026</i>		<i>As of January 2027</i>	
	<i>Resident</i>	<i>Non-Resident</i>	<i>Resident</i>	<i>Non-Resident</i>	<i>Resident</i>	<i>Non-Resident</i>
HCC Meeting Room	\$15	\$25	\$20	\$30	\$25	\$40
HCC Conference Room	\$10	\$20	\$15	\$25	\$20	\$30
HCC Pool Lane	\$15	\$25	\$20	\$30	\$25	\$35

E. Athletic Fields

	<i>Current</i>	<i>Proposed Level 1</i>	<i>Proposed Level 2</i>	<i>Proposed Level 3</i>	<i>Proposed Level 4</i>
<i>Athletic Fields – Application Fee</i>	<i>N/A</i>	<i>N/A</i>	\$25	\$25	\$25
<i>Athletic Fields – Security Deposit</i>	<i>N/A</i>	<i>N/A</i>	\$150	\$150	\$150
<i>Soccer Game Field Rental Fee</i>	\$50	<i>N/A</i>	<i>N/A</i>	\$100 (per day)	\$125 (per day)
<i>Baseball and Softball Game Field Rental Fee</i>	\$50	<i>N/A</i>	<i>N/A</i>	\$125 (per day, per field)	\$150 (per day, per field)
<i>Basic Baseball and Softball Field Rental Fee*</i>	<i>N/A</i>	<i>N/A</i>	\$20 (per field, per game)	\$30 (per field, per game)	\$40 (per field, per game)
<i>Advanced Baseball and Softball Field Preparation Fee**</i>	<i>N/A</i>	<i>N/A</i>	\$35 (per field, per game)	\$45 (per field, per game)	\$55 (per field, per game)
<i>Lighting Fee (baseball, softball, and multipurpose)</i>	<i>N/A</i>	<i>N/A</i>	\$25 (per field, per game)	\$35 (per field, per game)	\$45 (per field, per game)
<i>Practice Fee (each baseball, softball, multipurpose, and soccer field)</i>	\$12	<i>N/A</i>	\$20 (per field, per game)	\$30 (per field, per game)	\$40 (per field, per game)
<i>Concession Stands Atwater & Mathis</i>	\$100	<i>N/A</i>	\$150 (per day)	\$150 (per day)	\$150 (per day)

Priority of Use

The priority levels listed below shall determine the order of scheduling and usage for athletic fields. Applicants may request use of the facilities for regular season play, practices, games, tournaments, and some special events. Priority will be given in the order listed below:

Level 1

- (1) Hopewell Recreation & Parks-sponsored programs (all ages)*
- (2) Other City Departments or Public Agencies approved by Recreation & Parks*
- (3) Hopewell Public Schools*

Level 2

- (1) City of Hopewell Sports Organizations*

ORDINANCE No: _____

Level 3

- (1) Inclusive City of Hopewell Youth Sports Groups*
- (2) Exclusive City of Hopewell Youth Sports Groups*

Level 4

- (1) Non-City of Hopewell Youth Sports Organizations*
- (2) Adult Sports Leagues*
- (3) Independent Youth and Adult Teams*
- (4) Other Non-Profit Organization Events or Activities*
- (5) Other For-Profit Organization Events or Activities*

Sec. ~~26-2~~ 26-3 – 26-11 reserved.

BE IT FURTHER ORDAINED, The Parks and Recreation Department shall be responsible for the administration and enforcement of this ordinance. The Department may recommend adjustments to the fee schedule annually, subject to City Council approval.

DONE this _____ day of _____

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

Mayor Johnny Partin, Ward 3

Witness this signature and seal

ATTEST:

Bisheyyla Howard, City Clerk

R-3



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

- ☐ Civic Engagement
- ☐ Culture & Recreation
- ☐ Economic Development
- ☐ Education
- ☒ Housing
- ☐ Safe & Healthy Environment
- ☐ None (Does not apply)

Order of Business:

- ☐ Consent Agenda
- ☒ Public Hearing
- ☐ Presentation-Boards/Commissions
- ☐ Unfinished Business
- ☐ Citizen/Councilor Request
- ☐ Regular Business
- ☐ Reports of Council Committees

Action:

- ☐ Approve and File
- ☒ Take Appropriate Action
- ☐ Receive & File (no motion required)
- ☐ Approve Ordinance 1st Reading
- ☐ Approve Ordinance 2nd Reading
- ☐ Set a Public Hearing
- ☐ Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE: Public Hearing for a Conditional Use Permit Request from Kenri Kade Properties LLC to construct a single-family dwelling on non-conforming lot, Parcel #0011-0875, located at 405 N. 3-1/2.

ISSUE: City Zoning Ordinance allows for the construction of single-family dwellings on non-conforming lots with the approval of a CUP. Conditions of approval can be set.

RECOMMENDATION: The City Administration recommends approving the CUP request with conditions.

TIMING: Staff recommends action on the second reading tentatively scheduled for December 9, 2025.

BACKGROUND: This CUP application was presented at a Planning Commission public hearing held on October 2, 2025.

ENCLOSED DOCUMENTS: Staff report, lot plan, house elevations

STAFF: Christopher Ward, Director of Development

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Rita Joyner, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Susan Daye, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Michael Harris, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Yolanda Stokes, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Mayor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Ronnie Ellis, Ward #4			



Application #: 2025-0797
(Staff Use Only)

CONDITIONAL USE PERMIT APPLICATION

City of Hopewell

Department of Planning & Development

300 N. Main St. Hopewell, VA 23860 | (804) 541-2220 | dev.zone@hopewellva.gov

APPLICATION FEE: \$650

APPLICANT FILL IN ALL BLANKS									
REQUEST	SITE ADDRESS: 405 3 1/2 Ave Hopewell, VA 23860								
	PARCEL #(s): 011085	SITE ACREAGE: 0.11	ZONING DISTRICT: 01						
	PROPOSED USE: Residential New Construction for SFH								
	AMENDMENT TO EXISTING CUP: <input type="checkbox"/>								
LEGAL OWNER	NAME(S): Kenri Kade Properites c/o Corey Boone								
	MAILING ADDRESS: 9230 Old Keene Mill, Ste 1002, Burke, VA 22015								
	EMAIL: REDACTED	PHONE: REDACTED							
APPLICANT (if different than owner)	MAILING ADDRESS:								
	EMAIL:	PHONE:							
REQUIRED ATTACHMENTS	<p>See CUP Checklist for Details. Incomplete application packages will not be accepted. Payment of Delinquent Real Estate Taxes, including interest and penalty charges, is required prior to application acceptance.</p> <table><tbody><tr><td><input type="checkbox"/> Site Plan</td><td><input type="checkbox"/> Project Narrative</td><td><input type="checkbox"/> CUP Checklist</td></tr><tr><td><input type="checkbox"/> Building Floor Plan</td><td><input type="checkbox"/> Exterior Elevations</td><td><input type="checkbox"/> Other</td></tr></tbody></table>			<input type="checkbox"/> Site Plan	<input type="checkbox"/> Project Narrative	<input type="checkbox"/> CUP Checklist	<input type="checkbox"/> Building Floor Plan	<input type="checkbox"/> Exterior Elevations	<input type="checkbox"/> Other
<input type="checkbox"/> Site Plan	<input type="checkbox"/> Project Narrative	<input type="checkbox"/> CUP Checklist							
<input type="checkbox"/> Building Floor Plan	<input type="checkbox"/> Exterior Elevations	<input type="checkbox"/> Other							

AS OWNER OF THIS PROPERTY OR THE AUTHORIZED AGENT THEREFOR, I HEREBY CERTIFY THAT THIS APPLICATION AND ALL ACCOMPANYING DOCUMENTS ARE COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

REDACTED

April 15, 2025

APPLICANT SIGNATURE

DATE

CUP SUBMITTAL CHECKLIST – REQUIRED ITEMS

The following are minimum submittal requirements for Conditional Use Permit applications. Mark each section below as confirmation that each item is completed as required.

Applicant			Required Activities and Documents
Yes	No	N/A	
Preapplication Meeting			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Preapplication Meeting with Staff. <i>Meeting Date:</i> _____
Application (PDF format and TWO printed copies)			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Complete application
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3. Owner affidavit (<i>Power of Attorney if applicant is not the property owner</i>)
Fees & Taxes			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Application fee paid
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Taxes and fees current
Site and Building Plans (PDF format and TWO printed copies)			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Site Plan showing existing and proposed site improvements. The site plan should demonstrate compliance with zoning setbacks, lot width, and development standards (e.g., parking, landscaping). Plans should be of a size and scale such that all improvements and zoning requirements are easily identified and readable. For single-family residential lot plans, 11"x17" may be accepted. For all other projects, provide 24"x36" plans with accompanying 11"x17" reduction.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Floor plans of the proposed building
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Exterior elevations – Four-sided (front, sides, rear) building renderings, full color, and fully dimensioned drawn to scale
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Exterior finishes and colors and materials list. Architecture and finishes of proposed side elevations should be consistent with front elevation.
Project Narrative			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. A description of the proposed use, including scope and scale of the project
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. A statement establishing how the project complies with the expressed intent of the zoning ordinance and the standards of the zoning district, including Chesapeake Bay and Floodplain Districts.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. A statement on how the project complies with the Comprehensive Plan.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. An impact analysis listing potential impacts to adjacent and surrounding properties and how those impacts will be mitigated so as not to adversely affect the health, safety, or welfare of persons residing or working in the vicinity.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. An assessment of how the proposal will impact the public welfare, property, or improvements in the vicinity.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. An analysis of impacts on significant ecological, scenic or historic importance and how those impacts will be mitigated.
Other Items			
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16. A list of applicant-proposed conditions for consideration.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17. Trip generation report or transportation impact analysis (if required at the pre-application meeting or requested by the Department of Public Works)

CUP SUBMITTAL CHECKLIST – OPTIONAL ITEMS

Applicant			Recommended Items to improve the quality of the application and show consistency with the Comprehensive Plan and Zoning Ordinance Standards
Yes	No	N/A	
New Single-Family Homes			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Does the home proposed comply with the zoning district setbacks?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Is the gross floor area and height compatible with surrounding homes on the block?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Are the architectural styles and materials proposed compatible with surrounding homes in the neighborhood? Consider porches, roof pitch, upgraded window and door trim, brick or stone foundations, etc.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Are windows provided on all sides of the home, and appropriately sized and spaced?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Does the building plan provide roof eaves with 12" overhang on all sides?
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6. Does the plan preserve and/or plant trees to achieve 20% tree canopy at maturity?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Does the site plan provide foundation landscaping for building sides facing the street?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Does the site plan provide an asphalt or concrete driveway?
Vegetation & Green Infrastructure			
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. Propose tree canopy in excess of minimum zoning requirement. % = _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Minimize land disturbance such that no more land is disturbed than necessary for the use
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3. Propose preservation of wetlands, floodplains, stream buffers, and slopes
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Include native vegetation and plantings that support bee pollination
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5. Protect, restore, and connect natural areas and enhance access to natural open space
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6. Propose sustainable stormwater drainage, such as pervious pavers, rainwater harvesting, or passive rainwater management (rain garden; dry pond, bioswale)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Incorporate stormwater best management practices and low impact development
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Incorporate turf and landscape management protocols that reduce requirements for chemical treatment and associated pollutant runoff
Mobility			
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. Incorporate Complete Streets principles for any proposed streets
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Incorporate sidewalks along property lines adjacent to roadways
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3. Provide internal pedestrian connections within project
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4. Incorporate bicycle facilities (e.g., bike racks, bike storage facilities, showers)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5. Include pedestrian amenities such as trees, shade, benches, garbage and recycling cans.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6. Include preferred parking for carpools and/or green vehicles (e.g., hybrid, electric)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7. Include public transit access (provide information on nearest bus stop)
Energy & Resilience			
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. Propose electric vehicle (EV capable), EV ready or EV supply equipment
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Propose renewable energy systems (e.g., solar panels) installed on the project
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Provide list of any proposed green building practices and standards
Health & Welfare			
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. Incorporate noise mitigation appropriate for the project location and/or use
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Incorporate open space and recreation amenities appropriate for the use
Public Safety & Crime Prevention			
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. Provide fire lanes and access, as appropriate for the use
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Provide emergency operations plan, as appropriate for the use
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Provide comprehensive lighting system for buildings, parking lots, and landscaping areas
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Design building entrances to be visible from adjacent streets or neighboring buildings
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Install windows on all facades to provide natural site surveillance
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6. Design landscape and fencing to create defined perimeters, while not creating hiding places
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Provide maintenance plan for landscaping pruning and litter prevention
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Provide site surveillance cameras and license plate readers

Conditional Use Permit Narrative

Applicant Name: Corey Boone
Property Owner: Kenri Kade Properties
Property Address: 405 3 1/2 Avenue, Hopewell, VA
Zoning: R-3 (High-Density Residential)
Parcel Status: Vacant lot, formerly developed with a townhouse

Proposed Use

This application requests approval of a Conditional Use Permit to construct a single-family residence on a legally existing, nonconforming lot located at 405 3 1/2 Avenue. The lot is zoned R-3 (High-Density Residential), which allows for single-family homes; however, the parcel does not meet the current minimum lot size requirements, and therefore requires a Conditional Use Permit to proceed with new construction.

The proposed residence will serve as housing for a typical family of four. The applicant is evaluating whether the home will be sold or offered as a long-term rental. No employees will be working on-site, and there will be no commercial activity associated with the use.

Neighborhood Compatibility

The lot is currently vacant but was previously developed with a townhouse structure. It is surrounded by other residential properties on both sides, maintaining a consistent character within the neighborhood. The proposed single-family home will be in harmony with the surrounding land uses and contribute positively to the residential fabric of the area.

Traffic, Access, and Parking

The property is easily accessible from 3 1/2 Avenue. While no driveway is currently planned, on-street parking is available on both sides of the street. The property frontage provides sufficient space for at least two vehicles to park on the street, consistent with surrounding homes in the neighborhood.

Construction and Safety

The home will be a newly constructed single-family residence and will meet all current local and state building codes. All required safety measures—including smoke detectors, up-to-date electrical and plumbing systems, and structural code compliance—will be incorporated into the build.

Minimal Impact

This residential use will not generate excessive noise, odors, ecological, scenic, historical importance or other disruptions to the neighborhood. It is consistent with the scale and intensity of nearby homes and will help revitalize a previously vacant parcel without placing strain on existing infrastructure.

Conclusion

The proposed use aligns with the intent of the R-3 zoning district and supports the City of Hopewell's goals to provide quality housing options. Approval of this Conditional Use Permit will allow the responsible development of an underutilized residential lot and contribute to , public welfare, neighborhood stability and value. The applicant respectfully requests the City's consideration and approval.



Updates to the Narrative for the CUP

- Total livable square footage
It should be about 1400 sqft
- Number of bedrooms and bathrooms
It is 3 bedrooms 1.5 bathrooms
- Exterior materials (siding, porch decking, porch columns, roof)
It is vinyl siding, laminate decking and vinyl columns with fiberglass shingle roof
- What is the foundation material?
32" high parged block crawl space foundation with vapor barrier and foundation vents
- The left side elevation shows no windows – why?
Both sides should have windows. I added one in. I can send again if needed. If you recall the original model doesn't come with windows but I should be able to add one
- The right side elevation and rear elevation have only two windows each – why?
That is the way the home was designed/engineered, it is not a custom home. It is stock. I am not sure why.
- The lot plan does not show setbacks.
It is 6ft. I made sure I put them in. I can attach also.



MITCHELL HOMES INC.
1650 HOLLY HILLS ROAD
POWHATAN, VA 23139
PHONE: 804-378-5211
FAX: 804-378-0811
WWW.MITCHELLHOMESINC.COM

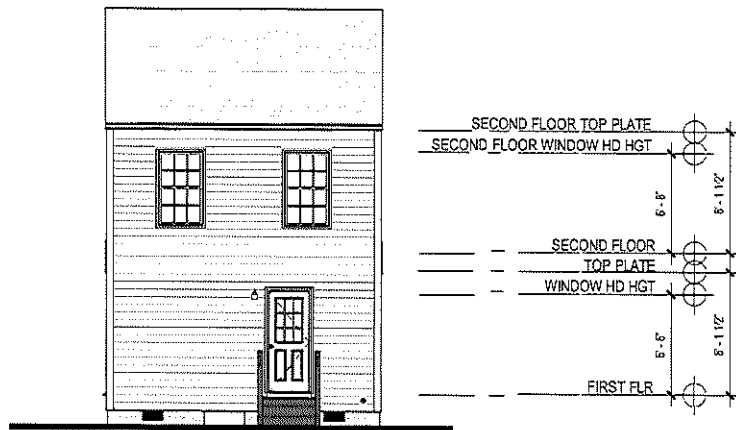
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THE KENSINGTON PLAN

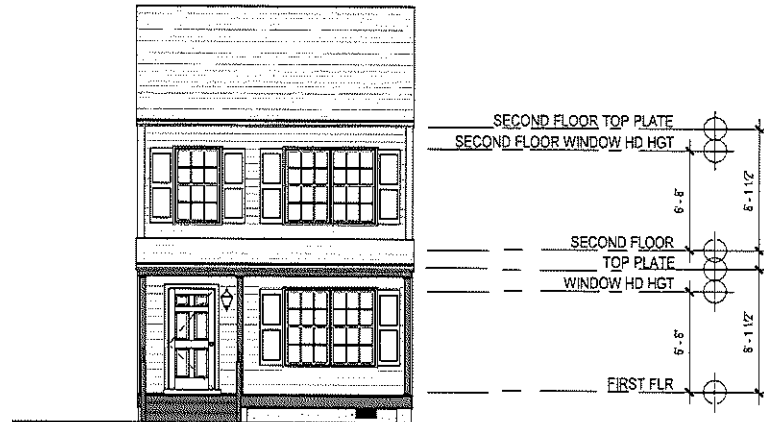
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DATE:

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② GRID - REAR ELEVATION
1/8" = 1'-0"



① GRID - FRONT ELEVATION
1/8" = 1'-0"



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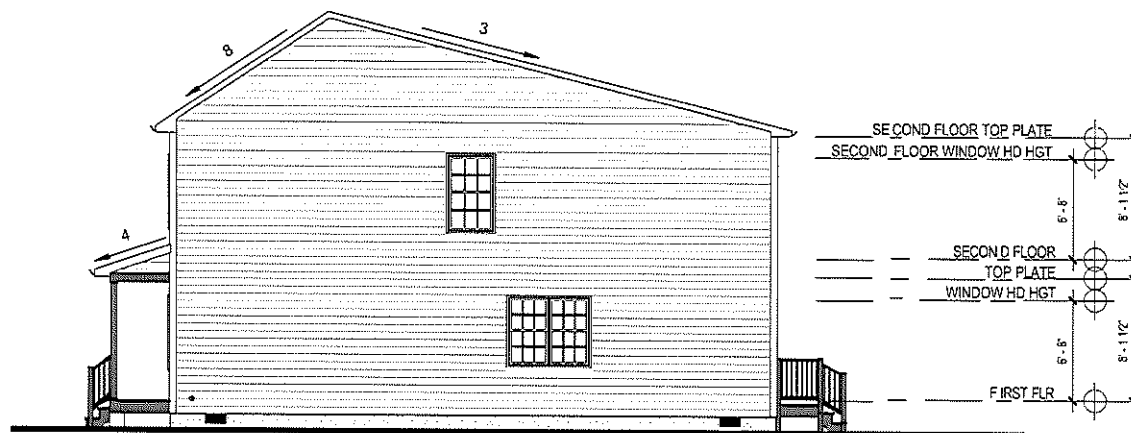
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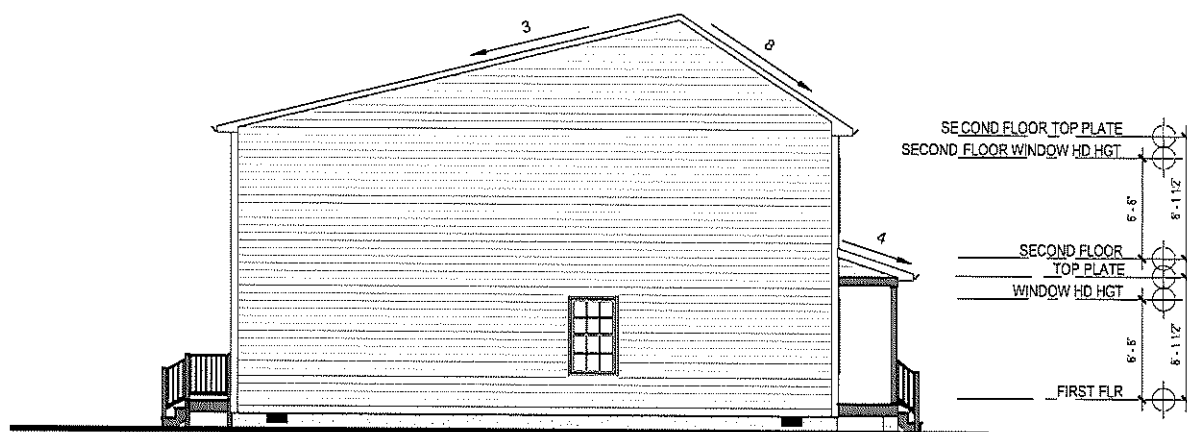
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2 GRID - RIGHT ELEVATION
1/8" = 1'-0"



1 GRID - LEFT ELEVATION
1/8" = 1'-0"

**REQUEST FOR CONDITIONAL USE PERMIT
TO CONSTRUCT A SINGLE-FAMILY DWELLING ON NON-
CONFORMING PARCEL #011-0875 IN THE RO-4
DISTRICT AT 405 N. 3-1/2 AVENUE**

PLANNING COMMISSION



STAFF REPORT

Staff from the Hopewell Department of Development has drafted this report to assist City leadership with making informed decisions regarding land use cases in Hopewell.

I. EXECUTIVE SUMMARY

The applicant and owner, Kenri Kade Properties, requests a Conditional Use Permit to construct a single-family dwelling on non-conforming Parcel #011-0875 in the RO-4 District located at 405 N. 3-1/2 Avenue. Staff recommends approval of this CUP with conditions.

II. TENTATIVE SCHEDULE OF MEETINGS

BODY	DATE	TYPE	RESULT
Planning Commission	October 2, 2025	Public Hearing	Rec. Approval with new condition 5-0
City Council	November 18, 2025	1 st Reading/Work Session	No Action
City Council	December 9, 2025	2 nd Reading / PH	Pending

III. IDENTIFICATION AND LOCATIONAL INFORMATION

Applicant	Kenri Kade Properties
Owner	Kenri Kade Properties
Existing Zoning	RO-4 Residential High Density-Offices District
Requested Zoning	N/A
Acreage	0.11 acres / 4,080 sf
Legal Description	LOT C RESUB OF 5 BLK 18 SUBDIVISION: B VILLAGE
Election Ward	1
Future Land Use	Downtown Residential Mixed Use
Strategic Plan Goal	Housing
Approval Method	City Council Resolution
Can Conditions be Set?	Yes
Map Location	Parcel #011-0875

IV. PUBLIC NOTIFICATION

PUBLIC HEARING	NOTIFICATION TYPE	DATE	DATE
Planning Commission	Progress-Index Ad	9/18/2025	9/25/2025
	Letter to Adj. Properties	9/18/2025	
City Council	Progress-Index Ad	11/04/2025	11/11/2025
	Letter to Adj. Properties	11/10/2025	

V. ROLE OF PLANNING COMMISSION AND CITY COUNCIL

Excerpted and paraphrased from *Handbook for Virginia Mayors & Council Members*

Within each zoning district some uses are permitted as a matter of right and others are only conditionally permitted. The theory behind the conditional use approach is that the particular use has a certain level of negative externality which, if properly managed, could allow the use to be established in the district. Absent proper management, conversely, the use is most likely unacceptable. The Conditional Use Permit process affords a case-by-case review. It is up to the local governing body to establish the conditions under which the Conditional Use Permit is to be approved; applicants/property owners are not required to agree to the conditions imposed for them to be valid and binding on the property. The question being considered is whether the proposed use in the proposed location can be conditioned in such a way as to prevent negative externalities from being imposed on adjacent and nearby properties. Possible negative externalities can comprise a long list that are often spelled out in the ordinance – smoke, dust, noise, trash, light, traffic, incompatible activity levels or hours of operation, likelihood of trespass on adjoining properties, stormwater/drainage runoff, inadequate public infrastructure, and many more.

Conditional Use Permits in Hopewell run with the land and not the owner.

VI. APPLICABLE CODE SECTIONS

1. [Article XVII, Non-Conforming Uses, Section F, Non-Conforming Lots of Record](#)
2. [Article VII-A, Residential High Density-Offices District \(RO-4\)](#)

VII. SUBJECT PROPERTY

The subject property, Parcel #011-0875, is a non-conforming lot located on N. 3-1/2 Avenue across from a city park. The property is rectangular in shape with a 30-foot road frontage totaling 4,080sf. The RO-4 District sets the minimum lot width at 60 feet and the minimum lot size for a single-family dwelling use at 7,200 square feet. The width and total square footage are less than the required minimums, making the parcel non-conforming to the RO-4 District.

The property previously had a residential structure on it but was removed at an unknown date prior to 2017.

VIII. APPLICANT POSITION

The applicant proposes to construct a new, 2-story, 3-bedroom, 1.5 bath, 1,400 square foot house with vinyl siding that will meet district setbacks. The applicant proposes to use vinyl siding, composite decking, vinyl columns, and fiberglass shingles. The proposed foundation is parged block.

IX. STAFF ANALYSIS

When considering a conditional use permit, one must consider the seven conditions outlined in Article XXI of the Zoning Ordinance. Conditions may be mandated to ensure the character of the neighborhood and zoning district in which the use is locating will not be adversely affected. Such conditions may address architectural style, materials, landscaping, enhanced stormwater management, or any other required condition that mitigates any potential negative impact with the goal of maintaining or enhancing the surrounding neighborhood.

The surrounding properties range among one- and two-story homes, attached and detached dwellings, and lot widths between 30 feet and 100 feet. Exterior finishes include vinyl, asbestos, and aluminum siding. The RO-4 district is a high-density residential and office district.

The subject property is between a two-story, single-family attached dwelling and a two-story, single-family detached dwelling. The lot is narrow (30 feet wide); however, the adjacent lot containing a single-family attached dwelling is also 30 feet wide. A two-story structure on this lot is appropriate based on the general massing of the other structures on this block.

The proposed new single-family dwelling will meet all district setbacks, as required by the ordinance. The side yard setbacks in the RO-4 District are five (5) feet which recognizes and promotes higher density housing.

Architecturally speaking, the proposed single-family dwelling is compatible with the neighborhood by virtue of certain features such as two stories, covered front porch, and horizontal siding.

Off-street parking is challenging on this block and in other areas of this neighborhood. The attached units only allow for off-street at the end units. This block contains no alleyway and most of the parking serving residential structures is on the street.

X. RELATIONSHIP TO THE COMPREHENSIVE PLAN

DENSITY

The Future Land Use Plan offers the following guidance with respect to the Downtown Residential Mixed-Use area:

The Downtown Commercial/Business Mixed-Use category is a companion to the Downtown Residential Mixed-Use category. The differences are subtle, but important. Both would encourage mixed-use projects and be regulated by a form-based development code. The former category prioritizes commercial activities over residential uses in the downtown core area, while *the latter promotes higher density residential on the periphery of the core central business area.* (Hopewell Comprehensive Plan 2018, pg. 106)

AGE OF HOUSING

Hopewell has seen lower levels of new development in recent decades when compared to other cities in the region and state, with a drastic slowdown beginning in the 1980s. For this reason, the city now has an aging stock of housing units, with nearly 80% of all units built in the 1970s or earlier (Hopewell Comprehensive Plan 2018, pg. 202).

THE FUTURE LAND USE PLAN

Stable areas are fully built-out and are not viewed as available strategic opportunity areas for future growth. This leaves infill development and redevelopment employing Traditional Neighborhood Design (TND) and Urban Development Area (UDA) principles as the land use form upon which City leaders must focus. It is important to distinguish between the two. Infill attempts to “seed” (or catalyze) a progressive movement to gradually upgrade the value and attractiveness of a given neighborhood or commercial area. Redevelopment focuses on larger properties or groups of properties that are substantially deteriorated or vacant, with potential economic value for the entire community.

Infill development and redevelopment projects can have substantial benefits for Hopewell. This will not occur without City guidance and planning initiatives. Communities that have pursued active infill and redevelopment programs have realized a strengthening of their real estate market by renewing housing stock and readapting sub-standard neighborhoods and sub-par commercial areas. (Hopewell Comprehensive Plan 2018, pg. 117).

XI. PUBLIC COMMENT

The Development Department has not received any comments from the public to date.

XII. STAFF RECOMMENDATION

A survey of the properties in this area reveals a mixture of single-family detached and single-family attached dwellings. The attached dwellings historically served as rooming houses for factory workers and have been converted to single-family dwellings. Six (6) of the ten (10) dwellings in the immediate surroundings are attached single-family dwellings, thereby creating a higher density than other blocks in the neighborhood.

From Article XXI-Amendments, of the Hopewell Zoning Ordinance:

“As may be specified within each zoning district, uses permitted subject to conditional use review criteria shall be permitted only after review by the Planning Commission and approval by the City Council only if the applicant demonstrates that:

4. The proposed conditional use conforms to the character of the neighborhood within the same zoning district in which it is located. The proposal as submitted or modified shall have no more adverse effects on health, safety or comfort of persons living or working in or driving through the neighborhood, and shall be no more injurious to property or improvements in the neighborhood, than would any other use generally permitted in the same district. In making such a determination, consideration shall be given to location, type, size, and height of buildings or structures, type and extent of landscaping and screening on the site, and whether the proposed use is consistent with any theme, action, policy or map of the Comprehensive Plan.”

A 30-foot-wide lot is only appropriate in a high-density district. With the 5-foot side yard setbacks, the RO-4 District promotes higher density construction. A two-story structure on this lot is consistent with the higher density requirements.

For these reasons, Staff supports the approval of this application with the following conditions:

1. The new single-family dwelling will have 12-inch minimum eaves along all roof edges.
2. The lot will have a minimum coverage of 20% tree canopy at full maturity.
3. The new single-family dwelling will have brick or stone foundation on all four sides including brick piers on the front porch.
4. The new single-family dwelling will have foundation plantings along the front foundation.

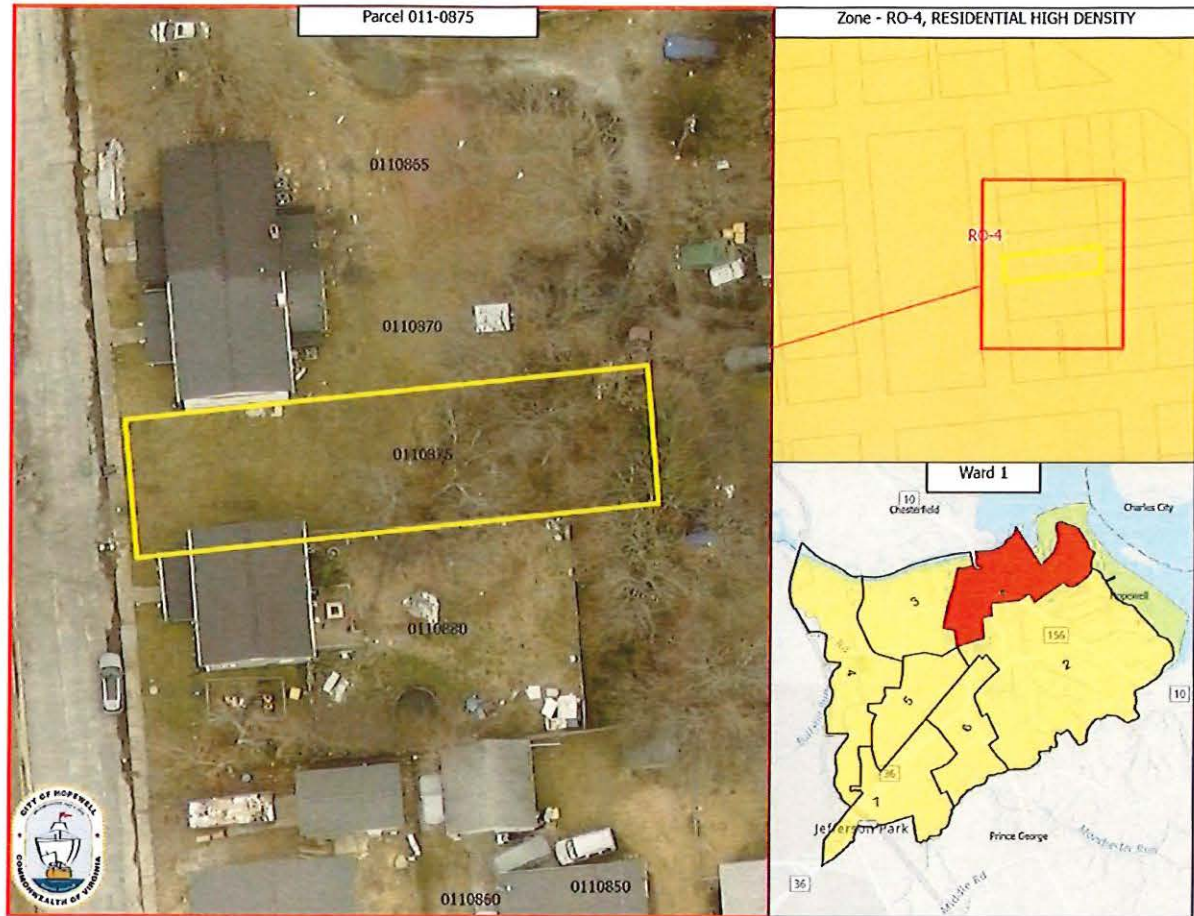
5. The new single-family dwelling will be in substantial conformance with the set of house plans presented to the Planning Commission on October 2, 2025, with any modifications as conditioned at final approval.

XIII. PLANNING COMMISSION RECOMMENDATION

The Hopewell Planning Commission voted 5-0 on October 2, 2025 to recommend approval of the CUP application from Kenri Kade Properties concerning Parcel #011-0875 to include staff's recommended conditions plus an added condition:

6. The new single-family dwelling will be set back from the front property line enough to allow for a two-car (side-by-side) driveway in the front and the driveway is to be of asphalt or concrete.

APPENDIX A - MAPS



APPENDIX B – SURROUNDING AREA DATA

SURROUNDING PROPERTIES - PARCEL #011-0875

3-1/2

Ave.

	ADDRESS	STORIES	HOUSE SQ FT	LOT WIDTH	LOT DEPTH	LOT SQ FT	EXT. MATERIAL	YR BUILT	TYPE
1	303 W CAWSON	1	1366	64	86	5,504	ASBESTOS	1947	SF
2	401 N 3- 1/2 AVE	1	1122	84	74	6,216	ALUMNUM	1950	SF
3	403 N 3- 1/2 AVE	2	1696	55	134	7,370	VINYL	1915	SF
4	407 N 3- 1/2 AVE	2	1810	30	136	4,080	VINYL	2003	SFA
5	409 N 3- 1/2 AVE	2	1810	53	136	7,208	VINYL	1947	SFA
6	411 N 3- 1/2 AVE	1	994	100	48	4,800	ALUMNUM	1947	SF
7	308 DAVIS	2	1752	50	100	5,000	ASBESTOS	1916	SFA
8	306 DAVIS	2	2524	35	100	3,500	ASBESTOS	1947	SFA
9	304 DAVIS	2	1574	30	100	3,000	ALUMNUM	1947	SFA
10	302 DAVIS	2	1736	43	100	4,300	VINYL	1949	SFA
	AVERAGE	1	1,638	54	101	5,097	MIX		
	#011-0875	2	1,400	30	136	4,080	VINYL		SF

BLUE = Proposed house



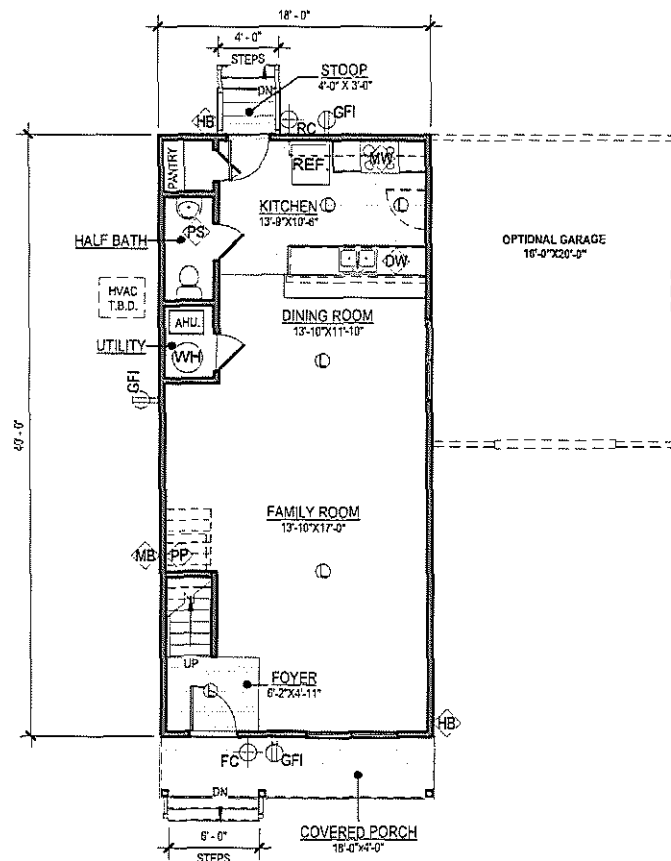
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THE KENSINGTON PLAN

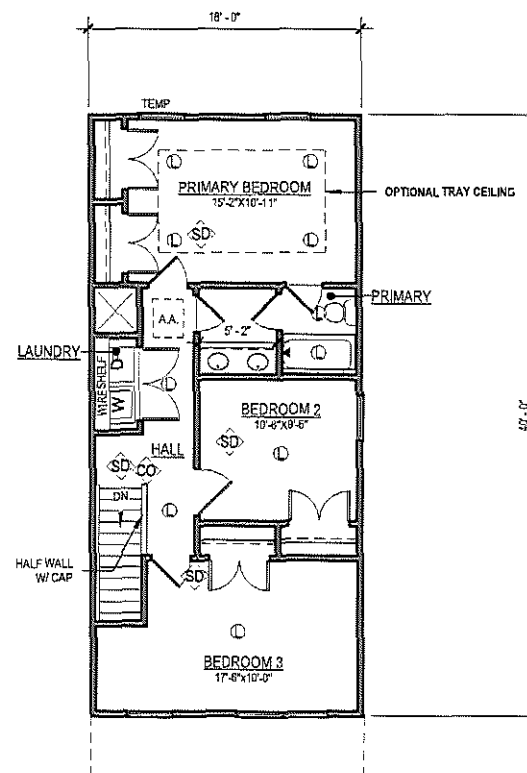
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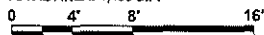


① FIRST FLOOR GRID PLAN
1/8" = 1'-0"

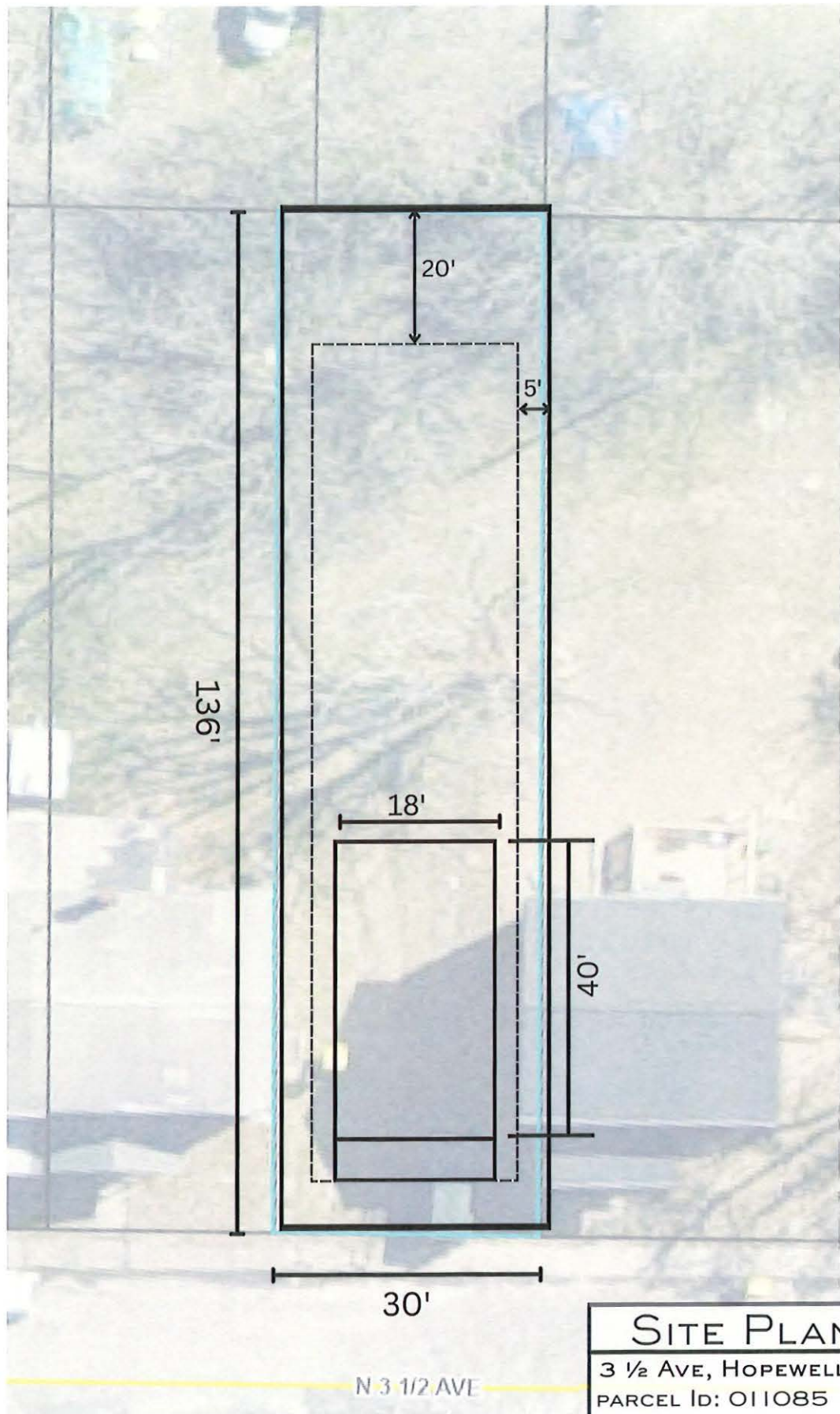


② SECOND FLOOR GRID PLAN
1/8" = 1'-0"

FIRST FLOOR: 720 S.F.
SECOND FLOOR: 682 S.F.
TOTAL LIVING AREA: 1402 S.F.
COVERED FRONT PORCH: 72 S.F.
TOTAL AREA UNDER ROOF: 1,474 S.F.
STOOP: 12 S.F.
TOTAL AREA: 1,486 S.F.



UPDATED: 03.2022



SITE PLAN

3 1/2 AVE, HOPEWELL, VA

PARCEL ID: 011085

LOT AREA: 0.11

PLOT SIZE: 11x17



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

- ☐ Civic Engagement
- ☐ Culture & Recreation
- ☒ Economic Development
- ☐ Education
- ☒ Housing
- ☐ Safe & Healthy Environment
- ☐ None (Does not apply)

Order of Business:

- ☐ Consent Agenda
- ☒ Public Hearing
- ☐ Presentation-Boards/Commissions
- ☐ Unfinished Business
- ☐ Citizen/Councilor Request
- ☐ Regular Business
- ☐ Reports of Council Committees

Action:

- ☐ Approve and File
- ☒ Take Appropriate Action
- ☐ Receive & File (no motion required)
- ☐ Approve Ordinance 1st Reading
- ☐ Approve Ordinance 2nd Reading
- ☐ Set a Public Hearing
- ☐ Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE: Public Hearing for a Conditional Use Permit Request from A&K Enterprises LLC to utilize Parcel #089-1395, located at 3400 Oaklawn Blvd. as a single-family dwelling in the B-4 Corridor Development District.

ISSUE: City Zoning Ordinance allows for the use of single-family dwellings in the B-4 Corridor Development District with the approval of a CUP. Conditions of approval can be set.

RECOMMENDATION: The City Administration recommends denial the CUP request.

TIMING: Staff recommends action on the second reading tentatively scheduled for December 9, 2025.

BACKGROUND: This property, under previous ownership, transitioned to a commercial use in January 2021. That owner received a CUP approval in August 2023 to allow an unapproved single-family dwelling use at the property until the existing tenant vacated the property, which occurred earlier this year. The new property owner seeks another CUP request to allow for single-family dwelling use.

ENCLOSED DOCUMENTS: Staff report, lot plan, house elevations

STAFF: Christopher Ward, Director of Development

FOR IN MEETING USE ONLY

MOTION: _____

SUMMARY:

Y N

- ☐ ☐ Vice Mayor Rita Joyner, Ward #1
- ☐ ☐ Councilor Michael Harris, Ward #2
- ☐ ☐ Mayor John B. Partin, Ward #3
- ☐ ☐ Councilor Ronnie Ellis, Ward #4

Y N

- ☐ ☐ Councilor Susan Daye, Ward #5
- ☐ ☐ Councilor Yolanda Stokes, Ward #6
- ☐ ☐ Ward #7

Roll Call

SUMMARY:

Y N

- ☐ ☐ Vice Mayor Rita Joyner, Ward #1
- ☐ ☐ Councilor Michael Harris, Ward #2
- ☐ ☐ Mayor John B. Partin, Ward #3
- ☐ ☐ Councilor Ronnie Ellis, Ward #4

Y N

- ☐ ☐ Councilor Susan Daye, Ward #5
- ☐ ☐ Councilor Yolanda Stokes, Ward #6
- ☐ ☐ Ward #7



Application #: 20250728
(Staff Use Only)

CONDITIONAL USE PERMIT APPLICATION

City of Hopewell

Department of Planning & Development

300 N. Main St, Hopewell, VA 23860 | (804) 841-2220 | dev.zone@hopewellva.gov

APPLICATION FEE: \$650

APPLICANT FILL IN ALL BLANKS			
REQUEST	SITE ADDRESS: <u>3400 OAKLAWN BLVD., HOPEWELL, VA 23860</u>		
	PARCEL ID(S): <u>089-1395</u>	SITE ACREAGE: <u>0.22/9833 sq. ft</u>	ZONING DISTRICT: <u>B-4</u>
	PROPOSED USE: <u>REFERENCE ATTACHED REQUEST FOR "SINGLE-FAMILY RESIDENTIAL DWELLING"</u>		
	AMENDMENT TO EXISTING CUP: <input type="checkbox"/>		
REAL OWNER	NAME(S): <u>A & K ENTERPRISES, LLC</u>		
	MAILING ADDRESS: <u>P.O. BOX 402, HOPEWELL, VA 23860</u>		
APPLICANT (if different than owner)	REDACTED		REDACTED
	SAME AS OWNER		
	MAILING ADDRESS:		
	EMAIL:	PHONE:	
REQUIRED ATTACHMENTS	See CUP Checklist for Details. Incomplete application packages will not be accepted. Payment of Delinquent Real Estate Taxes, including interest and penalty charges, is required prior to application acceptance.		
	<input type="checkbox"/> Site Plan	<input checked="" type="checkbox"/> Project Narrative	<input checked="" type="checkbox"/> CUP Checklist
	<input type="checkbox"/> Building Floor Plan	<input type="checkbox"/> Exterior Elevations	<input type="checkbox"/> Other

AS OWNER OF THIS PROPERTY OR THE AUTHORIZED AGENT THEREFOR, I HEREBY CERTIFY THAT THIS APPLICATION AND ALL INFORMATION PROVIDED IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

REDACTED

APPLICANT SIGNATURE

DATE

8/16/2025

CUP SUBMITTAL CHECKLIST – REQUIRED ITEMS

The following are minimum submittal requirements for Conditional Use Permit applications. Mark each section below as confirmation that each item is completed as required.

Applicant			Required Activities and Documents
Yes	No	N/A	
Preapplication Meeting			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Preapplication Meeting with Staff. <i>Meeting Date:</i> _____
Application (PDF format and TWO printed copies)			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Complete application
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Owner affidavit (<i>Power of Attorney if applicant is not the property owner</i>)
Fees & Taxes			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Application fee paid
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Taxes and fees current
Site and Building Plans (PDF format and TWO printed copies)			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Site Plan showing existing and proposed site improvements. The site plan should demonstrate compliance with zoning setbacks, lot width, and development standards (e.g., parking, landscaping). Plans should be of a size and scale such that all improvements and zoning requirements are easily identified and readable. For single-family residential lot plans, 11"x17" may be accepted. For all other projects, provide 24"x36" plans with accompanying 11"x17" reduction.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Floor plans of the proposed building
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Exterior elevations – Four-sided (front, sides, rear) building renderings, full color, and fully dimensioned drawn to scale
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Exterior finishes and colors and materials list. Architecture and finishes of proposed side elevations should be consistent with front elevation.
Project Narrative			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. A description of the proposed use, including scope and scale of the project
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. A statement establishing how the project complies with the expressed intent of the zoning ordinance and the standards of the zoning district, including Chesapeake Bay and Floodplain Districts.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. A statement on how the project complies with the Comprehensive Plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. An impact analysis listing potential impacts to adjacent and surrounding properties and how those impacts will be mitigated so as not to adversely affect the health, safety, or welfare of persons residing or working in the vicinity.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. An assessment of how the proposal will impact the public welfare, property, or improvements in the vicinity.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. An analysis of impacts on significant ecological, scenic or historic importance and how those impacts will be mitigated.
Other Items			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. A list of applicant-proposed conditions for consideration.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Trip generation report or transportation impact analysis (if required at the pre-application meeting or requested by the Department of Public Works)

CUP SUBMITTAL CHECKLIST – OPTIONAL ITEMS

Applicant			Recommended Items to Improve the quality of the application and show consistency with the Comprehensive Plan and Zoning Ordinance Standards
Yes	No	N/A	
New Single-Family Homes			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Does the home proposed comply with the zoning district setbacks?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Is the gross floor area and height compatible with surrounding homes on the block?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Are the architectural styles and materials proposed compatible with surrounding homes in the neighborhood? Consider porches, roof pitch, upgraded window and door trim, brick or stone foundations, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Are windows provided on all sides of the home, and appropriately sized and spaced?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Does the building plan provide roof eaves with 12" overhang on all sides?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Does the plan preserve and/or plant trees to achieve 20% tree canopy at maturity?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Does the site plan provide foundation landscaping for building sides facing the street?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Does the site plan provide an asphalt or concrete driveway?
Vegetation & Green Infrastructure			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Propose tree canopy in excess of minimum zoning requirement. % = _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Minimize land disturbance such that no more land is disturbed than necessary for the use
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Propose preservation of wetlands, floodplains, stream buffers, and slopes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Include native vegetation and plantings that support bee pollination
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Protect, restore, and connect natural areas and enhance access to natural open space
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Propose sustainable stormwater drainage, such as pervious pavers, rainwater harvesting, or passive rainwater management (rain garden; dry pond, bioswale)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Incorporate stormwater best management practices and low impact development
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Incorporate turf and landscape management protocols that reduce requirements for chemical treatment and associated pollutant runoff
Mobility			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Incorporate Complete Streets principles for any proposed streets
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Incorporate sidewalks along property lines adjacent to roadways
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Provide internal pedestrian connections within project
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Incorporate bicycle facilities (e.g., bike racks, bike storage facilities, showers)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Include pedestrian amenities such as trees, shade, benches, garbage and recycling cans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Include preferred parking for carpools and/or green vehicles (e.g., hybrid, electric)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Include public transit access (provide information on nearest bus stop)
Energy & Resilience			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Propose electric vehicle (EV capable), EV ready or EV supply equipment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Propose renewable energy systems (e.g., solar panels) installed on the project
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Provide list of any proposed green building practices and standards
Health & Welfare			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Incorporate noise mitigation appropriate for the project location and/or use
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Incorporate open space and recreation amenities appropriate for the use
Public Safety & Crime Prevention			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Provide fire lanes and access, as appropriate for the use
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Provide emergency operations plan, as appropriate for the use
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Provide comprehensive lighting system for buildings, parking lots, and landscaping areas
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Design building entrances to be visible from adjacent streets or neighboring buildings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Install windows on all facades to provide natural site surveillance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Design landscape and fencing to create defined perimeters, while not creating hiding places
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Provide maintenance plan for landscaping pruning and litter prevention
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Provide site surveillance cameras and license plate readers

Project Narrative for Conditional Use Permit Application

Property: 3400 Oaklawn Blvd, Hopewell, VA 23860

Applicant: A & K Enterprises, LLC.

Date: August 11, 2025

(10) Description of the Proposed Use, Including Scope and Scale of the Project, and the Extent of the Expressed Intent of the Zoning Ordinance:

The proposed use is to convert the existing single-family dwelling at 3400 Oaklawn Blvd from its current business zoning designation to residential use as a single-family home. The property is a 1,318 sq ft (above-grade) brick ranch-style house built in 1950, featuring 3 bedrooms, 1 bathroom, a living room, dining room, kitchen, and basement. No structural alterations, expansions, or new construction are planned—the scope is limited to continuing its historical function as a residence without any commercial operations. This aligns with the intent of the Hopewell Zoning Ordinance (Article XI-A, B-4 District), which allows single-family dwellings via a Conditional Use Permit (CUP) to promote balanced land use in corridor areas while ensuring compatibility. The property has functioned residentially for years, including under a prior CUP, supporting the ordinance's goal of adaptive reuse without disrupting the commercial corridor.

(11) A Statement Establishing How the Project Complies with the Standards of the Zoning District, Including Chesapeake Bay and Floodplain Districts:

The proposal complies with all B-4 District standards, including setbacks, lot coverage, and height limits, as no changes are proposed to the existing structure. The site meets minimum lot width (approximately 100 ft) and area requirements for residential use in this district, with setbacks of at least 25 ft front, 10 ft sides, and 30 ft rear (to be confirmed via site plan). The property is not in a Chesapeake Bay Resource Protection Area or floodplain district (per city maps), so no additional environmental overlays apply. It adheres to the Comprehensive Plan's emphasis on infill development and preserving neighborhood character along Oaklawn Blvd, a designated commercial corridor, by maintaining a low-density residential use that buffers adjacent properties without increasing traffic or density.

(12) A Statement on How the Project Complies with the Comprehensive Plan:

This request supports the City of Hopewell's Comprehensive Plan by promoting sustainable land use in established areas. The plan encourages mixed-use corridors like Oaklawn Blvd, while allowing conditional residential uses to address housing needs and prevent blight. Converting this underutilized business-zoned property back to residential for address current market needs avoids vacant commercial space and integrates seamlessly with nearby homes and businesses. No adverse impacts on plan objectives for transportation, utilities, or community facilities are anticipated, as the use generates minimal demand (e.g., 2–4 daily vehicle trips).

(13) An Impact Analysis Listing Potential Impacts to Adjacent and Surrounding Properties and How Those Impacts Will Be Mitigated So as Not to Adversely Affect the Health, Safety, or Welfare of Persons Residing or Working in the Vicinity:

Potential impacts are minimal due to the property's longstanding residential character. Traffic: No increase expected, as it's a single household; mitigated by existing driveway and parking (2 off-street spaces). Noise/Visual: The home's design blends with the area; no exterior changes, with landscaping to screen from Oaklawn Blvd. Utilities: Existing connections (water, sewer, electric) suffice without strain. Health/Safety: No hazardous materials or operations; compliance with building codes ensures safe occupancy. Mitigation includes maintaining the property to residential standards, prohibiting business activities, and adding fencing/vegetation if needed to buffer commercial neighbors. Overall, the use enhances welfare by providing stable housing without detriment.

(14) An Assessment of How the Proposal Will Impact Public Welfare, Property, or Improvements in the Vicinity:

The proposal positively impacts public welfare by reutilizing an existing structure for housing, reducing potential vacancies in a business district. It won't devalue nearby properties (many are mixed residential-commercial) and may stabilize the area by maintaining occupancy. No public improvements (e.g., roads, sidewalks) are affected, as no site alterations are proposed. The use is consistent with surrounding patterns, including other homes along Oaklawn Blvd, and supports community vitality without overburdening services.

(15) An Analysis of Impacts on Significant Ecological, Scenic, or Historic Importance and How Those Impacts Will Be Mitigated:

No significant impacts identified. The property has no ecological features (e.g., wetlands, endangered species) or historic designation (built 1950, not listed on registers). Scenic value is neutral as a standard suburban home; mitigation via maintained landscaping preserves viewsheds. Any minor runoff will be managed per existing drainage, with no tree removal planned.

**REQUEST FOR CONDITIONAL USE PERMIT
TO UTILIZE AN EXISTING STRUCTURE AS A SINGLE-
FAMILY DWELLING ON PARCEL #089-1395 IN THE
B-4 DISTRICT, LOCATED AT 3400 OAKLAWN BLVD.**

CITY COUNCIL



STAFF REPORT

Staff from the Hopewell Department of Development has drafted this report to assist City leadership with making informed decisions regarding land use cases in Hopewell.

I. EXECUTIVE SUMMARY

The applicant, A&K Enterprises LLC, requests a Conditional Use Permit to utilize an existing structure on Parcel #089-1395, also identified as 3400 Oaklawn Blvd., as a Single-Family Dwelling in the Corridor Development District (B-4). Staff recommends denial of the request.

II. TENTATIVE SCHEDULE OF MEETINGS

BODY	DATE	TYPE	RESULT
Planning Commission	October 2, 2025	Public Hearing	Rec. Denial 4-0
City Council	November 11, 2025	Work Session	No Action
City Council	December 9, 2025	Public Hearing	Pending

III. IDENTIFICATION AND LOCATIONAL INFORMATION

Existing Zoning	B-4, Corridor Development District
Adjacent Zoning	North B-4; South R-2; East B-4/R-2; West B-4
Acreage	0.22 acres / 9,874 sf
Legal Description	REM PT OF LOTS 22-23-24 BLK 25 SUBDIVISION: WOODLAWN
Election Ward	7
Future Land Use	Corridor Commercial
Strategic Plan Goal	Economic Development/Housing
Approval Method	City Council Resolution
Can Conditions be Set?	Yes
Map Location	Parcel #089-1395

IV. PUBLIC NOTIFICATION

PUBLIC HEARING	NOTIFICATION TYPE	DATE	DATE
Planning Commission	Progress-Index Ad	9/18/2025	9/25/2025
	Letter to Adj. Properties	9/18/2025	
City Council	Progress-Index Ad	11/4/2025	11/11/2025
	Letter to Adj. Properties	11/10/2025	

V. ROLE OF PLANNING COMMISSION AND CITY COUNCIL

Excerpted and paraphrased from *Handbook for Virginia Mayors & Council Members*

Within each zoning district some uses are permitted as a matter of right and others are only conditionally permitted. The theory behind the conditional use approach is that the particular use has a certain level of negative externality which, if properly managed, could allow the use to be established in the district. Absent proper management, conversely, the use is most likely unacceptable. The Conditional Use Permit process affords a case-by-case review. It is up to the local governing body to establish the conditions under which the Conditional Use Permit is to be approved; applicants/property owners are not required to agree to the conditions imposed for them to be valid and binding on the property. The question being considered is whether the proposed use in the proposed location can be conditioned in such a way as to prevent negative externalities from being imposed on adjacent and nearby properties. Possible negative externalities can comprise a long list that are often spelled out in the ordinance – smoke, dust, noise, trash, light, traffic, incompatible activity levels or hours of operation, likelihood of trespass on adjoining properties, stormwater/drainage runoff, inadequate public infrastructure, and many more.

Conditional Use Permits in Hopewell run with the land and not the owner.

VI. APPLICABLE CODE SECTIONS

1. [Article XVII, Non-Conforming Uses, Section F, Non-Conforming Lots of Record](#)
2. [Article XI-A, Section A, Item 41, Corridor Development District \(B-4\)](#)

VII. SUBJECT PROPERTY

The subject property is a corner lot located in the southern quadrant at the intersection of Oaklawn Blvd. and Wilmington Ave. The property on Oaklawn Blvd. for approximately 70 feet and Wilmington Ave. for approximately 140 feet resulting in a total size of 9,874 square feet. The B-4 District requires the approval of a conditional use permit for a new single-family dwelling. This property converted to a commercial use in January 2021 which is verified by the submission and approval of a commercial business zoning approval application. In 2023, the previous property owner was discovered to have rented the property for residential use once again without the

proper approval. A conditional use permit application was submitted in January 2023 to allow for residential use which was approved to apply to the current resident(s) only and would cease at the time when the current resident(s) vacated the property. Those tenants no longer reside at 3400 Oaklawn Blvd. and the property is currently vacant.

VIII. APPLICANT POSITION

Please refer to the narrative provided with the application for the applicant's position.

IX. STAFF ANALYSIS

When considering a conditional use permit, one must consider the seven conditions outlined in Article XXI of the Zoning Ordinance. Conditions may be mandated to ensure the character of the neighborhood and zoning district in which the use is locating will not be adversely affected. Such conditions may address architectural style, materials, landscaping, enhanced storm water management, or any other required condition that mitigates any potential negative impact with the goal of maintaining or enhancing the surrounding neighborhood.

The Planning Commission and City Council reviewed a Conditional Use Permit application for this property previously in June-August 2023 when the previous owner requested to use this property for a single-family dwelling. At the time, the structure was already being used as a single-family dwelling without the owner obtaining a CUP.

The Staff Report for the 2023 application states:

Staff recognizes the challenges associated with properties that were constructed for one use to transition to a different use. In the case of 3400 Oaklawn, we know that this particular property had successfully converted to a commercial use in 2021. In addition, the property has sufficient area and access to meet commercial development requirements for parking unlike many other parcels along this block.

The Comprehensive Plan specifically notes that this commercial corridor has unique challenges, yet the Future Land Use Plan designates this corridor for commercial development. The conversion to commercial uses will take time; however, continuing to allow residential use along this corridor will only prolong the transition.

For these reasons, Staff recommends the approval of this application but with the following condition:

The Single-Family Dwelling use will cease as a permitted use once the existing residential lease ends and the current residential tenants vacate the property.

The corridor is slowly transitioning from residential uses to commercial uses. A good example of this trend is on the next block (3300 block of Oaklawn Blvd.) where four (4) residential properties were replaced with a commercial office building.

X. RELATIONSHIP TO THE COMPREHENSIVE PLAN

THE FUTURE LAND USE PLAN

Stable areas are fully built-out and are not viewed as available strategic opportunity areas for future growth. This leaves infill development and redevelopment employing Traditional Neighborhood Design (TND) and Urban Development Area (UDA) principles as the land use form upon which City leaders must focus. It is important to distinguish between the two. Infill attempts to “seed” (or catalyze) a progressive movement to gradually upgrade the value and attractiveness of a given neighborhood or commercial area. Redevelopment focuses on larger properties or groups of properties that are substantially deteriorated or vacant, with potential economic value for the entire community.

The Future Land Use Plan (FLUP) supports the transition of these properties along Oaklawn Boulevard from a residential use to a commercial use by labeling these properties under the Corridor Commercial designation. The FLUP recognizes the difficulty of certain properties to convert to a commercial use because they are undersized or lack proper means of access.

XI. PUBLIC COMMENT

To date, no public comment has been received.

XII. STAFF RECOMMENDATION

Staff’s recommendation from the 2023 CUP application has not changed and recommends denial of this application to use Parcel #089-1395 (3400 Oaklawn Blvd.) as a single-family dwelling.

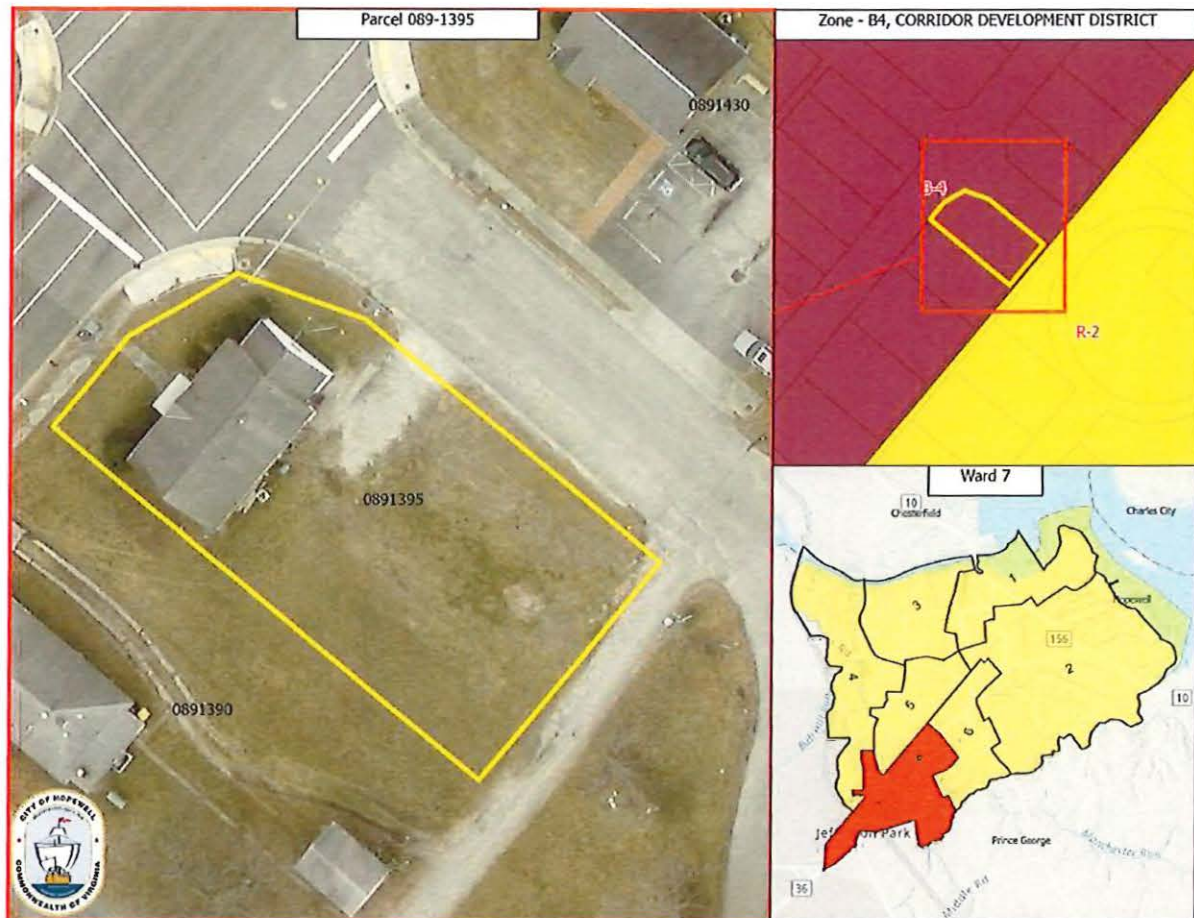
XIII. PLANNING COMMISSION RECOMMENDATION

The Hopewell Planning Commission voted 4-0 at the public hearing held on October 2, 2025 to deny the CUP application submitted by A&K Enterprises LLC to utilize Parcel #089-1395, also identified as 3400 Oaklawn Blvd. as a single-family dwelling.

The Planning Commission cited the following reasons for denial:

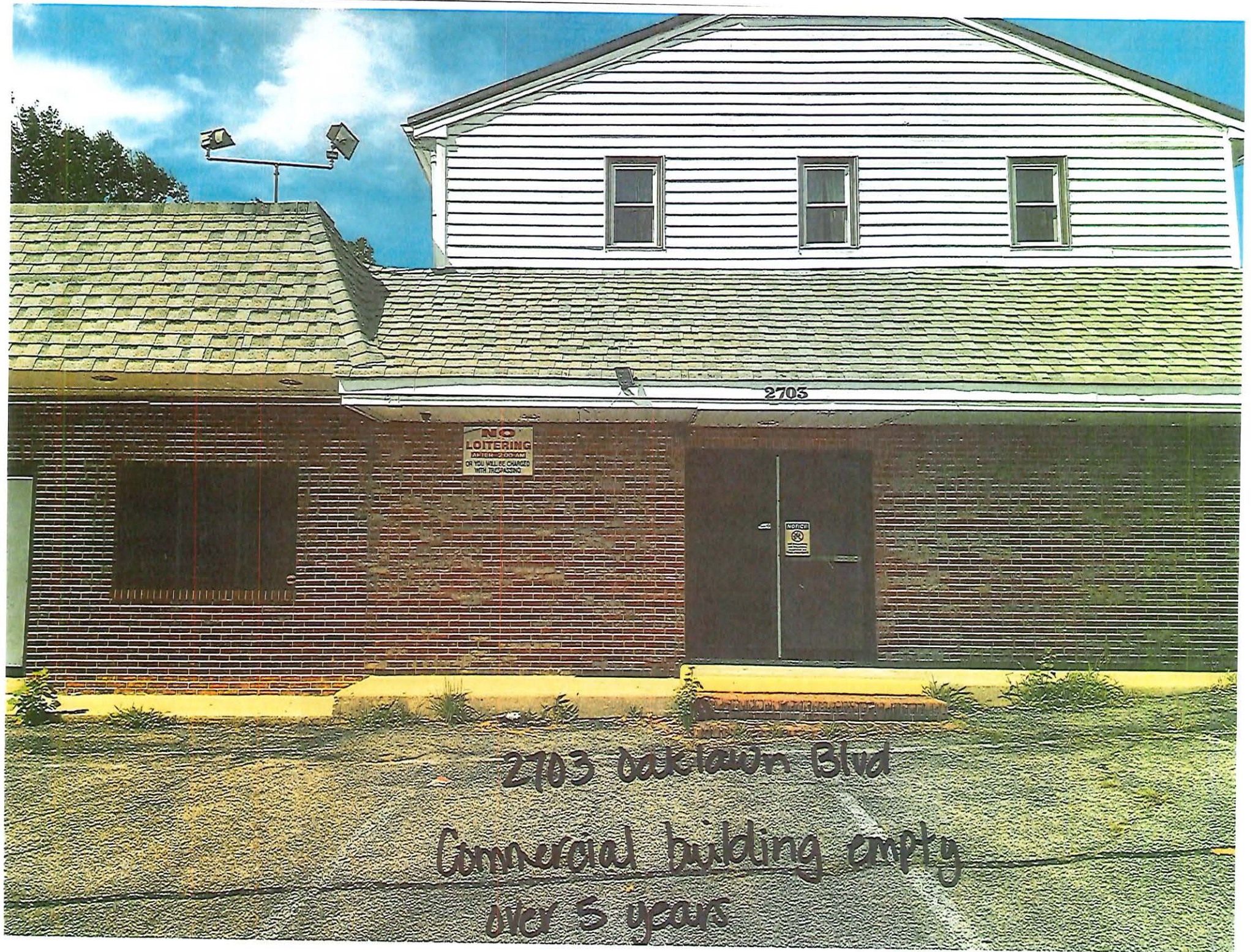
1. The Comprehensive Plan and Future Land Use Plan designate this area as Corridor Commercial.
2. The property successfully transitioned from a residential use to a commercial use in 2021
3. The CUP application submitted by the previous owner in 2023 was approved for temporary residential use because the property was occupied at the time. The temporary residential use expired when the tenant vacated the property.

APPENDIX A - MAP



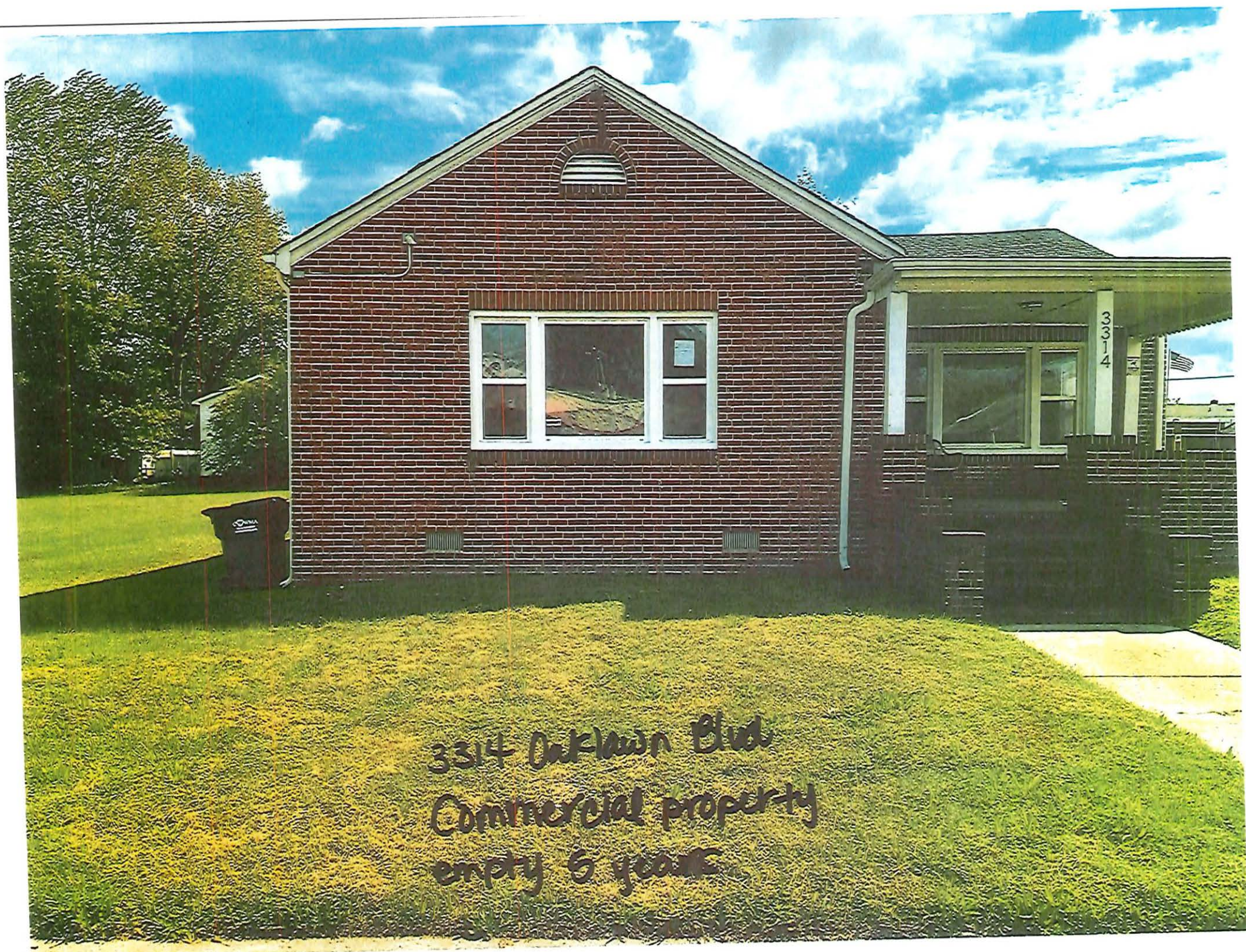
APPENDIX B – SURROUNDING AREA DATA

ADDRESS	PARCEL	USE
3416 Oaklawn	089-1365	Single-Family Dwelling use
3414 Oaklawn	089-1370	Single-Family Dwelling use
3412 Oaklawn	089-1375	Commercial use
3410 Oaklawn	089-1380	Single-Family Dwelling use
3404 Oaklawn	089-1385	Single-Family Dwelling use
3402 Oaklawn	089-1390	Single-Family Dwelling use
3400 Oaklawn	089-1395	Single-Family Dwelling use
3401 Oaklawn	089-1105	Commercial use
3403 Oaklawn	089-1100	Single-Family Dwelling use
3405 Oaklawn	089-1096	Single-Family Dwelling use
3407 Oaklawn	089-1095	Single-Family Dwelling use
3409 Oaklawn	089-1090	Single-Family Dwelling use
3417 Oaklawn	089-1070	Single-Family Dwelling use
3419 Oaklawn	089-1065	Single-Family Dwelling use





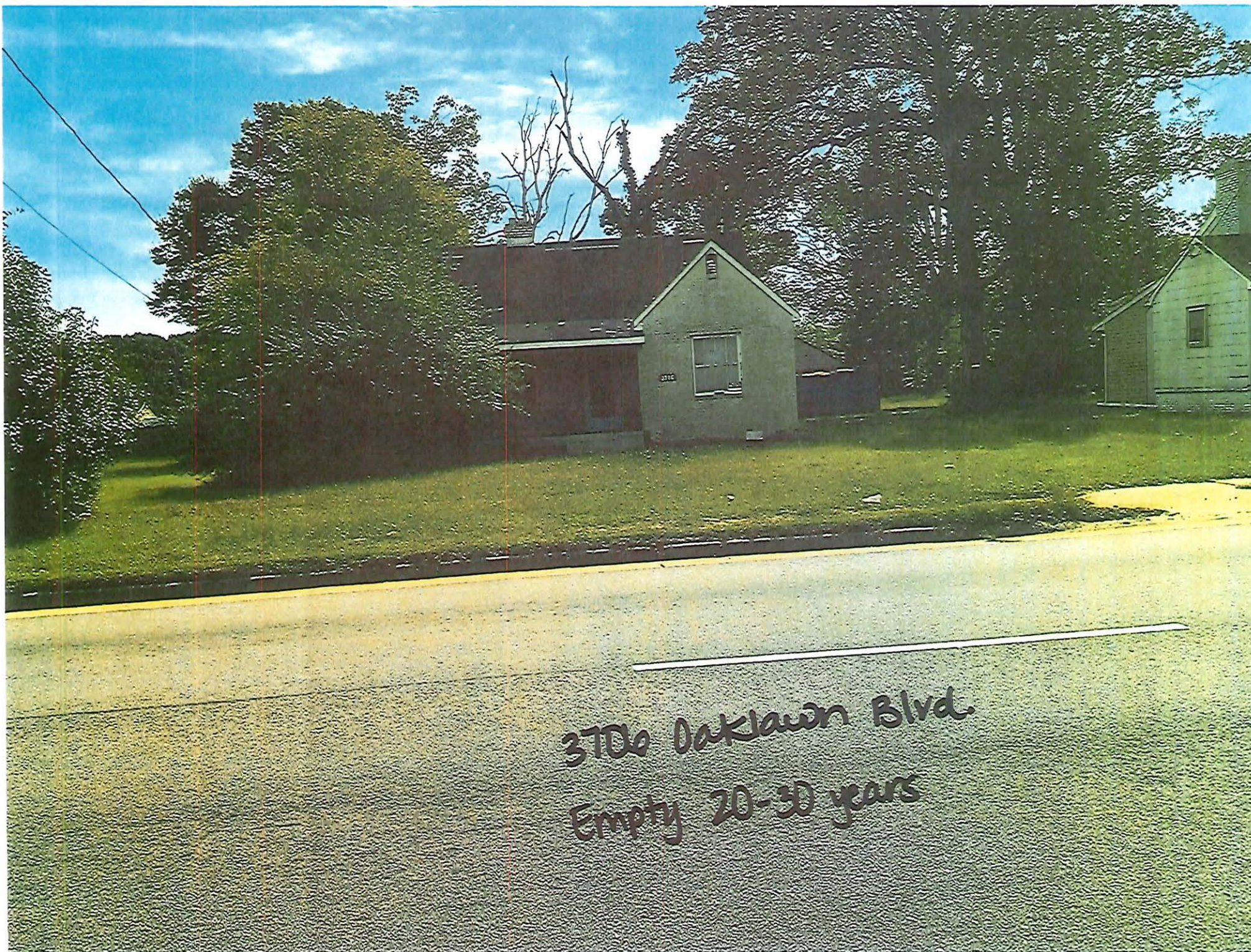


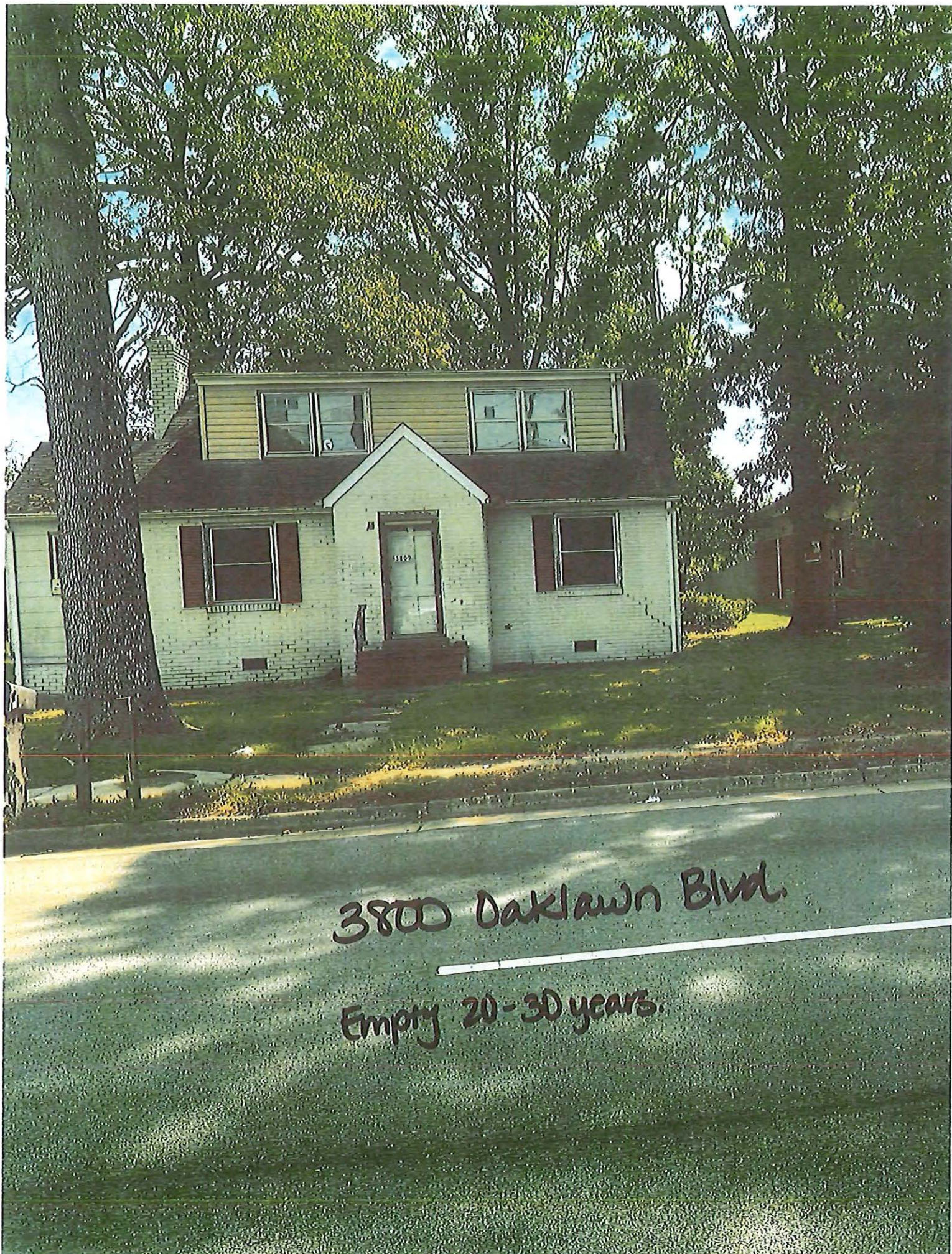




3701 Woodlawn St.

was a commercial
property





3800 Oaklawn Blvd.

Empty 20-30 years.



3904 Oaklawn Blvd.
Empty 20-30 years.



3906 Oaklawn Blvd.



3400 Oaklawn Blvd.

R-4



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

- ☐ Civic Engagement
- ☒ Culture & Recreation
- ☐ Economic Development
- ☐ Education
- ☐ Housing
- ☐ Safe & Healthy Environment
- ☐ None (Does not apply)

Order of Business:

- ☐ Consent Agenda
- ☒ Public Hearing
- ☐ Presentation-Boards/Commissions
- ☐ Unfinished Business
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- ☐ Regular Business
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- ☐ Approve and File
- ☒ Take Appropriate Action
- ☐ Receive & File (no motion required)
- ☐ Approve Ordinance 1st Reading
- ☐ Approve Ordinance 2nd Reading
- ☐ Set a Public Hearing
- ☐ Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE: Public Hearing for an Appeal of ARB Decision at 206 N. 2nd Avenue

ISSUE: Exterior changes to the property, located in the B-1 zoning district, are subject to Architectural Review Board review and approval of a Certificate of Appropriateness. The applicant initially applied to paint the entire façade of the building, including previously unpainted brick. During the ARB meeting, the applicant agreed to limit painting to the stucco portions of the building, and the amended application was approved. The applicant has filed an appeal to City Council requesting that the original application be approved as submitted, specifically to allow painting of the unpainted brick.

RECOMMENDATION: Remand the case back to the Architectural Review Board.

TIMING: Staff recommends action on the appeal at the November 18, 2025, Council meeting.

BACKGROUND: The ARB meeting on the original application was October 1, 2025.

ENCLOSED DOCUMENTS: Staff report

STAFF: Kelly Davis, AICP, Deputy Director of Planning & Development

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call**SUMMARY:****Y N**

- ☐ ☐ Vice Mayor Rita Joyner, Ward #1
- ☐ ☐ Councilor Michael Harris, Ward #2
- ☐ ☐ Mayor John B. Partin, Ward #3
- ☐ ☐ Councilor Ronnie Ellis, Ward #4

Y N

- ☐ ☐ Councilor Susan Daye, Ward #5
- ☐ ☐ Councilor Yolanda W. Stokes, Ward #6
- ☐ ☐ Councilor Lovena Rapole, Ward #7

**REQUEST FOR APPEAL OF ARCHITECTURAL
REVIEW BOARD (ARB) DECISION**

AT 206 N. 2ND STREET (PARCEL # 0110330)

CITY COUNCIL

NOVEMBER 18, 2025



STAFF REPORT

Staff from the Hopewell Department of Development has drafted this report to assist City leadership with making informed decisions regarding land use cases in Hopewell.

I. EXECUTIVE SUMMARY

This is an appeal of the decision of the Architectural Review Board (ARB) during the regular meeting on October 1, 2025, for exterior painting of the brick façade at 206 N. 2nd Avenue.

II. TENTATIVE SCHEDULE OF MEETINGS

BODY	DATE	TYPE
ARB	10/1/25	Certificate of Appropriateness
City Council	11/18/25	Appeal of ARB Decision

III. IDENTIFICATION AND LOCATIONAL INFORMATION

Applicant	Kevin Randesi (Owner)
Owner	300 Real Estate Holdings LLC
Existing Zoning	B-1, Downtown Central Business District
Requested Zoning	N/A
Acreage	0.2 acres
Legal Description	LOT 4 BLK 7 SUBDIVISION: B VILLAGE
Election Ward	1
Future Land Use	Downtown Commercial Mixed Use
Strategic Plan Goal	Cultural
Approval Method	City Council Resolution
Can Conditions be Set?	Yes
Map Location	Parcel #0110330

IV. PUBLIC NOTIFICATION

PUBLIC HEARING	NOTIFICATION TYPE	DATE	DATE
City Council	Progress-Index Ad	11/4/2025	11/11/2025
	Letter to Adj. Properties	11/10/25	

V. APPLICABLE CODE SECTIONS

Exterior changes to buildings in the B-1 zoning district are subject to the requirements of the zoning ordinance, including review and approval of a Certificate of Appropriateness by the Architectural Review Board. Requirements and standards for Architectural Review Board approvals can be found in the following Articles:

1. [Article XXIII – Historic Preservation](#)
2. [Article IX-A – Downtown Central Business District \(B-1\)](#)

Article XXIII.F.8 provides a means of appeal to the Hopewell City Council. Any applicant aggrieved by a final decision of the ARB has the right to appeal such decision to the City Council, provided that such appeal is filed with the City Clerk within thirty (30) calendar days after the ARB has made its decision. Public notice and a public hearing are required on the matter before the City Council renders any decision. The City Council may affirm, reverse, modify or remand back to the ARB for reconsideration of the decision of the ARB, in whole or in part. The decision of the City Council is final subject only to an appeal to the Circuit Court.

VI. BACKGROUND

The building located at 206 N. 2nd is a general office building located in the B-1, Downtown Central Business District. According to the City's tax assessor records, the building was constructed in 1916.

On June 10, 2025, the owner submitted an application for exterior façade changes to the building located at 206 N. 2nd Avenue. At the July 2, 2025, meeting, the ARB expressed concerns about the proposed changes to the brick portion of the building, including uncertainty as to whether the applicant was proposing to paint the building or put siding on the building. The applicant was not in attendance for questions. The ARB voted to defer the request and directed staff to seek clarification from the applicant and obtain input from the ARB's architectural advisor. After requesting additional clarification information and requesting the applicant to attend the next ARB meeting to answer questions, the application was withdrawn on August 26, 2025.

On September 15, 2025, the owner submitted a second application to paint the building with a revised color scheme. This application clarified that the intent was to paint existing unpainted brick exterior. During the ARB meeting on October 1, 2025, the ARB discussed the concerns regarding the long-term preservation impacts of painting historic brick, particularly related to the potential for moisture entrapment that can lead to brick deterioration in the long-term. The ARB Chair asked whether the applicant would consider limiting painting to the existing stucco portions of the building, and the applicant agreed to this narrowing of the scope. The ARB subsequently approved the change in paint color for the stucco portion of the building, as presented, by a vote of 5/2.

VII. APPLICANT POSITION

The applicant is appealing the Architectural Review Board's October 1, 2025, decision to approve the Certificate of Appropriateness for the painting of the stucco portion of the building and not the unpainted brick exterior of the building at 206 N. 2nd Avenue. The applicant asserts that the ARB's decision was inconsistent with prior approvals for similar requests within the B-1 Zoning District, where multiple properties with previously unpainted brick have been permitted to paint their façades. The applicant contends that the stated preservation concern regarding moisture entrapment is not applied uniformly and that the decision represents arbitrary and selective enforcement.

VIII. STAFF ANALYSIS

The Architectural Review Board's action on October 1, 2025, did not constitute a formal denial of the applicant's request to paint the brick; rather, the ARB approved a modified version of the application after the applicant voluntarily agreed to limit painting to the stucco portions of the building. ARB members expressed concerns that painting historic brick can trap moisture and accelerate deterioration, which would compromise the long-term integrity of the building. These concerns are consistent with the Secretary of the Interior's Standards for Rehabilitation, which generally recommend against painting previously unpainted masonry.

Although the applicant presented evidence of existing paint splatter and mortar deterioration, ARB members emphasized that appropriate preservation practices—such as repointing and mortar color matching—would address these issues without painting. Staff notes that the applicant's agreement to limit painting allowed the ARB to approve the project in a way that balanced the applicant's desire to update the building with preservation best practices.

The applicant raised concerns regarding consistency with other approvals for painted brick within the B-1 Zoning District. Staff notes that while some buildings in the downtown area have painted façades, the ARB's current review process gives significant weight to preservation principles and the City's recent achievement of Certified Local Government (CLG) status, which obligates the City to align local decisions with state and federal historic preservation standards. Members referenced these standards and noted that forthcoming design guidelines will help formalize and improve consistency in future decisions.

Finally, while the applicant noted that an ARB member expressed a dislike for the proposed color, the record shows that this comment referred to the color of the stucco portion of the building, which the ARB ultimately approved. The discussion regarding the brick itself focused on preservation concerns rather than personal aesthetic preference.

Overall, the ARB's action appears to have been based on established preservation rationale and professional guidance, rather than on subjective aesthetic preferences. The record reflects that the applicant's proposal to limit painting to the stucco portions of the building was voluntarily agreed upon during the meeting and subsequently approved.

IX. PUBLIC COMMENT

The Development Department has not received any public comment regarding this case.

X. STAFF RECOMMENDATION

The applicant contends that the ARB's approval of painting the stucco—but not the brick—constitutes a denial. However, because the applicant voluntarily agreed to limit the painting to the stucco during the meeting, the ARB did not formally deny painting the brick.

Therefore, staff recommends that City Council remand the case to the ARB for reconsideration, allowing the Board to make a formal determination to approve or disapprove the request to paint the unpainted brick.

XI. CITY COUNCIL

Pursuant to Article XXIII, the City Council may:

- Affirm the decision of the ARB,
- Reverse the decision of the ARB,
- Modify the decision of the ARB, or
- Remand the case back to the ARB for reconsideration of the decision, in whole or in part.

R-5

R-6



City of Hopewell Fire Marshal's Office



Office: (804) 541-2290
Fax: (804) 541-2309

200 S Hopewell St
Hopewell, Va 23860

bgomes@hopewellva.gov
Dispatch: (804) 541-2222

Commercial Site Plan Submission Guidelines

(Per 2018 Virginia Statewide Fire Prevention Code)

The following are guidelines for the development and submittal of Commercial Site Plans for development within the City of Hopewell. Code references for the Virginia Statewide Fire Prevention Code (SFPC) and the Virginia Construction Code (VCC) are provided as needed. All codes referenced are from the 2018 edition.

Standard Notes:

- **All Buildings – Landscaping around existing or proposed Fire Protection Equipment:**
The following shall be added to the general and landscaping note:
“No landscaping shall be placed within a three-foot radius of any fire hydrant, fire pump test header, fire department connection for fire protection systems, or fire suppression system control valve. Landscaping shall be of a type that will not encroach in the three-foot radius on the maturity of the material.”
- **All Buildings – KNOX Box Requirement:**
The following shall be added to the general notes on plans:
“An approved key box shall be provided for the proposed building in accordance with the Virginia Statewide Fire Prevention Code, section 506.1.” The required forms and installation instructions for the key box can be obtained from the Hopewell Fire Marshal's Office at 804-541-2290 or by ordering a KNOX Box from them directly.
- **Sprinkler System Acceptance Note:**
For buildings equipped with an automatic fire sprinkler system and/or standpipe system, the following must be added to the general notes on the plans:
“Sire plan approval does not include the design of the fire sprinkler system underground piping. Prior to installation, show drawings shall be submitted through the City of Hopewell Department of Development.



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Water/Hydrant Information:

- **All Buildings – Hydrant Requirement Note:**

- “For any structure or building that requires a fire hydrant be installed, a permanent hydrant shall be installed and be in service prior to the use of combustible materials in construction being started on any floor.” Hydrants and their details shall be clearly identified on the plan.

The minimum road width of a fire apparatus access road with a fire hydrant located on it is 26 feet. Please reference Figure D103.1 of the Virginia Statewide Fire Prevention Code for more information relating to the minimum turnaround for fire apparatus.

All newly constructed and renovated/remodeled buildings will have a city fire hydrant installed within fifty feet of the fire department connection. (Reference Hopewell City Code 15-52 b)

Any new hydrant will be a city hydrant. (Reference City of Hopewell Code 15-52 c)

Site Accessibility:

- **Fire Apparatus Access Road:**

- Provide details for the fire apparatus access roadway to show that there is access to all exterior points of the structure from within 150 feet of the roadway. Please reference Virginia Statewide Fire Prevention Code section 503 for more information.
- Buildings having a gross building area of more than 62,000 square feet must have two approved fire apparatus access roadways installed. Please see the Virginia Statewide Fire Prevention Code section D104.2 for more information and exceptions.
- Fire Apparatus access roads must be constructed to bear a weight capacity of 75,000 pounds. A surface must be utilized that will allow all-weather access.



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Fire Lane Markings (See Attached Documents)

- The location of all required curb and street markings, as well as fire lane signs, shall be included on the plan. If the fire lane is between 20 and 26 feet wide, it shall be posted and marked on both sides of the roadway. If the fire lane is in excess of 26 feet in width and up to 32 feet in width, it shall be posted and marked on one side of the roadway. The marking method and location shall be clearly shown on the site plan. All fire lane signs are to be perpendicular to the curb and double-sided.

Aerial Access

- Buildings or portions of buildings that exceed a height of 30 feet above the lowest level of fire department vehicle access shall be provided with an aerial access road. The aerial fire apparatus access roadway must be a minimum of 26 feet of unobstructed clear width in the immediate area of the building. Any overhead obstructions shall not be located within the aerial access roadway. At least one of the aerial apparatus access roadways must be located 15 feet at a minimum and 30 feet at a maximum from the building. It also must be positioned in a parallel manner to one complete side of the building. You may reference Virginia Statewide Fire Prevention Code section D105 for more information.

Turning Radius

- A minimum of a 42' turning radius (outside) must be provided for emergency apparatus to travel. This includes cul-de-sacs. A template included on the plans must demonstrate the radius. Reference Virginia Statewide Fire Prevention Code section D103 for more information.

Fire apparatus roadways and fire lanes in excess of 150' dead end must be provided with an approved turn-around. The dimensions of the turn-around shall be in accordance with the Virginia Statewide Fire Prevention Code section D103. All dimensions shall be shown on the plan.

Truss Roof Construction

- All new construction with a truss roof shall have the letter "T" posted on the front of the building. Such letter shall be red in color and shall be no less than twelve (12) inches in height, and six (6) inches in width. (Reference City of Hopewell Code 15-52 a)



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In-Building Emergency Communications Systems

In-building Emergency Communication Systems, sometimes referred to as Bi-directional Antenna Systems (BDA) or Distributed Antenna Systems (DAS), are often used where public safety wireless communication is not adequate within a building. New buildings, unless covered in one of the exceptions below, must provide a system or have an acceptable test showing adequate coverage (see item 5 below) just prior to occupancy.

Exceptions:

- 1) Buildings of Use Groups A-5, I-4, within dwelling units of R-2, R-3, R-4, R-5, and U.
- 2) Buildings of Types IV and V construction without basements, that are not considered unlimited area buildings in accordance with Section 507.
- 3) Above grade single story buildings of less than 20,000 square feet.
- 4) Buildings or leased spaces occupied by federal, state, or local governments, or the contractors thereof, with security requirements where the building official has approved an alternative method to provide emergency communication equipment for emergency public safety personnel.
- 5) Where the owner provides technological documentation from a qualified individual that the structure or portion thereof does not impede emergency communication signals. (Reference Virginia Construction Code 916.1 & NFPA 72)

These pages are provided as a guide for the items that shall be provided on a submitted set of plans. Ensure that you meet all requirements of the Virginia Statewide Fire Prevention Code in your submittals. If you need further information you may contact the Hopewell Fire Marshal's Office at 804-541-2290.



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ESTABLISHMENT OF FIRE LANES ON PUBLIC STREETS AND ON PRIVATE PROPERTY DEVOTED TO PUBLIC USE

Guidelines

The Fire Marshal for the City of Hopewell, or his duly authorized designee, may require the owner, lessee, or occupant of any private or public traffic way normally open to the public to provide and maintain regulatory signs and/or pavement marking of an approved type to notify operators of motor vehicles of the boundaries of fire lanes and the restrictions related thereto. These fire lanes for buildings less than 30 feet in height shall be at least twenty (20) feet in width, and the route of these fire lanes shall be marked with posted signs. A combination of curb marking, and/or pavement marking may be used with approval of the fire official. You may reference the Virginia Statewide Fire Prevention Code section for more information.

Buildings that are 30 feet or more in height shall have a fire lane that is at least 26 feet in width within 30 feet of the building or as required to provide all-weather access for fire apparatus to perform firefighting activities or other duties as needed.

Specifications

A single mounted on a single post with either a left, double, or right directional arrow shall be used. The signs shall be posted at intervals of 100 feet or less. All signs are to be mounted 7 feet from the bottom of the sign to the top of the grade.

Where signs are not practical, "No Parking" and "Fire Lane" can be painted on the pavement at intervals of 100 feet or less using yellow reflective paint. When dictated by the fire official, the 100-foot spacing interval can be less due to site characteristics.

The fire official may also require that yellow reflective paint 4 inches wide be placed along either the edge of the gutter pan or the edge of the pavement, thereby designating the boundaries of the fire lane.

At each hydrant, either the curb or along the edge of the gutter pan shall be painted with yellow, reflectorized traffic paint for a distance of 15 feet in both directions only when posted signs do not properly delineate the fire lanes.



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All signs shall be fabricated in accordance with the specifications contained in the Virginia Manual of Uniform Traffic Control Devices for Street and Highways.

Maintenance

In accordance with Section 503.7 of the Virginia Statewide Fire Prevention Code, all designated fire lanes or markings shall be maintained in a clean and legible condition at all times and replaced as necessary to ensure adequate visibility. Posted signs shall have direction arrows to indicate the fire lanes. Posted signs without directional arrows shall include yellow reflective gutter pan or pavement markings to indicate the fire lanes.

SEE THE ATTACHED PAGE FOR REFERENCES



City of Hopewell Fire Marshal's Office

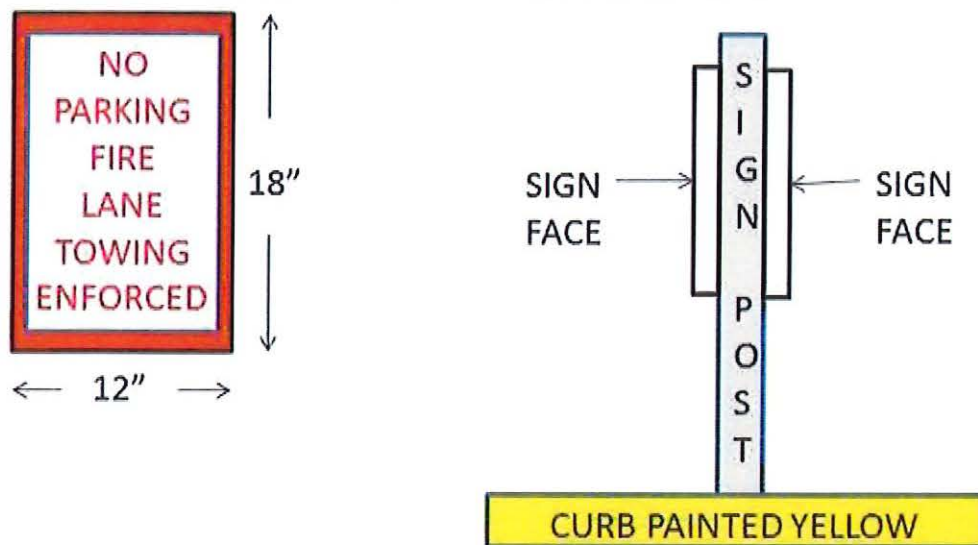


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FIRE LANE PARKING SIGNS



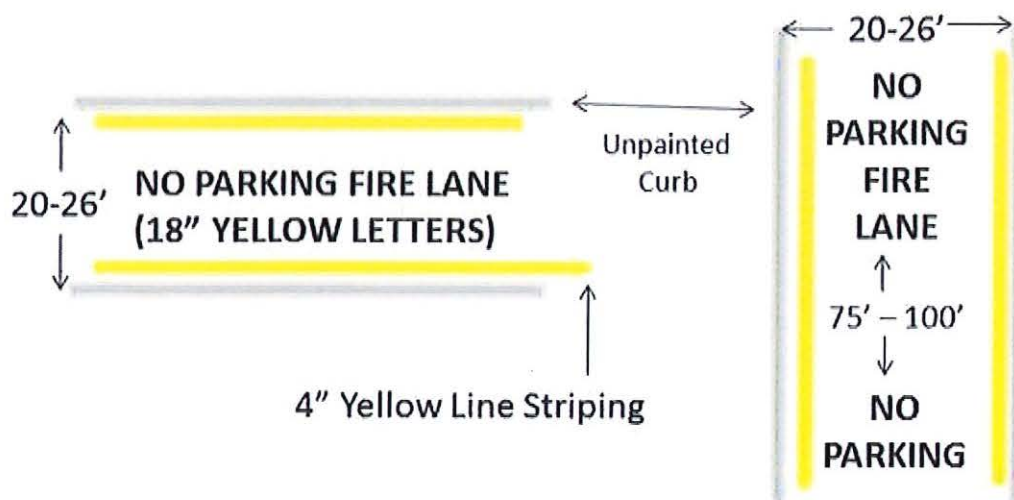
COLOR : RED LETTER AND BORDER ON WHITE REFLECTIVE BACKGROUND

LETTERS: 2 INCH "C" SERIES

THIS DRAWING IS FOR REFERENCE

REFER TO "THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES FOR
STREETS AND HIGHWAYS" FOR COMPLETE SPECIFICATIONS

PAVEMENT MARKINGS





Bank Street and James Street Fire Lanes Update

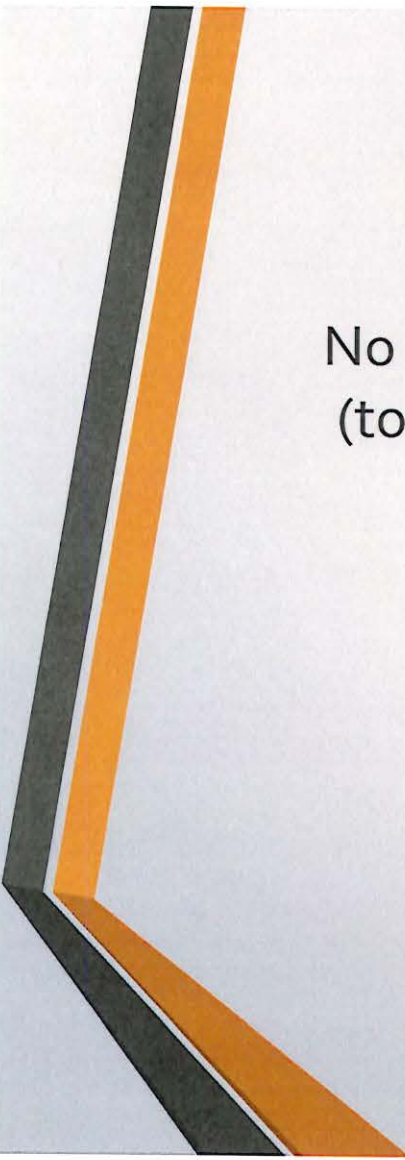
Monique Robertson
Interim Director of Public Works
November 18, 2025

Fire lane restrictions presented by
Fire Marshal to City Council and
approved 2/11/25.



Fire Lane Parking Signs and Pavement Markings Recommended



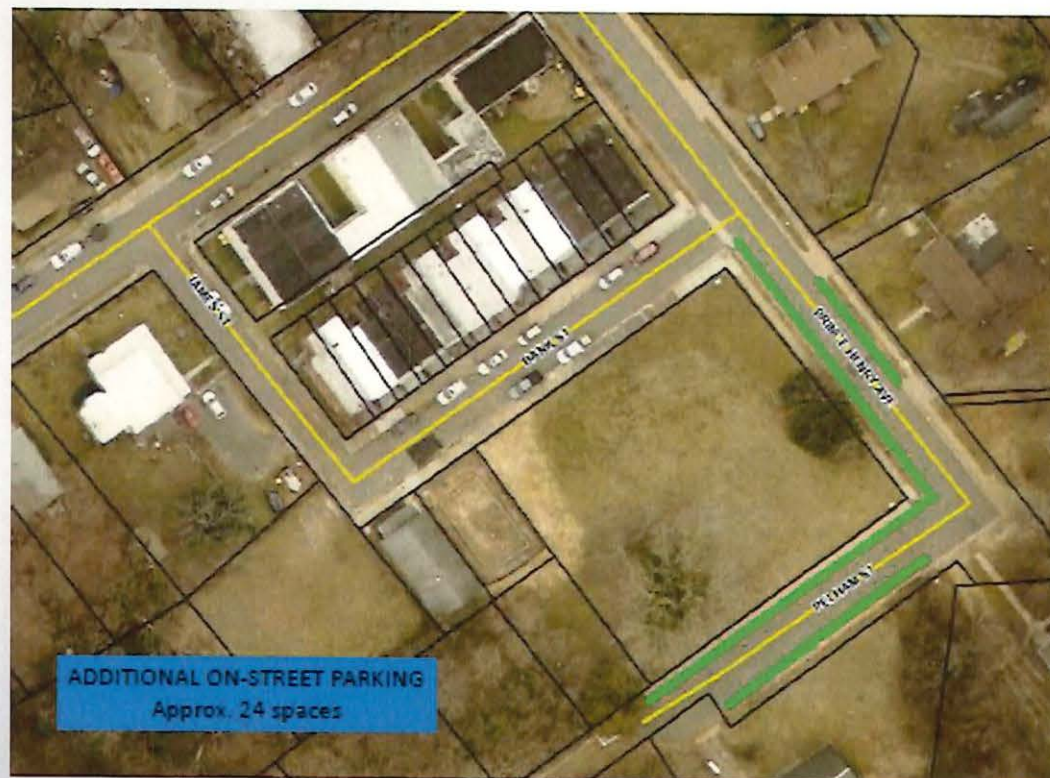


No Parking Fire Lane Signage
(to be made by Public Works
Traffic Division)



**FIRE
LANE
NO
PARKING**
UNAUTHORIZED
VEHICLES WILL BE
TOWED AT OWNERS
EXPENSE

Additional On-Street Parking





Fire lane highlights

- Fire lanes presented to Council by Capt. Gomes, Council approved 2-11-25
- Public Works presented quote for Bank St thermoplastic marking \$3250
- Public Works will make the signage according to MUTCD standards as shown



Questions?

R-7



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

- ☐ Civic Engagement
- ☐ Culture & Recreation
- ☒ Economic Development
- ☐ Education
- ☒ Housing
- ☐ Safe & Healthy Environment
- ☐ None (Does not apply)

Order of Business:

- ☐ Consent Agenda
- ☒ Public Hearing
- ☐ Presentation-Boards/Commissions
- ☐ Unfinished Business
- ☐ Citizen/Councilor Request
- ☐ Regular Business
- ☐ Reports of Council Committees

Action:

- ☐ Approve and File
- ☒ Take Appropriate Action
- ☐ Receive & File (no motion required)
- ☐ Approve Ordinance 1st Reading
- ☐ Approve Ordinance 2nd Reading
- ☐ Set a Public Hearing
- ☐ Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE: 2232 Review of Battery Energy Storage System Facility proposed for 105 Winston Churchill Dr.

ISSUE: §15.2-2232 Code of Virginia requires the Planning Commission to review proposed public and private utility facilities not specifically identified in the Comprehensive Plan to ensure the development is in substantial accord with the Plan. The Planning Commission is obligated to communicate its findings to City Council.

RECOMMENDATION: The City Administration recommends approval of the Planning Commission's determination that the proposed battery energy storage system facility is in substantial accord with the Comprehensive Plan.

TIMING: Staff recommends action on November 18, 2025.

BACKGROUND: The Planning Commission determined at its November 6, 2025 meeting that the battery energy storage system facility proposed for 105 Winston Churchill Dr. is in substantial accord with the Comprehensive Plan

ENCLOSED DOCUMENTS: Staff report

STAFF: Christopher Ward, Director of Development

FOR IN MEETING USE ONLY

MOTION: _____

SUMMARY:

- | Y | N | |
|--------------------------|--------------------------|-----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Rita Joyner, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Michael Harris, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Ronnie Ellis, Ward #4 |

- | Y | N | |
|--------------------------|--------------------------|-----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Susan Daye, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Yolanda Stokes, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Ward #7 |

Roll Call

SUMMARY:

Y N

- ☐ ☐ Vice Mayor Rita Joyner, Ward #1
- ☐ ☐ Councilor Michael Harris, Ward #2
- ☐ ☐ Mayor John B. Partin, Ward #3
- ☐ ☐ Councilor Ronnie Ellis, Ward #4

Y N

- ☐ ☐ Councilor Susan Daye, Ward #5
- ☐ ☐ Councilor Yolanda Stokes, Ward #6
- ☐ ☐ Ward #7



COMPREHENSIVE PLAN CONSISTENCY REVIEW BATTERY ENERGY STORAGE SYSTEM FACILITY

105 WINSTON CHURCHILL DRIVE

CITY COUNCIL



2232 REVIEW

Hopewell Department of Development staff has drafted this report to assist City leadership with making informed decisions regarding land use cases in Hopewell.

I. EXECUTIVE SUMMARY

Churchill Storage Solutions, LLC has submitted a site plan to the Department of Development detailing the construction of a battery energy storage system at 105 Winston Churchill Drive (Parcel #048-0169). This facility will be directly connected to the power grid and is classified as a private utility. The Code of Virginia (§ 15.2-2232) requires the Planning Commission to affirm that the project is consistent with the adopted Comprehensive Plan. Staff submits that this project is in substantial accord with the Hopewell Comprehensive Plan.

II. TENTATIVE SCHEDULE OF MEETINGS

BODY	DATE	TYPE	RESULT
Planning Commission	Nov. 6, 2025	Review & Approval	Rec. Approval 5-0
City Council	November 18, 2025	R Item	Pending

III. LEGAL AND PROCEDURAL BACKGROUND

Under Virginia Code § 15.2-2232(A), whenever a locality adopts a comprehensive plan, the plan controls the general or approximate location, character and extent of each "feature shown" on the plan. If a proposed public utility facility (or public service corporation facility) is not already shown on the adopted plan or deemed shown under the statute's exception provisions, then "no ... public utility facility ... shall be constructed, established or authorized, unless and until the general location or approximate location, character and extent thereof has been submitted to and

approved by the (planning) commission as being substantially in accord with the adopted comprehensive plan.”

IV. PUBLIC NOTIFICATION

None Required.

V. ROLE OF PLANNING COMMISSION AND CITY COUNCIL

The Planning Commission is responsible for reviewing all proposed public improvements for conformity with the adopted Comprehensive Plan in accordance with Section 15.2-2232 of the Code of Virginia. Failure of the commission to act within 60 days of a submission, unless the time is extended by the governing body, shall be deemed approval.

Staff, on behalf of Planning Commission, will communicate the Planning Commission’s findings to City Council, indicating its approval or disapproval with written reasons therefor. The City Council may overrule the action of the commission by a vote of a majority of its membership.

VI. APPLICABLE CODE SECTIONS

[Section 15.2-2232](#) of the Code of Virginia states, in part:

Whenever a local planning commission recommends a comprehensive plan or part thereof for the locality and such plan has been approved and adopted by the governing body, it shall control the general or approximate location, character and extent of each feature shown on the plan. Thereafter, unless a feature is already shown on the adopted master plan or part thereof...no street or connection to an existing street, park or other public area, public building or public structure, public utility facility or public service corporation facility... shall be constructed, established or authorized, unless and until the general location or approximate location, character, and extent thereof has been submitted to and approved by the commission as being substantially in accord with the adopted comprehensive plan or part thereof.

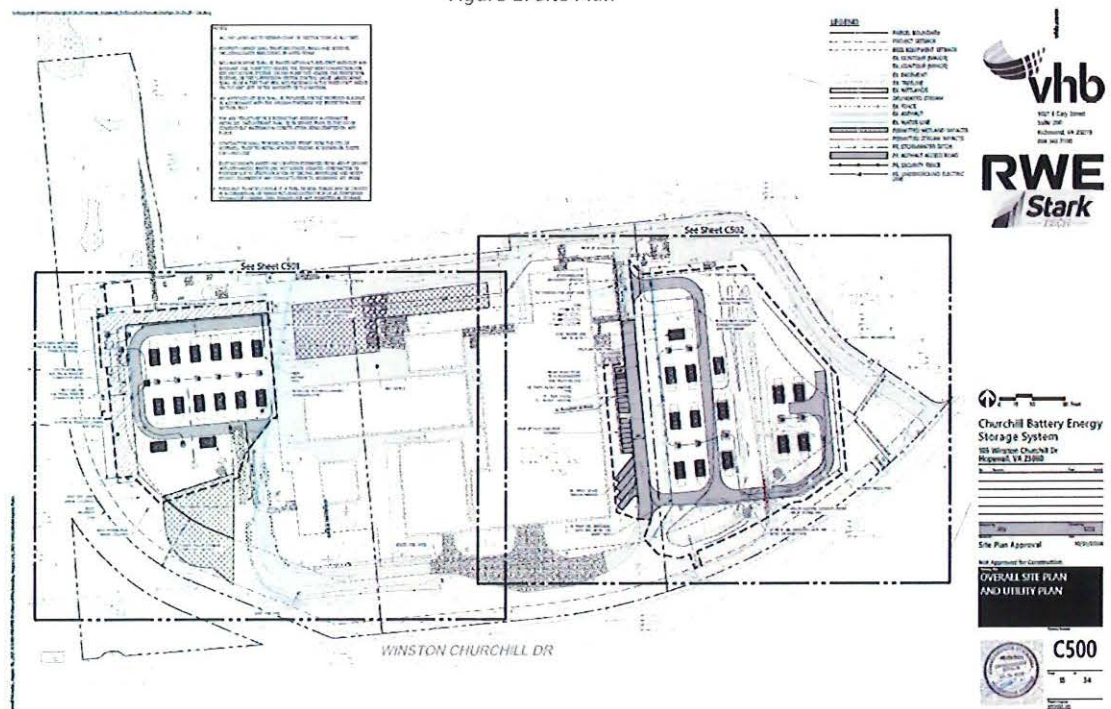
VII. BACKGROUND

Churchill Storage Solutions has been planning for the development of a battery energy storage system at the Winston Churchill Drive location for several years. The proposed facility will be sited on the west and east sides of the existing ARM Global facility

located at 105 Winston Churchill Drive (Parcels #. ARM Global operates as a recycling facility and will remain distinct from the battery energy storage facility.

The site is zoned M-2-Intensive Industrial and the proposed battery energy storage facility is allowed by right as a private utility. The project is currently under site plan review and the proposed project is subject to all development standards set forth in Article XVIII of the zoning ordinance including buffering, fencing, landscaping, and storm water management.

Figure 1. Site Plan



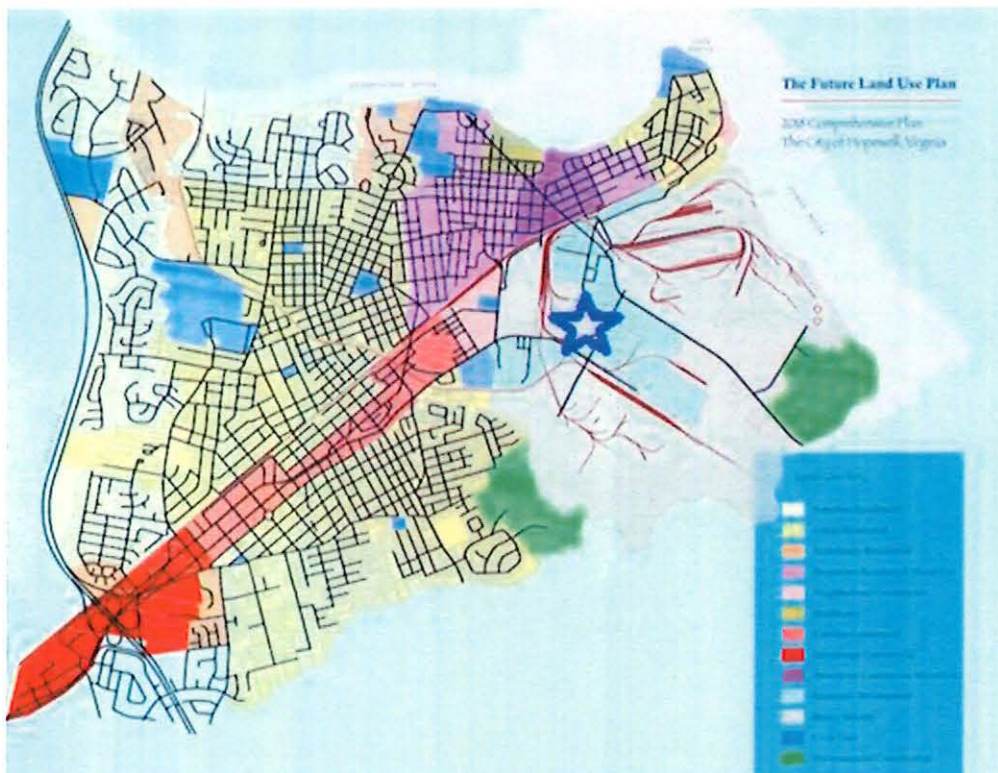
VIII. RELATIONSHIP TO THE COMPREHENSIVE PLAN

The Comprehensive Plan identifies the City's long-range vision for land use, infrastructure, utilities, economic development and environmental sustainability. Key relevant elements include:

- The Plan affirms the importance of reliable infrastructure and utilities as foundational to City development and economic competitiveness.
- The Plan supports diversification of the local economy, advanced infrastructure, and resilience in the face of change (e.g., energy, technological, environmental).

- The Plan encourages land uses and facilities that are compatible with existing neighborhoods, transitional buffering, and that minimize negative environmental or visual impacts.
- The Plan recognizes the importance of accommodating modern infrastructure and utility improvements in appropriate locations.

Figure 2. Proposed Battery Energy Storage Facility Site & Future Land Use



While the Plan does not explicitly identify battery energy storage facilities, it does set forth several implementation strategies that are relevant to the project:

- The Plan directs that major utility and infrastructure facilities be located in zones or areas identified for industrial, utility or infrastructure use, while protecting residential neighborhoods via buffering, landscaping and appropriate siting.
- The Plan emphasizes protecting adjacent land uses from adverse impacts, maintaining compatibility in scale, materials, screening, and mitigating potential nuisances (e.g., noise, glare, visual intrusion).
- The Plan supports redevelopment of underutilized or previously industrially-zoned parcels for advanced infrastructure, provided that the design and impact are well-managed.

Alignment with the Plan Framework

The proposed project fits within the Comprehensive Plan framework in the following ways:

Location: The subject parcel is within M-2 Intensive Industrial zoning district that is compatible with infrastructure uses and is located such that adjacent uses are either industrial or appropriately buffered from sensitive residential uses. This comports with the Plan's locational guidance for infrastructure uses.

Character: The facility is designed with industry-standard enclosure, screening and security, and includes commitments by the applicant to provide landscaping, fencing, and minimal lighting glare in accordance with the City's development standards. Site access and emergency response are addressed in the applicant's materials. As such, the character of the facility is consistent with the Plan's emphasis on well-designed infrastructure that mitigates potential impacts.

Extent: The footprint and capacity of the proposed facility are proportional to the parcel size and are consistent with industrial-infrastructure scale, rather than encroaching on residential or other sensitive uses. The applicant has provided a site plan showing setbacks, buffer zones, and mitigation of potential nuisances.

Supporting Modern Infrastructure/Economic Development: By enabling grid-scale battery storage, the project supports the City's goals to modernize its infrastructure, attract advanced utility or industrial investment, and support resilience (e.g., demand-response, peak shaving, improved reliability). This is consistent with the Plan's emphasis on infrastructure and economic competitiveness.

Mitigation of Impacts: The applicant has committed to visual buffering, lighting controls, and access design. Such commitments align with the Plan policies that require utility/infrastructure uses to incorporate compatibility considerations with adjacent uses.

Public Safety: The applicant has submitted an Emergency Services Response Plan with the site plan. The Plan details security measures that will be undertaken to enhance public safety. Such measures include:

- Installation of a 7-foot chain link security fence topped with barbed wire around the perimeter.

- Incorporation of technology into each unit specific to fire detection, suppression, explosion, and temperature control as well as an emergency STOP button on each unit.
- Monitoring 24/7 by third party fire alarm monitoring company.
- Training and emergency drills conducted in coordination with the Hopewell Fire Department.

Figure 3. Tesla Battery Energy Storage System (BESS)



IX. STAFF RECOMMENDATION

In sum, although the Comprehensive Plan does not explicitly reference battery energy storage systems, the proposed project is consistent with the Plan's underlying goals and policies relating to infrastructure modernization, utility reliability, economic competitiveness, and compatible siting of infrastructure uses. The proposed location, character and extent of the facility meet or exceed the expectations established by the Plan, with appropriate mitigation of impacts. Accordingly, staff concludes that the project is consistent with the Comprehensive Plan.

X. PLANNING COMMISSION RESULT

The Hopewell Planning Commission voted 5-0 at its regular meeting held on November 6, 2025 to affirm the determination that the proposed battery energy storage system facility at 105 Winston Churchill Dr. is consistent with the Comprehensive Plan.

R-8



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

- ☐ Civic Engagement
- ☐ Culture & Recreation
- ☒ Economic Development
- ☐ Education
- ☐ Housing
- ☐ Safe & Healthy Environment
- ☐ None (Does not apply)

Order of Business:

- ☐ Consent Agenda
- ☐ Public Hearing
- ☐ Presentation-Boards/Commissions
- ☐ Unfinished Business
- ☐ Citizen/Councilor Request
- ☒ Regular Business
- ☐ Reports of Council Committees

Action:

- ☐ Approve and File
- ☐ Take Appropriate Action
- ☐ Receive & File (no motion required)
- ☐ Approve Ordinance 1st Reading
- ☐ Approve Ordinance 2nd Reading
- ☒ Set a Public Hearing
- ☐ Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE: Machinery and Tools Tax Rebate Program

ISSUE: The current ordinance that authorized the Machinery and Tools Tax Rebate Program offered to manufacturers located in the Enterprise Zone expires on December 31st 2025.

RECOMMENDATION: Update the program and extend the program expiration date to correspond with the Enterprise Zone expiration date of December 31st, 2029.

TIMING: Propose public hearing be set for December 9th, 2025, Regular City Council meeting

BACKGROUND: In December of 2024 the Commonwealth of Virginia granted renewal of the City of Hopewell Enterprise Zone (EZ) till December 31st, 2029. The current Enterprise Zone rebate for Machinery and Tools tax program is scheduled to expire on December 31st, 2025, and needs to be extended to correspond with the new EZ renewal end date of 12/31/2029.

ENCLOSED DOCUMENTS:

- Renewal approval letter from DHCD for Enterprise Zone
- - CODE OF THE CITY Chapter 34 – TAXATION ARTICLE II. TAX ON REAL ESTATE, MACHINERY AND TOOLS
- Presentation with proposed changes to program

STAFF: Charles Bennett

FOR IN MEETING USE ONLY**SUMMARY:****Y N**

- ☐ ☐ Vice Mayor Rita Joyner, Ward #1
- ☐ ☐ Councilor Michael Harris, Ward #2
- ☐ ☐ Mayor John B. Partin, Ward #3
- ☐ ☐ Councilor Ronnie Ellis, Ward #4

Y N

- ☐ ☐ Councilor Susan Daye, Ward #5
- ☐ ☐ Councilor Yolanda W. Stokes, Ward #6
- ☐ ☐ Councilor Lovena Rapole., Ward #7

MOTION:_____Do not take action at this meeting, set for public hearing on 12/9/2025__

Roll Call

SUMMARY:

Y N

☐ ☐ Vice Mayor Rita Joyner, Ward #1
☐ ☐ Councilor Michael Harris, Ward #2
☐ ☐ Mayor John B. Partin, Ward #3
☐ ☐ Councilor Ronnie Ellis, Ward #4

Y N

☐ ☐ Councilor Susan Daye, Ward #5
☐ ☐ Councilor Yolanda W. Stokes, Ward #6
☐ ☐ Councilor Lovena Rapole., Ward #7

ARTICLE II. TAX ON REAL ESTATE, MACHINERY AND TOOLS

Sec. 34-16. Levy; accrual; when due and payable.

There is hereby imposed and levied a tax on each real estate properly at the rate of one dollars and seventeen cents (\$1.17) per every one hundred dollars (\$100.00) assessed value and a machinery and tools tax of three dollars and ten cents (\$3.10) per every one hundred dollars (\$100.00) at twenty-five (25%) percent of original cost. All taxes and levies on real estate and on machinery and tools subject to taxation will accrue on January 1 of each year and will become due and payable on June 1 of each year.

(Code 1963, § 36-2; Ord. No. 2011-21, 12-13-11; Ord. of 5-27-2025(1))

Editor's note(s)—Ord. of 5-27-2025, amended the title of § 34-16 to read as herein set out. The former § 34-16 title pertained to accrual; when due and payable.

State law reference(s)—Authority of council to fix time for payment of taxes, Code of Virginia, § 58.1-3916.

Sec. 34-17. Installment payment.

One-half of all taxes and levies accruing each year to the city on real estate and on machinery and tools shall be paid to the city treasurer on or before June fifteenth of each tax year and the remaining one-half, unless sooner paid, shall be paid on or before December fifth next following. Any taxpayer shall have the option of paying the second half of his then-current year's taxes at any time between June first and December fifth of the then-current tax year.

(Code 1963, § 36-3; Ord. No. 2011-21, 12-13-11)

State law reference(s)—Authority to provide for installment payment of taxes, Code of Virginia, § 58.1-3916.

Sec. 34-18. Penalty for late payment.

For the nonpayment of the first one-half of the current year's taxes on real estate and machinery and tools, there shall be added a penalty of ten (10) percent of the tax past due, or the sum of ten dollars (\$10.00), whichever shall be greater, on June sixteenth of the current tax year; provided, however, that the penalty shall in no case exceed the amount of tax due; and for the nonpayment of the second half of such taxes, there shall be added a penalty of ten (10) percent of the tax past due, or the sum of ten dollars (\$10.00), whichever shall be greater, on December sixth of the current tax year; provided, however, that the penalty shall in no case exceed the amount of tax due.

(Code 1963, § 36-4; Ord. No. 79-16, §, 5-8-79; Ord. No. 86-20, 7-8-86; Ord. No. 2011-21, 12-13-11)

State law reference(s)—Authority for above section, Code of Virginia, § 58.1-3916.

Sec. 34-19. Interest on principal and penalty.

Both principal and penalty for nonpayment of taxes on real estate and machinery and tools shall bear interest at the maximum rate allowed by law from the first day of the month following the date such taxes are due.

(Code 1963, § 36-5; Ord. No. 79-16, 5-8-79; Ord. No. 80-17, 10-28-80; Ord. No. 2015-1027, 10-27-15)

State law reference(s)—Authority for above section, Code of Virginia, § 58.1-3916.

Sec. 34-20. Treasurer's statement.

The city treasurer shall, at least fifteen (15) days before the due date of the first one-half of the taxes and levies on real estate and machinery and tools, mail to all such taxpayers a statement showing the amounts of the semiannual installments thereof. Such statement shall be prepared by the city treasurer.

(Code 1963, § 36-6)

Sec. 34-21. Biennial assessment of real estate.

Pursuant to the provisions of Code of Virginia, § 58-778.1, and by virtue of the city having at least one full-time real estate appraiser or assessor certified by the state tax commissioner, beginning with the year 1977, and for each year thereafter, all real estate in the city shall be assessed and equalized biennially in lieu of the reassessments required under Code of Virginia, chapter 15, title 58. A new reassessment of all real property within the city shall be conducted biennially, which reassessment may be completed during an entire two (2) year period; provided that, the same standards of value are employed for all appraisals made during such period. The first such reassessment shall be effective for tax purposes on January 1, 1979.

(Ord. of 7-26-77)

Sec. 34-22. Exemption of fallout shelters from assessment for real estate taxes.

Where there is erected, within the city, a fallout shelter for protection against nuclear radiation, which shelter is constructed according to approved plans and specifications, as recommended by state, local or federal agencies, and which can be used only as a fallout shelter and for no other purpose whatsoever, such shelter shall be exempt from assessment for real estate taxes by the city.

(Code 1963, § 36-1)

Sec. 34-23. Real estate tax relief for elderly and disabled persons.

- (a) An exemption or deferral of real estate taxes will be granted from local real estate taxation, or a portion thereof, owned by and occupied as the sole dwelling of a person or persons not less than sixty-five (65) years of age, or where such person or persons are determined to be permanently and totally disabled as defined by Code of Virginia § 58.1-3217, provided that (i) the dwelling is occupied as the sole dwelling by all such joint owners, and (ii) the net combined financial worth, including the present value of all equitable interests, as of December 31 of the immediately preceding calendar year, of the owners, and of the spouse of any owner, excluding the value of the dwelling and the land, not exceeding one (1) acre, upon which it is situated will not exceed: one hundred thousand dollars (\$100,000.00) for a tax exemption, and two hundred thousand dollars (\$200,000.00) for a tax deferral.
- (b) The total combined income received from all sources during the preceding calendar year by (i) owners of the dwelling who use it as their principal residence, (ii) owners' relatives who live in the dwelling, and (iii) nonrelatives of the owner who live in the dwelling except for bona fide tenants or bona fide paid caregivers of the owner, will not exceed thirty-two thousand five hundred dollars (\$32,500.00) (provided that the first four thousand dollars (\$4,000.00) of income of each person who is not the spouse of an owner living in the

dwelling will not be included in such total) for an exemption, and fifty thousand dollars (\$50,000.00) for a tax deferral ten thousand dollars (\$10,000.00) of income is excluded/or an owner who is permanently disabled

- (c) Where the person claiming exemption conforms to the standards and does not exceed the limitations contained herein, the tax exemption will be as shown on the following schedule:
- (1) Total combined income not exceeding eighteen thousand five hundred dollars (\$18,500.00,) the tax exemption is one hundred (100%) percent;
 - (2) Total combined income exceeding eighteen thousand five hundred dollars (\$18,500.00) and not exceeding thirty-two thousand five hundred dollars (\$32,500.00,) the tax exemption is fifty (50%) percent.

The maximum tax exemption hereunder is eight hundred fifty dollars and zero cents (\$850.00.)

- (d) In addition to any exemption that may be available, the above-described property owners can also choose to defer all, or part of the real estate taxes on any amounts not subject to exemption, which amounts will be collected pursuant to Code of Virginia § 58.1-3216.

(Ord. No. 2011-11, 6-7-11; Ord. of 5-27-2025(1))

State law reference(s)—Exemptions for elderly and handicapped, Code of Virginia, §§ 58.1-3210 to 58.1-3217.

Sec. 34-24. Date for determination of taxpayer's status and assessment of value of machinery and tools.

The status of all persons liable to taxation on machinery and tools shall be fixed as of January first in each year and the value of all such property shall be assessed as of such date.

(Code 1963, §§ 36-7, 36-8)

Sec. 34-25. Annual returns of machinery and tools—Generally.

Any person owning any machinery and tools on the first day of January of any year, subject to taxation by the city on which property taxes may be paid in semiannual installments, as provided by law, shall, on or before the fifteenth day of February in each year, file a return thereof with the commissioner of the revenue, on the forms provided for that purpose, of such property owned by such person on the first day of January of the current year.

(Code 1963, § 36-7)

State law reference(s)—Authority of council to fix time for filing returns, Code of Virginia, § 58.1-3916.

Sec. 34-26. Same—Failure to file; effect.

If any taxpayer liable to file a return of machinery and tools under this article, neglects or refuses to file the same for any year, within the time prescribed in section 34-25, the commissioner of the revenue shall, from the best information obtainable, enter the fair market value of such property and assess the same as if it had been reported to him; and shall assess a penalty of ten (10) percent of the tax assessable, or ten dollars (\$10.00), whichever is greater; provided, however, that the penalty shall in no case exceed the amount of the tax assessable.

(Code 1963, § 36-9; Ord. No. 86-20, 7-8-86)

Secs. 34-27—34-29. Reserved.

Editor's note(s)—Formerly, §§ 34-27 and 34-28 pertained to residence real estate tax relief for the elderly and for the disabled as derived from Ord. No. 84-33, adopted Dec. 11, 1984; Ord. Nos. 86-1, 86-2, adopted Mar. 11, 1986; and Ord. Nos. 87-4 and 87-5, adopted Mar. 10, 1987. Such sections have been deleted from the Code at the city's request and the user is advised that current ordinances concerning such subject matter are on file and available for inspection in the office of the city clerk.

Sec. 34-30. Rebate of machinery and tools tax for certain businesses located in the enterprise zone.

- (a) *Rebate authorized.* A partial rebate of machinery and tools taxes is hereby provided for any business located in the enterprise zone which is newly constructed, expanded, renovated or replaced in accordance with the criteria set out in the Constitution of Virginia and pursuant to Code of Virginia, § 59.1-279 et seq., the Urban Enterprise Zone Act, as amended. A partial rebate will be provided on and after July 1, 2011, and for each fiscal year until December 31, 2025.
- (b) *Eligibility.* For the purposes of this section, businesses located in the enterprise zone shall be eligible for a partial rebate of the machinery and tools tax resulting from new construction, expansion or replacement of existing machinery and tools only if the machinery and tools installed increases the assessed value of machinery and tools above the current assessed value, or base value. If the new construction, expansion or replacement of existing machinery and tools results in a decrease in the assessed value of the machinery and tools then the business shall not be eligible to receive a partial rebate.
- (c) *Amount of rebate.* The amount of partial rebate provided for in this section shall be equal to thirty (30) percent of the increase above the base value in assessed value of machinery and tools installed in a business located within the enterprise zone.
- (d) *Length of rebate.* The partial rebate for taxation of machinery and tools for the installation of new or the replacement of existing machinery and tools shall run with the land and for the benefit of any owner of such property during each of the three (3) years of the rebate. The owner of the property shall be entitled to receive rebate of thirty (30) percent of the increase in the assessed value of the machinery and tools as a result of the new construction, renovation, or replacement, as determined by the commissioner of the revenue, during the first year after completion and subsequent two (2) years.
- (e) An application for enterprise zone benefits must be submitted to the commissioner of the revenue, and the benefit accessed by the business within one (1) year of the start of operations in the enterprise zone or subzone, or within one year of a qualifying facility expansion or renovation in order to receive the machinery and tools tax rebate.

(Ord. No. 2011-02, 4-12-11; Ord. No. 2011-12, 8-9-11; Ord. No. 2014-03, 3-11-14; Ord. No. 2015-5-12, 5-12-15; Ord. of 12-8-20(2))

Secs. 34-31—34-40. Reserved.



Glenn Youngkin
Governor

Caren Merrick
Secretary of
Commerce and Trade

COMMONWEALTH of VIRGINIA

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Bryan W. Horn
Director

December 16, 2024

Mayor Johnny Partin
City of Hopewell
300 North Main Street
Hopewell, VA 23860

Dear Mayor Partin,

Governor Youngkin has approved a five-year renewal of the current City of Hopewell (Zone 9) Enterprise Zone. This renewal is effective January 1, 2025. Congratulations on the renewal of your zone. Your zone is now set to expire on December 31, 2029, with the option to renew that year for an additional five-year designation.

Representatives from the Department of Housing and Community Development will be contacting you or your designee soon to discuss strategies and recommendations to ensure a positive impact on the community during the next five years. I am pleased to be of assistance to you in the city's continued economic and community development efforts.

Sincerely,

Bryan Horn
Director

cc: Dr. Concetta Manker, City Manager
Charles Bennett, Local Zone Administrator



Virginia Department of Housing and Community Development | Partners for Better Communities
Main Street Centre | 600 East Main Street, Suite 300 Richmond, VA 23219
www.dhcd.virginia.gov | Phone (804) 371-7000 | Fax (804) 371-7090 | Virginia Relay 7-1-1



City of Hopewell Economic Development M&T Tax Rebate Program





City of Hopewell Machinery & Tools Tax

Machinery & Tools Tax:

Machinery and Tools tax is assessed on Original Capitalized Cost and Year of Purchase.

Tax Rate:

Assessment is equal to 25% of Original Capitalized Cost

\$3.10/Hundred Dollars Assessed Value

Tax Reporting

Due Date to File: February 15th

Taxes Due: June 15th and December 5th





City of Hopewell Machinery & Tools Tax

Enterprise Zone Machinery & Tools Tax Rebate Program (**current until 12/31/2025**) :

How the M&T Tax and Rebate Work

- Assessment: 25% of original capitalized cost
- Tax rate: \$3.10 per \$100 assessed value
- Rebate: 30% of the increase above base value
- Eligibility: New/replacement M&T increases assessed value
- Duration: 3 years (first year after completion + two years) ***Total of 90% rebate paid out over three years.*** (**payouts continue thru end of 2028 for completed 2025 projects**)





City of Hopewell Machinery & Tools Tax

(Proposed) Enterprise Zone Machinery & Tools Tax Rebate Program:

How the M&T Tax and Rebate Work

- Assessment: 25% of original capitalized cost
- Tax rate: \$3.10 per \$100 assessed value
- Rebate: 80% of the increase above base value
- Eligibility: New/replacement M&T increases assessed value
- Duration: 1 year (first year after completion) ***Total of 80% rebate paid out the first year.*** **(payouts begin in 2027 for projects completed in 2026)**





City of Hopewell Machinery & Tools Tax

The proposed changes below would accomplish the following goals:

- Simplify the administrative work associated with the rebate program by reducing the rebate time from 3 years to 1 year.
- Align the sunset of the rebate payouts with the current expiration of the Enterprise Zone (December 31st, 2029)
- Enable the City of Hopewell to receive the full values of M&T tax 2 years sooner than the current program.
- Reduce the amount of tax rebate benefit from 90% to 80% without changing the overall benefit Industries using the PV of rebate in year one.



City of Hopewell Machinery & Tools Tax

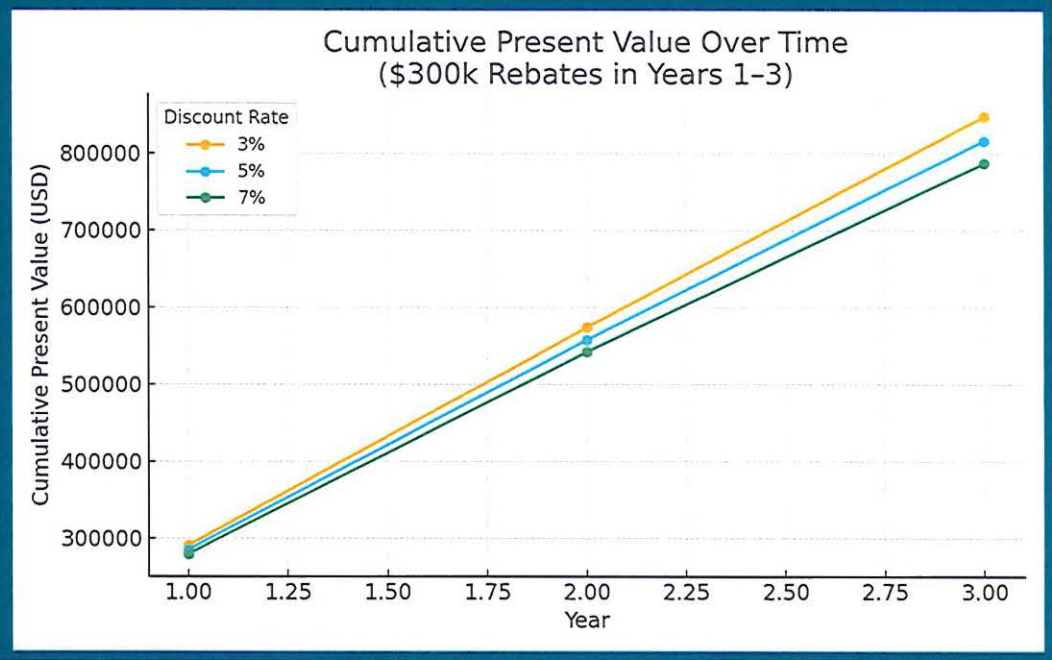
The proposed 80% rebate paid out year 1 is roughly equivalent to the 90% paid out over 3 years with prevailing discount rates.

Lump-sum equivalent (Year 1) for each rate for 900k rebate:

3% → \$843,560.69

5% → \$816,973.45

7% → \$792,288.04





Proposed changes to M&T tax rebate program

Sec. 34-30. Rebate of machinery and tools tax for certain businesses located in the enterprise zone.

- (a) *Rebate authorized.* A partial rebate of machinery and tools taxes is hereby provided for any business located in the enterprise zone which is newly constructed, expanded, renovated or replaced in accordance with the criteria set out in the Constitution of Virginia and pursuant to Code of Virginia, § 59.1-279 et seq., the Urban Enterprise Zone Act, as amended. A partial rebate will be provided on and after July 1, 2011, and for each fiscal year until **December 31, 2025. 2029**
- (b) *Eligibility.* For the purposes of this section, businesses located in the enterprise zone shall be eligible for a partial rebate of the machinery and tools tax resulting from new construction, expansion or replacement of existing machinery and tools only if the machinery and tools installed increases the assessed value of machinery and tools above the current assessed value, or base value. If the new construction, expansion or replacement of existing machinery and tools results in a decrease in the assessed value of the machinery and tools then the business shall not be eligible to receive a partial rebate.
- (c) *Amount of rebate.* **For qualifying applications for work completed on or before December 31st, 2025,** the amount of partial rebate provided for in this section shall be equal to thirty (30) percent of the increase above the base value in assessed value of machinery and tools installed in a business located within the enterprise zone. **For qualifying applications for work completed on or after January 1st 2026, the amount of partial rebate provided for in this section shall be equal to eighty (80) percent of the increase above the base value in assessed value of machinery and tools installed in a business located within the enterprise zone.**



Proposed changes to M&T tax rebate program

Sec. 34-30. Rebate of machinery and tools tax for certain businesses located in the enterprise zone. (continued)

- (d) *Length of rebate.* For qualifying applications for work completed before December 31st, 2025, the partial rebate for taxation of machinery and tools for the installation of new or the replacement of existing machinery and tools shall run with the land and for the benefit of any owner of such property during each of the three (3) years of the rebate. The owner of the property shall be entitled to receive rebate of thirty (30) percent of the increase in the assessed value of the machinery and tools as a result of the new construction, renovation, or replacement, as determined by the commissioner of the revenue, during the first year after completion. and subsequent two (2) years. For qualifying applications for work completed on or after January 1st, 2026, the partial rebate for taxation of machinery and tools for the installation of new or the replacement of existing machinery and tools shall run with the land and for the benefit of any owner of such property for the first year of the rebate. The owner of the property shall be entitled to receive a rebate of eighty (80) percent of the increase in the assessed value of the machinery and tools as a result of the new construction, renovation, or replacement, as determined by the commissioner of the revenue, during the first year after completion.
- (e) An application for enterprise zone benefits must be submitted to the commissioner of the revenue, and the benefit accessed by the business within one (1) year of the start of operations in the enterprise zone or subzone, or within one year of a qualifying facility expansion or renovation in order to receive the machinery and tools tax rebate.

ADJOURNMENT