

AGENDA



CITY OF HOPEWELL

AGENDA

(804) 541-2408
www.hopewellva.gov
cityclerk@hopewellva.gov

CITY COUNCIL

John B. Partin, Jr., Mayor, Ward #3
Rita E. Joyner, Vice Mayor, Ward #1
Michael B. Harris, Councilor, Ward #2
Ronnie O. Ellis, Councilor, Ward #4
Susan L. Daye, Councilor, Ward #5
Malik D. Wheat, Councilor, Ward #6
Lovena B. Rapole Councilor, Ward #7

Vincent E. Jones, City Manager
Anthony R. Bessette, City Attorney
Sade' J. Allen, City Clerk

June 9, 2026

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 (EDA Support Agreement 101 City Point Rd.); § 2.2-3711(A)(8), for the purpose of consultation with legal counsel (Virginia American Water rate case, and Council Rules update); § 2.2-3711(A)(1) and (8), to discuss personnel matters (Dock Commission, and Water Renewal operations contract).

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

Crime Summary – Gregory Taylor, Police Chief
New Real Estate Website – Nelson Pollard, Residential Appraiser

ACTIONS RESULTING FROM CLOSED MEETING

PRAYER AND PLEDGE OF ALLEGIANCE

Prayer by Pastor Harville, 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 Human Resources Report** – Yaosca Smith, Director of Human Resources
- C-2 Adoption of the Fiscal Year 2026-2027 Budget** – Stacey Jordan, Deputy City Manager
- C-3 Resolution Authorizing an Extension of the Paid Time Off (PTO) Rollover Deadline** – Yaosca Smith, Director of Human Resources
- C-4 Resolution Authorizing Application for the John Randolph Foundation Responsive Grant** – Tabitha Martinez, Director of Recreation and Parks
- C-5 Resolution Authorizing Application to the Defense Community Infrastructure Program (DCIP)** – Matt Ellinghaus, Director of Water Renewal

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 (Public Hearing) Regarding a Conditional Use Permit Request from Yousef Abualia to Operate a Used Automobile Dealership on Parcel #025-0225, Also Identified as 3805 Oaklawn Blvd., in the B-4 Corridor Development District** – Chris Ward, Director of Planning and Development
- R-2 (Public Hearing) Soliciting Comments on the City's Community Development Block Grant (CDBG) Proposed 2026-2027 Annual Action Plan and Funding Priorities** – Chris Ward, Director of Planning and Development
- R-3 (Public Hearing) Ordinance Amending Hopewell City Code Chapter 33 (Traffic Calming Devices)** – Anthony Bessette, City Attorney
- R-4 (Public Hearing) Resolution to Consider Appointments to the Hopewell School Board** – Anthony Bessette, City Attorney
- R-5 Resolution Amending FY26 Budget to Reassign Ward 4 Travel and Communication Funds to Ward Improvement Funds** – Councilor Ronnie O. Ellis
- R-6 Resolution Amending the FY 2026 Budget and Designation Funds from Salary Savings to Capital Improvement Project (CIP)** – Tabitha Martinez, Director of Recreation and Parks

R-7 Resolution Authorizing Application for the Staffing for Adequate Fire and Emergency Response (SAFER) Grant – Benjamin Ruppert, Fire Chief

ADJOURNMENT

**CLOSED
MEETING**

REPORTS OF
THE CITY
MANAGER



Hopewell Police Department Crime Summary

June 9, 2026

HOPEWELL POLICE DEPARTMENT
CRIME SUMMARY

Reporting Date: June 1, 2026

Year-to-Date	Thru May 31st					
	2025	2026	# Change	% Change	5 Year Average	% Change to Average
MURDER	3	1	-2	-67%	2	-55%
FORCIBLE RAPE	3	4	1	33%	2	100%
ROBBERY	8	2	-6	-75%	6	-66%
AGGRAVATED ASSAULT	27	16	-11	-41%	25	-37%
Violent Crime Total	41	23	-18	-44%	35	-35%
ARSON	2	3	1	50%	1	150%
BURGLARY	15	13	-2	-13%	16	-19%
LARCENY	105	98	-7	-7%	118	-17%
MOTOR VEHICLE THEFT	16	17	1	6%	26	-35%
Property Crime Total	138	131	-7	-5%	161	-19%
Total Major Crime	179	154	-25	-14%	196	-22%

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

5 Year Average to 5/31

HOPEWELL POLICE DEPARTMENT
CRIME SUMMARY
Reporting Date: June 1, 2026

Year-to-Date									
Thru May 31st									
	2022	2023	2024	2025	2026	# Change 2022 & 2026	% Change 2022 & 2026	4 Year Average	% Change to Average
MURDER	3	4	1	3	1	-2	-67%	3	-64%
FORCIBLE RAPE	3	1	2	3	4	1	33%	2	78%
ROBBERY	12	3	2	8	2	-10	-83%	6	-68%
AGGRAVATED ASSAULT	22	28	27	27	16	-6	-27%	26	-38%
Violent Crime Total	40	36	32	41	23	-17	-43%	37	-38%
ARSON	0	3	1	2	3	3	#DIV/o!	2	100%
BURGLARY	25	16	13	15	13	-12	-48%	17	-25%
LARCENY	142	104	116	105	98	-44	-31%	117	-16%
MOTOR VEHICLE THEFT	20	23	47	16	17	-3	-15%	27	-36%
Property Crime Total	187	146	177	138	131	-56	-30%	162	-19%
Total Major Crime	227	182	209	179	154	-73	-32%	199	-23%

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

HOPEWELL POLICE DEPARTMENT
CRIME SUMMARY
Reporting Date: June 1, 2026

Suspected Opioid Overdoses 5/31							
	2021	2022	2023	2024	2025	2026	Grand Total
Fatal	10	4	10	5	2	2	33
Non-fatal	33	26	40	24	12	6	141
Grand Total	43	30	50	29	14	8	174

Subject to change as
forensic results are returned

HOPEWELL POLICE DEPARTMENT
CRIME SUMMARY

Narcotics Incidents/Arrests

Reporting Date: June 1, 2026

Year-to-end-of-Month	Thru May							
	2023	2024	2025	2026	# Change 2023 & 2026	% Change 2023 & 2026	3 Year Average	% Change to Average
Felony	53	48	28	20	-33	-62%	43	-53%
Misdemeanor	6	6	3	2	-4	-67%	5	-60%
Total Narcotics Incidents with Arrests	55	49	29	22	-33	-60%	44	-50%
Felony	48	45	26	20	-28	-58%	40	-50%
Misdemeanor	6	6	3	2	-4	-67%	5	-60%
Total Persons Arrested for Narcotics Violations	50	46	27	22	-28	-56%	41	-46%

Note: Felony + Misdemeanor does not always = Total as one incident can have multiple charges and persons charged.

HOPEWELL POLICE DEPARTMENT
Reporting Date: June 1, 2026

Verified Shots Fired January 1, 2026 - June 1, 2026		
2024 Yearly Total	2025 Yearly Total	2026 Thus far
64	54	9

Neighborhood Watch Meetings

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

Ward 3 – 2nd Wednesday of each month from 6:00 pm to 7:00 pm at Power's Memorial Church. Pastor Roger Crump & Greg McDaniel are the NW Captains.

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

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

Ward 7 – Lord Taylor: 1st Monday of each month on Autumn Terrace Ave from 6:00 pm to 7:00 pm. Ms. Michelle Taylor is the NW Captain.

Ward 7 - 4th Wednesday of each month at 6:00 pm at Woodlawn Presbyterian Church. Councilor Rapole is the current NW Captain.

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

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

Kippax Dr – 3rd Thursday of each month at Mr. Brown's residence at 3807 Gloucester Dr.

Hiring-Recruitment

June 2026

- Two Dispatch positions are vacant. Two applicants are currently in the background stage.
- Five Police positions are open. The last application testing session was held on May 30th.
- The following recruitment events are scheduled:

o6/11 Hampton Roads Convention Center

o6/11 TAP Thursday – Fort Lee

Community Policing Officers by Wards

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

Community Engagement Activities

- On June 1, 2026 an “End of School” event was held at Carter G. Woodson Middle School. The Gaming Trailer was provided for students from 10 am - 2 pm.
- On June 5, 2026 the annual Special Olympics Torch Run took place. The starting location was Publix in Colonial Heights at 8 am and ended at Rosa’s Pizza in Hopewell.
- On June 5, 2026 the Community Engagement Team assisted Healthy Families at Atwater Park with a “Building Bridges” event that focused on gun violence and partnership with the community from 5 pm to 8 pm. This is a yearly multi-jurisdictional event.
- On June 27, 2026, from 12 pm to 8 pm, the Hooray for Hopewell 250th will be held downtown. Police will provide a Touch a Truck Station, which will give children the opportunity to see lights and sirens and to view the inside of the vehicle.

Strategic Enforcement Team (SET) Summer Months Focus

- Curfew Violations- 17 years of age or younger are not to be on the street or other public places from 11 pm-6 am unless accompanied by a parent or guardian.
- Citizen Contacts – Field Interviews
- Loud Music
- Hot Spots
- HRHA Properties - Directed Patrols
- Crime & Disorder
- Assist Patrol on priority calls when needed
- Firearms and Narcotics Violations
- Warrant Services

New CivQuest Atlas Site

https://atlas.civ.quest/hopewell_va

- Dynamic New Features including:
- Chat
- Mapping
- Table Formats
- Easy Query
- Data Saving Function

Additional Features

- Flood & Zoning Maps
- Query by Name, Street, or Parcel
- Latest Sales
- Homes similar size
- Cell phone Friendly



Chat Map Table

Enter an address, owner, parcel id, or question



Welcome!

Search for an address, tax map number, owner, or ask a question about properties in the City.

TRY ASKING:

Owner is City of Hopewell

300 North Main Street

Industrial properties larger than 20 acres

Residential sales last spring under \$100k

300 North Main Street



I found a property at 300 North Main Street.

SUBPAR 0110572
 OWNER NAME CITY OF HOPEWELL
 PROPERTY ADDRESS 300 N MAIN ST
 MAILING ADDRESS
 CITY HOPEWELL
 STATE VA
 ZIP 23860



Revise Results

View Map Details

View Table Details

Export CSV

Export SHP

Query Details

**CONSENT
AGENDA**

C-1

DATE: June 03, 2026
TO: The Honorable City Council
FROM: Yaosca Smith, Director of Human Resources
SUBJECT: Personnel Change Report – May 2026

APPOINTMENTS:

NAME	DEPARTMENT	POSITION	DATE
HOWARD, ENDAISHA	SOCIAL SERVICES	FAMSERVSPEC II	05/13/2026
HARRIS, BRITTANY	SOCIAL SERVICES	FAM SERV SUP	05/13/2026
PIERCE, MEGAN	SOCIAL SERVICES	BEN PROG SPC I	05/13/2026
PEREZ, VERITY	RECREATION	AQUATICS PROGRAMS SPECIALIST	05/13/2026
WATSON, YOLANDA	RECREATION	PT CUST SVC AGNT	05/13/2026
ROBERTS, DESTINY	POLICE	COMMUNICATIONS OPERATOR	05/13/2026
CRAWFORD, EARL	POLICE	P/T-TEMPPROP/EVI	05/13/2026
BERKELEY, ALAN	HOPEWELL WATER RENEWAL	SAMPLE TECH	05/13/2026
JONES, VINCENT	CITY MANAGER	CITY MGR	05/13/2026
BAILEY, ALECIA	SOCIAL SERVICES	BEN PROG SPC I	05/27/2026
DREW, CHRISTOPHER	SOCIAL SERVICES	FAMSERVSPEC I	05/27/2026
DOYLE, DEMETRIA	SOCIAL SERVICES	BEN PROG SPC I	05/27/2026
SCRUGGS, YVONNE	SOCIAL SERVICES	OFF SUPERVISOR	05/27/2026
OFORI-AFARI, YAHSIR	RECREATION	PT ATHLET SITE ASST	05/27/2026
JOHNSON, JOHN	PUBLIC WORKS	PW MAINT SPEC	05/27/2026
CHILDERS, DANIEL	HOPEWELL WATER RENEWAL	WWT OPER TRAINEE	05/27/2026
JAMES, SHANNON	HEALTHY FAMILIES	FAM SUPP SP HEALTHY FAMILIES	05/27/2026
CATRON, RONALD	FIRE	FIREFIGHTER II/MEDIC	05/27/2026
WAYS, FRANK	FIRE	FIREFIGHTER II/MEDIC	05/27/2026
PILOUT, REBEKAH	CITY CLERK	DEPUTY CITY CLERK	05/27/2026

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

REMOVALS:

NAME	DEPARTMENT	POSITION	DATE
YOUNG, UNIQUA	SOCIAL SERVICES	BEN PROG SPC I	05/01/2026
MANN, BRAYDEN	HOPEWELL WATER RENEWAL	WWT OPER TRAINEE	05/01/2026

AKREMI, VICKIE	FINANCE	RE APPRAISER	05/04/2026
LEMONS, TIFFANY	FINANCE	REAL ESTATE TRANSFER CLERK	05/04/2026
HOLLAND, GINGER	CITY MANAGER	DIRECTOR OF COMM AND GOV RELAT	05/04/2026
CRESSMAN, MADELYN	TREASURER	GEN CLK	05/08/2026
SQUIRES, MATTHEW	PUBLIC WORKS	PW MAINT SPEC	05/12/2026
EDMUNDS, JASON	SOCIAL SERVICES	FAMSERVSPEC I	05/15/2026
GRAVES, KENIN	HOPEWELL WATER RENEWAL	WWT OPER TRAINEE	05/18/2026
PEARSON, AUSTIN	POLICE	POLICE OFFICER NON CAR DEV	05/21/2026
RANEY, KRISTEN	HOPEWELL WATER RENEWAL	MAINT PLANNING AND LOG SUPV	05/22/2026
PERKINSON, TYLER	FIRE	FIREFIGHTER II/MEDIC	05/23/2026
HILL, JOLISA	SOCIAL SERVICES	BEN PROG SPC I	05/27/2026
WILLIAMS, SHAN-TINA	SOCIAL SERVICES	FAMSERVSPEC I	05/29/2026
GARDNER, SHEILA	HOPEWELL WATER RENEWAL	ELEC & INST TECH SENIOR	05/29/2026
HAMILTON, RUSSELL	SHERIFF	SHERIFF DEPUTY FT	05/31/2026

CC: Vincent Jones, City Manager
Stacey Jordan, Deputy City Manager
Information Technology
Finance Department
Human Resources
Recreation and Parks

C-2



FY27 Proposed Operational Budget

March 24, 2026-- Proposed

Primary City Programs and Funds

General Gov't



- General Fund
- Judicial Administration
- Recreation
- Economic Development
- Capital Projects
- Grants
- Marina
- Perpetual Care

Enterprises



- Regional Water
- Sewer
- Refuse
- Storm Water

Health & Welfare



- Social Services
- Children's Services Act
- Healthy Families
- Special Welfare

Schools



- General Support
- Textbooks
- Cafeteria
- Bldg/Bus Replacement

Debt



- General Gov't
- HWR
- Sewer
- Schools

Who Makes Expense Forecasts



Personnel Costs

Budget Office
HR



Services & Supplies

Departments



Capital

Departments



Schools

Develops own budget

Proposed Budget Highlights for FY27

1. **Maintain operations** at current levels
2. **Fund needed** capital with remaining funds – if available
3. **Build reserves** if revenue left after funding capital
4. **Class & Compensation Implementation** – Public Safety completed in FY26, all other departments included in FY27
5. **Health Insurance** Increase of 6% or \$293K (82% absorbed by city)
6. **COLA 2%** across the board for City departments
7. **Police and Fire Step Increase**
8. **State (DSS, Constitutional) 2%** across departments

Long-term strategy should include developing priorities for budget funding that will match resources to needs

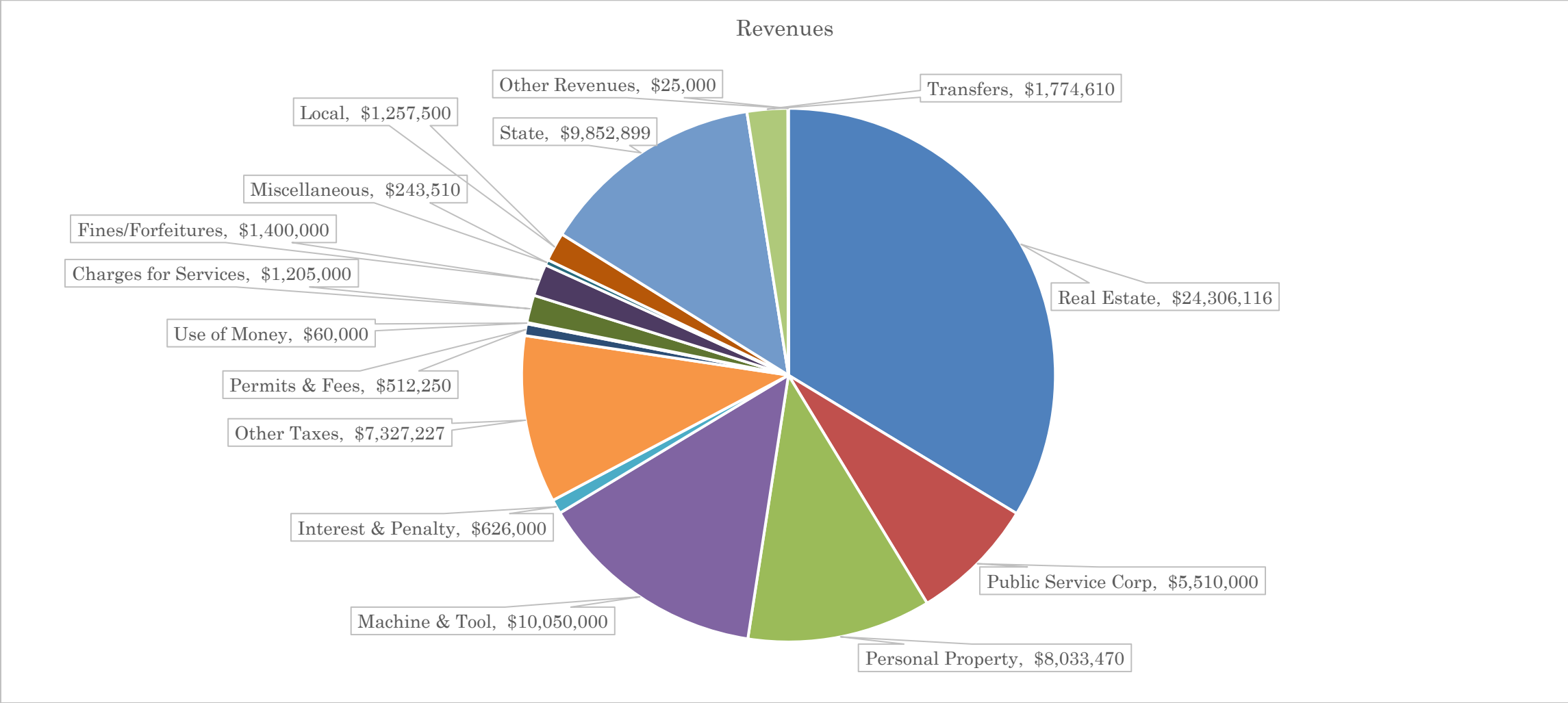
Revenues by Type

City of Hopewell, Virginia General Fund				
REVENUES	FY 27 Proposed Budget	FY 26 Adopted Budget	Dollar Change	Percent Change
Real Estate	\$ 24,306,116	\$ 24,030,745	\$ 275,371	1.15%
Public Service Corp	\$ 5,510,000	\$ 4,900,000	\$ 610,000	12.45%
Personal Property	\$ 8,033,470	\$ 8,215,470	\$ (182,000)	-2.22%
Machine & Tool	\$ 10,050,000	\$ 9,384,549	\$ 665,451	7.09%
Interest & Penalty	\$ 626,000	\$ 591,000	\$ 35,000	5.92%
Other Taxes	\$ 7,327,227	\$ 7,652,180	\$ (324,953)	-4.25%
Permits & Fees	\$ 512,250	\$ 482,400	\$ 29,850	6.19%
Use of Money	\$ 60,000	\$ 60,000	\$ -	0.00%
Charges for Services	\$ 1,205,000	\$ 1,217,000	\$ (12,000)	-0.99%
Fines/Forfeitures	\$ 1,400,000	\$ 985,000	\$ 415,000	42.13%
Miscellaneous	\$ 243,510	\$ 233,801	\$ 9,709	4.15%
Local	\$ 1,257,500	\$ 1,257,500	\$ -	0.00%
State	\$ 9,852,899	\$ 9,623,520	\$ 229,379	2.38%
Federal	\$ -	\$ 458,403	\$ (458,403)	-100.00%
Transfers	\$ 1,774,610	\$ 1,391,500	\$ 383,110	27.53%
Other Revenues	\$ 25,000	\$ 35,000	\$ (10,000)	-28.57%
Total Revenues	\$ 72,183,583	\$ 70,518,068	\$ 1,665,514	2.36%

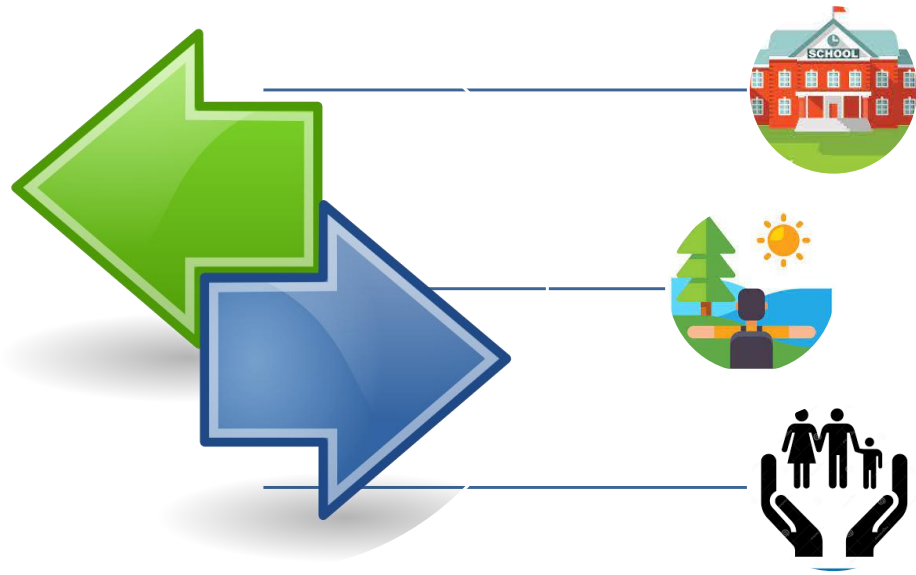
Notes:

1. Other taxes reduction is due to cigarette tax realistic estimates.
2. Increase in fines/forfeitures is due to school zone fines
3. Federal revenue reduction due to Grants
4. Transfers increase due to DSS alignment with state

Revenues | by Category



Transfers/Grant Match/City Share | General Fund Expenses



<u>DESCRIPTION</u>	<u>2027 Proposed</u>	<u>2026 Original</u>	<u>Difference</u>
SUPPORT OF VPA	\$ 1,214,563	\$ 1,208,464	\$ 6,099
SUPPORT OF SCHOOLS	\$ 13,580,000	\$ 13,580,000	\$ -
SUPPORT OF CSA & CPMT	\$ 962,000	\$ 969,133	\$ (7,133)
SUPPORT OF RECREATION	\$ 2,557,912	\$ 2,496,017	\$ 61,894
SUPPORT OF CAPITAL PROJECTS	\$ 570,000	\$ 650,000	\$ (80,000)
SUPPORT OF ECONOMIC DEVELOP	\$ 50,000	\$ 20,000	\$ 30,000
SUPPORT OF SELF INSURANCE	\$ 600,000	\$ 600,000	\$ -
SUPPORT OF DEBT SERVICE	\$ 1,143,099	\$ 852,321	\$ 290,778
SUPPORT OF HEALTHY FAMILIES	\$ 398,661	\$ 508,811	\$ (110,150)
Total	\$ 21,076,234	\$ 20,884,746	\$ 191,488

Notes:

1. VPA – Align with state
2. CSA & CPMT – moved to DSS
3. Debt – Meals & Lodging outperforming projection
4. Healthy Families – increase in state funding reduction in city transfer

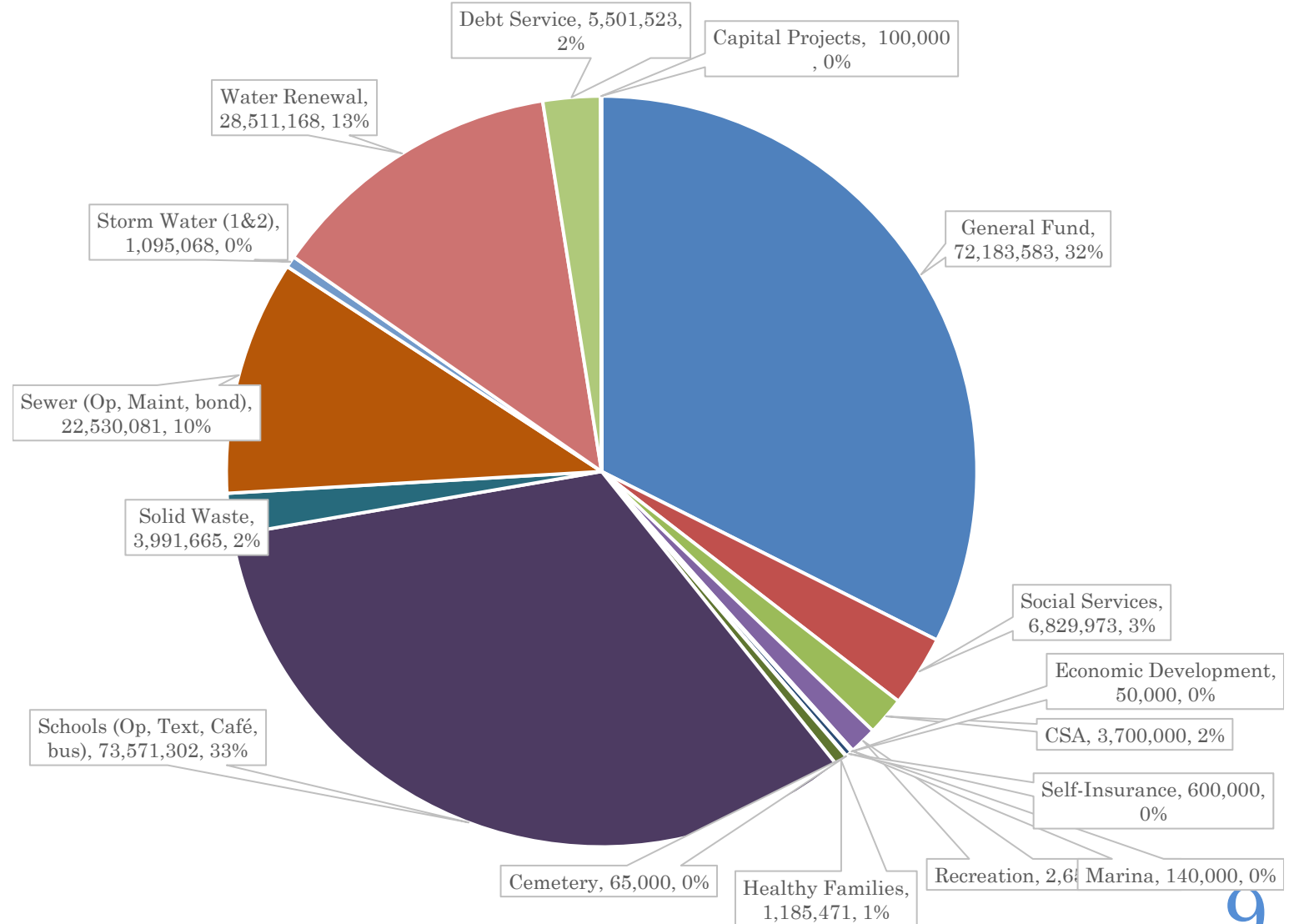
Outside Agencies

- The contributions to outside agencies has been an ongoing investment in the community
- Many of the largest contributions—Jail, transit, library—are not discretionary

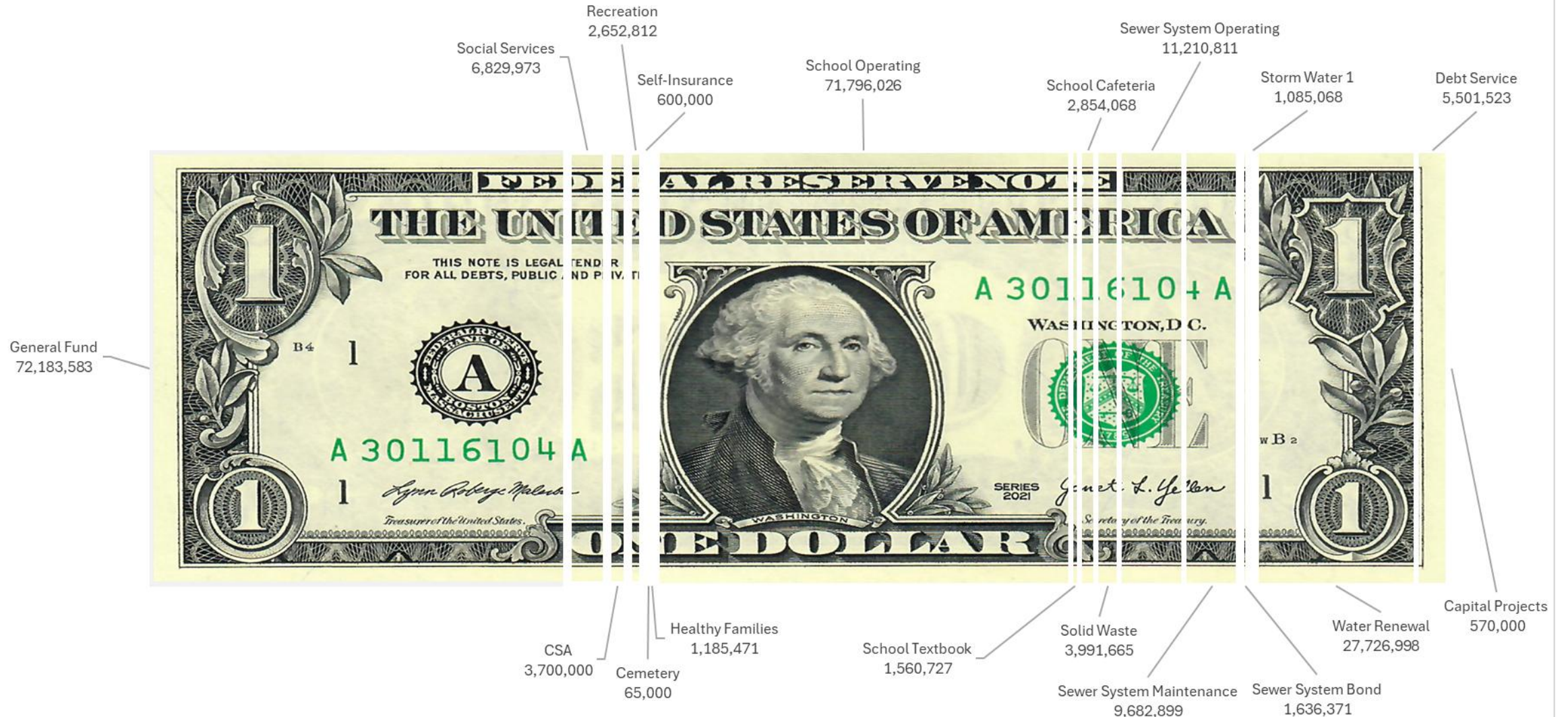
Agency/Department	FY24	FY25	FY26	FY27	COMMENTS
Required Contributions					
Crater Detention	\$ 394,000	\$ 313,069	\$ 331,515	\$ 331,515	
Riverside regional jail	\$ 2,532,000	\$ 2,470,145	\$ 2,753,122	\$ 2,753,122	
Riverside Criminal (Probation)	\$ 207,227	\$ 207,227	\$ 207,227	\$ 256,792	
Health Department	\$ 191,813	\$ 191,843	\$ 191,813	\$ 191,813	
Mental Health	\$ 150,309	\$ 150,309	\$ 150,309	\$ 150,309	
Library	\$ 702,423	\$ 738,382	\$ 760,057	\$ 782,859	Slight Increase
FOLAR	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500	
Crater Planning District Comm	\$ 24,971	\$ 24,971	\$ 24,971	\$ 24,971	
Winter Shelter	\$ 189,997	\$ 175,000	\$ 120,000	\$ 120,000	
Total	\$ 4,398,240	\$ 4,276,446	\$ 4,544,514	\$ 4,616,881	
Strongly Recommended					
Hopewell/PG Chamber of Comm	\$ 52,805	\$ 52,805	\$ 52,805	\$ 46,440	
Petersburg Transit	\$ 220,000	\$ 220,000	\$ 220,000	\$ 220,000	
Hopewell Food Pantry	\$ 15,000	\$ 25,000	\$ 25,000	\$ 25,000	
VA Gateway Region Dues	\$ 62,275	\$ 62,275	\$ 62,275	\$ 62,275	
City of Refuge	\$ 120,000	\$ 50,000	\$ 50,000	\$ 50,000	
Beacon Theatre 2012 LLC	\$ 150,000	\$ 150,000	\$ 150,000	\$ 180,000	\$30K moved from PW to Beacon for Maintenance
Total	\$ 620,080	\$ 560,080	\$ 560,080	\$ 583,715	
Discretionary					
Longwood SBDC Contribution	\$ 6,845	\$ 6,845	\$ 6,845	\$ 6,845	
Petersburg Symphony	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	
Ridefinders	\$ 500	\$ 500	\$ 500	\$ 500	
LambArt	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	
Crater Workforce Development	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	
Tyler Community College	\$ 2,821	\$ 2,891	\$ 2,891	\$ 2,891	
Historic Hopewell	\$ 10,000	\$ 10,000	\$ 10,000	\$ 15,000	Additional \$5K
Hopewell Downtown Partnership	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	
Feedmore	\$ -		\$ 2,000	\$ 2,500	
Kiwanis Club	\$ -	\$ -	\$ -	\$ 2,000	Addition to list
Total	\$ 104,166	\$ 104,236	\$ 106,236	\$ 113,736	
Grand Total	\$ 5,122,486	\$ 4,940,762	\$ 5,210,830	\$ 5,314,332	

FY 27 Proposed All Funds Budget

City of Hopewell, Virginia FY 27 Proposed Budget-All Funds	
General Fund	72,183,583
Social Services	6,829,973
CSA	3,700,000
Recreation	2,652,812
Marina	140,000
Economic Development	50,000
Self-Insurance	600,000
Cemetery	65,000
Healthy Families	1,185,471
School Operating	70,082,064
School Textbook	534,053
School Cafeteria	2,936,730
School Bldg/Bus Replacement	18,455
Solid Waste	3,991,665
Sewer System Operating	11,210,811
Sewer System Maintenance	9,682,899
Sewer System Bond	1,636,371
Storm Water 1	1,085,068
Storm Water 2	10,000
Water Renewal	28,511,168
Debt Service	5,501,523
Capital Projects	100,000
Total All Funds	222,707,646

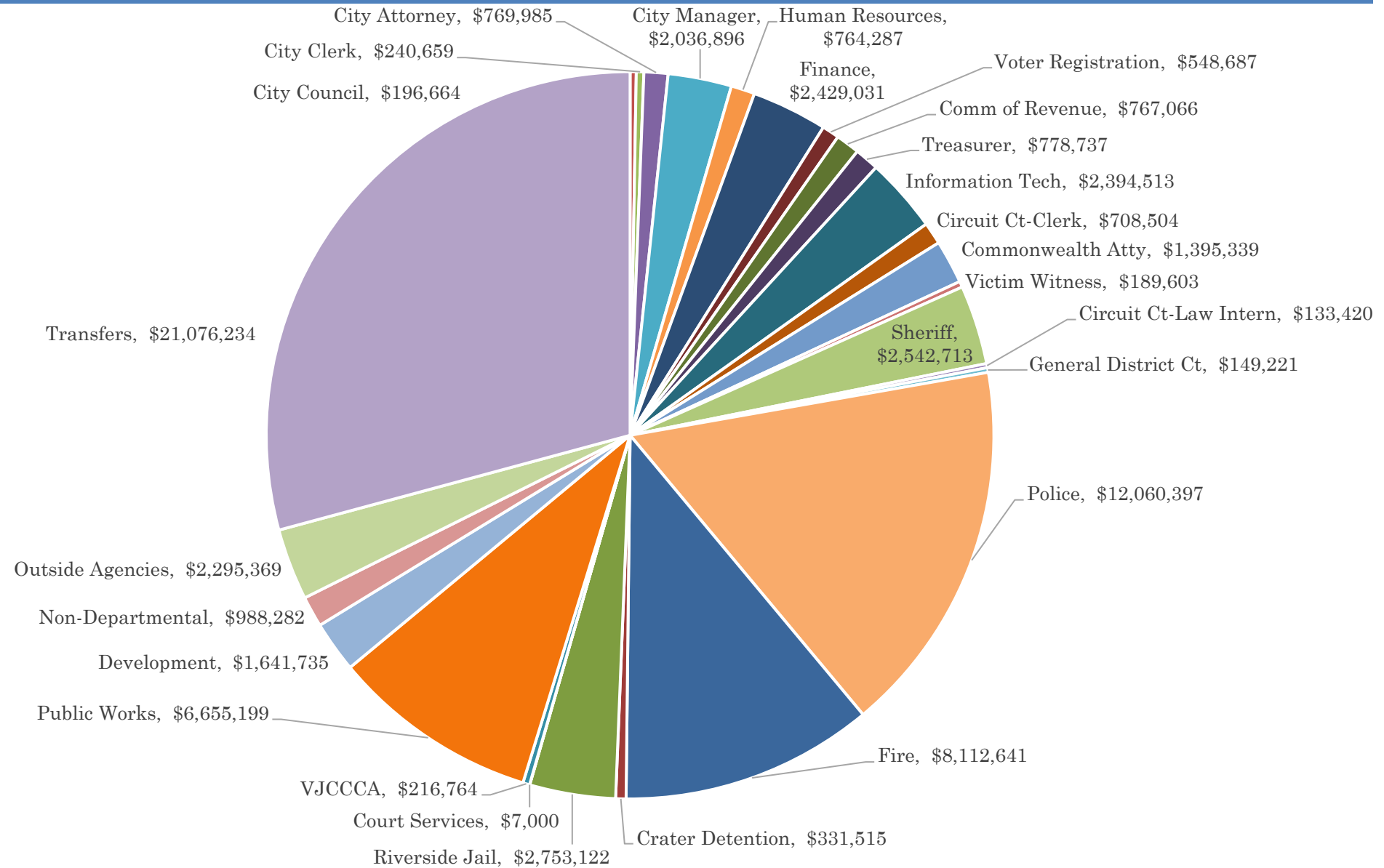


How your tax dollar is spent!



General Fund

Expenses | by Department



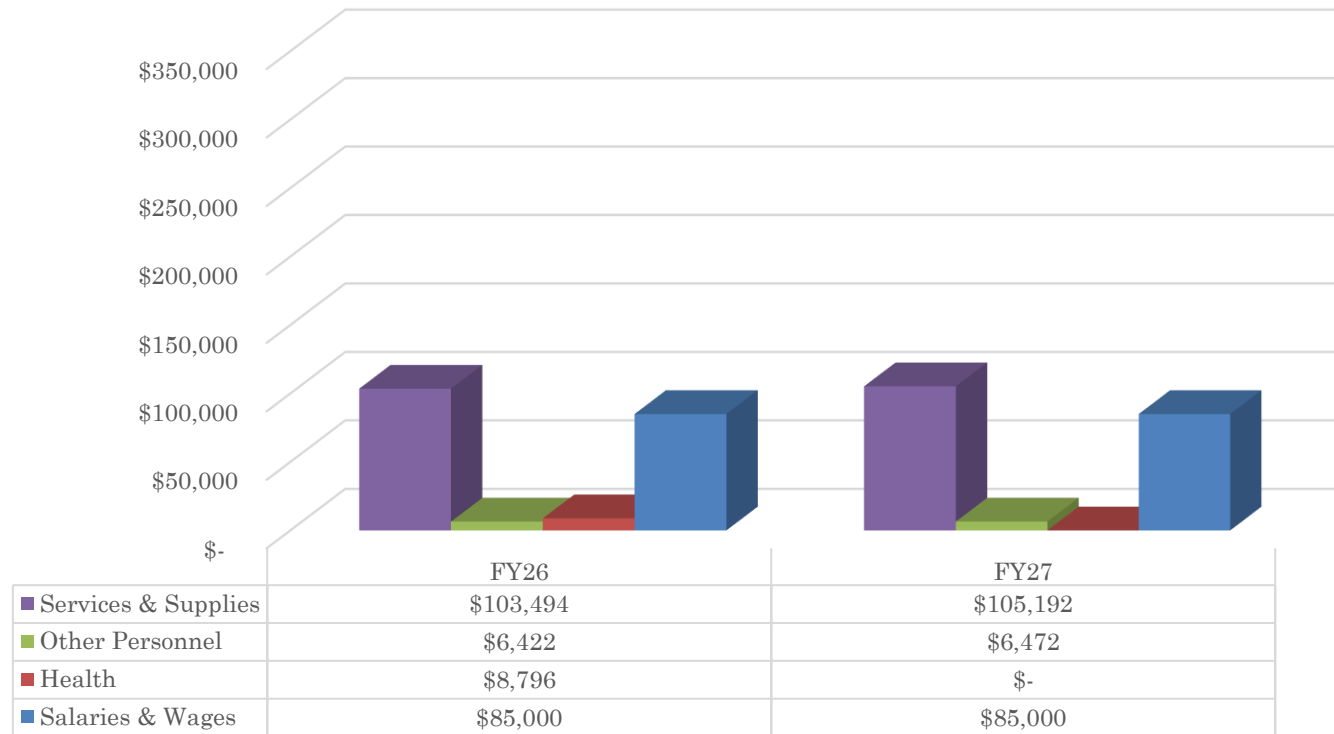
Expenses by Department

Notes:

1. Council – removal of health insurance
2. Clerk – salary & benefit changes/ health insurance
3. Attorney – salary & benefits
4. City Manager – Mgmt consulting reduced/DCM moved to CM office
5. DCM moved to CM office 2 vacancies combined to 1 position
6. Voter Registration – additional elections
7. Treasurer –postage and delinquent notices
8. IT – service contract increases
9. Circuit Clerk & Commonwealth Attorney – state funded positions added in FY26
10. Police & Fire – Step increase and 3 police positions unfunded in FY26
11. Development – Neighborhood planner position

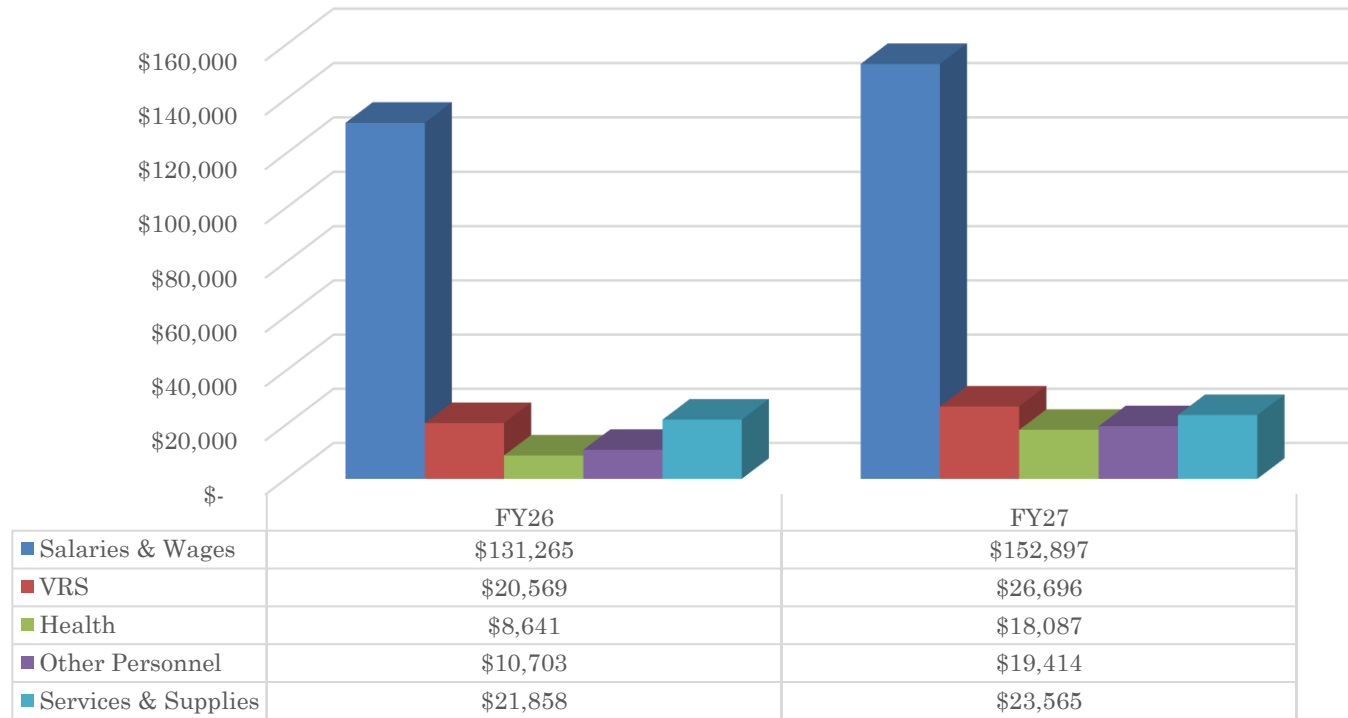
City of Hopewell, Virginia General Fund				
EXPENDITURES	FY 27 Proposed Budget	FY 26 Adopted Budget	Dollar Change	Percent Change
City Council	\$ 196,664	\$ 203,711	\$ (7,047)	-3.46%
City Clerk	\$ 240,659	\$ 193,036	\$ 47,623	24.67%
City Attorney	\$ 769,985	\$ 728,084	\$ 41,900	5.75%
City Manager	\$ 2,036,896	\$ 2,114,169	\$ (77,273)	-3.66%
Human Resources	\$ 764,287	\$ 748,324	\$ 15,964	2.13%
Finance	\$ 2,429,031	\$ 2,731,231	\$ (302,200)	-11.06%
Voter Registration	\$ 548,687	\$ 482,937	\$ 65,750	13.61%
Comm of Revenue	\$ 767,066	\$ 754,063	\$ 13,003	1.72%
Treasurer	\$ 778,737	\$ 704,482	\$ 74,255	10.54%
Information Tech	\$ 2,394,513	\$ 2,062,515	\$ 331,998	16.10%
Circuit Ct-Clerk	\$ 708,504	\$ 623,963	\$ 84,541	13.55%
Commonwealth Atty	\$ 1,395,339	\$ 1,273,160	\$ 122,179	9.60%
Victim Witness	\$ 189,603	\$ 189,603	\$ -	0.00%
Sheriff	\$ 2,542,713	\$ 2,531,802	\$ 10,911	0.43%
Circuit Ct-Law Intern	\$ 133,420	\$ 130,920	\$ 2,500	1.91%
General District Ct	\$ 149,221	\$ 155,923	\$ (6,702)	-4.30%
Police	\$ 12,060,397	\$ 11,359,370	\$ 701,026	6.17%
Fire	\$ 8,112,641	\$ 7,838,922	\$ 273,719	3.49%
Crater Detention	\$ 331,515	\$ 331,515	\$ -	0.00%
Riverside Jail	\$ 2,753,122	\$ 2,753,122	\$ -	0.00%
Court Services	\$ 7,000	\$ 7,000	\$ -	0.00%
VJCCCA	\$ 216,764	\$ 202,147	\$ 14,617	7.23%
Public Works	\$ 6,655,199	\$ 6,553,480	\$ 101,719	1.55%
Development	\$ 1,641,735	\$ 1,518,791	\$ 122,944	8.09%
Non-Departmental	\$ 988,282	\$ 1,314,858	\$ (326,576)	-24.84%
Outside Agencies	\$ 2,295,369	\$ 2,126,193	\$ 169,176	7.96%
Transfers	\$ 21,076,234	\$ 20,884,746	\$ 191,488	0.92%
Total Expenditures	\$ 72,183,583	\$ 70,518,068	\$ 1,665,515	2.36%

Council Expenses | Operations -\$196,664



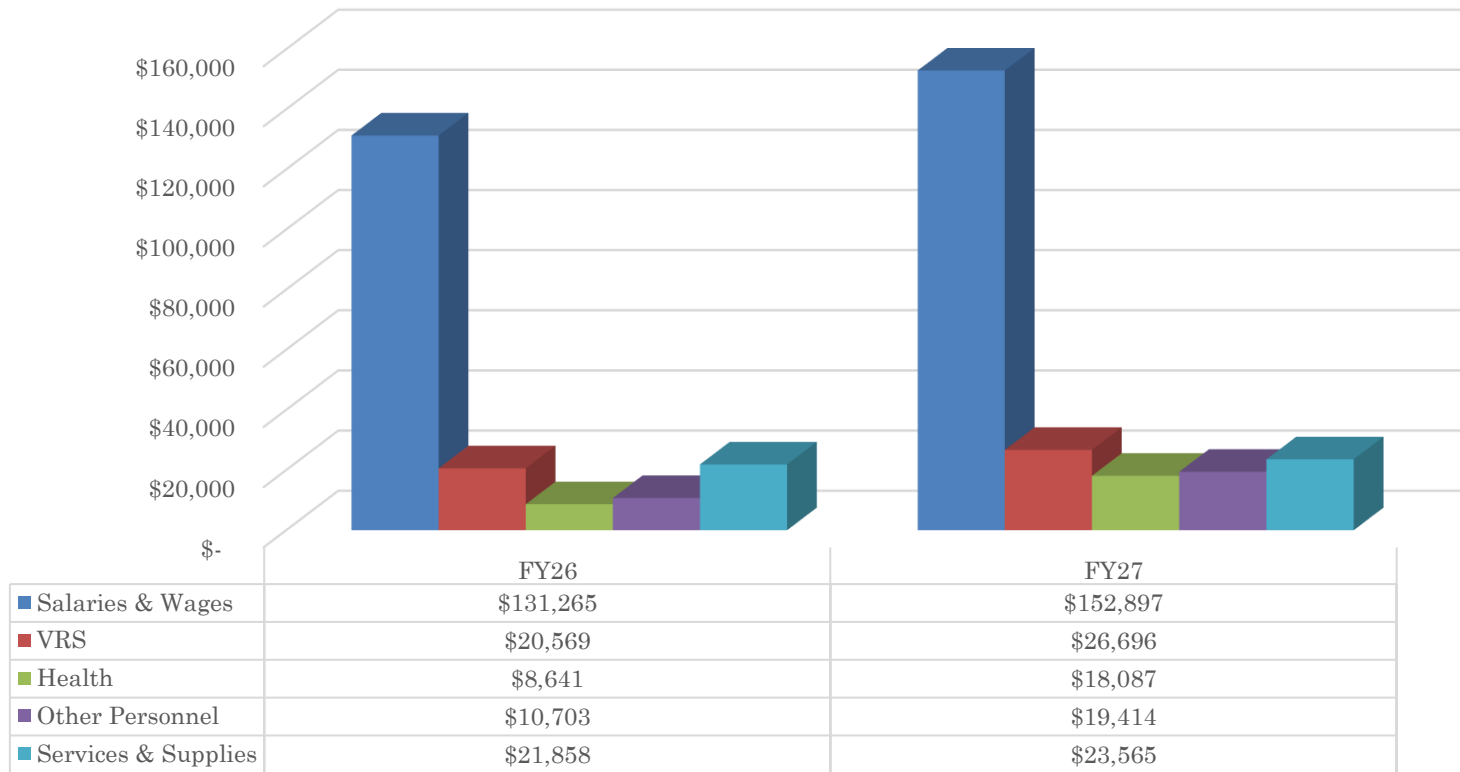
Note: Reduction stems from removal of health care

Clerk Expenses | Operations - \$240,659



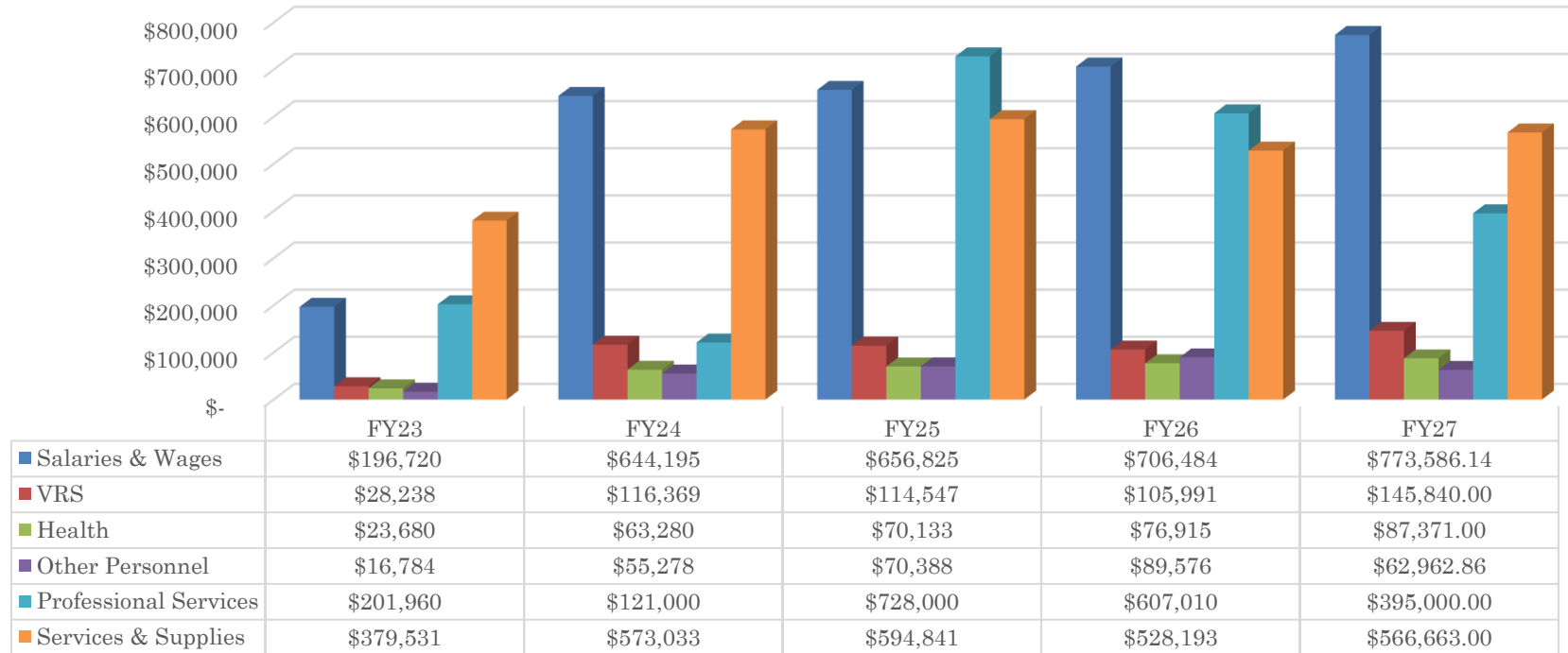
Note: Increase stems from Salary & Benefit/Health Insurance

City Attorney Expenses | Operations - \$788,870



Note: Increase stems from Salary & Benefit/Healthcare

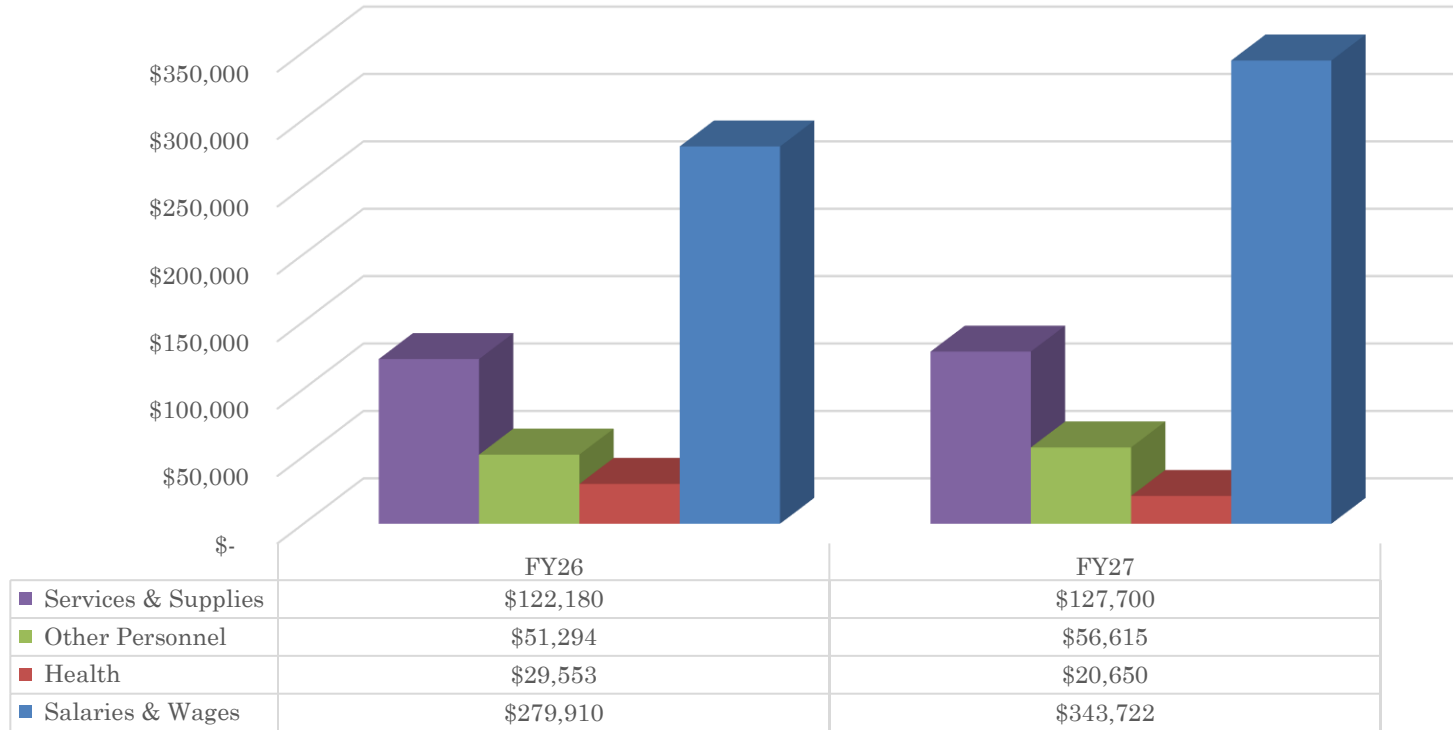
City Manger/Economic Development/Government Affairs and Communications | Operations -\$2,031,896



Notes:

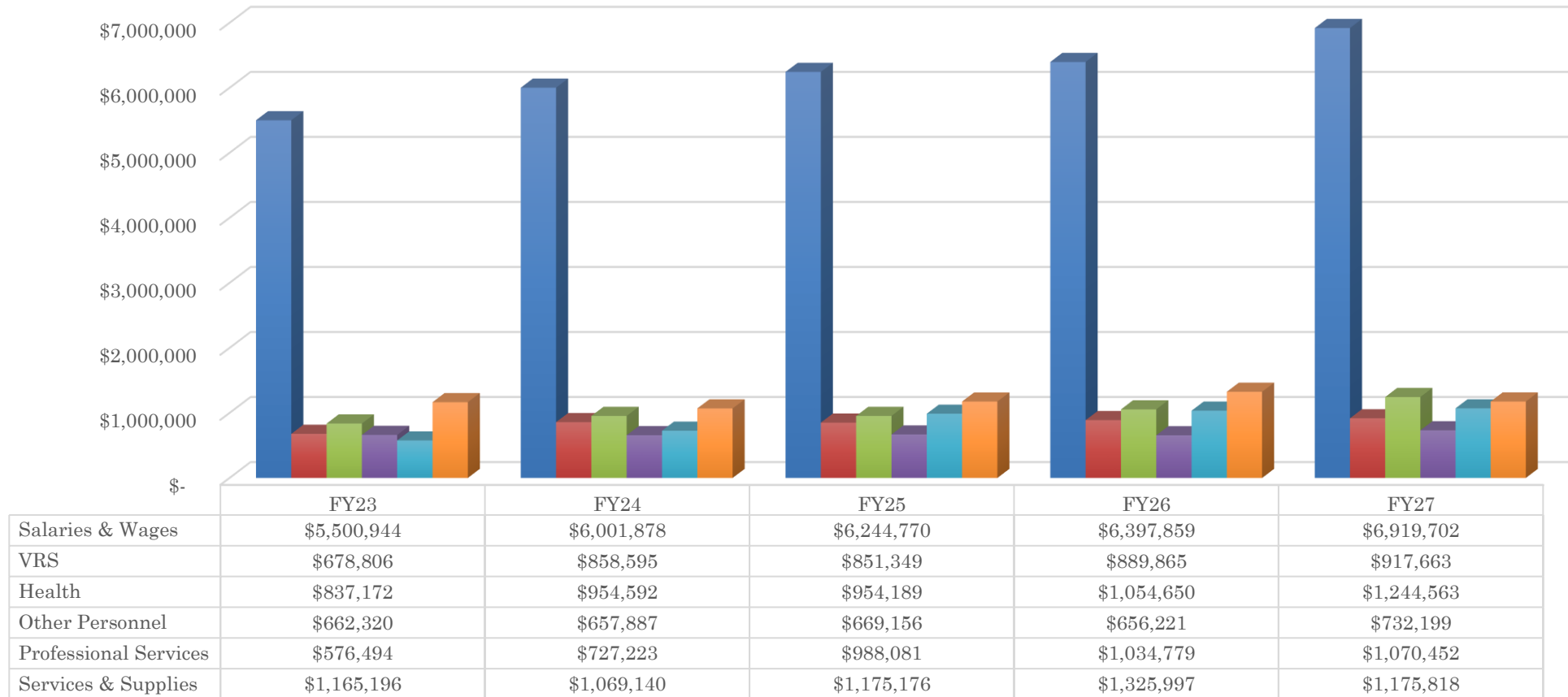
1. Includes CMO, Economic Development and communication.
2. Increase stems from move DCM salary to CMO and reduction of mgmt. consulting cost

Voter Registration Expenses | Operations - \$548,687



Note: Increase stems from additional elections

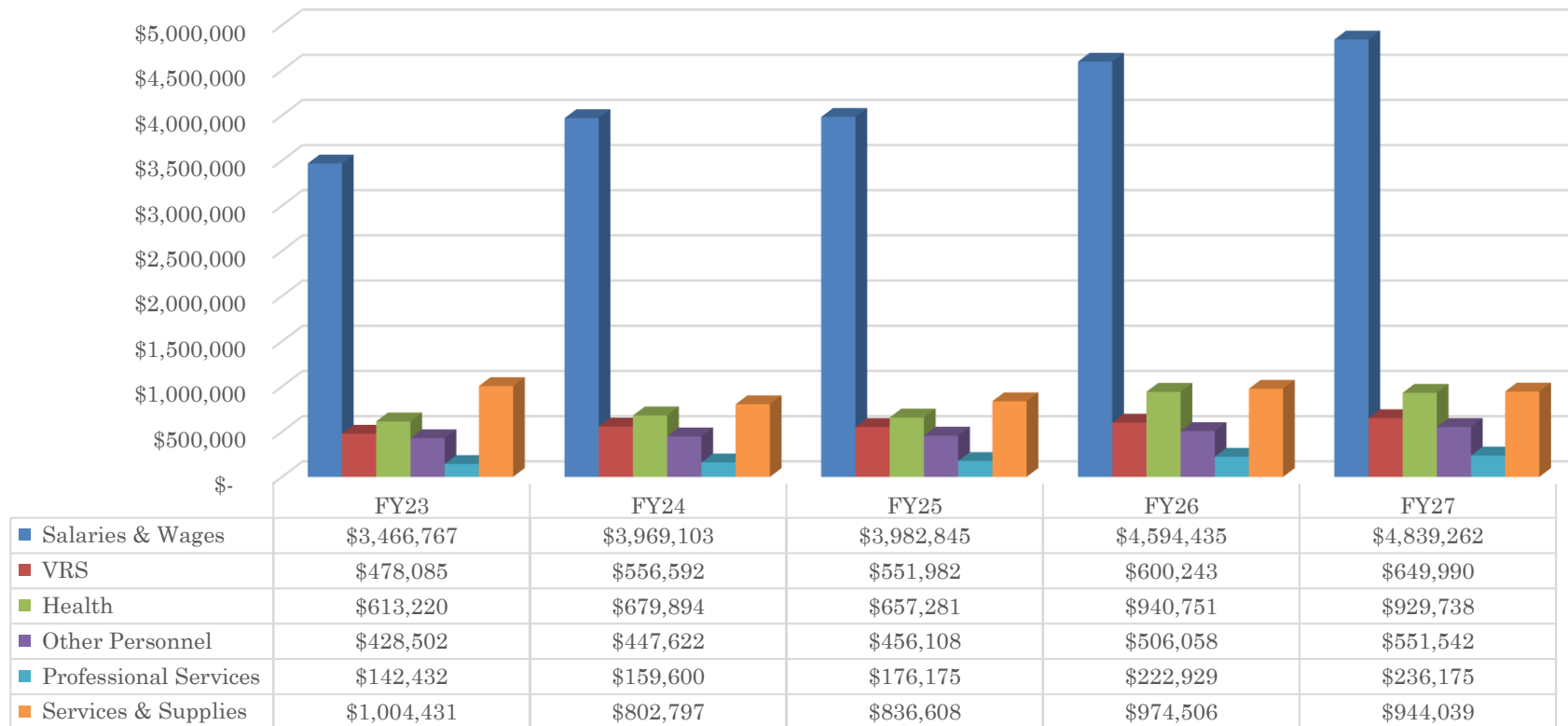
Police Expenses | Operations - \$12,060,397



Notes:

1. Police includes: Admin, Command, Patrol, Detectives, Property, Records, Communications and Animal Control
2. Increase stems from yearly step increase and funding of 3 positions previously unfunded

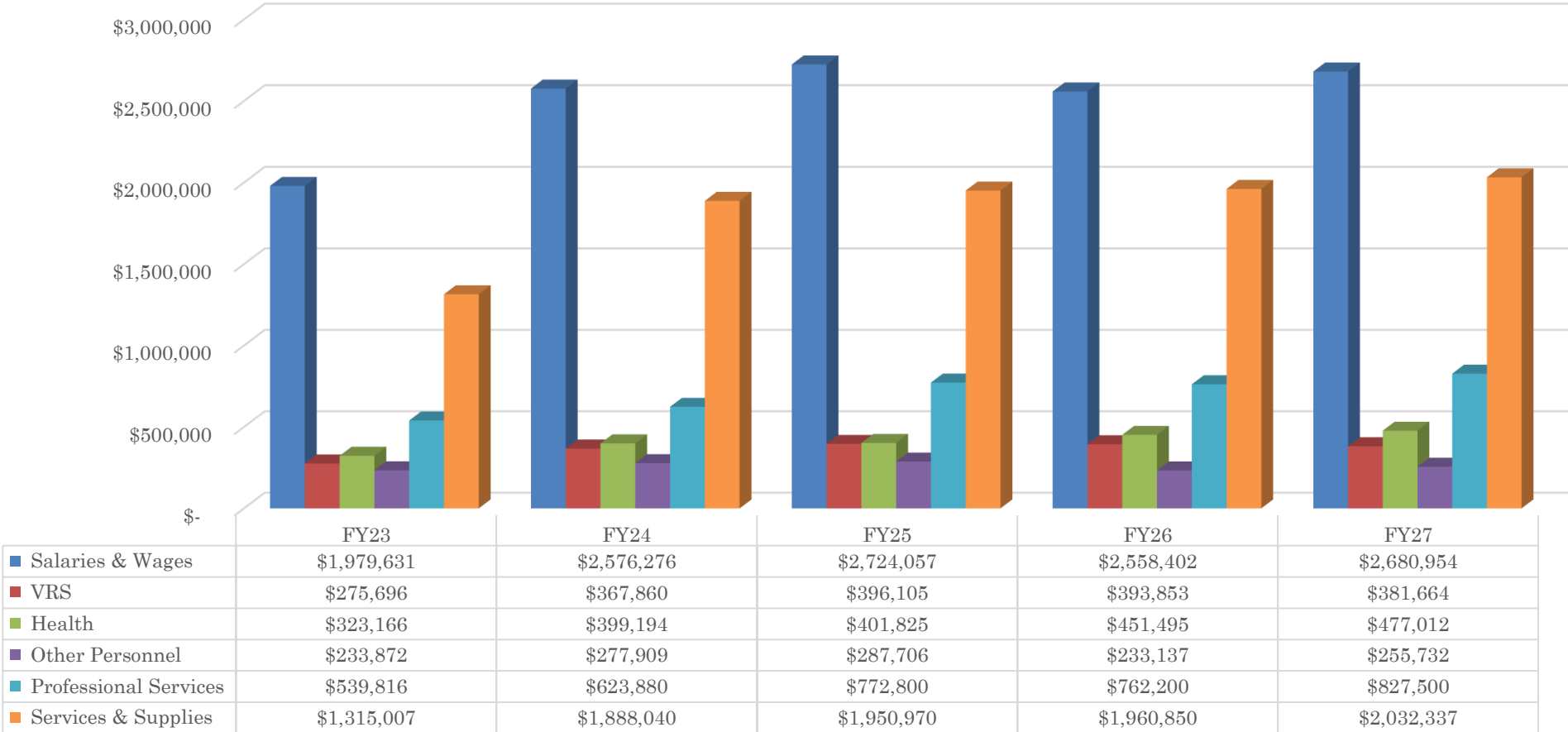
Fire Expenses | Operations -\$8,150,746



Notes:

1. Fire includes EMS and Emergency Services
2. Increase stems from yearly step increase

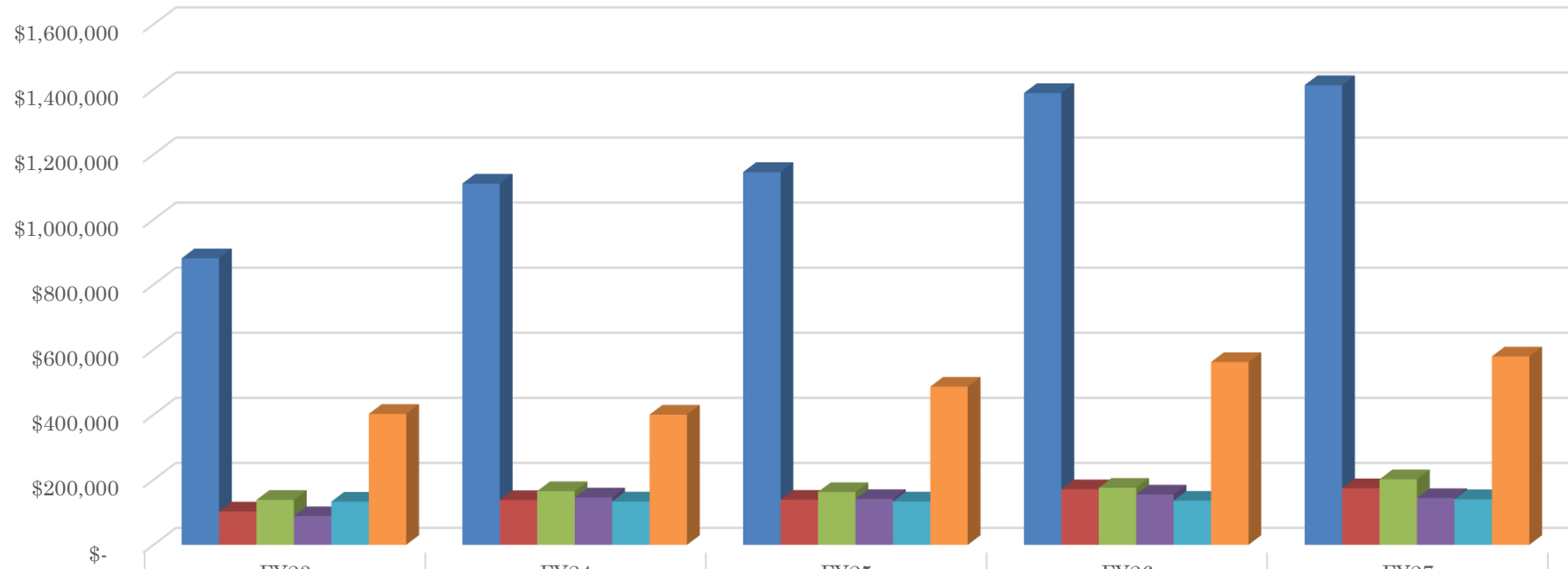
Public Works | Operations - \$6,655,199



Notes:

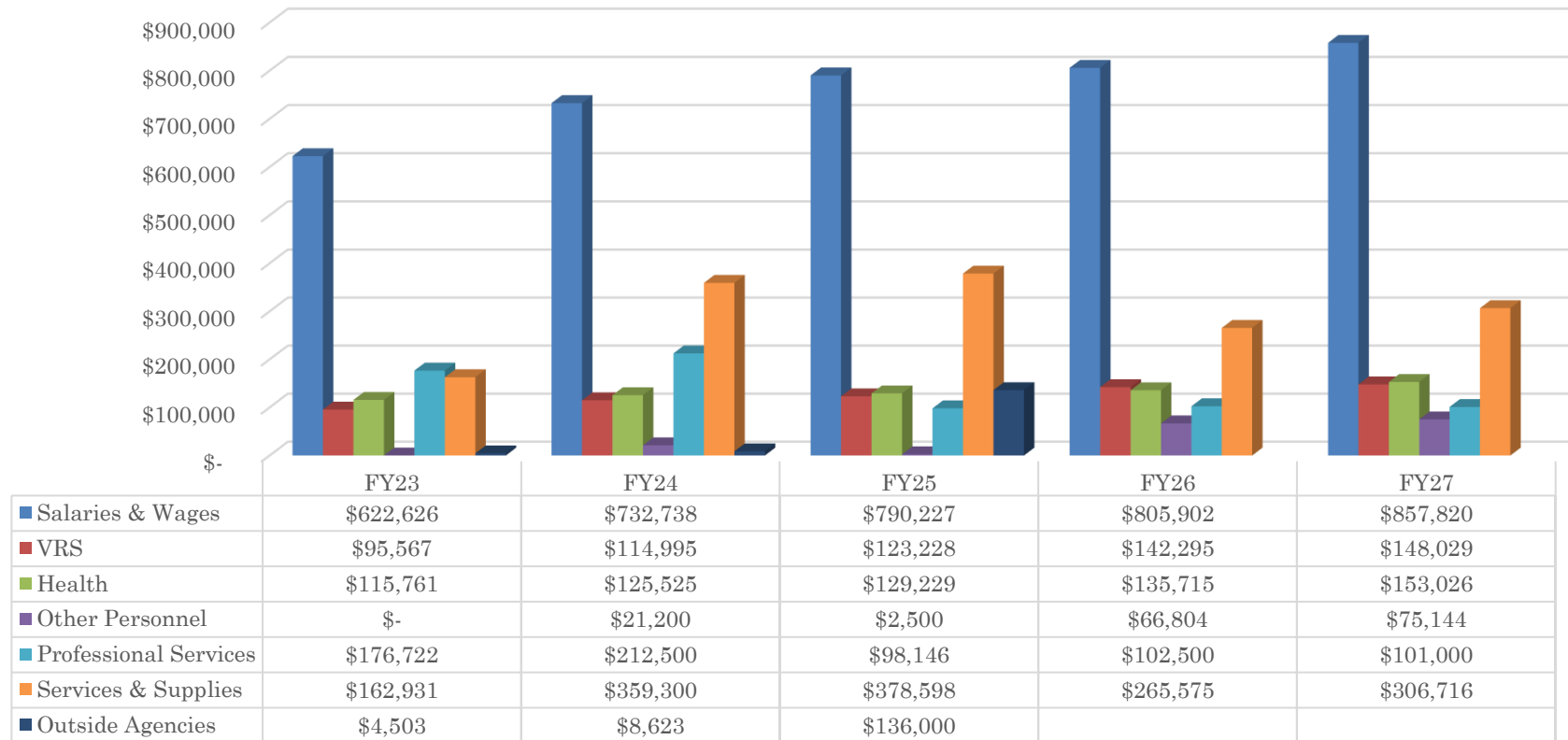
1. Public Works includes: PW Admin, Garage, Engineering, and building and grounds
2. Increase stems from class and comp implementation not completed in previous year

Recreation | Operations - \$2,652,812



	FY23	FY24	FY25	FY26	FY27
Salaries & Wages	\$881,019	\$1,110,554	\$1,146,080	\$1,388,795	\$1,413,135
VRS	\$102,671	\$137,700	\$138,731	\$170,905	\$174,368
Health	\$138,331	\$165,126	\$162,409	\$175,549	\$201,728
Other Personnel	\$88,420	\$145,772	\$140,969	\$154,914	\$143,826
Professional Services	\$132,931	\$133,400	\$133,400	\$135,782	\$140,500
Services & Supplies	\$402,546	\$400,378	\$486,378	\$561,972	\$579,255

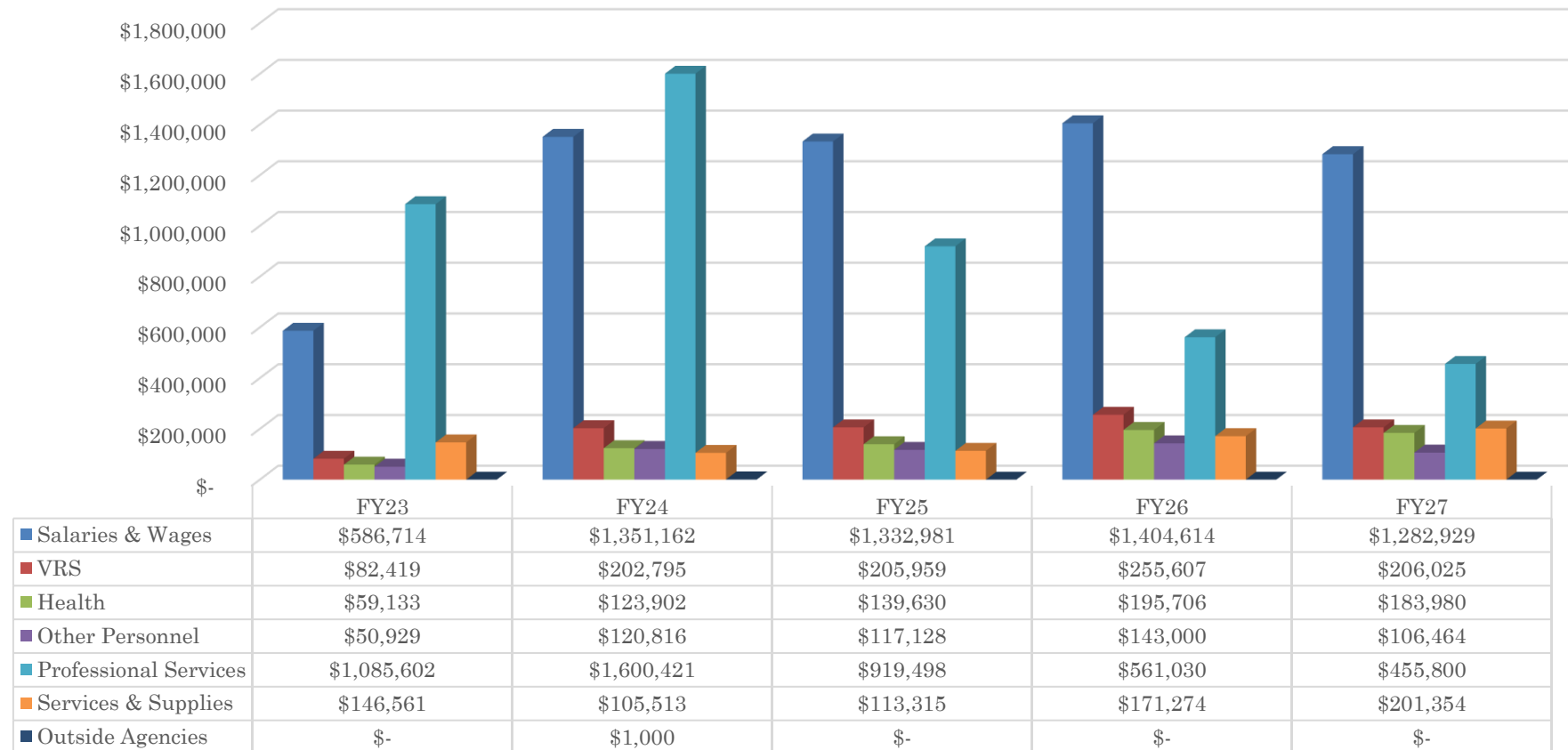
Planning & Development | Operations - \$1,641,735



Notes:

1. Development includes: Planning, GIS and Code
2. Increase stems from Salary & Benefits and Neighborhood planner position

Finance/Procurement/Budget/City Assessor | Operations - \$2,436,552



Notes:

1. Finance includes Accounting, Budget, Procurement and City Assessor
2. Decrease stems from DCM salary moved to CM, reduction of 1 position

Enterprise Funds

Hopewell Water Renewal | Expenses

Rates to Industry and City pay for:

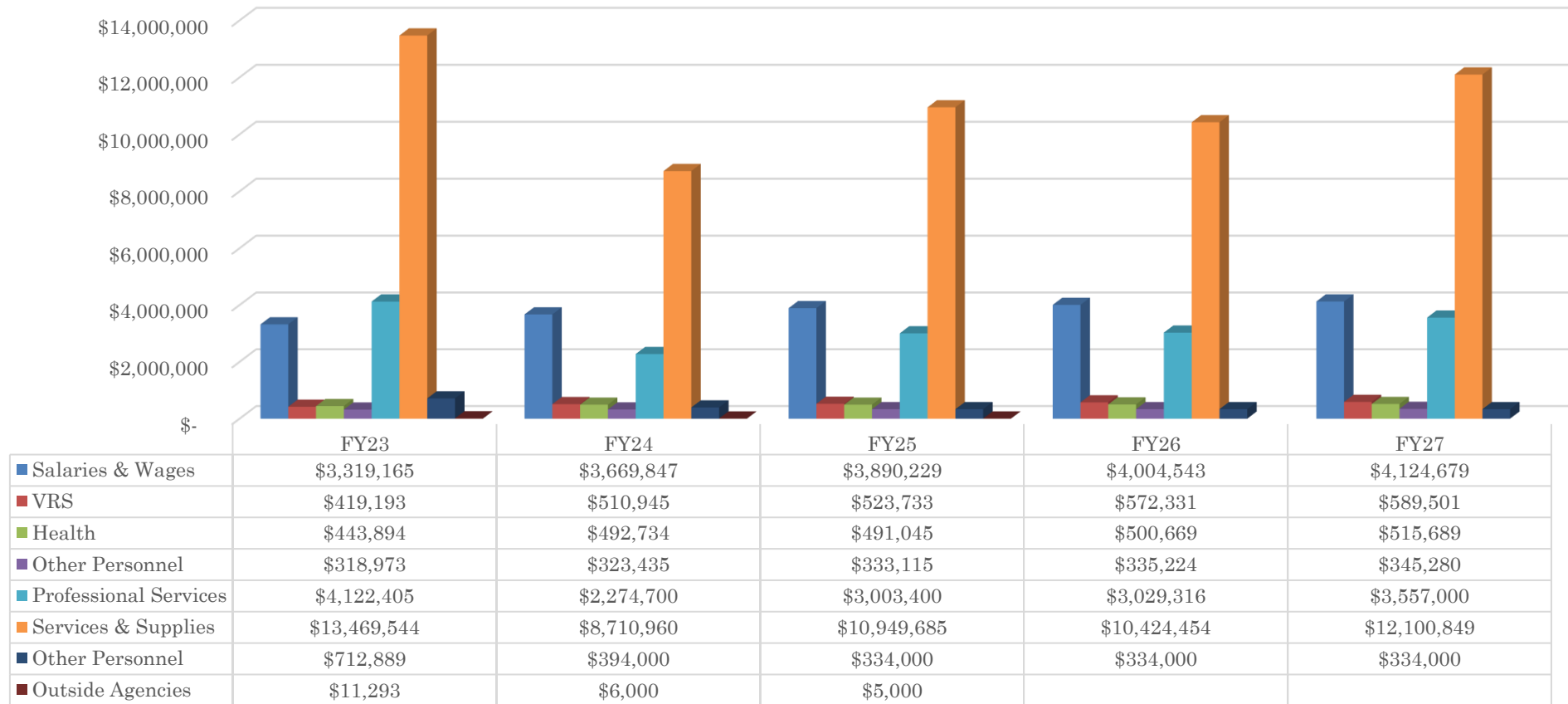
- Operations
- Debt Service
- Administrative Fees

Capital Investment paid for through combination of:

- Hauled Waste revenues (unpredictable)
- User charges or direct payment

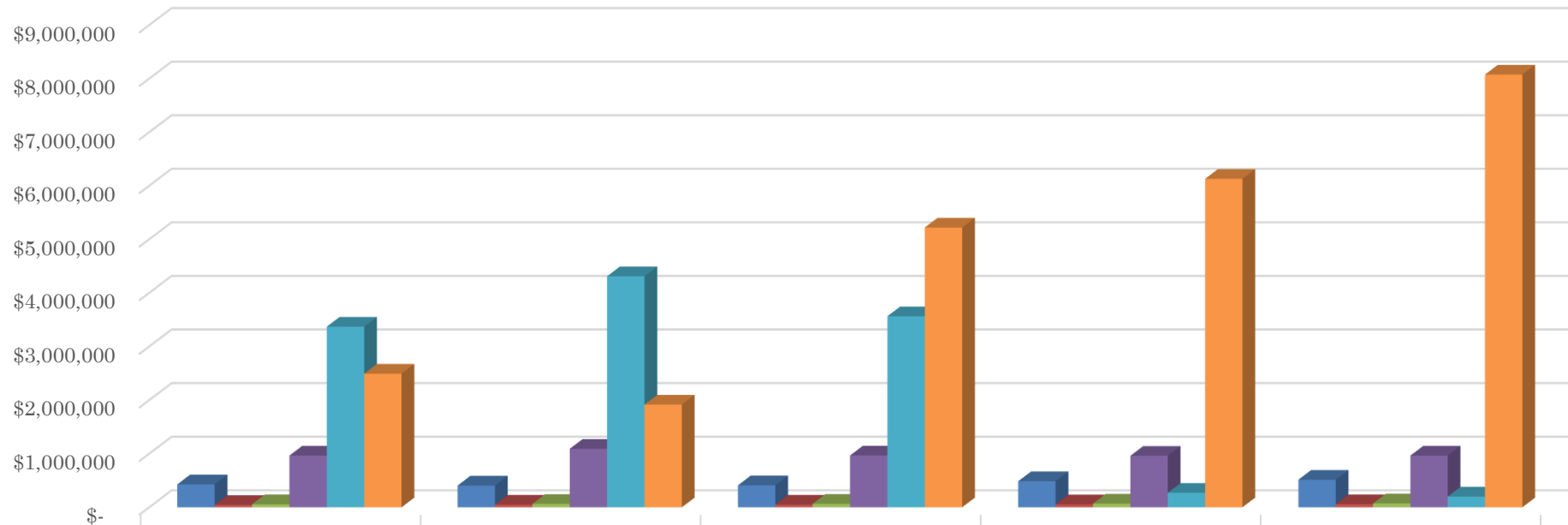
HWR budget to go to the Commission in early April – will come back to Council for approval after

HWR Expense | Operations - \$21,566,998



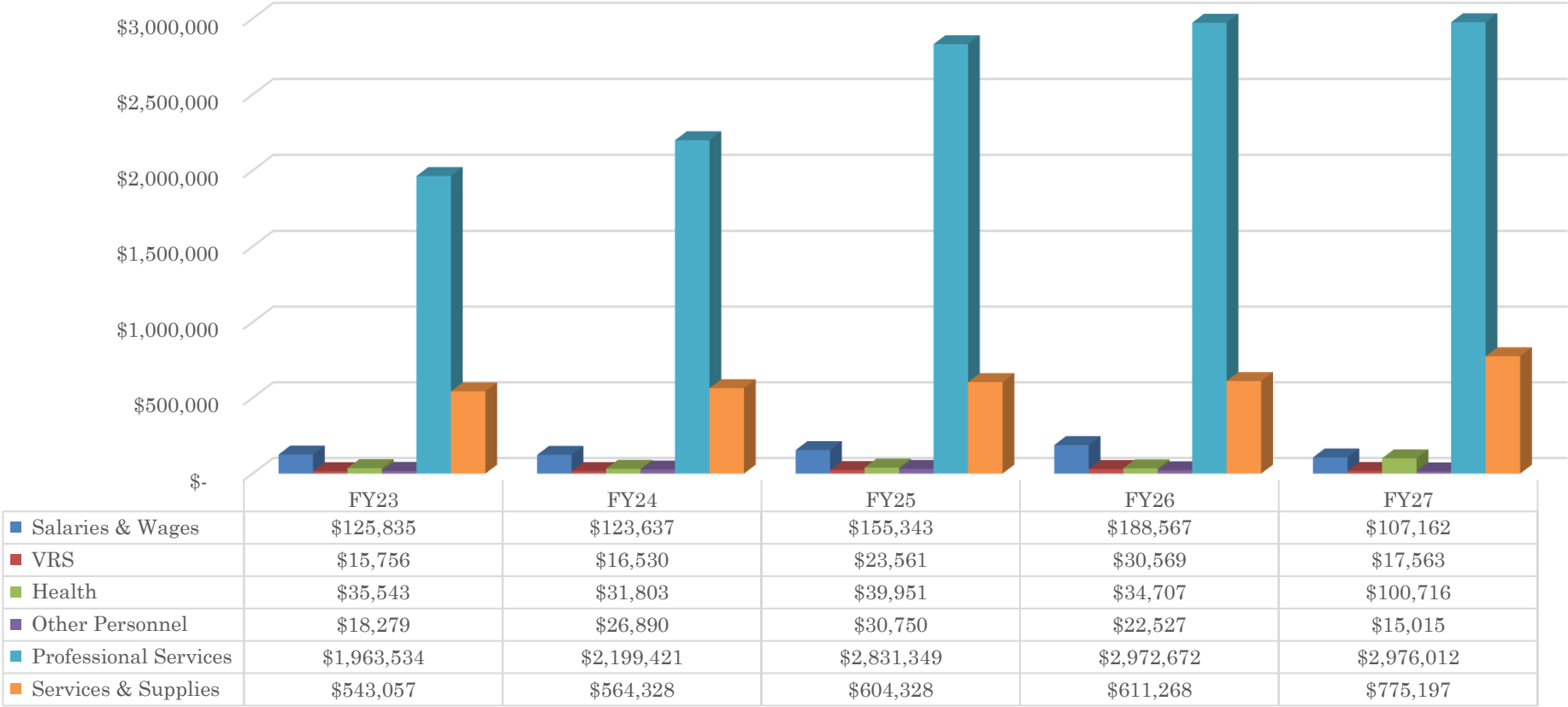
Commission approved Budget March 17th

Sewer Expenses | Operations - \$9,882,899

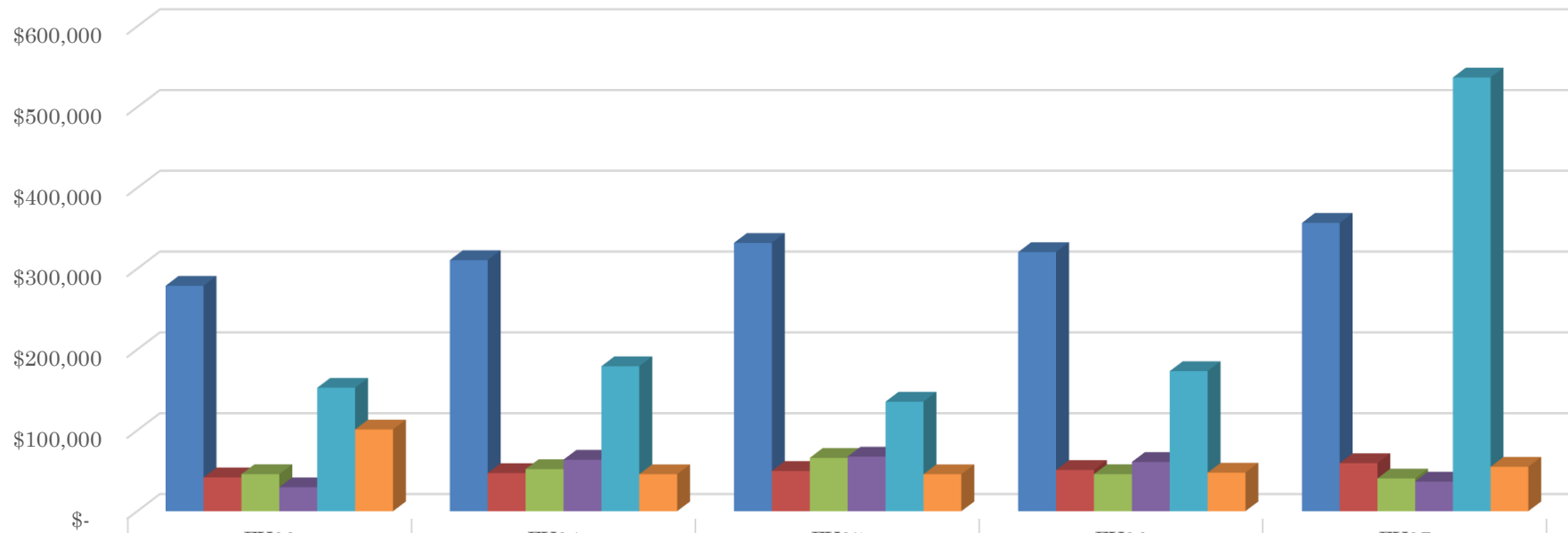


	FY23	FY24	FY25	FY26	FY27
Salaries & Wages	\$427,515	\$405,617	\$409,743	\$486,495	\$514,262
VRS	\$43,561	\$50,311	\$50,010	\$54,478	\$57,783
Health	\$56,552	\$63,587	\$65,402	\$68,868	\$71,961
Other Personnel	\$964,808	\$1,091,416	\$966,841	\$960,357	\$963,553
Professional Services	\$3,369,127	\$4,308,858	\$3,563,292	\$270,000	\$200,000
Services & Supplies	\$2,491,553	\$1,914,959	\$5,218,800	\$6,128,690	\$8,075,340

Refuse Expenses | Operations- \$3,991,665



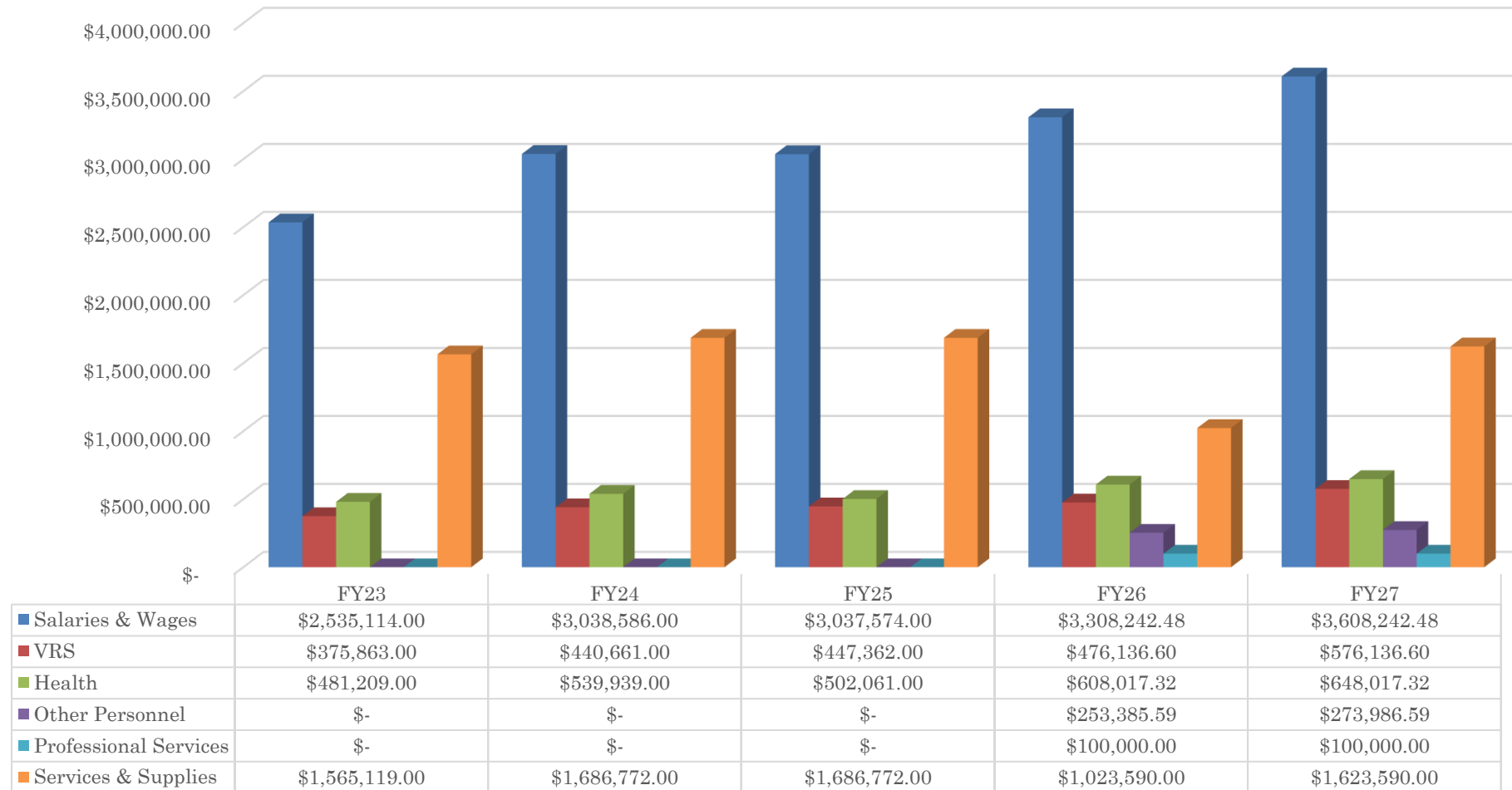
Storm Water Expenses | Operations - \$1,085,068



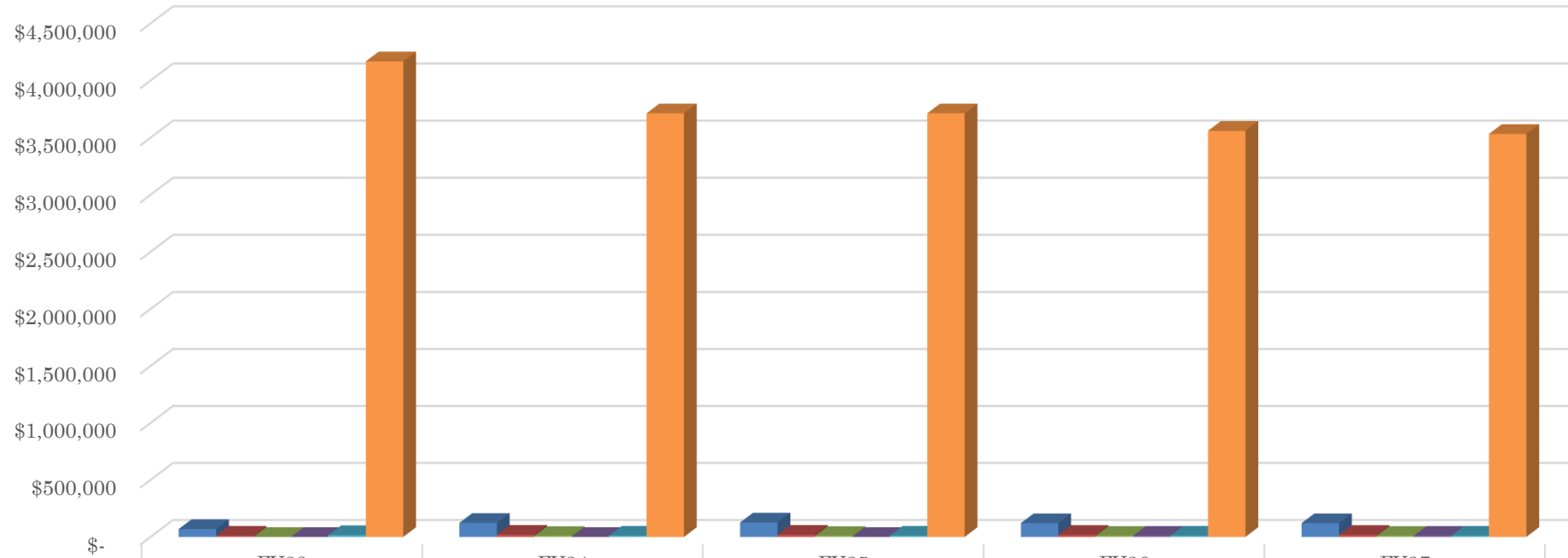
	FY23	FY24	FY25	FY26	FY27
Salaries & Wages	\$278,890	\$310,560	\$331,923	\$320,589	\$356,733
VRS	\$41,929	\$47,197	\$49,852	\$51,002	\$59,424
Health	\$45,842	\$52,088	\$65,949	\$45,824	\$40,492
Other Personnel	\$29,664	\$63,736	\$67,570	\$60,938	\$36,655
Professional Services	\$152,715	\$179,335	\$135,500	\$173,296	\$536,764
Services & Supplies	\$101,107	\$45,800	\$45,800	\$47,759	\$55,000

Health & Welfare

Social Services Expense | Operations - \$6,829,973

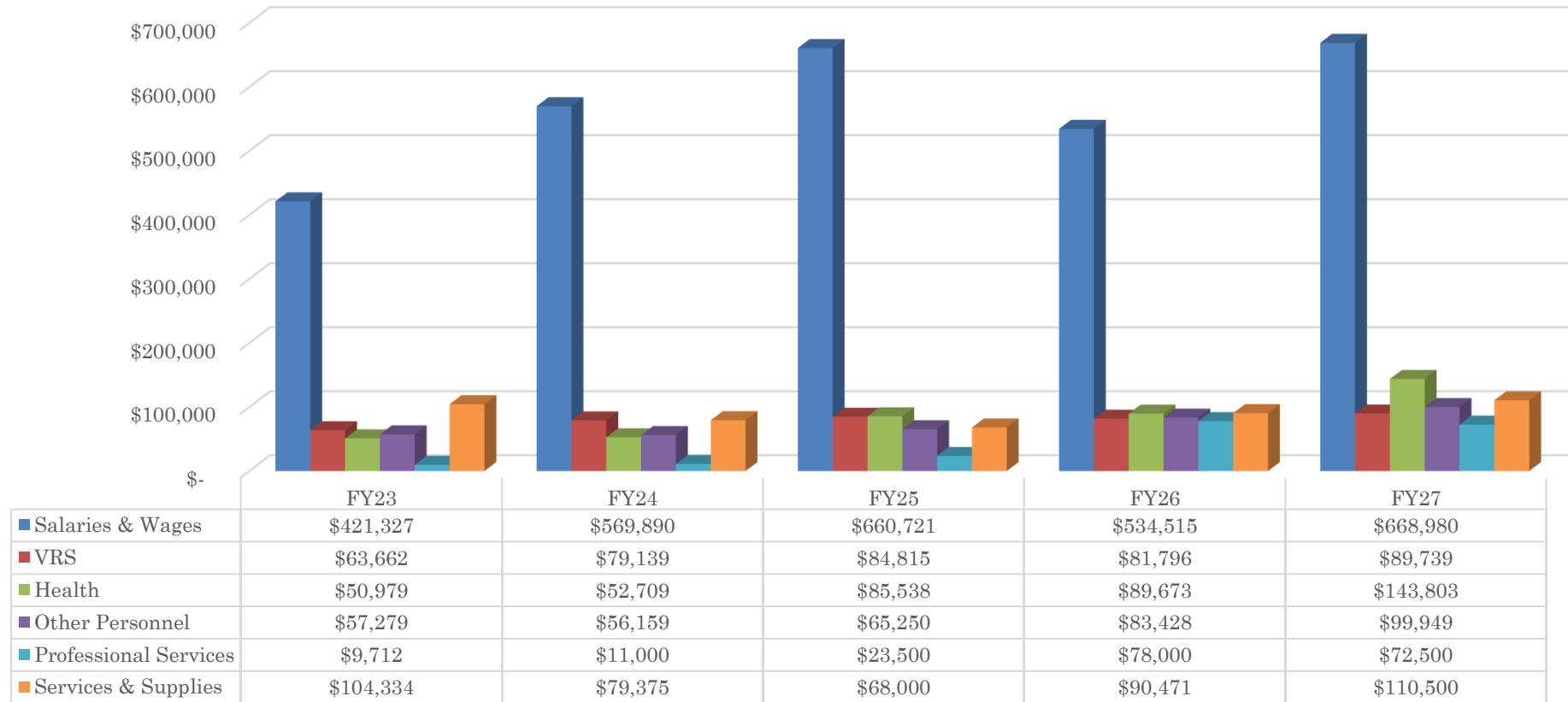


CSA Expense | Operations - \$3,700,000



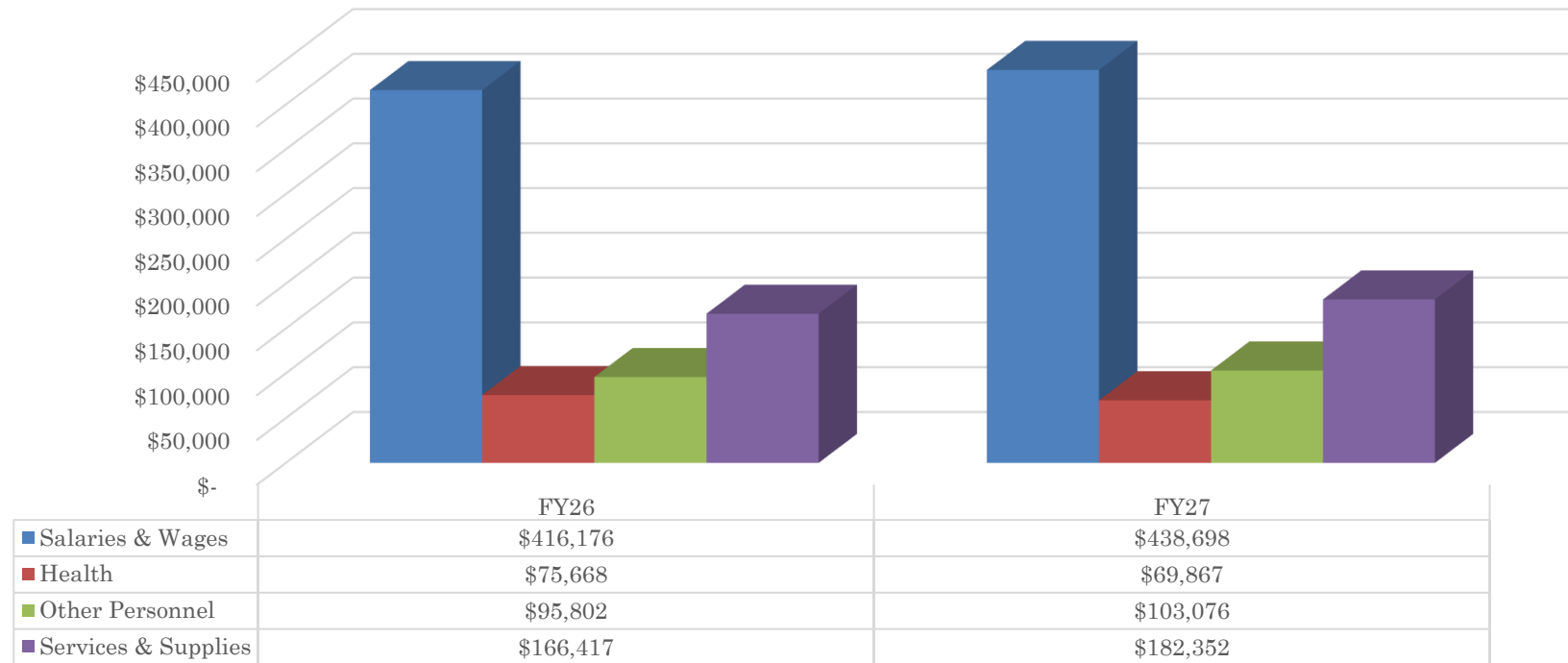
	FY23	FY24	FY25	FY26	FY27
Salaries & Wages	\$68,862	\$123,278	\$126,325	\$120,624	\$120,624
VRS	\$10,375	\$19,001	\$19,017	\$17,694	\$17,694
Health	\$-	\$8,148	\$8,148	\$8,796	\$8,796
Other Personnel	\$-	\$-	\$-	\$10,121	\$10,121
Professional Services	\$15,835	\$10,926	\$10,926	\$10,926	\$10,927
Services & Supplies	\$4,167,369	\$3,712,610	\$3,712,610	\$3,559,275	\$3,531,839

Healthy Families Expense | Operations - \$1,185,471



Constitutional Officers

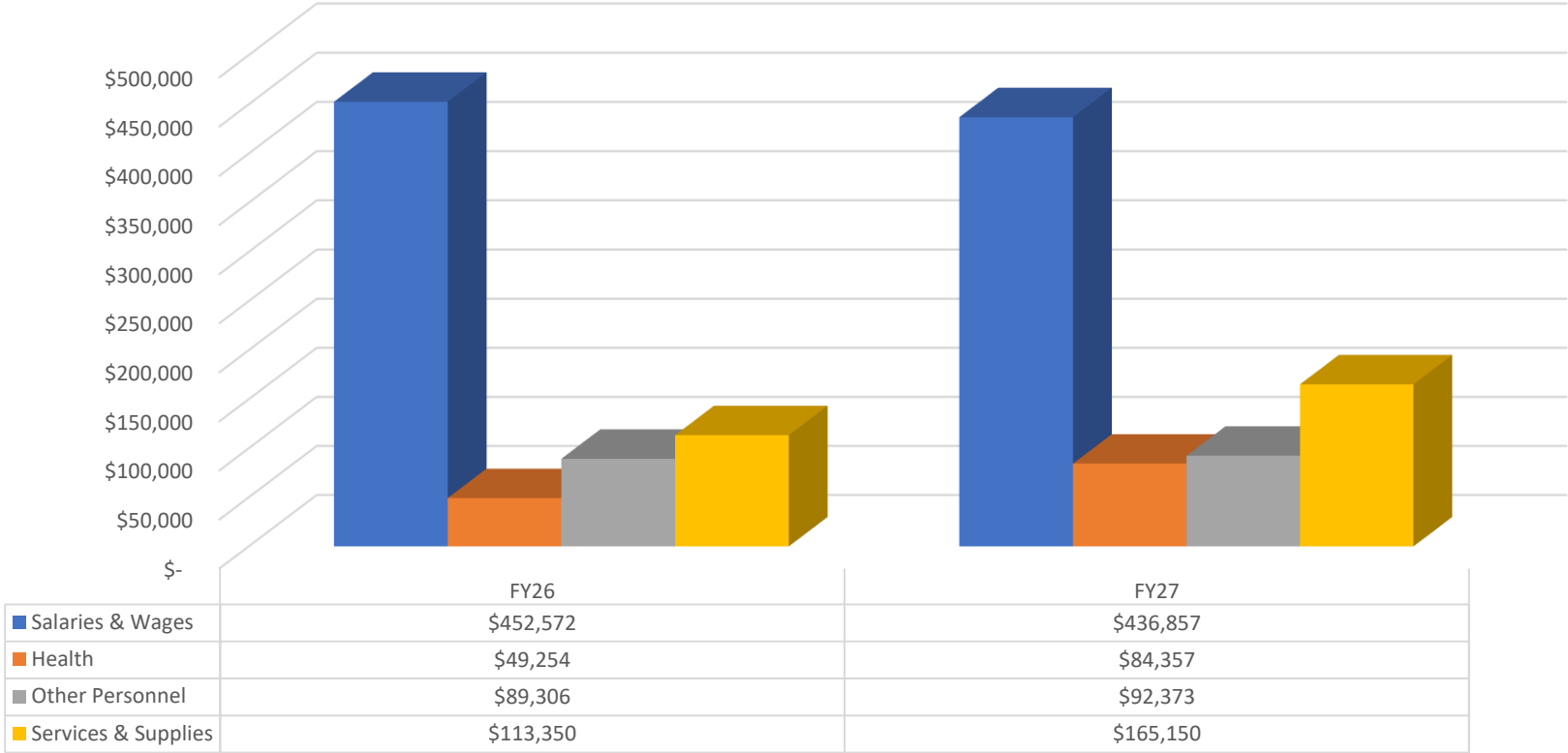
Commissioner of the Revenue Expense | Operations - \$793,993



Reimbursed by the comp board - \$171,585

Commissioner of Revenue also has 2FT and 1 PT additional positions fully funded by the City.

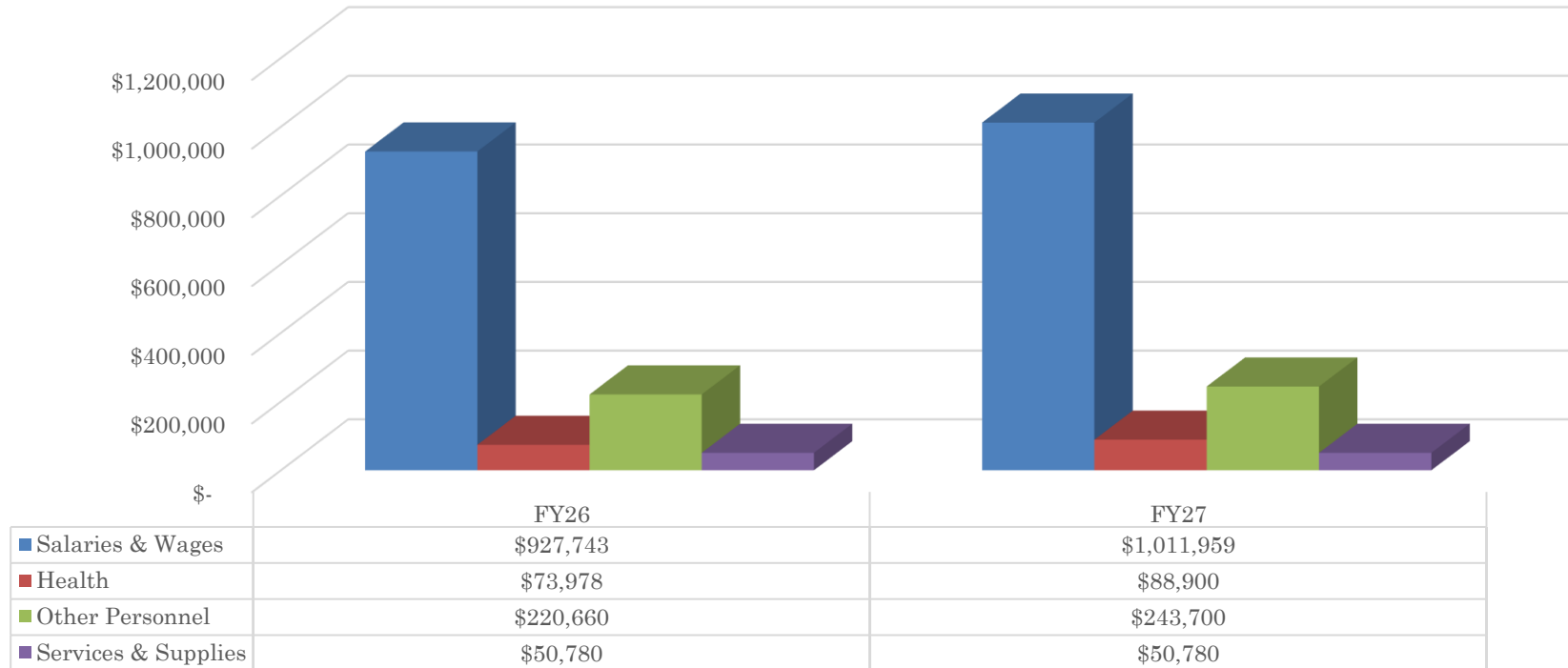
Treasurer | Operations - \$778,737



Reimbursed by the comp board - \$150,995

Treasurer's Office has a total of 9 positions (6 FT/3PT). Only 5 are comp board positions & partially reimbursable.

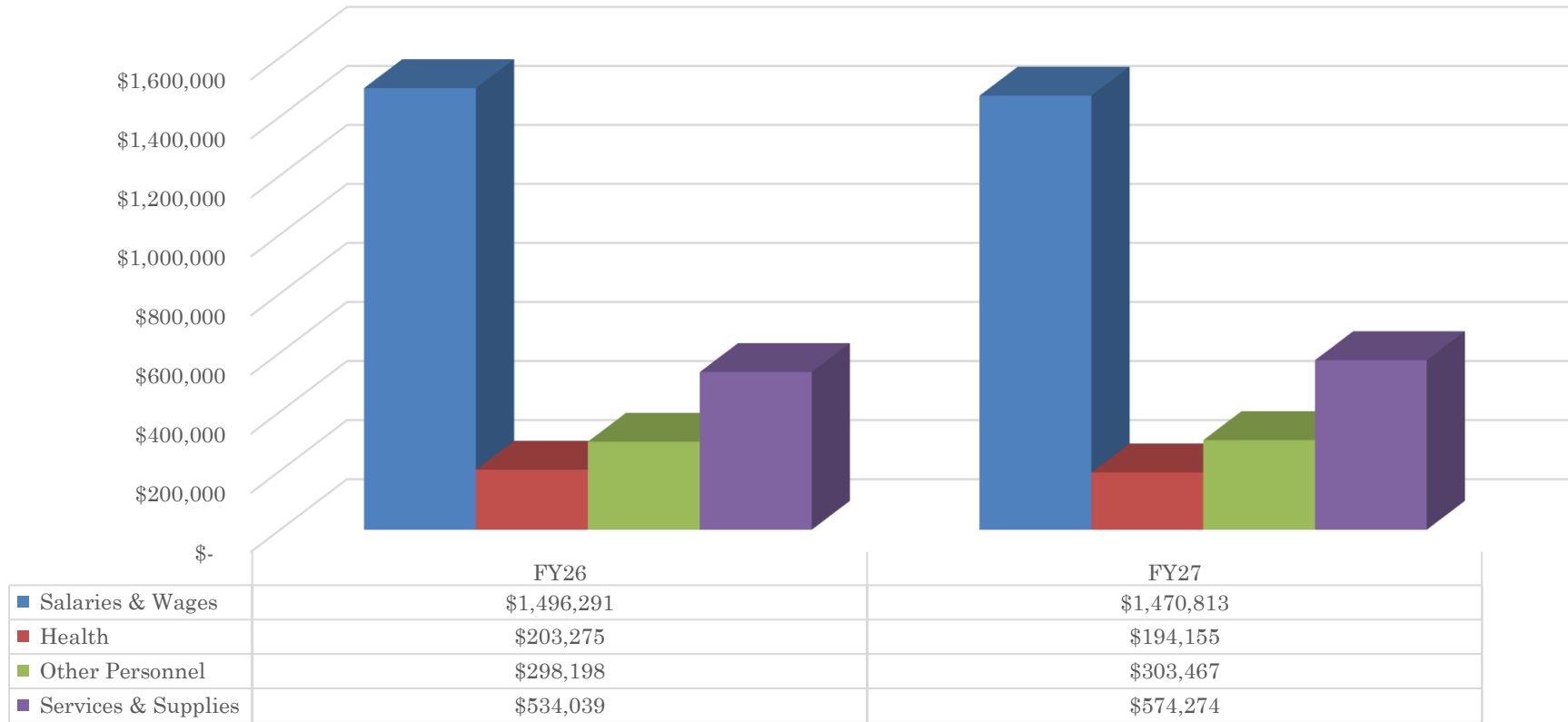
Commonwealth Attorney | Operations - \$1,395,339



Reimbursed by the comp board - \$632,908

Commonwealth Attorney has an additional position fully funded by the City.

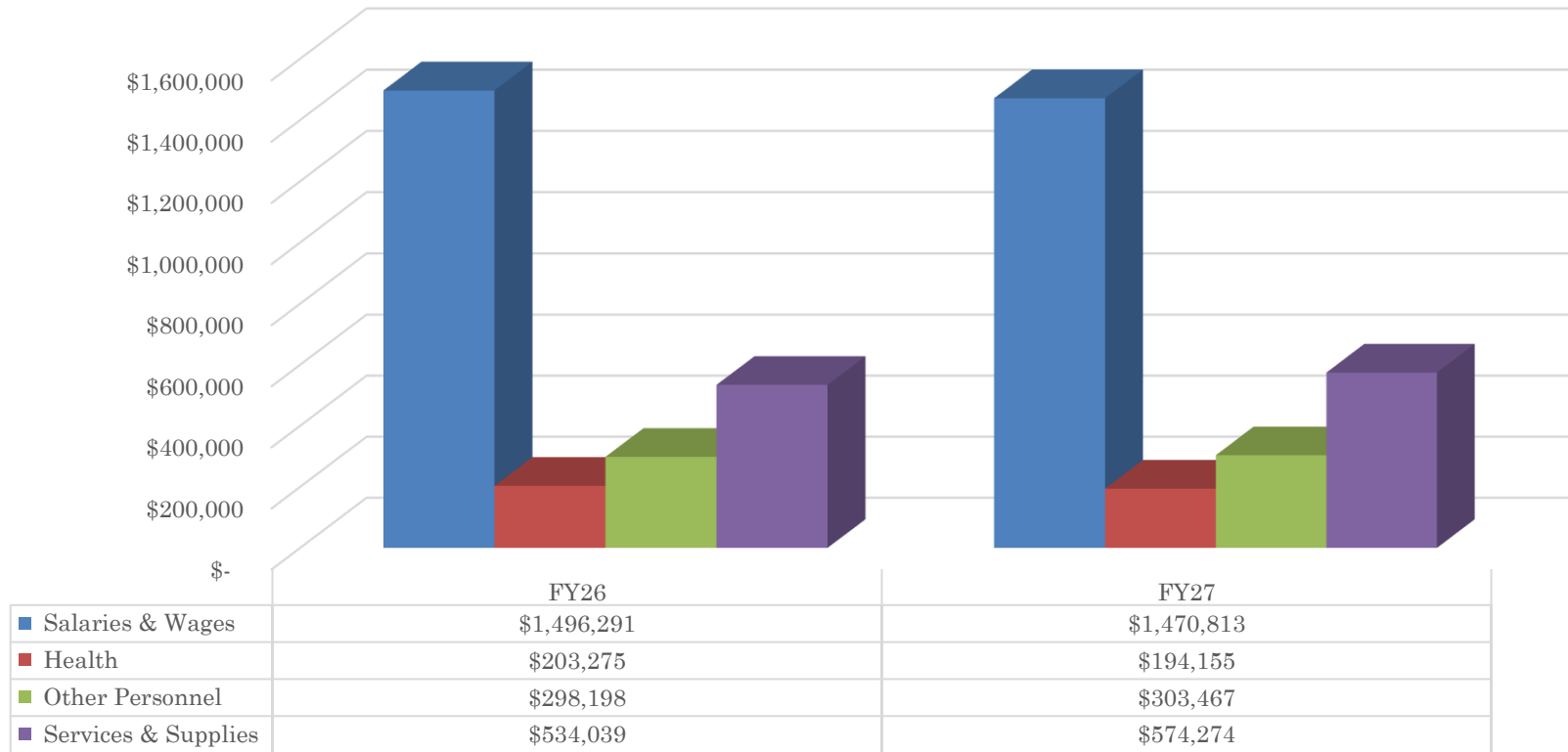
Sheriff | Operations - \$2,542,713



Reimbursed by the comp board - \$440,114

Sheriff's Office has a total of 30 positions (16 FT/14 PT). Only 7 are comp board positions & partially reimbursable.

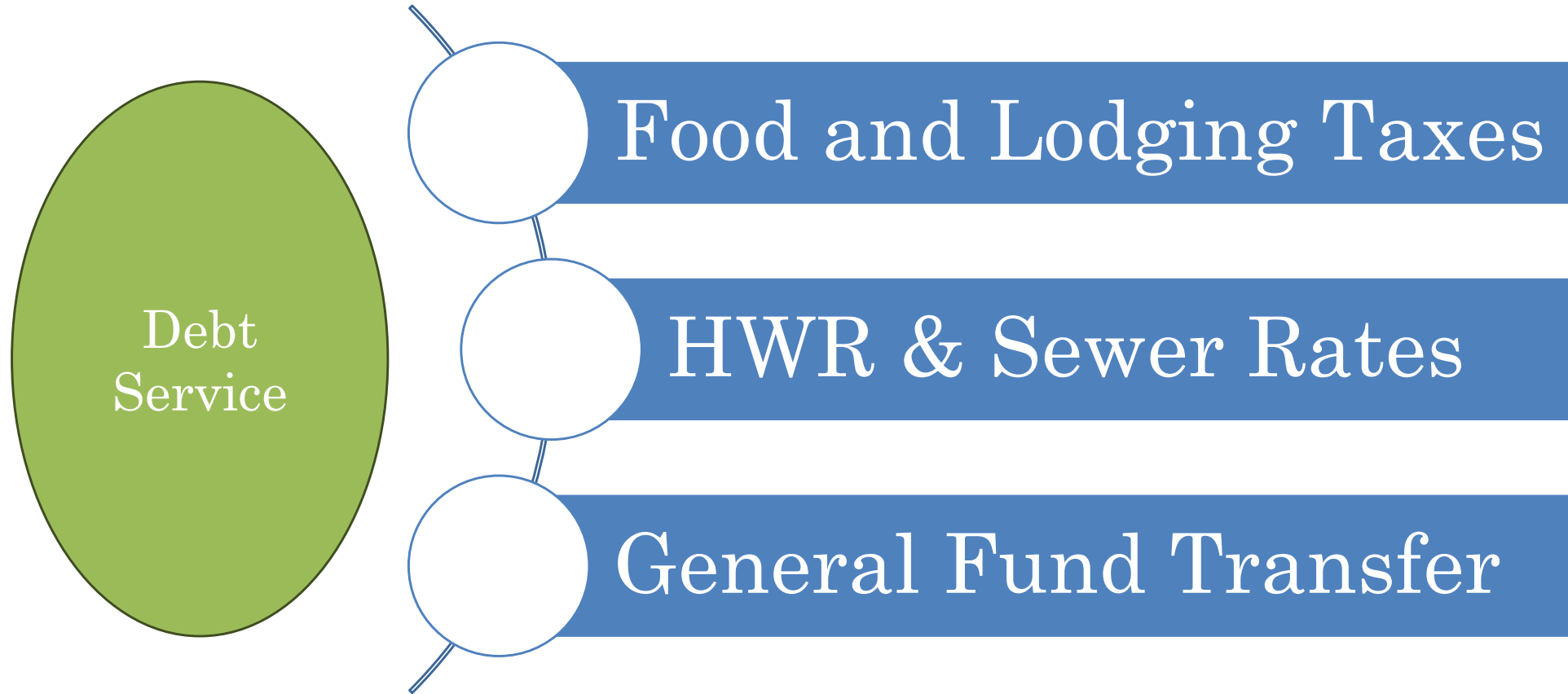
Clerk of Courts | Operations - \$708,504



Reimbursed by the comp board - \$391,417

Debt

Debt Service | Sources of Payment



Debt Service Issues | by Beneficiary

HWR



- 2015 – Oct 2025
- 2014 – Oct 2044

Sewer



- 2011A – July 2042
- 2010 – July 2041

Schools



- 2015B – July 2034
- 2005D – July 2025
- 2009 QZAB – Dec. 2024
- 2010 QSCB – June 2027
- 2011 QSCB – June 2027
- Series 2011 – May 2036

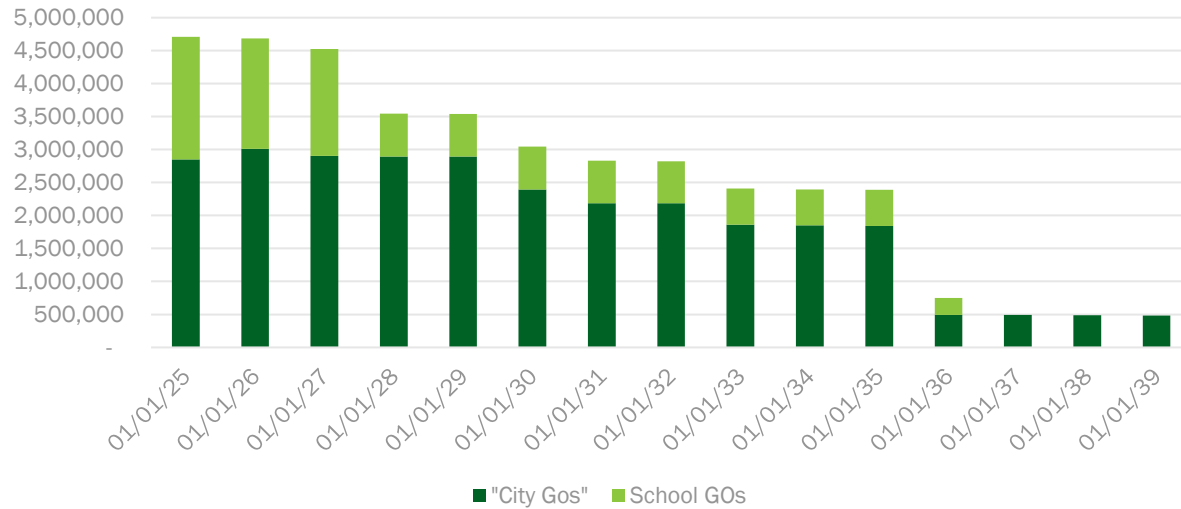
General Fund



- 2013A – July 2028
- 2013B – July 2028
- 2015B – July 2034
- 2013C – July 2038
- 2008B – July 2028

Debt Service Costs

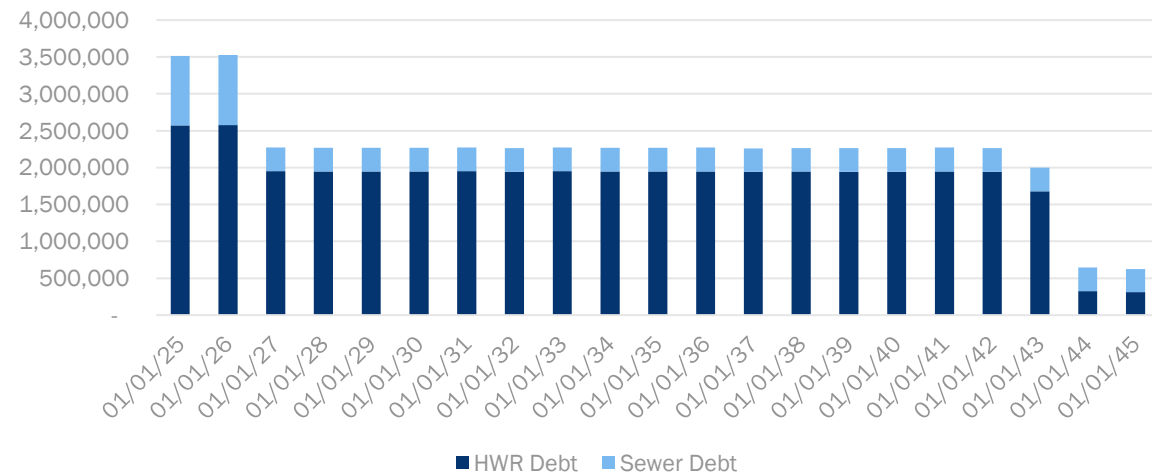
Tax-Supported Debt Service Payments



- School debt will drop by \$1 Million per year after the June 2027 debt payment
- City GO cost will increase in 2026

- HWR debt decreases in 2027, providing room for additional debt, if needed
- Sewer debt drops slightly in 2027, then remains constant through 2043

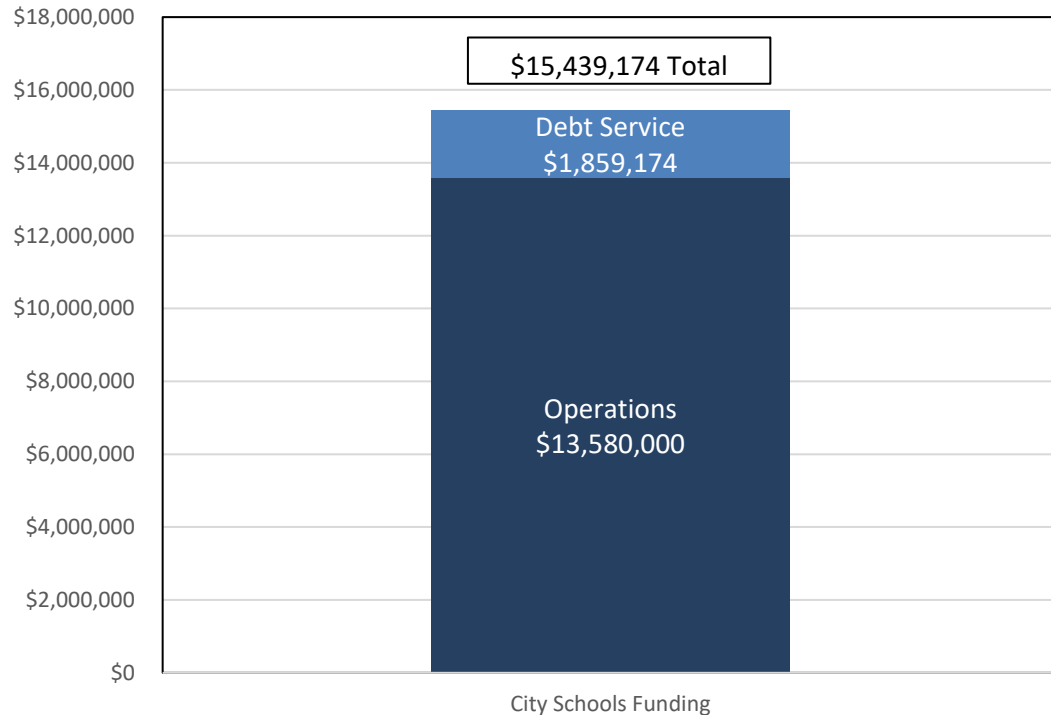
Utility Debt Service Payments



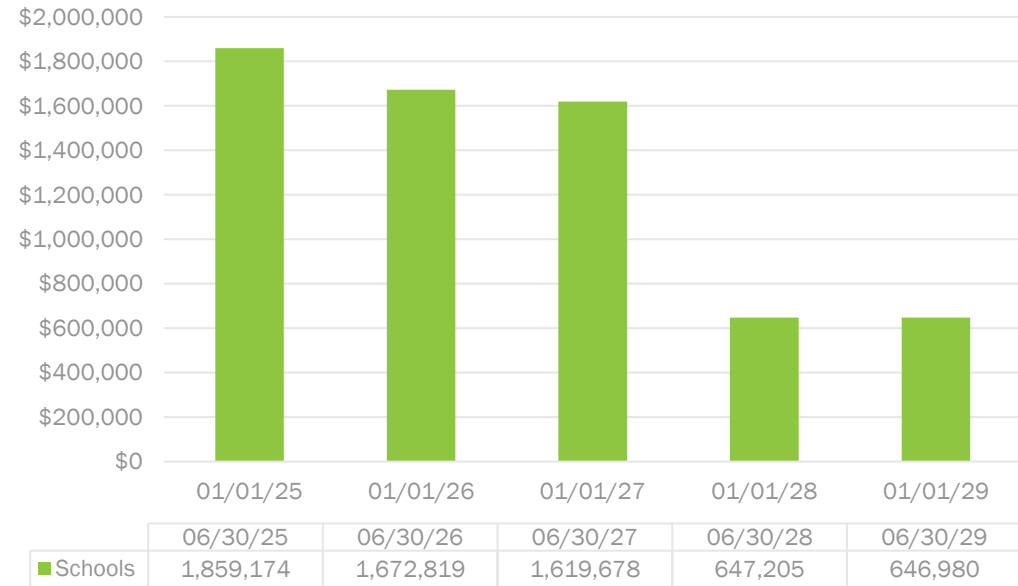
Schools

Schools Funding | City Contributions

FY27 Proposed City Schools Funding



School Debt Service
Next 5 Years



City contribution in Schools budget matches funds provided in FY26

Capital Detail

Capital Projects

Impact on Operating Budget

The relationship between the CIP and the operating budget is carefully considered during the operating budget process. The CIP has 3 direct impacts on the operating budget:

- Any projects funded with general fund resources must be evaluated and prioritized with other needs for the competing resources for that year;
- Operating life cycle costs from implementation, such as staffing and maintenance costs.

Potential Finding Sources for a CIP

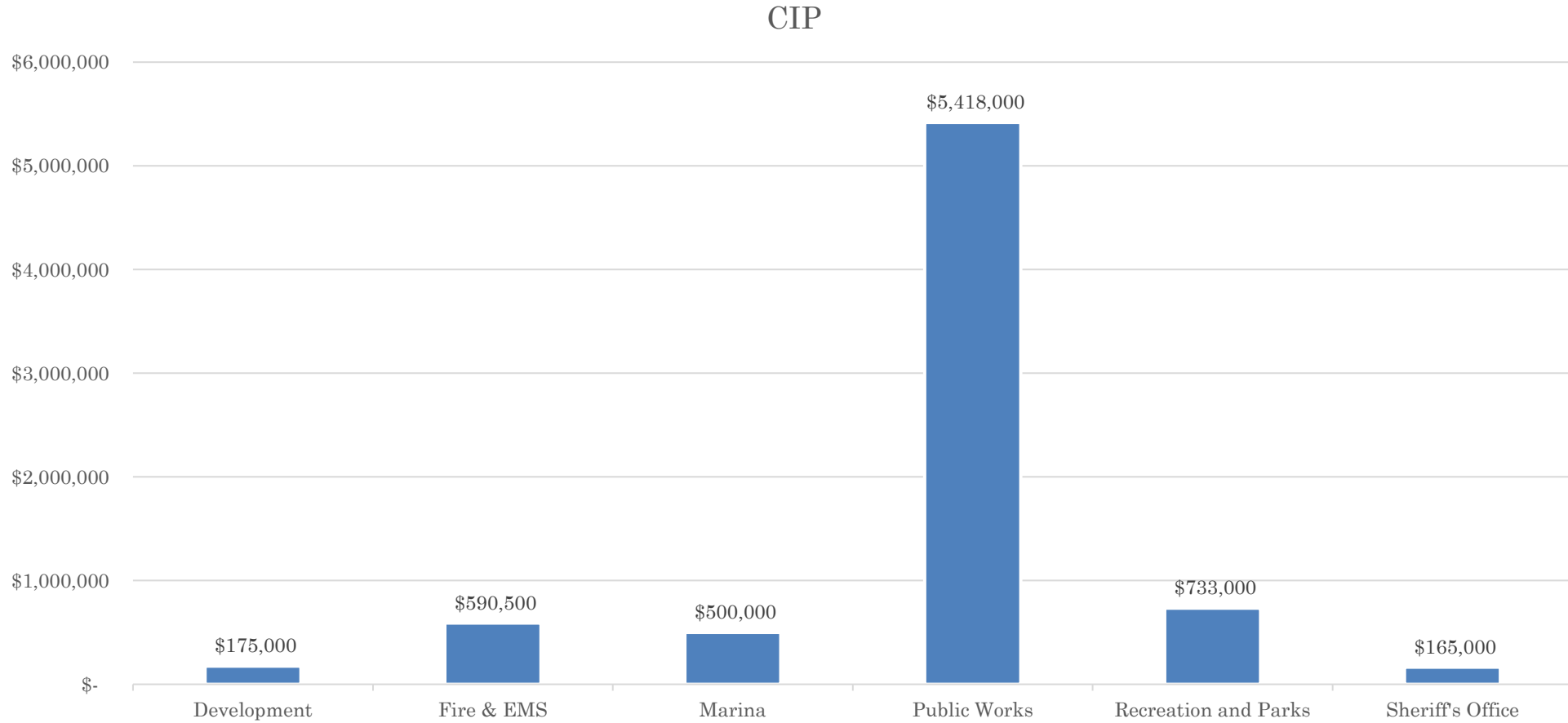
General Fund – Direct payments (roll over) from the City’s operating revenue.

Long-Term Debt – Provides current financial resources to government funds, while the repayment of the principal and interest of long-term debt consumes the current financial resources of government funds.

Revenue Bonds – Payments from the proceeds of the sale of Revenue Bonds. These bonds pledge the revenue generating potential of a facility or utility.

State and Federal Grants – Payments from the State and Federal Government to provide facilities promoted by the State and Federal agencies.

CIP FY27



CIP FY27 REQUEST/ 5YR PLAN

Department	Project Name/Description	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Development	SERV CONTRACTS 11811087 503320	175,000					175,000
Marina	RP-0001 - Convert existing Marina Store to waterside Restaurant	500,000					520,000
Marina	RP-0002 - Replace roof on N-Dock		250,000				250,000
Fire & EMS	Burn building itself, as well as site work	590,500					590,500
Public Works	ENG-0001 - UPC 110840 - RTE 156 - INT IMPROV (HSIP)		16,000				252,000
Public Works	ENG-0002 - UPC 110846 - RTE 156 - INT IMPROV (HSIP)		25,000				540,000
Public Works	ENG-0003 - UPC 110842 - S. Mesa Dr. Improve Ped. Accomodations - HSIP	141,000					621,000
Public Works	ENG-0004 - UPC 122203 - #SMART24 - W RANDOLPH ROAD SHARED USE PATH	522,000	1,611,000	2,611,000	4,800,000		11,155,000
Public Works	ENG-0005 - UPC 123291 - Courthouse Rd Pedestrian Improv.	600,000					840,000
Public Works	ENG-006 - UPC 127699 - Randolph Rd.	179,000					179,000
Public Works	ENG-007 - UPC 127698 - Randolph Rd.	270,000					270,000
Public Works	ENG-008 - Hanks Pond	137,000					137,000
Public Works	ENG-009 - Heretick Ave Drainage Project	2,300,000					2,514,000
Public Works	Pavement Preservation - Arterials	466,000					466,000
Public Works	ENG-0011 - Courthouse Parking Lot						245,000
Public Works	ENG-0012 - Cattail Creek Crossing Improvements Project	620,000					620,000
Public Works	PW-0001 - Dump truck w/attachments- Asphalt Crew		45,000	45,000	45,000	45,000	180,000
Public Works	PW-0002 - Dump Truck w/attachments- Replacement Concrete		45,000	45,000	45,000	45,000	180,000
Public Works	PW-0003 - Leaf Vacuum Truck	63,000	63,000	63,000	63,000	63,000	315,000
Public Works	PW-0004 - Backhoe – Asphalt Crew		26,000	26,000	26,000	26,000	104,000
Public Works	PW-0006 - Street Light Improvements	20,000					20,000
Public Works	PW-0007 - ADA Master Plan	50,000					50,000
Public Works	PW-0008 - Replace 3 roof top A/C units- Social Services	50,000					50,000
Recreation and Parks	RP-0001 - Mathis Field Improvements	250,000	130,000	450,000	450,000	275,000	1,555,000
Recreation and Parks	RP-0002 - Park Pavilion Renovations	175,000	7,500			60,000	242,500
Recreation and Parks	RP-0003 - Resurfacing of Courts & Surfaces	58,000	146,000	146,000	61,000		411,000
Recreation and Parks	RP-0004 - Parking Lot Improvements & Resurfacing	200,000	84,386	51,286	45,000		380,672
Recreation and Parks	RP-0005 - Shop Improvements	50,000	30,000	15,000			95,000
Sheriff's Office	Courthouse Verkata Camera System	165,000					165,000
TOTAL		\$ 7,581,500	\$ 2,478,886	\$3,452,286	\$ 5,535,000	\$ 514,000	\$ 23,122,672

Questions?

**BUDGET RESOLUTION FOR
FISCAL YEAR 2026-2027**

WHEREAS, pursuant to Va. Code §15.2-2503 and §15.2-2508, the City Council of Hopewell, Virginia held a meeting to determine the budget for the fiscal year beginning on July 1, 2026 and ending June 30, 2027;

WHEREAS, the proposed budget, presented in its entirety, included detailed statements of expenditures for the preceding fiscal year, appropriations for the current fiscal year, and proposed expenditures for the ensuing twelve-month period;

WHEREAS, it is estimated that \$174,182,059 will be received from sources other than property tax levies, leaving a balance of \$48,525,586 to be raised through local property tax levies within the City;

WHEREAS, the tax rates for Fiscal Year 2026–2027 shall remain unchanged from the previous fiscal year and have been adopted by ordinance as follows:

Real Estate	\$1.17 per \$1000 of assessed value
Personal Property	\$3.50 per \$100 of assessed value
Machinery & Tools	\$3.10 per \$100 of assessed value

WHEREAS, the estimated budget provides appropriations sufficient to fund essential City services; however, should actual revenues fall below projected amounts, the City Manager shall recommend appropriate action to the City Council in accordance with Va. Code 15.2-2507; Now, Therefore,

BE IT, HEREBY, RESOLVED by the City Council of Hopewell, Virginia that the budget set forth below be, and hereby is, approved and adopted for Fiscal Year 2026–2027.

Sec. 1 The following funds and accounts shall be appropriated from the designated revenues to operate City services and to provide a capital improvement program for the City:

General Fund-011:

Estimated Revenues:

From Local Sources

General Property Taxes.....	\$48,525,586
Other Local Taxes.....	7,327,227
Licenses, Permits, Fees.....	1,717,250
Fines & Forfeitures.....	1,400,000
Use of Money/Property.....	60,000
In-Lieu of Taxes.....	1,257,500
Other Local Revenues.....	268,510

From Other Agencies	
State Sources	9,852,899
Federal Sources	0
Cost Recovery & Reserves	
Cost Recovery from Social Services-012	890,110
Cost Recovery from Solid Waste-030	502,000
Cost Recovery from Sewer Services-041	<u>382,500</u>
Total Revenues.....	\$72,183,582
Appropriations:	
General Government:	
City Council	196,664
City Clerk.....	240,659
City Attorney	788,870
City Manager	2,031,896
Information Technology	2,394,513
Human Resources	764,287
Finance Department	2,436,552
Development Department	1,641,735
Non-Departmental.....	1,121,844
Courts:	
Circuit Court	133,420
General District Court.....	149,221
Court Services	7,000
VJCCCA Grant	216,764
Crater Detention Facility.....	331,515
Regional Jail.....	2,753,122
Constitutional Offices:	
Clerk of Circuit Court	708,504
Commonwealth Attorney.....	1,395,339
Commissioner of Revenue.....	793,993
Sheriff	2,542,713
Treasurer	778,737
Voter Registrar.....	548,687
Victim Witness.....	189,603
Police Department.....	12,060,396
Fire Department	8,150,746
Public Works Department.....	6,655,199
Outside Agencies	2,295,369
Operating Transfers	20,606,234
Contingency	<u>250,000</u>

Total General Fund \$72,183,582

Social Services Fund-012:

Estimated Revenues:

From State Sources \$2,315,410
 From Federal Sources 3,300,000
 Transfer from General Fund-011 1,214,563
 Total Revenues \$6,829,973

Appropriations:

Administration \$1,220,486
 Eligibility 5,609,487
 Total Social Services Fund \$6,829,973

Children's Services Act Fund-015:

Estimated Revenues:

From State Sources \$2,738,000
 Transfer from General Fund-011 962,000
 Total Revenues..... \$3,700,000

Appropriations:

Direct Services 3,700,000
 Total Children's Services Act Fund..... \$3,700,400

Recreation Fund-035:

Estimated Revenues:

Fees & Charges \$94,900
 Transfer from General Fund-011 2,557,912
 Total Revenues..... \$2,652,812

Appropriations:

Recreation Center Div..... 886,274
 Community Div 257,774
 Athletics Div 170,819
 Seniors Div..... 221,258
 Pool Div 359,575
 Parks Div..... 757,112
 Total Recreation Fund..... \$2,652,812

Marina Fund-039:

Estimated Revenues:	
Rentals.....	<u>\$140,000</u>
Total Revenues.....	\$140,000
Appropriations:	
Operating Expenses	<u>140,000</u>
Total Marina Fund	\$140,000

Self-Insurance Fund-076:

Estimated Revenues:	
Transfer from General Fund-011	<u>\$600,000</u>
Total Revenues.....	\$600,000
Appropriations:	
Property/Liability Insurance Premiums	<u>600,000</u>
Total Self Insurance Fund.....	\$600,000

Cemetery Fund-003:

Estimated Revenues:	
Interest Income.....	\$50,000
Grave Site Sales	<u>15,000</u>
Total Revenues.....	\$65,000
Appropriations:	
Operating Supplies.....	20,000
Maintenance Supplies	12,500
Grass Cutting	30,000
Utilities.....	<u>2,500</u>
Total Cemetery Fund	\$65,000

School Operating Fund-014:

Estimated Revenues:	
From State Sources	\$50,076,357
From Federal Sources	5,888,224
Other Revenues	537,483
Transfer from General Fund-011	<u>13,580,000</u>
Total Revenues.....	\$70,082,064
Appropriations:	
Non-Categorical.....	<u>70,082,064</u>
Total School Operating Fund.....	\$70,082,064

School Textbook Fund-056:

Estimated Revenues:	
From State Sources	<u>\$534,053</u>
Total Revenues.....	\$534,053
Appropriations:	
Textbook Purchases	<u>534,053</u>
Total School Textbook Fund	\$534,053

School Cafeteria Fund-057:

Estimated Revenues:	
From State Sources	\$70,930
From Federal Sources	2,700,000
Other Revenues	<u>165,800</u>
Total Revenues.....	\$2,936,730
Appropriations:	
Operating Expenses	<u>2,936,730</u>
Total School Cafeteria Fund	\$2,936,730

School Bldg./Bus Replacement Fund-063:

Estimated Revenues:	
Other Revenues	<u>\$18,455</u>
Total Revenues.....	\$18,455
Appropriations:	
Appropriations	<u>18,455</u>
Total School Bldg./Bus Replacement Fund.....	\$18,455

Solid Waste Fund-030:

Estimated Revenues:	
Fees & Charges	<u>\$3,991,665</u>
Total Revenues.....	\$3,991,665
Appropriations:	
Curb-Side Pickup	3,522,429
Convenience Center	<u>469,236</u>
Total Solid Waste Fund	\$3,991,665

Sewer Operations Fund-040:

Estimated Revenues:	
Charges for Services	<u>\$11,210,811</u>
Total Revenues.....	\$11,210,811

Appropriations:	
Transfer to Sewer Maintenance Fund-041	9,574,440
Transfer to Sewer Bond Fund-043	<u>1,636,371</u>
Total Sewer Operations Fund	\$11,210,811

Sewer Maintenance Fund-041:

Estimated Revenues:	
Transfer from Sewer Operations Fund-040	\$9,574,440
Interest Income.....	<u>108,459</u>
Total Revenues.....	\$9,682,899

Appropriations:	
Maintenance & Inspections.....	2,294,444
City Pump Stations	6,483,062
Capital	<u>905,393</u>
Total Sewer Maintenance Fund	\$9,682,899

Sewer Bond Fund-043:

Estimated Revenues:	
Transfer from Sewer Operations Fund-040	<u>\$1,636,371</u>
Total Revenues.....	\$1,636,371

Appropriations:	
Bond Principal	720,000
Bond Interest.....	<u>916,371</u>
Total Sewer Bond Fund	\$1,636,371

Storm Water Fund #1-048:

Estimated Revenues:	
Storm Water Fees.....	<u>\$1,085,068</u>
Total Revenues.....	\$1,085,068

Appropriations:	
Operating Expenses	<u>1,085,068</u>
Total Storm Water Fund #1	\$1,085,068

Storm Water Fund #2-049:

Estimated Revenues:	
Storm Water Fees.....	<u>\$10,000</u>
Total Revenues.....	\$10,000
Appropriations:	
Operating Expenses	<u>10,000</u>
Total Storm Water Fund #2	\$10,000

Hopewell Water Renewal Fund-032:

Estimated Revenues:	
Industrial User Charges.....	<u>\$28,511,168</u>
Total Revenues.....	\$28,511,168
Appropriations:	
Operating Expenses	\$22,026,077
Debt Service.....	325,091
Capital	<u>6,160,000</u>
Total Hopewell Water Renewal Fund.....	\$28,511,168

Debt Service Fund-070:

Estimated Revenues:	
Food Tax	\$2,900,000
Lodging Tax.....	1,300,000
Fund 070 Revenue	158,424
Transfer from General Fund-011	<u>1,143,099</u>
Total Revenues.....	\$5,501,523
Appropriations:	
Debt Service.....	<u>5,501,523</u>
Total Debt Service Fund	\$5,501,523

Capital Projects Fund-071:

Estimated Revenues:	
Transfer from General Fund-011	<u>100,000</u>
Total Revenues.....	\$100,000
Appropriations:	
Capital Projects to be determined by Council.....	<u>100,000</u>
Total Capital Projects Fund	\$100,000

Economic Development Fund-075:

Estimated Revenues:

Transfer from General Fund-011	<u>\$50,000</u>
Total Revenues.....	\$50,000

Appropriations:

Operating Expenses	<u>50,000</u>
Total Economic Development Fund	\$50,000

Healthy Families Fund-090:

Estimated Revenues:

Donations/Grants	\$238,900
Transfer from General Fund-011	398,661
From State Sources	<u>547,910</u>
Total Revenues.....	\$1,185,471

Appropriations:

Operating Expenses	<u>1,185,471</u>
Total Healthy Families Fund	\$1,185,471

Sec. 2 Constitutional Officers and respective Constitutional Office employees shall receive the position salary approved by the Virginia Compensation Board or granted by the Virginia General Assembly. No Constitutional Officer shall be compensated for any vacation, sick, holiday, jury service, military leave, funeral leave or other paid time-off granted to city employees.

Sec. 3 Appropriations in addition to those contained in the general appropriation resolution may be made by the City Council only if there is available in the fund an unencumbered and unappropriated sum sufficient to meet such appropriation.

Sec. 4 Except as set forth in Sections 7, 14, 16, 17, 18, and 19 the City Manager may, as provided herein, authorize the transfer of any unencumbered balance or portion thereof from one classification of expenditure to another within the same department or appropriation function/category. The City Manager may transfer up to \$100,000 from the unencumbered balance of the appropriation of one appropriation function/category to another appropriation function/category. No more than one transfer may be made for the same item causing the need for a transfer.

Sec. 5 The City Manager may make all necessary fund and expense adjustments for the following items of non-budgetary revenue that may occur during the fiscal year:

- a. Insurance recoveries received for damage to City vehicles or other property for which City funds have been expended to make repairs.
- b. Refunds or reimbursements made to the City for which the City has expended funds directly related to that refund or reimbursement.
- c. Any revenue source not to exceed \$100,000.

Sec. 6 All outstanding encumbrances, both operating and capital, at June 30, 2026 shall be re-appropriated to the 2026-27 fiscal year to the same department and account for which they are encumbered in the previous year.

Sec. 7 At the close of the fiscal year, all unencumbered appropriations lapse for budget items other than Capital Projects, reserves, grants, and donations restricted to specific purposes.

Sec. 8 Appropriations for capital projects will not lapse at the end of the fiscal year but shall remain appropriations until the completion of the projects or until the City Council, by appropriate ordinance or resolution, changes or eliminates the appropriation. The City Manager may approve necessary accounting transfers between capital funds to enable the capital projects to be accounted for in the correct manner. Upon completion of a capital project, staff is authorized to close out the projects and transfer to the funding source any remaining balances. This section applies to all existing appropriations for Capital Projects on June 30, 2026, and appropriations in the 2026-27 budget year. The City Manager may approve construction change orders to contracts up to an increase of \$100,000 and approve all change orders for reductions to contracts.

Sec. 9 The City Manager may authorize the transfer of Sewer Services Capital Projects funds that are 20% or up to \$100,000 of the original project cost, whichever is less, from any Sewer Services Capital Project to any other Sewer Services Capital Project or to the original funding source. Should the actual contract price for a project be significantly (over \$100,000) less than the appropriation, the City Manager may approve transfer of excess funds to the funding source prior to completion of the project.

Sec. 10 The City Manager is hereby authorized and directed to apply for and accept all city eligible grants which require no local match money to receive without further City Council action.

City Manager is further authorized to apply for and accept eligible grants of \$50,000 or less and with up to fifty (50) percent or less of the total dollar grant amount match requirement. City Manager is authorized to use current budget appropriated funds towards any local match required. Any grant application/award greater than \$50,000 must be approved by Council prior to the city administration making application.

The City Manager is hereby authorized to sign and execute all necessary documents for the acceptance of any city grant approved by Council.

Sec. 11 City Council approval of any grant of funds to the City constitutes the appropriation of both the revenue to be received from the grant and the city's expenditure required by the terms of the grant, if any. The appropriation of grant funds will not lapse at the end of the fiscal year, but shall remain appropriated until completion of the project or until Council, by appropriate resolution, changes or eliminates the appropriation.

The City Manager may reduce any grant expenditure to the level approved by the granting agency during the fiscal year. The City Manager may approve necessary accounting transfers between accounts to enable the grant to be accounted for in the correct manner. Upon completion of a grant project, staff is authorized to close out the grant and transfer back to the funding source any unspent remaining balances. This applies to appropriations for grants outstanding on June 30, 2026, and appropriations in the 2026-27 budget year.

Sec. 12 The City Manager may account for and utilize both revenue and expenditure for donations made by citizens or citizen groups in support of city programs. Any remaining unencumbered balance of a restricted donation at the end of the fiscal year will be re-appropriated into the subsequent fiscal year for the same purpose.

Sec. 13 The City Manager may reduce revenue and expenditure related to programs funded all or in part by the Commonwealth of Virginia and/or the federal government to the level approved by the responsible state or federal agency.

Sec. 14 The City Manager is authorized to make transfers to the various funds for which there are transfers budgeted. The City Manager shall transfer funds only as needed up to amounts budgeted, or in accordance with any existing bond resolutions that specify the manner in which transfers are to be made.

Sec. 15 The City Treasurer may advance monies to and from the various funds of the City to allow maximum cash flow efficiency. The advances must not violate city bond covenants or other legal restrictions that would prohibit an advance.

Sec. 16 The City Manager is authorized to make expenditures from Trust & Agency Funds for the specified reasons for which the funds were established. In no case shall the expenditure exceed the available balance in the fund.

Sec. 17 The City Manager may utilize revenues and increase expenditures for funds received by the City from asset forfeitures for operating expenditures directly related to drug enforcement. This applies to funds currently on hand on June 30, 2026, and all funds received in the 2026-27 budget year, shall not lapse but be carried forward into the next fiscal year.

Sec. 18 After completion of all necessary audit transactions for the General Fund, the City Manager may reallocate appropriations and/or authorize transfers of existing appropriation on June 30 as follows:

a. Subsequent to all audit adjustments and the ending general fund balance is maintained at maximum of 10% of general fund expenditures, transfer all available current year operation funds to the unassigned fund balance of the Capital Projects Fund for future capital projects.

b. At year-end, any budgeted Fire Department appropriations in excess of actual expenditures for the year shall be transferred to a reserve account for future fire equipment purchases. This applies to funds on hand on June 30, 2026, and all funds received in the 2026-27 budget year.

Sec. 19 The City Manager is authorized to reallocate funding sources for Capital Projects, arbitrage rebates/penalties, and debt services payments and to utilize bond interest earning to minimize arbitrage rebates/penalties. This authority would include the transfers among funds to accomplish such reallocation. Budgets for specific Capital Projects will not be increased beyond the level authorized by sections 4 and 5. This applies to funds currently on hand in on June 30, 2026, and all funds received in the FY 2026-27 budget year.

Sec. 20 The City Manager is authorized to transfer among appropriation categories any amount of funds associated with implementation of the VJCCA Grant to record transactions.

Sec. 21 The City Manager is authorized to transfer among appropriation categories any amount of monies associated with implementation of the Children's Services Act for at-risk youth and families, but the local city match appropriation shall be reduced to the amount required to match the original state approved budget. Any supplemental budget request for funding shall be presented to Council for appropriation.

Sec. 22 The City Manager is authorized, upon approval of Council, to transfer among appropriation categories any amount of monies associated with implementation of the Department of Social Services budget for services, but the local city match appropriation shall be reduced to the amount required to match the original state approved budget. Any supplemental budget request for funding shall be presented to city council for appropriation.

Sec. 23 Effective upon adoption of this resolution, the City Manager is authorized to approve transfers within operating funds as long as total net spending is not exceeded, and all transfer activity is to be reported to Council on a monthly basis.

The City Manager is authorized, only upon the approval of Council, to transfer between funds, from the unassigned fund balance or the “rainy day fund”, should fiscal conditions or circumstances prescribe that the transfer is required. The transfer amount must not result in a deficit balance in the Fund from which the transfer is being made.

Sec. 24 The City Manager is hereby authorized, upon approval of Council, to reassign or reallocate any full-time authorized position within the authorized fund complement of positions to a lower or higher grade after the City Classification and Compensation Study Committee has approved the job evaluation and made its recommendation to the City Manager. This authority is not to be construed as giving the City Manager authority to create or increase the authorized full-time City work force. Council reserves to itself the authority to increase or decrease the authorized full-time employee positions.

Sec. 25 Effective July 1, 2026, the following will be the City share of health care cost from The Local Choice (Anthem):

Medical, Dental, and Vision Insurance (Bundled) - The Local Choice (TLC) – Anthem

High Deductible Health Plan (HDHP) with HSA*	Employee Share (per pay)	Employee Share (per month)	City Share (per month)	Total Premium (per month)
Employee Only	\$46.18	\$92.37	\$695.63	\$788.00
Employee + Spouse	\$130.80	\$261.60	\$1,197.40	\$1,459.00
Employee + Child	\$108.06	\$216.13	\$1,242.87	\$1,459.00
Employee + Children	\$108.08	\$216.17	\$1,911.83	\$2,128.00
Employee + Family	\$216.16	\$432.33	\$1,695.67	\$2,128.00
Key Advantage 1000	Employee Share	Employee Share	City Share	Total Premium
Employee Only	\$53.45	\$106.89	\$830.11	\$937.00
Employee + Spouse	\$156.48	\$312.96	\$1,419.04	\$1,732.00
Employee + Child	\$126.82	\$253.65	\$1,478.35	\$1,732.00
Employee + Children	\$126.80	\$253.59	\$2,274.41	\$2,528.00
Employee + Family	\$262.29	\$524.58	\$2,003.42	\$2,528.00
Key Advantage 500	Employee Share	Employee Share	City Share	Total Premium
Employee Only	\$59.28	\$118.56	\$860.44	\$979.00
Employee + Spouse	\$177.49	\$354.99	\$1,455.01	\$1,810.00
Employee + Child	\$141.91	\$283.82	\$1,526.18	\$1,810.00
Employee + Children	\$141.99	\$283.98	\$2,358.02	\$2,642.00
Employee + Family	\$300.60	\$601.19	\$2,040.81	\$2,642.00

*City of Hopewell’s Health Savings Account (HSA) contribution (24 pays): \$1,400 individual or \$2,700 family
Please note the rates above may be reduced by \$30 or \$15 per month based on achieving one of our two wellness incentives.

Sec. 26 Council authorizes and directs that the City shall only pay such amount equal to the City contribution share of the premium cost as authorized in Sec. 26, above, and any additional insurance coverage costs selected by employee shall be paid by employee by payroll deduction in the month prior to the premium due date.

For any employee electing to enroll in the HSA plan of record, the city shall contribute the sum of \$1,400.00 for single coverage and \$2,700.00 for family coverage, to be paid monthly into employee HSA account, to include employee and child or employee and spouse, to be paid the second pay period of each month on the basis of 24 pays per year. If employee is hired before 15th of the month credit for that month is given, after 15th of month credit and contribution payments shall begin the following month, to the employee HSA established at the city bank of record for HSA accounts

Sec. 27 City Council authorizes and directs the employee contribution share (5%) of VRS pension contribution rate to be paid by all employees as of July 1, 2026. Employee share of VRS pension contribution shall be deducted on a bi-weekly basis on the basis of 24 pays per year. Contribution will be effective for the month in which it is deducted. Prior to the 15th of the month, credit shall be given for the month and the monthly employee contribution shall be deducted. After the 15th of the month VRS deduction and credit shall begin 1st day the following month. Elected Constitutional Officers shall pay the VRS 5% employee contribution on the same basis as city employees.

Sec. 28 City Council authorizes the VRS retirement multiplier for Hopewell Public Safety positions to change from 1.7% to 1.85%.

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I, Johnny Partin, Mayor of the City of Hopewell, Virginia, do certify that the foregoing is a true and correct copy of a resolution of the City duly adopted on the 9th day of June 2026.

Given under my hand and the Corporate Seal of the City of Hopewell, Virginia, this 9th day of June 2026.

Mayor Johnny Partin, Ward 3

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

Resolution No: _____

ATTEST:

Sade Allen, City Clerk
City of Hopewell

C-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: Extension of Paid Time Off (PTO) Rollover Deadline

ISSUE: Paid Time Off (PTO) Leave

RECOMMENDATION: Approve extending the deadline for employees to use rolled-over PTO from June 30, 2026, to December 31, 2026.

TIMING: Effective immediately upon Council approval.

BACKGROUND:

The City’s PTO policy currently requires employees to use rolled-over PTO by June 30 of each year. Due to staffing shortages and operational demands many employees have been unable to utilize their rolled-over PTO by the current deadline. Extending the rollover deadline to December 31 will provide additional time for employees to use earned leave.

The total value of the current PTO rollover balance is \$ \$152,294.6.

Funding for PTO liabilities is established during the annual budget process. Extending the rollover deadline will not result in additional costs to the City. The existing PTO liability will be carried forward from FY 2026 to FY 2027.

ENCLOSED DOCUMENTS:

- PTO Policy
- PTO Rollover Balance List

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

STAFF:

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

City of Hopewell

Human Resources Policies and Procedures Manual

Section 19: LEAVE

Any PTO leave used after July 1st and employee separation date, in excess of the current year PTO leave accrual calculation, shall reduce the year-end carry-forward PTO balance, and shall not be applied towards current year PTO leave allotment.

If PTO leave used exceeds the current year PTO leave accrual calculation, then separating employee shall reimburse city for used PTO leave from final pay check. HR/Department Director will notify payroll of any situation meeting this condition and modify separating PAF so noting deduction amount due city.

Example 1: An employee who works from July 1 to December 1, of the same fiscal year, would be eligible to be paid for 5/12 of their PTO leave allotment for that fiscal year upon separation of employment. However, the PTO leave rollover balance from the previous fiscal year may be reduced if PTO leave used between July 1st and employee separation date exceeds the prorated current year allotment (not to exceed carry-over ~~240~~ hours limits) will be paid to the separating employee.

Example 2: On July 1 of the new fiscal year, an employee with 4 years of service receives his PTO leave allotment of 160 hours. The employee rolls over 80 hours from the previous year giving him a total of 240 hours of PTO leave.

This employee separates employment with the City after working only 3 months of the current fiscal year; the employee will be paid in full for the 80 rollover hours from the previous fiscal year and would be paid for 3/12 or ¼ of the current fiscal year's PTO leave allotment.

Example: ¼ times 160 = 40 hours of PTO leave

Therefore, the separating employee will be paid for:

80 prior year accrued rollover PTO leave hours
plus 40 prorated current fiscal year allotment of PTO leave hours
120 total PTO leave accruals to be paid

Example 3: On July 1 of the new fiscal year, an employee with 4 years of service receives his PTO leave allotment of 160 hours. The employee rolls over 80 hours from the previous year giving him a total of 240 hours of PTO leave.

This employee uses 40 hours of PTO leave and separates employment with the City after working only 3 months of the current fiscal year; the employee will be paid in full for the 80 rollover hours from the previous fiscal year and would be paid for 3/12 or ¼ of the current fiscal year's PTO leave allotment but would have payout reduced by PTO leave hours used..

Example: ¼ times 160 = 40 hours of PTO leave

Therefore, the separating employee will be paid for:

City of Hopewell

Human Resources Policies and Procedures Manual

Section 19: LEAVE

80 prior year accrued rollover PTO leave hours
plus 40 prorated current fiscal year allotment of PTO leave hours
less -40 PTO leave hours used
80 total PTO leave accruals to be paid

However, if the employee uses 100 PTO leave hours, the employee is eligible to be paid as follows:

80 prior year accrued rollover PTO leave hours
plus 80 accrued current year allotted PTO leave hours
less -100 PTO leave hours used
60 total PTO leave accruals to be paid

Example 4: On July 1 of the new fiscal year a new employee, with an hourly rate of \$10.00, receives his PTO leave allotment of 136 hours. This employee uses 50 hours of PTO leave and separates employment with the City after working only 3 months of the current fiscal year; the employee will owe the city for 16 hours of PTO leave time.

Example: $\frac{1}{4}$ times 136 = 34 hours of PTO leave

Therefore, the separating employee will owe the city for 16 hours:

34 prorated current fiscal year allotment of PTO leave hours
less -50 PTO leave hours used
-16 PTO leave excess hours

Amount of refund due city: $\$10.00 \times 16 = \160.00

19.9.7 Schedule of Leave Benefits

PTO Leave Accrual Schedule

Full Time Employees

other Than Firefighters, Police Officers and Dispatchers and Regional Shift Employees

Does *Not* Include Holiday Leave

Years of Service	PTO Hours
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City of Hopewell

Human Resources Policies and Procedures Manual

Section 19: LEAVE

0 – 1	136
1 – 5	160
5 – 10	184
10 – 20	208
20 – 30	232
30+	256

First Year PTO Leave Prorated Schedule

Full Time Employees

other Than Firefighters, Police Officers and Dispatchers and Regional Shift Employees

Does *Not* Include Holiday Leave

Hire Date	PTO Hours
July 1 – September 30	136
October 1 – December 31	102
January 1 – March 31	68
April 1 – June 31	34

PTO Leave Accrual Schedule, Full-time Firefighters

Does Include Holiday Leave

Years of Service	PTO Hours
0 – 1	324
1 – 5	384
5 – 10	420
10 – 20	456
20 – 30	492
30+	528

City of Hopewell

Human Resources Policies and Procedures Manual

Section 19: LEAVE

12 hour holiday time, or fraction thereof, will be added when extra holiday granted by state. PTO leave hours used would be equal to the scheduled work day shift hours or fraction thereof.

First Year PTO Leave Prorated Schedule, Full-time Firefighters

Does Include Holiday Leave

Hire Date	PTO Hours
July 1 – September 30	324
October 1 – December 31	234
January 1 – March 31	144
April 1 – June 31	54

PTO Leave Accrual Schedule

Full-time Police Officers and Dispatchers and Regional Shift Employees

Does Include Holiday Leave

Years of Service	PTO Hours
0 – 1	232
1 – 5	256
5 – 10	280
10 – 20	304
20 – 30	328
30+	352

8 hour holiday time, or fraction thereof, will be added when extra holiday granted by state. PTO leave hours used would be equal to the scheduled work day shift hours or fraction thereof.

First Year PTO Leave Prorated Schedule

Full-time Police Officers and Dispatchers and Regional Shift Employees

City of Hopewell

Human Resources Policies and Procedures Manual

Section 19: LEAVE

Does Include Holiday Leave

Hire Date	PTO Hours
July 1 – September 30	232
October 1 – December 31	174
January 1 – March 31	116
April 1 – June 31	58

Carry-Over Limit – there is a limit on the number of unused PTO leave hours that may be carried over into the next fiscal year. Effective July 1, 2009, full-time employees may carry-over up to 240 hours of unused PTO leave; full-time employees with 20+ years of service shall be authorized to carry-over up to 280 hours of unused PTO leave. This limit is increased to 360 hours for Fire Department personnel working 24-hour shifts; Fire Department employees working 24-hour shifts, with 20+ years of service shall be authorized to carry-over up to 384 hours of unused PTO leave. The carry over limit is prorated for part-time employees based upon their scheduled hours.

19.9.8 **Part-time Employees Receive Prorated Benefits**

Effective July 1, 2009, permanent part-time positions (budgeted for 1040 hours, or more, in a 12 month period) hired after this date shall earn PTO leave benefits based on the percentage of hours worked divided by full-time employment.

Permanent part-time positions with a hire date before July 1, 2009 shall have the following PTO leave benefits: Employees classified in permanent part-time positions (budgeted for at least 480 hours in a 12 month period) earn PTO leave and holiday benefits based on the percentage of hours worked divided by full-time employment. See the following example where a part-time employee with 5 years of service and budgeted to work 20 hours per week would earn 50% of the PTO leave and holiday benefit available to a full-time employee.

19.9.9 **Prorated PTO Leave**

Bob has 5 years of City service; he is budgeted to work 20 hours a week. Therefore, he would receive PTO leave hours on a prorated basis.

- Hours Bob budgeted annually - 20 hours X 52 weeks = 1,040 hours
- Hours of full-time employee - 40 hours X 52 weeks = 2,080 hours
- Percent ratio hours calculation $1040/2080 = .50$ (%)

Accrual Table Desc	Default Limit	Over Limit
PTO	240.0000	79.5000
PTO	240.0000	2.9000
PTO	240.0000	64.1600
PTO	240.0000	19.0000
PTO	240.0000	25.0000
PTO	240.0000	39.0000
PTO	240.0000	80.0000
PTO	240.0000	82.0000
PTO	240.0000	37.1700
PTO	280.0000	87.5000
PTO	240.0000	58.0000
PTO FIRE	360.0000	29.0000
PTO	240.0000	117.7500
PTO	240.0000	74.0000
PTO FIRE	360.0000	68.0000
PTO	240.0000	69.0000
PTO	280.0000	172.0000
PTO FIRE	360.0000	10.5000
PTO	280.0000	36.0000
PTO	240.0000	96.5000
PTO	240.0000	123.0000
PTO	240.0000	33.0000
PTO	280.0000	33.0000
PTO	240.0000	64.0000
PTO	240.0000	93.2400
PTO	240.0000	72.0000
PTO	240.0000	30.0000
PTO	240.0000	40.0000
PTO	280.0000	149.0000
PTO HOL	240.0000	35.0000
PTO HOL	240.0000	105.0000
PTO HOL	240.0000	51.5000
PTO HOL	240.0000	19.6700
PTO	240.0000	60.8000
PTO HOL	240.0000	82.0000
PTO	240.0000	55.0000
PTO HOL	240.0000	92.2500
PTO HOL	240.0000	18.5000
PTO HOL	240.0000	72.0000
PTO	240.0000	51.0000
PTO HOL	240.0000	72.0000
PTO HOL	240.0000	33.0000
PTO	280.0000	35.0000
PTO	280.0000	44.0000
PTO	280.0000	58.0000
PTO HOL	240.0000	79.0000
PTO	280.0000	68.0000
PTO	240.0000	51.0000
PTO	240.0000	64.0000
PTO	280.0000	64.0000
PTO	240.0000	36.0000
PTO	280.0000	27.7500
PTO	240.0000	104.5000
PTO	240.0000	64.0000

PTO	280.0000	9.7500
PTO	240.0000	184.0000
PTO	240.0000	121.5000
PTO	280.0000	4.0300
PTO	240.0000	64.0000

Total Cost **\$ 152,294.61**

**RESOLUTION AUTHORIZING AN EXTENSION OF THE PAID TIME OFF (PTO)
ROLLOVER DEADLINE**

WHEREAS, the City of Hopewell's Paid Time Off (PTO) Policy currently requires employees to utilize any rolled-over PTO by June 30 of each calendar year;

WHEREAS, staffing shortages and operational demands across various City departments have limited employees' ability to utilize their rolled-over PTO within the prescribed timeframe;

WHEREAS, providing employees with additional time to use accrued and earned leave supports employee well-being while allowing departments to maintain necessary staffing levels and service delivery;

WHEREAS, the total value of the current PTO rollover balance is \$152,294.60; and

WHEREAS, the existing PTO liability will be carried forward from Fiscal Year 2026 to Fiscal Year 2027 and will remain fully funded within the City's financial plans; Now, Therefore,

BE IT RESOLVED by the City Council of Hopewell, Virginia, that the deadline for employees to utilize PTO hours rolled over into Calendar Year 2026 is hereby extended from June 30, 2026, to December 31, 2026.

Adopted by the City Council of Hopewell, Virginia at a meeting held on _____

Witness this signature and seal

Mayor Johnny Partin, Ward 3

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

ATTEST: _____
Sade' Allen, City Clerk

C-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
- 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: Recreation and Parks - John Randolph Grant Submission Approval.

ISSUE: Whether the City Council will grant approval for Hopewell Recreation and Parks to apply for the John Randolph Foundation Responsive Grant. If awarded, these funds will be utilized to complete the outfitting of all city park spaces with a Public Access Defibrillation (PAD) program, ensuring the installation of Automated External Defibrillators (AEDs) and associated safety infrastructure across all remaining public recreational sites.

RECOMMENDATION: Staff recommends that City Council authorize Hopewell Recreation and Parks to submit the grant application to the John Randolph Foundation, and to accept the funds, if awarded, to implement this vital public safety program.

TIMING: At the June 9, 2026 City Council Regular Meeting.

FISCAL IMPACT: The grant project will request funding to cover the procurement of weather-proof AED cabinets, defibrillator units, pediatric pads, signage, electrical work, and security cameras.

- Grant Request Amount: \$100,000
- Local Match Requirement: There is no local match required.
- Long-Term Maintenance: Future budget impacts will be minimal, limited to the periodic replacement of pads and batteries, which will be absorbed into the department’s standard operating budget.

BACKGROUND: The Hopewell Recreation and Parks department is committed to ensuring the health, safety, and well-being of all residents and visitors utilizing our city's outdoor spaces and recreational facilities. Sudden Cardiac Arrest (SCA) remains a leading cause of death in the

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 Malik Wheat, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Mayor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Lovena Rapole., Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Ronnie Ellis, Ward #4			

United States, and immediate access to an Automated External Defibrillator (AED) drastically increases survival rates.

While several key facilities currently house these life-saving devices, a gap remains in our broader park system. This grant application seeks to secure the necessary funding to achieve 100% PAD coverage across all Hopewell park spaces, closing critical gaps in emergency preparedness.

The John Randolph Foundation’s Responsive Grant aligns perfectly with this initiative, as it specifically targets projects that improve local health outcomes and enhance community quality of life.

ENCLOSED DOCUMENTS: Letter of Intent for PAD Program Expansion.

STAFF: Tabitha Martinez, Director of Recreation & Parks

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

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 Malik Wheat, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Lovena Rapole., Ward #7 |

Resolution No.: _____

**RESOLUTION AUTHORIZING APPLICATION FOR THE JOHN RANDOLPH
FOUNDATION RESPONSIVE GRANT**

WHEREAS, Hopewell Recreation and Parks is committed to providing safe, accessible, and high-quality recreational facilities and programs for residents and visitors throughout the City of Hopewell;

WHEREAS, the installation and maintenance of life-saving emergency response equipment within public recreational spaces enhances public safety and strengthens the City's ability to respond to sudden cardiac emergencies;

WHEREAS, the John Randolph Foundation Responsive Grant Program provides funding opportunities to support projects that improve the health, safety, and well-being of the communities it serves; and

WHEREAS, Hopewell Recreation and Parks desires to apply for funding through the John Randolph Foundation Responsive Grant Program to complete the outfitting of all City park spaces with a Public Access Defibrillation (PAD) Program, including the installation of Automated External Defibrillators (AEDs) and associated safety infrastructure at all remaining public recreational sites; Now, Therefore,

BE IT RESOLVED that the City Council of Hopewell, Virginia hereby authorizes Hopewell Recreation and Parks to prepare and submit an application for funding through the John Randolph Foundation Responsive Grant Program.

Adopted by the City Council of Hopewell, Virginia at a meeting held on _____.

Witness this signature and seal

Mayor Johnny Partin, Ward 3

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

ATTEST: _____
Sade' Allen, City Clerk

C-5

Resolution No.: _____

**RESOLUTION AUTHORIZING APPLICATION TO THE DEFENSE COMMUNITY
INFRASTRUCTURE PROGRAM (DCIP)**

WHEREAS, Hopewell Water Renewal (HWR) seeks authorization from the City Council of Hopewell, Virginia to apply for funding through the Defense Community Infrastructure Program (DCIP) in an amount not to exceed \$20,000,000, with no local cost share required for eligible construction activities, and with applications due on June 25, 2026;

WHEREAS, the Defense Community Infrastructure Program provides funding for infrastructure projects that support military installations and enhance military value through partnerships between local governments and defense communities;

WHEREAS, the proposed application will support construction-ready capital improvements and eligible equipment investments at the Hopewell Water Renewal Facility, in partnership with Fort Gregg-Adams and Prince George County;

WHEREAS, the specific scope and eligible uses of grant funds continue to be refined in coordination with project partners and program requirements; and

WHEREAS, the grant program does not require a local funding match for eligible hard construction costs; Now, Therefore,

BE IT RESOLVED that the City Council of Hopewell, Virginia, hereby authorizes the Office of the City Administrator, on behalf of the City of Hopewell, to prepare, execute, and submit an application for funding through the Defense Community Infrastructure Program (DCIP).

Adopted by the City Council of Hopewell, Virginia at a meeting held on _____.

Witness this signature and seal

Mayor Johnny Partin, Ward 3

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

ATTEST: _____
Sade' Allen, City Clerk

REGULAR BUSINESS

R-1



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 (1st Reading) regarding a Conditional Use Permit request from Yousef Abualia to operate a used automobile dealership on Parcel #025-0225, also identified as 3805 Oaklawn Blvd., in the B-4 Corridor Development District.

ISSUE: City Council amended the zoning ordinance in June 2025 to require a Conditional Use Permit for auto-related businesses in B-2, B-3, B-4, M-1, and M-2 districts.

RECOMMENDATION: Staff and Planning Commission recommend approval of the CUP request with conditions.

TIMING: Staff requests action on either the 1st or 2nd reading.

BACKGROUND: This CUP application was presented at a Planning Commission public hearing held on May 7, 2026. Planning Commission recommends approval (4-0) with staff's recommended conditions.

ENCLOSED DOCUMENTS: CUP application and supporting documents, staff report

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 Malik Wheat, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor John B. Partin, Ward #3 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Lovena Rapole., Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Ronnie Ellis, Ward #4 | | | |

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 Malik Wheat, Ward #6
- Councilor Lovena Rapole., Ward #7

City of Hopewell, Virginia
Project Narrative – Conditional Use Permit / Zoning Review
Proposed Used Car Dealership

Applicant: Joes Blvd Auto Sales LLC
Location: 3805 Oaklawn Boulevard, Hopewell, VA
Proposed Use: Used Automobile Sales

1. Project Description

The proposed project consists of operating a used automobile sales dealership at the existing commercial property located at 3805 Oaklawn Boulevard in Hopewell, Virginia. The dealership will focus on the sale of quality pre-owned vehicles to the public.

The existing building on the property will be used as the primary office for business operations, including customer service, sales processing, and administrative activities. The existing paved lot will be utilized for the display and parking of vehicles offered for sale. No major structural modifications to the building or expansion of the building footprint are planned at this time.

The project represents a reinvestment in an existing commercial property and will allow the applicant to continue growing their business while serving the residents of Hopewell and the surrounding communities.

2. Site Improvements

As part of the project, several improvements will be made to enhance the overall appearance and functionality of the property. These improvements will include:

- Seal coating the existing parking lot to improve its condition and provide a clean, refreshed appearance.
- Adding landscaping around the building and portions of the property to improve curb appeal and create a more attractive environment.
- General property maintenance and aesthetic upgrades to maintain a neat and professional business appearance.

These improvements are intended to enhance the visual quality of the site and contribute positively to the surrounding commercial corridor.

3. Compatibility with Surrounding Area

The proposed used car dealership is consistent with commercial uses in the surrounding area and will operate in a manner that is compatible with nearby businesses and properties. Business operations will consist primarily of daytime sales activity and vehicle display.

The use will not generate unusual noise, traffic, or environmental impacts beyond those typical of a standard commercial business. The existing site layout and parking areas are sufficient to accommodate the proposed use.

The planned landscaping and parking lot improvements will further enhance the property and contribute to the overall appearance of the area.

4. Consistency with the Comprehensive Plan

The proposed project supports the goals of the City of Hopewell's Comprehensive Plan by encouraging investment in existing commercial properties, supporting small business development, and strengthening the local economy.

By improving and maintaining the property, the project contributes to the continued revitalization and productive use of commercial areas within the city.

5. Public Welfare and Community Impact

The proposed dealership will provide a valuable service to the community by offering reliable used vehicles to local residents. The project will also contribute to the local economy and help maintain an active and well-maintained commercial property.

The planned improvements, including landscaping and seal coating of the lot, will enhance the property's appearance and promote a clean and professional environment that reflects positively on the surrounding area.

6. Statement of Appreciation

The applicant would like to sincerely thank the City of Hopewell for the opportunity to invest in and purchase a commercial property within the community. This project

represents an important step in expanding our business and establishing a permanent location where we can continue serving local customers.

We appreciate the City's consideration and support as we work to improve the property, expand our business operations, and contribute positively to the Hopewell business community.

Submitted by:

Yousef Abualia

Joes Blvd Auto Sales LLC



Application #: 20260255
(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 NON-REFUNDABLE

APPLICANT FILL IN ALL BLANKS

REQUEST	SITE ADDRESS: 3805 OAKLAWN BLVD HOPEWELL VA 23860		
	PARCELS #(s): 0250225	SITE ACREAGE: 0.76	ZONING DISTRICT: B4
	PROPOSED USE: USED CAR DEALERSHIP		
	AMENITY TO EXISTING CUP: <input type="checkbox"/>		
LEGAL OWNER	NAME(S): YOUSEF ABUALIA		
	MAILING ADDRESS: 601 WATERFRONT DR COLONIAL HEIGHTS VA 23834		
	REDACTED		REDACTED
APPLICANT <i>(if different than owner)</i>	MAILING ADDRESS:		
	EMAIL: Y.ABU@GMAIL.COM	PHONE:	
	<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> <p> <input type="checkbox"/> Site Plan <input type="checkbox"/> Project Narrative <input type="checkbox"/> CUP Checklist <input type="checkbox"/> Building Floor Plan <input type="checkbox"/> <u>Parking Plan.</u> <input type="checkbox"/> Other <input type="checkbox"/> Exterior Elevations </p>		

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.

Yousef Abualia
APPLICANT SIGNATURE

3/24/26
DATE

APPROVED
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Preapplication Meeting with Staff. Meeting Date: <u>3/24/26</u>
Application (PDF format and TWO printed copies)			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Complete application
<input checked="" 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 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 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 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 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)

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.

14. An assessment of how the proposal will impact the public welfare, property, or improvements in the vicinity.

15. An analysis of impacts on significant ecological, scenic or historic importance and how those impacts will be mitigated.

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 & Well-being			
<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

City of Hopewell, Virginia
Project Narrative – Conditional Use Permit / Zoning Review
Proposed Used Car Dealership

Applicant: Joes Blvd Auto Sales LLC
Location: 3805 Oaklawn Boulevard, Hopewell, VA
Proposed Use: Used Automobile Sales

1. Project Description

The proposed project consists of operating a used automobile sales dealership at the existing commercial property located at 3805 Oaklawn Boulevard in Hopewell, Virginia. The dealership will focus on the sale of quality pre-owned vehicles to the public.

The existing building on the property will be used as the primary office for business operations, including customer service, sales processing, and administrative activities. The existing paved lot will be utilized for the display and parking of vehicles offered for sale. No major structural modifications to the building or expansion of the building footprint are planned at this time.

The project represents a reinvestment in an existing commercial property and will allow the applicant to continue growing their business while serving the residents of Hopewell and the surrounding communities.

2. Site Improvements

As part of the project, several improvements will be made to enhance the overall appearance and functionality of the property. These improvements will include:

- Seal coating the existing parking lot to improve its condition and provide a clean, refreshed appearance.
- Adding landscaping around the building and portions of the property to improve curb appeal and create a more attractive environment.
- General property maintenance and aesthetic upgrades to maintain a neat and professional business appearance.

These improvements are intended to enhance the visual quality of the site and contribute positively to the surrounding commercial corridor.

))

represents an important step in expanding our business and establishing a permanent location where we can continue serving local customers.

We appreciate the City's consideration and support as we work to improve the property, expand our business operations, and contribute positively to the Hopewell business community.

Submitted by:

Yousef Abualia

Joes Blvd Auto Sales LLC



**REQUEST FOR A CONDITIONAL USE PERMIT
TO OPERATE A USED AUTOMOBILE DEALERSHIP ON
PARCEL #025-0225 IN THE B-4 DISTRICT,
LOCATED AT 3805 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, Yousef Abualia, requests a Conditional Use Permit to operate a used automobile dealership on Parcel #025-0225, also identified as 3805 Oaklawn Blvd., in the B-4 Corridor Development District. Staff and Planning Commission recommend approval of the request with conditions.

II. TENTATIVE SCHEDULE OF MEETINGS

BODY	DATE	TYPE	RESULT
Planning Commission	May 7, 2026	Public Hearing	Rec. Approval 4-0
City Council	June 9, 2026	Public Hearing/1 st Reading	Pending
City Council	June 23, 2026	2 nd Reading	Pending

III. IDENTIFICATION AND LOCATIONAL INFORMATION

Existing Zoning	B-4, Corridor Development District
Adjacent Zoning	B-4 all adjacent properties
Parcel size	0.76 acres / 34,412 sf
Legal Description	LOT 5R BLK 8 SUBDIVISION: CEDAR LEVEL
Election Ward	7
Future Land Use	Interchange Commercial
Strategic Plan Goal	Economic Development
Approval Method	City Council Resolution
Can Conditions be Set?	Yes
Map Location	Parcel #025-0225

IV. PUBLIC NOTIFICATION

PUBLIC HEARING	NOTIFICATION TYPE	DATE	DATE
Planning Commission	Progress-Index Ad	4/23/2026	4/30/2026
	Letter to Adj. Properties	4/23/2026	
City Council	Progress-Index Ad	5/26/2026	6/2/2026
	Letter to Adj. Properties	5/26/2026	

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.

City Council amended the B-4 ordinance on June 10, 2025 to require approval of a Conditional Use Permit for auto-related uses.

Conditional Use Permits in Hopewell run with the land and not the owner/applicant.

VI. APPLICABLE CODE SECTIONS

1. [Article XVII, Non-Conforming Uses, Section F, Non-Conforming Lots of Record](#)
2. [Article XI-A, Section A, Corridor Development District \(B-4\)](#)

VII. SUBJECT PROPERTY

The subject property is located at the corner of Oaklawn Blvd. and Ashland St. The property previously contained a Verizon store. The building is 1,923 square feet and will serve as the office for the automobile dealership. The parking lot contains 31

parking spaces which are all set back from the road. Two landscaped parking lot islands are also present. The parking lot is in moderate condition.

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. For auto sales uses, potential negative impacts associated with displays and parking should be considered.

The property has an existing parking lot containing 31 parking spaces and 2 landscaped islands. The parking area is set back approximately 50 feet from the road edge and will not cause visual obstruction of oncoming traffic. The 1,923 square foot commercial building is a sufficient size to accommodate a business office and customer service.

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) designates this area as Corridor Commercial. A commercial automobile dealership is appropriate at this location.

XI. STAFF RECOMMENDATION

Staff recommends approval of the CUP request from Yousef Abualia to operate a used automobile dealership on Parcel #025-0225, also identified as 3805 Oaklawn Blvd., with the following conditions:

- 1) The parking lot shall be professionally seal-coated and striped to identify all parking spaces in accordance with the specifications detailed in Article XVIII, Sec. E - Off-Street Parking of the Hopewell Zoning Ordinance.
- 2) A parking plan shall be submitted to the Development Department for review/approval showing parking spaces dedicated for customers and vehicle display.
- 3) All vehicles will be parked in designated parking spaces. Parking on grass or the use of ramps or lifts is prohibited.
- 4) Parking lot landscaped islands shall be mulched and maintained to be free of weeds and overgrowth.
- 5) Street trees shall be installed in accordance with Article XVIII, Sec. B – Landscaping of the Hopewell Zoning Ordinance.
- 6) The pole of the pole sign shall be painted if it is to be utilized for the automobile dealership signage. If it is not to be utilized, the pole sign shall be removed. All signage is subject to the regulations set forth in Article XVIII, Sec. F – Signage.
- 7) Excessive decoration with pennants, lights, signage, or other method to draw attention is prohibited.
- 8) Vehicle washing is not permitted on the property.
- 9) The use and premises must comply with all local, state and federal laws and regulations.
- 10) All conditions must be met prior to the issuance of business zoning approval.

XII. PLANNING COMMISSION RECOMMENDATION

The Hopewell Planning Commission voted 4-0 to recommend approval of the Conditional Use Permit request submitted by Yousef Abualia to operate a used automobile dealership on Parcel #025-0225, also identified as 3805 Oaklawn Blvd., with staff's recommended conditions.

XIII. PUBLIC COMMENT

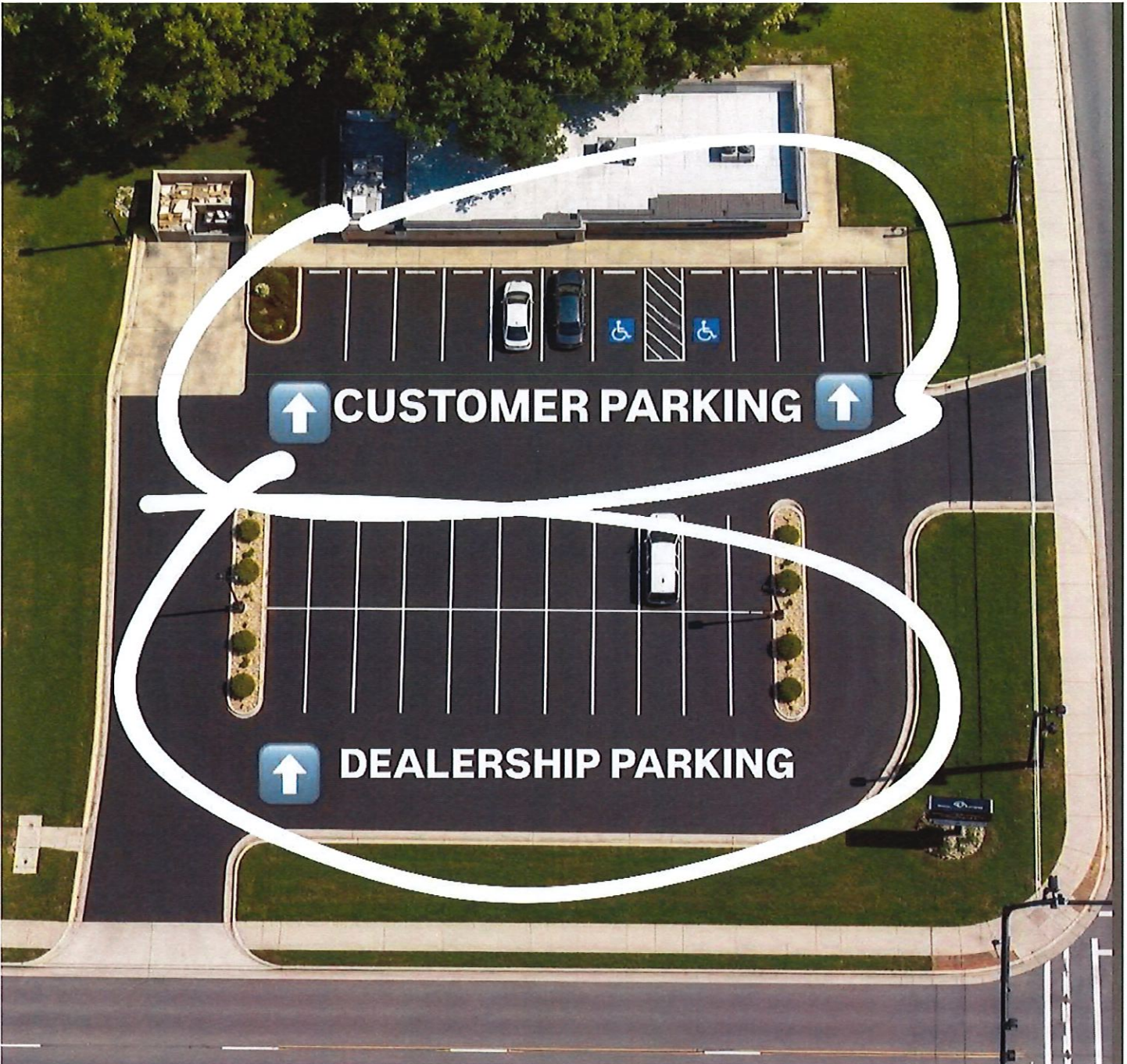
None received to date.

APPENDIX B - STREETVIEW



APPENDIX B – AERIAL & MAP





CUSTOMER PARKING



DEALERSHIP PARKING

Resolution No: _____

**RESOLUTION FOR CONDITIONAL USE PERMIT FOR
PARCEL #025-0225**

WHEREAS, Va. Code § 15.2-2286 and § 15.2-2303 gives localities authority to approve subdivisions, plats, site plans or plans of development along with the authority to permit special exceptions, special uses or conditional uses in its local zoning ordinances;

WHEREAS, the applicant, Yousef Abualia, seeks approval for a conditional use permit application to operate a used automobile dealership on the property identified as Parcel #025-0225 located at 3805 Oaklawn Blvd., Hopewell, Virginia; and

WHEREAS, the applicant's anticipated use of the property does not adhere to existing zoning local ordinances and therefore requires additional approval from the City Council of Hopewell, Virginia to ensure that the proposed use is appropriate; NOW THEREFORE,

BE IT RESOLVED, that Council approves the conditional use permit application to operate a used automobile dealership on Parcel #025-0225 with the following conditions:

- 1) The parking lot shall be professionally seal-coated and striped to identify all parking spaces in accordance with the specifications detailed in Article XVIII, Sec. E - Off-Street Parking of the Hopewell Zoning Ordinance.
- 2) A parking plan shall be submitted to the Development Department for review/approval showing parking spaces dedicated for customers and vehicle display.
- 3) All vehicles will be parked in designated parking spaces. Parking on grass or the use of ramps or lifts is prohibited.
- 4) Parking lot landscaped islands shall be mulched and maintained to be free of weeds and overgrowth.
- 5) Street trees shall be installed in accordance with Article XVIII, Sec. B – Landscaping of the Hopewell Zoning Ordinance.
- 6) The pole of the pole sign shall be painted if it is to be utilized for the automobile dealership signage. If it is not to be utilized, the pole sign shall be removed. All signage is subject to the regulations set forth in Article XVIII, Sec. F – Signage.
- 7) Excessive decoration with pennants, lights, signage, or other method to draw attention is prohibited.
- 8) Vehicle washing is not permitted on the property.
- 9) The use and premises must comply with all local, state and federal laws and regulations.
- 10) All conditions must be met prior to the issuance of business zoning approval.

ADOPTED BY THE CITY COUNCIL OF HOPEWELL, VIRGINIA on _____, 2026

Mayor Johnny Partin, Ward 3

Resolution No: _____

VOTING AYE:

VOTING NAY:

ABSENT:

ABSTAINING:

Witness this signature and seal

ATTEST:

Sade' Allen, City Clerk

R-2



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 to solicit public comments on the City’s Community Development Block Grant (CDBG) proposed 2026-2027 Annual Action Plan and funding priorities.

ISSUE: The City’s CDBG Citizen Participation Plan requires two public hearings each year to solicit public comment. The first public hearing was held on May 12, 2026. This is the second public hearing.

RECOMMENDATION: Staff recommends approval of the proposed Annual Action Plan.

TIMING: The City is required to submit its Annual Action Plan to HUD by August 16th.

BACKGROUND: The CDBG Committee met on May 13, 2026 and voted 4-0 to recommend the Annual Action Plan and related funding to the full the City Council.

ENCLOSED DOCUMENTS: Presentation

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 Malik Wheat, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Mayor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Lovena Rapole., Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Ronnie Ellis, Ward #4			



COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING

Program Year 2026-2027

MISSION OF HUD & PURPOSE OF CDBG PROGRAM

- The City of Hopewell is a Community Development Block Grant (CDBG) Entitlement community.
- HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all.
- CDBG fund expenditures must meet at least one of three national objectives:
 - 1) Benefit to Low-to-Moderate Income persons
 - 2) Prevention or elimination of slums and blight
 - 3) Urgent Need

PAST AND CURRENT CDBG FUNDING

Year	Allocation
2020	\$210,670
2021	\$225,151
2022	\$225,305
2023	\$236,121
2024	\$242,417
2025	\$239,391
2026	\$263,796
Total PY20 - PY26	\$1,642,851

HUD CAPS

20% - ADMINISTRATION
 15% - PUBLIC SERVICE
 65% - HOUSING
 INFRASTRUCTURE
 UTILITIES
 PUBLIC FACILITIES
 PARKS

PY2026-2027

\$52,759 – ADMINISTRATION
\$39,569 – PUBLIC SERVICE
\$171,467 – NON-PUBLIC SERVICE

2025-2030 DRAFT CONSOLIDATED PLAN GOALS

PRIORITY NEEDS	GOALS / PROJECT TYPES
Affordable Housing	Owner-Occupied Rehab Assistance
Reduce Poverty	Neighborhood Cleanups
Homelessness	Public Infrastructure Improvements
Owner-Occupied Housing Rehab	Ending Homelessness
Food Security	Employment Training
Child and Youth Services	Senior Services
Domestic/Sexual Victim Services	Youth Services
Safe and Efficient Infrastructure	Domestic Violence Victim Services
General Administration/Planning	Child Care Services
	Food Banks
	Recreational Facilities

FY2026-2027 ANNUAL ALLOCATION

GENERAL ADMINISTRATION (20% CAP)

Recommended Amount	Project	Organization	Description	Goal
20% of allocation \$52,759	General Administration	City of Hopewell- Department of Development	Provides funds to manage all aspects of grants management for HUD funds including budgeting, written agreements, reporting, compliance management and monitoring, advertising and fair housing.	Maintain effective government with optimal management and service practices, fully compliant with federal programs

FY2026-2027 ANNUAL ALLOCATION

PUBLIC SERVICE (15% CAP)

Recommended Amount	Project	Organization	Description	Goal	Beneficiaries
\$5,000	Entrepreneurship Development	Hebron	After-school educational program	Youth Services	10
\$10,000	Child Abuse Prevention	Healthy Families	Provides counseling to at-risk families	Youth Services	85
\$12,569	Domestic Violence Intervention	The James House	Provides case management support for victims and families of domestic/sexual/dating violence.	Family Services	200
\$5,000	Hope Connect	Crater Community Hospice	Hospice and supportive care to LMI residents	Senior Services	15

\$39,569 total

FY2026-2027 ANNUAL ALLOCATION

HOUSING REHABILITATION

Recommended Amount	Project	Organization	Description	Goal	Beneficiaries
\$171,468	Housing Rehabilitation	Project Homes	Rehabilitates homes owned by income eligible homeowner households	City Beautification; Neighborhood Revitalization	8

\$171,468 total

2026-2027 DRAFT CDBG BUDGET

FY2026-2027 Annual Allocation		
Public Service	Project Type	Amount
The James House	Domestic Violence Services	\$12,569
Healthy Families	Prevention of Child Abuse	\$10,000
Hebron	Youth Services	\$5,000
Crater Community Hospice	Senior Services	\$12,000
Housing	Project Type	Amount
Project Homes	Critical Home Repair	\$171,468
Administration		\$52,759

\$263,796 total

PUBLIC COMMENT PERIOD

- ❖ Starts June 10, 2026 for 30 days
- ❖ Information available at:
 - ❖ Website: www.hopewellva.gov/cdbg
 - ❖ Email: devdept@hopewellva.gov
 - ❖ Department of Development
300 N. Main St.
Hopewell, VA 23860
(804) 541-2220
- ❖ Paper copies available at:
 - Appomattox Regional Library
 - Hopewell Community Center
 - HRHA Main office
 - Department of Development lobby



QUESTIONS?

Resolution No: _____

**CDBG BUDGET RESOLUTION FOR
FISCAL YEAR 2026-2027**

WHEREAS, the City of Hopewell is an entitlement community under the Community Development Block Grant (CDBG) Program and receives an annual allocation of federal funds from the United States Department of Housing and Urban Development (HUD);

WHEREAS, CDBG funds are intended to benefit low- and moderate-income persons, aid in the prevention or elimination of slums and blight, or address urgent community needs resulting from conditions that pose a serious and immediate threat to the health and welfare of residents;

WHEREAS, federal regulations require the City Council to conduct a public hearing and approve the allocation of CDBG funds for eligible activities and programs; and

WHEREAS, the City continues to identify and address community development, housing, public service, and infrastructure needs that are eligible for funding under the CDBG Program; Now, Therefore,

BE IT RESOLVED by the City Council of Hopewell, Virginia, that the Community Development Block Grant (CDBG) Program Budget for Fiscal Year 2026–2027, as presented herein, is hereby approved and adopted, and that City staff are authorized to administer the program and expend funds in accordance with applicable federal, state, and local requirements.

Community Development Block Grant Fund -052

Estimated Revenues:

From Federal Sources FY2026-2027 \$263,796.00

Appropriations:

Grants Administration	\$52,759.00
Hebron Rocks and Rulers	\$5,000.00
The James House	\$12,569.00
Hopewell/Prince George Healthy Families	\$10,000.00
Crater Community Hospice	\$12,000.00
Project Homes	\$171,468.00

Adopted by the City Council of Hopewell, Virginia at a meeting held on _____.

Witness this signature and seal

Mayor Johnny Partin, Ward 3

Resolution No: _____

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

ATTEST: _____
Sade' Allen, City Clerk

R-3

Traffic Calming Measures

Joshua Sementelli

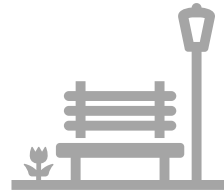
June 9th, 2026



Background



Traffic calming measures are safety devices designed to reduce vehicle speeds, alleviate cut-through traffic, and improve pedestrian and bicycle safety



These devices are commonly used in:

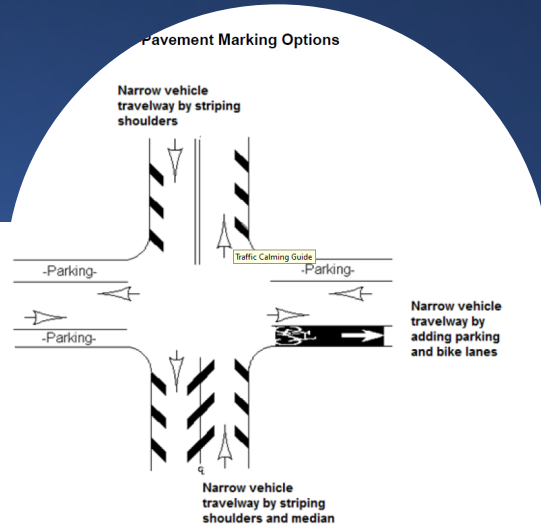
Residential areas
Near schools & parks
Areas where cut-through traffic is common



Steps taken to implement traffic calming measures

Conduct engineering study & review
Design a conceptual plan
Garner community/neighborhood support
Approval from local officials
Implementation

Types of Traffic Calming Measures



- Non-Intrusive Devices:
 - Community gateways signs, narrowing pavement markings, pole mounted speed display signs, or signage denoting additional fines for speeding
- Vertical Devices:
 - Speed humps, speed lumps, speed tables, or raised intersections/crosswalks
- Horizontal Devices:
 - Raised medians, curb extensions/chokers

Considerations to Take Into Account



- Emergency vehicle response time
- Noise increase in neighborhoods
- Snow plow removal
- Damage to low-clearance vehicles
- Increased maintenance costs due to additional wear & tear

QUESTIONS?

**AN ORDINANCE AMENDING HOPEWELL CITY CODE
CHAPTER 33 (STREETS AND SIDEWALKS)**

WHEREAS, Va. Code §§ 15.2-1427 and 15.2-1433 enable a local governing body to adopt, amend, and codify ordinances or portions thereof;

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 Va. Code § 15.2-1427; and

WHEREAS, the full text of this proposed ordinance amendment was available for the public and was adopted by Council at public hearing held on May 26, 2026; Now Therefore

BE IT ORDAINED, by the City Council of Hopewell, Virginia that Hopewell City Code §33.10 and §33.14 are hereby amended as set forth below:

CHAPTER 33- STREETS AND SIDEWALKS

Article I – In General

Sec. 33-10. - Obstructions generally.

- (a) No person ~~shall~~ *may* obstruct a street, sidewalk or the space vertically above ~~it the same~~ by placing therein anything ~~whatsoever which~~ *that* will hinder or obstruct the passage of persons or vehicles in any manner ~~whatsoever~~. ~~Any person violating~~ *A violation of this section shall be guilty of* is a Class 4 misdemeanor, and every hour ~~that~~ the violation continues may, ~~in the discretion of the general district court,~~ be held to be a separate offense.
- (b) *No person may construct, place, or maintain any bump, fence, gate, chain, bar, sawhorse, or any other obstruction on a street. The word "street", as used in this section, means any roadway accessible to the public for vehicular traffic, including private streets or access lanes, as well as all public streets and highways.*
- (c) This section ~~shall~~ *does* not apply to ~~any an~~ *an* obstruction ~~or activity~~ specifically authorized by other provisions of this ~~chapter~~ Code.

State law ref.: Va. Code §§ 15.2-2001 and -2028.

(Code 1963, § 35-36)

Sec. 33-14. - ~~Obstructing street with gates, chains, etc.~~ *Traffic calming measures.*

- (a) ~~No person shall erect, construct, place or maintain any bumps, fences, gates, chains, bars, pipes, wood or metal horses or any other similar type of obstruction in or on any street within the city. The word "street", as used in this section, shall mean any roadway accessible to the public for vehicular traffic, including, but not limited to, private streets or access lanes, as well as all public streets and highways within the city.~~
- (b) ~~The council may authorize speed bumps in parks, playgrounds, and other recreational areas.~~

Ordinance No: _____

In this section, "traffic calm measures" means any equipment, whether permanently affixed or moveable, and any activity, whose purpose is to lower vehicle speeds on a street without restricting access, or to alleviate other issues such as motorists using neighborhood streets to bypass other nearby roads. It includes, without limitation, speed bumps, signage, barriers, planters.

The Chief of Police, the Fire Chief, and the Director of Public Works will meet regularly, but at least once per year, to determine whether and where to set up traffic calming measures. Traffic calming measures may be set up on a street or elsewhere, as necessary. A decision to set up traffic calming measures must be unanimous. Where the decision is not unanimous, two of those officials may seek a resolution from City Council to set up the traffic calming measures.

State law ref.: Va. Code §§ 15.2-2001 and -2028.

(Ord. No. 79-17, 5-22-79; Ord. No. 87-1, 2-10-87)

DONE this _____ day of _____

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

Mayor Johnny Partin, Ward 3

Witness this signature and seal

ATTEST:

Sade' Allen, City Clerk

R-4

**RESOLUTION TO CONSIDER APPOINTMENTS TO THE
HOPEWELL SCHOOL BOARD**

WHEREAS, Va Code § 22.1-29.1 requires that a public hearing be held prior to the appointment of members to a local school board;

WHEREAS, the City Council of Hopewell, Virginia has duly advertised and scheduled a public hearing for June 9, 2026, to receive public comment regarding candidates for appointment to the Hopewell School Board;

WHEREAS, Chapter IV, Section 4 of the Charter of the City of Hopewell grants the City Council the authority to appoint members of the Hopewell School Board;

WHEREAS, the City Council desires to consider the qualifications and public input regarding the following candidates for appointment to the Hopewell School Board:

- Sha'Rah Fuller
- Ruth Johnson
- William Butler
- Brenda Pelham
- Jackie Shornak

NOW, THEREFORE, BE IT RESOLVED by the City Council of Hopewell, Virginia, that following the public hearing conducted on June 9, 2026, Council hereby appoints _____ and _____ to the Hopewell School Board.

BE IT FURTHER RESOLVED that any appointment made by Council becomes effective upon the appointee meeting all qualification requirements and taking any oath required by law.

Adopted by the City Council of Hopewell, Virginia at a meeting held on June 23, 2026

Witness this signature and seal

Mayor Johnny Partin, Ward 3

VOTING AYE:

VOTING NAY:

ABSTAINING:

Resolution No. _____

ABSENT:

ATTEST: _____

Sade' Allen, City Clerk

R-5

RESOLUTION AMENDING FY2026 BUDGET TO REASSIGN WARD 4 TRAVEL AND COMMUNICATION FUNDS TO WARD IMPROVEMENT FUNDS

WHEREAS, at a meeting of the City Council of Hopewell, Virginia held on May 27, 2025, a budget of the estimated expenditures for the fiscal year beginning July 1, 2025, and ending June 30, 2026, showing the expenditures of the preceding year, the amount appropriated for the current year, and the proposed expenditures for the ensuing twelve months was introduced in its complete form;

WHEREAS, in that budget, approved by Council, there are appropriated expenditures to pay for city services;

WHEREAS, Councilor Ellis has requested Council to consider an amendment to that appropriation to redirect the entirety of the Ward 4 Travel and Communication funds to the Ward Improvement funds, as allowed under Va. Code § 15.2-2507; and

WHEREAS, such funds are to be used in accordance with the guidelines of the plan summarized below:

The funds in the following categories will be re-appropriated to Ward Improvement funds for Ward 4.

Travel:	\$ 4,000
Communication funds:	<u>\$ 3,000</u>
Total -	\$ 7,000

BE IT RESOLVED by the City Council of Hopewell, Virginia, that the amendment to the Fiscal Year 2026 budget described above is hereby approved and adopted.

Witness this signature and seal

Mayor Johnny Partin, Ward 3

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

ATTEST:

Sade' Allen, City Clerk

R-6



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: Reallocation of Aquatic Salary Savings to the Capital Improvement Program (CIP).

ISSUE: The Recreation & Parks Department has identified available salary savings within the Aquatics Division due to position vacancies. Approval is requested to reallocate these salary savings to the CIP fund to support the development of a comprehensive master plan for department.

RECOMMENDATION: Staff recommends that City Council approve the reallocation of Aquatic Division salary savings to the Recreation & Parks Capital Improvement Program to fund necessary master planning services.

TIMING: At the June 9, 2026, City Council Meeting.

FISCAL IMPACT: This action reallocates existing FY 2026 Aquatics salary savings. No new funding is required. Funds will be transferred from the departmental operating budget to the Recreation & Parks CIP account designated for master plan.

BACKGROUND: The Recreation & Parks Department is undertaking a comprehensive update of its citywide Master Plan to evaluate existing facilities, parks, programs, and long-term capital needs. This planning effort will provide a unified vision for recreation services, infrastructure investment, and community priorities over the next 10–20 years. To ensure that the plan includes detailed facility assessments and future design concepts, professional engineering and architectural services are required. Salary savings within the Aquatics Division present an opportunity to support this work without requesting new appropriations. Reallocating these

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 Malik Wheat, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor John B. Partin, Ward #3 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Lovena Rapole., Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Ronnie Ellis, Ward #4 | | | |

funds will help advance a holistic master planning process that strengthens the entire recreation system, including aquatic facilities, parks, trails, recreation centers, and operational strategies.

ENCLOSED DOCUMENTS: Resolution to reallocate funding.

STAFF: Tabitha Martinez, Director of Recreation & Parks

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 Malik Wheat, Ward #6
- Councilor Lovena Rapole., Ward #7

PAD Program Expansion

JRF 2026 Responsive Grant Application

Hopewell Recreation & Parks

Mrs. Rebecca Johnson
100 W City Point Rd
Hopewell, VA 23860

tmartinez@hopewellva.gov
O: 804-541-2353

Ms. Tabitha Martinez

100 W. City Point Road
Hopewell, VA 23860

tmartinez@hopewellva.gov
O: 804-541-2353

LOI Form

Project Overview

This Letter of Intent (LOI) is used for multiple funding sources at John Randolph Foundation, including our health legacy fund from the sale of John Randolph Hospital in 1995 as well as donor-initiated funds. As you complete this form, please consider it as a way to introduce your organization to someone who is not familiar with your work. Your LOI may be shared with our donors to increase their knowledge of your organization and to give them the opportunity to fund your project. Renewing grantees, please note that while you can copy and paste your answers from last year, the prompts for certain questions have changed. Please take time to read each question thoroughly to ensure that you provide complete answers.

Project Name*

PAD Program Expansion

Total Project Cost*

This is the total cost of the project, program(s), or purchases that will occur between January 1 - December 31, 2027.

\$100,000.00

Amount Requested from John Randolph Foundation*

This is the amount you are requesting from the Foundation for the project, program(s), or purchases that will occur between January 1 - December 31, 2027.

\$100,000.00

Type of Request*

Please select which type(s) of funding are included in your request.

Capital Project Support / Special Equipment

Service Area*

Select all the communities that your project will serve with the funding requested. Organizations must still serve one or more of the communities listed to be eligible for a grant, but we are no longer weighting them as primary, secondary, and tertiary.

Hopewell

Applicant Profile*

Applicants are considered to be new if they have never applied to JRF before, have been previously declined, or are applying for a new or different project.

New Applicant

For New Applicants

Organization's Mission Statement*

To provide diverse recreational and educational opportunities that inspire individuals of all ages and abilities to play, learn, and explore.

Core Programs and Services*

Please give us a full picture of what your organization does by listing your core programs and/or service offerings, even if they are not part of your request today.

Our organization provides a comprehensive range of programs and services designed to support health, wellness, recreation, and community engagement for residents of all ages.

Aquatics delivers pool operations, lifeguard services, water safety education, swim lessons, and aquatic fitness opportunities. Athletics coordinates youth and adult leagues, clinics, tournaments, and the use of athletic facilities. Community Programs offers enrichment classes, out-of-school time programming, family activities, and creative outlets that encourage learning and social connection. Our Events division oversees city-wide celebrations, festivals, concerts, and special gatherings that strengthen community pride. Parks is responsible for the maintenance and enhancement of parks, trails, open spaces, facilities, and athletic fields, ensuring clean, safe, welcoming, and sustainable environments. The Recreation Center provides daily programs and services, serving as a friendly, safe hub where residents can gather, stay active, and engage with their community.

Together, these core offerings create a vibrant, inclusive system that promotes health, happiness, and meaningful community engagement across the city.

How did you learn about JRF's funding opportunities?*

What led to you apply for a grant from John Randolph Foundation? Have you spoken to a JRF staff or board member about your application? (Meeting with a JRF representative is not required before applying but it is encouraged. Please contact Asha I. Hopson, Grant Program Associate, at ahopson@johnrandolphfoundation.org or Kevin S. Foster, Executive Director, at kfoster@johnrandolphfoundation.org)

I first learned about JRF's funding opportunities during a previous grant cycle as an awardee, and I have continued to stay informed through the Foundation's website and community updates. The positive experience I had with JRF, along with the measurable impact their support made, motivated me to apply again.

I chose to seek funding from the John Randolph Foundation because its mission and priorities closely align with the goals of my project. JRF's commitment to strengthening the local community and supporting programs that create meaningful, lasting impact makes the Foundation an ideal partner.

I have spoken with Ms. Aisha regarding this application, and our conversation was helpful in clarifying the process and ensuring my proposal aligns with JRF's focus areas. I appreciate her guidance and the Foundation's continued openness and support.

Type of Organization*

Governmental Instrumentality or Political Subdivision

Tax-Exempt Status

Upload documentary evidence of IRS tax-exemption, for example, IRS 501c(3) Letter of Determination; or fiscal sponsorship by an IRS-designated tax exempt organization. Government entities or instrumentalities must provide a letter of support/recommendation from the local governing body. Faith-based organizations must provide a letter of support/recommendation from the governing board of the organization. Applications that fail to meet this requirement will not be considered.

COH Tax Exemption .png

Project Details

Cause Area of Project*

John Randolph Foundation support a variety of causes through our healthy legacy fund and donor-initiated funds. Please choose which cause area your project most closely aligns with.

Disaster & Emergency Response

Project Narrative*

Please tell us about the purpose of your project. Be sure to address: community need; target audience; timeline (one-time vs. ongoing); and the outcomes you hope to achieve, including how your organization intends to measure success.

The purpose of our project is to expand the Public Access Defibrillation (PAD) Program to the remaining six sites in our network in order to address a critical community need: rapid access to lifesaving emergency response tools. Sudden cardiac arrest remains one of the leading causes of preventable death, and survival depends heavily on immediate intervention. Communities without readily available automated external defibrillators (AEDs) face significantly lower survival rates—often less than 10 percent—compared to 60–70 percent when an AED is used within minutes. This gap illustrates the urgent need for broader and more equitable access to PAD resources.

The target audience for this project includes community members, staff, and local partners across the city. Our goal is to ensure that individuals in these areas—particularly those in high-traffic or higher-risk environments—benefit from increased safety, preparedness, and timely access to intervention.

This expansion represents a one-time initiative.

The outcomes we hope to achieve include increased emergency preparedness, improved response times to cardiac events, and ultimately, higher survival rates within each participating community. We will measure success through several key indicators: the number of trained staff and community responders, AED usage and response data, site compliance with PAD protocols, and documented improvements in emergency outcomes over time. Tracking these metrics will allow us to evaluate impact, ensure accountability, and continuously strengthen the program.

With support from the John Randolph Foundation, we can accelerate the expansion of these proven interventions and deliver meaningful, measurable improvements in community health and safety across all remaining sites.

Performance Objectives / Outputs*

What specific actions or activities will this grant fund? Please quantify as much as possible, using bullet points when applicable. If awarded a grant, this section will be used to create your letter of agreement.

Grant funds will support the following activities:

- Install climate-controlled Public Access Defibrillation (PAD) units at seven remaining program sites.
- Equip each PAD unit with a fully functional, FDA-approved automated external defibrillator (AED).
- Install security cameras at each site to ensure proper monitoring, safety, and protection of equipment.
- Install electricity to sites that do not have it currently.
- Conduct site-specific assessments to determine optimal placement for each PAD unit and camera.

Project Management*

Please list the names, titles, and qualifications of the individual(s) who will be primarily responsible for implementing and managing the project.

Tabitha Martinez, Director of Recreation and Parks

Qualifications: Provides overall leadership for the project, with experience managing community programs, coordinating multi-site initiatives, and overseeing implementation, compliance, and partnerships.

Project Budget*

Please provide a line by line budget of how the requested funds will be spent. Please provide further explanation in the text box.

PAD phase 2-project-budget-detailed.xlsx

The requested funds will support the purchase and installation of Automated External Defibrillators (AEDs) and all necessary components, including pads, batteries, and mounting stands (33,066). Additional funding is allocated for electrical installation to ensure units are properly and safely connected across all designated locations (38,804). Security measures are included to safeguard equipment and maintain compliance with safety standards (19,000). A contingency amount (9,130) is also incorporated to cover unforeseen expenses and ensure project completion without interruption. Overall, the budget ensures full implementation, reliability, and long-term sustainability of the AED program.

Other Project Funders*

Please list any other funders supporting this project and the respective funding amounts (may be estimated). If you have requested funding but not yet received confirmation from the funder, please note that.

I would like to note that in Fiscal Year 2028, I will be seeking additional funding from the City of Hopewell to support ongoing upkeep as well as the subscription fees required for the program. If approved, these funds will ensure the system remains fully functional and sustainable in the long term.

Additional Documents (Optional)

COMBINE MULTIPLE FILES INTO ONE ATTACHMENT. If you would like to share additional documents such as workbooks, curriculum, program pictures, newsletters, reports, etc., please upload them here and briefly explain how they relate to your proposal. Please combine your files before uploading.

QUOTES FOR HRP PAD PHASE 2 PROGRAM.pdf

The attached documents support the proposal by outlining the full scope and cost. The old camera quote shows past equipment needs, the current electrical quote details required work at the seven sites, and the

equipment cart lists the cameras and hardware needed. Together, they show the necessary infrastructure and expenses for the project.

Electronic Signature

Enter your full name, job title, and date of LOI submission.

Full Name*

Tabitha Martinez

Title*

Director

Date*

05/27/2026

Confirmation*

By entering your signature information above and clicking "I Agree" below, you certify that the statements contained in this LOI are true and correct to the best of your knowledge and belief.

I Agree

File Attachment Summary

Applicant File Uploads

- COH Tax Exemption .png
- PAD phase 2-project-budget-detailed.xlsx
- QUOTES FOR HRP PAD PHASE 2 PROGRAM.pdf

Form ST-12

COMMONWEALTH OF VIRGINIA
SALES AND USE TAX CERTIFICATE OF EXEMPTION

*For use by the Commonwealth of Virginia, a political subdivision
of the Commonwealth of Virginia, or the United States*

To: _____ Date: 01/01/2025
Name of Dealer

Number and Street or Rural Route City, Town, or Post Office State ZIP Code

The Virginia Retail Sales and Use Tax Act provides that the Virginia sales and use tax shall not apply to tangible personal property for use or consumption by this State, any political subdivision of this State, or the United States. This exemption does not apply to sales or leases to privately owned financial and other privately owned corporations chartered by the United States.


The undersigned, for and on behalf of the governmental agency named below, hereby certifies that all tangible personal property purchased or leased from the above dealer on and after this date will be for use or consumption by a governmental agency, that each such purchase or lease will be supported by the required official purchase order, and that such tangible personal property will be paid for out of public funds. Check the appropriate box below.

- 1. Tangible personal property for use or consumption by the Commonwealth of Virginia, including prepared meals, catering, and other services related to the provision of food.
- 2. Tangible personal property for use or consumption by a political subdivision of the Commonwealth of Virginia, including prepared meals, catering, and other services related to the provision of food.
- 3. Tangible personal property and taxable services for use or consumption by the United States.

City of Hopewell, VA 54-6001354
Name of Governmental Agency

300 N. Main Street Hopewell VA 23860
Number and Street or Rural Route City, Town, or Post Office State ZIP Code

I certify I am authorized to sign this Certificate of Exemption and that, to the best of my knowledge and belief, it is true and correct, made in good faith, pursuant to the Virginia Retail Sales and Use Tax Act.

By:  1/2/25
Signature Title

Information for dealer: A dealer is required to have on file only one Certificate of Exemption, properly executed by the governmental agency buying or leasing tax exempt tangible personal property under this Certificate.

Public Access Defibrillation (PAD) Program Phase II



Project Budget

Project Info

Budget Summary

Project Lead: Tabitha
Start Date: 1/1/2027

Budget	Actual	Under(Over)
\$ 100,000	\$ -	\$ 100,000

Tasks	Labor		Materials		Fixed Costs			Budget	Actual	Under(Over)
	Hrs	Rate	Units	\$/Unit	Material	Travel	Other			
Itemized								\$ 100,000	\$ -	\$ 100,000
AEDs, Pads, Batteries, and Stands								33,066.00	-	33,066.00
Electrical Installation								38,804.00		38,804.00
Security								19,000.00		19,000.00
Contingency								9,130.00		9,130.00



7905 Browning Road, Suite 104
Pennsauken, NJ 08109

Price Quotation

Quote Number 2025-04-29-HVA53

Date Created 4/30/2025

Bill To: City of Hopewell, VA
300 N. Main Street
Hopewell, VA 23860

Ship To:

Gridless Contact: Ryan Dwyer
r.dwyer@gridless.com
(267) 980-4212

Customer Contact: Jay Rezin
jrezin@hopewellva.gov
(804) 541-2200

Product	Description	List Price	Discount	Ext. Price	Qty	Total Price
GS0-VKD-1H4L	Gridless Sentry 0: Electronics kit in a rugged case with long range antenna. Includes four 30W PoE ports and one 60W PoE port for equipment. Requires modem.	\$999.00	20%	\$799.20	3	\$2,397.60
CD43-256E-HW	Outdoor Dome Camera, 5MP, Fixed Lens, 256GB of Storage, Maximum 30 Days of Retention	\$1,199.00	30%	\$839.30	6	\$5,035.80
LIC-CAM-3Y-CAP	3-Year Camera License, Capacity Increase	\$549.00	30%	\$384.30	6	\$2,305.79
ACC-MNT-POLE-1	For mounting cameras to circular poles 2" to 6" in diameter	\$209.00	30%	\$146.30	5	\$731.50
ACC-MNT-ARM-1	Arm Mount	\$99.00	30%	\$69.30	5	\$346.50
ACC-MNT-PEND-1	Pendant Cap Mount	\$69.00	30%	\$48.30	5	\$241.50
GC31-E-HW	Verkada GC31 Cellular Gateway, Outdoor	\$1,299.00	30%	\$909.30	2	\$1,818.60
GC31-HW-NA	Verkada GC31 Cellular Gateway, Indoor, North America Type B Plug	\$899.00	30%	\$629.30	3	\$1,887.90
LIC-GC-3Y-CAP	3-Year Cellular Gateway License, Includes Unlimited Data for Verkada Non-Video Devices, Capacity Increase	\$849.00	30%	\$594.30	5	\$2,971.50
GS-LIC-3Y	3 Year Gridless Sentry License	\$549.00	20%	\$439.20	3	\$1,317.60

Notes: Qty (6) CD43's to be connected via GC31's outdoor. Constant power available for each.

Terms: 1. Sales Tax is not included in this quote unless otherwise specified.
2. The values in this quote do not include import duties, taxes, and fees, where applicable.
3. All use of the products will be subject to the Gridless Terms and Conditions.
4. Quote is valid for 30 days.

Subtotal	\$19,054.29
Shipping	\$685.00
Total	\$19,739.29

Not included

- Painting, Patching.
- Overtime.
- AED, cabinet, pedestal, concrete, bollards & cameras.
- Utility & engineering fees.

Materials \$10,604.00

Labor \$20,240.00

Equipment \$2,960.00

Total \$33,804.00

If you should have any questions or concerns regarding this proposal, please do not hesitate to call.






Free shipping on orders \$200+



(844) 233-1600

Your cart

[Continue shopping](#)

PRODUCT	TOTAL	QUANTITY	TOTAL
 <p>Philips OnSite Pediatric Pads Cartridge \$125.00</p>	\$250.00	- 2 +	\$250.00
 <p>Philips OnSite Pads Cartridge \$89.00</p>	\$178.00	- 2 +	\$178.00
 <p>Philips HeartStart OnSite / Home / FRx Battery \$205.00</p>	\$410.00	- 2 +	\$410.00
 <p>Philips HeartStart OnSite AED \$1,609.00</p>	\$11,263.00	- 7 +	\$11,263.00
<p>Carrying Case: Philips Standard Carry Case RescueHub AED Tower</p>			
 <p>\$2,995.00</p> <p>Purchase Options: RescueHub Only - No AED</p>	\$20,965.00	- 7 +	\$20,965.00

Order special instructions

Subtotal \$33,066.00 USD

Taxes and shipping calculated at checkout

Resolution No.: _____

RESOLUTION AMENDING THE FY 2026 BUDGET AND DESIGNATING FUNDS FROM SALARY SAVINGS TO CAPITAL IMPROVEMENT PROJECT (CIP)

WHEREAS, the City Council of Hopewell, Virginia approved the Recreation and Parks Department (“Department”) FY2026 budget as part of the City’s annual budget during a public meeting held on May 27, 2025;

WHEREAS, the Department has identified salary savings within the Aquatics Division in the amount of \$59,280 due to vacancies, staff turnover, or operational efficiencies during the current fiscal year;

WHEREAS, the Department has identified a need to support and advance critical capital improvements that enhance recreational facilities, infrastructure, safety, and service delivery to the community; and

WHEREAS, Council is committed to the continued health and wellness of Hopewell and believes that safe and enjoyable facilities is paramount in building stronger and more resilient communities; and Now Therefore,

BE IT RESOLVED that Council hereby approves an amendment to the Recreation and Parks Department budget to reappropriate \$59,280 from salary savings to Capital Improvement Projects.

Adopted by the City Council of Hopewell, Virginia at a meeting held on _____.

Witness this signature and seal

Mayor Johnny Partin, Ward 3

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

ATTEST: _____
Sade’ Allen, City Clerk

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:

- Fire 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: SAFER Grant Application Approval

ISSUE: In order to address Fire Department staffing needs, the fire department would like to apply for a SAFER grant through FEMA to help cover the increase personnel costs.

RECOMMENDATION: Staff recommends approval of the grant application to facilitate the staffing changes presented to Council in the FY27 budget process.

TIMING: Staff requests action be taken on 6/9/26 to meet grant application deadlines.

BACKGROUND: The SAFER Program is administered through FEMA and provides funding directly to fire departments to increase the number of firefighters. This funding supports communities in meeting industry standards, as well as ensuring adequate protection from fire hazards while supporting the traditional missions of fire departments. This grant will provide 75% funding for the approved positions over the first two years, and 35% funding of the approved positions in the third year. For example: funding six positions over three years is a total grant application of \$1,456,863, with \$893,106.23 being the federal share, and \$386,347.91 being the local share.

ENCLOSED DOCUMENTS:

- SAFER grant NOFO

STAFF: Benjmain Ruppert, Fire Chief

FOR IN MEETING USE ONLY

MOTION: _____

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 W. Stokes, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Mayor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Dominic Holloway, Sr., Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Ronnie Ellis, Ward #4			

Roll Call

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 W. Stokes, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Dominic Holloway, Sr., Ward #7 |

The Department of Homeland Security (DHS)

Notice of Funding Opportunity (NOFO)

Fiscal Year 2025 Staffing for Adequate Fire and Emergency Response (SAFER) 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 (800) 323-8603 and TTY (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), Resilience/Grant Programs Directorate (GPD)
B. NOFO Title	Fiscal Year (FY) 2025 Staffing for Adequate Fire and Emergency Response (SAFER) Grant
C. Announcement Type	Initial
D. Funding Opportunity Number	DHS-25-GPD-083-00-99
E. Assistance Listing Number	97.083
F. Expected Total Funding	\$324 million
G. Anticipated Number of Awards	190 awards
H. Expected Award Range	N/A
I. Projected Application Start Date	May 19, 2026 at 8 a.m. ET
J. Projected Application End Date	June 22, 2026 at 5 p.m. ET
K. Anticipated Funding Selection Date	No later than September 30, 2026
L. Anticipated Award Date	Beginning on approximately September 14, 2026, and continuing thereafter until all FY 2025 SAFER Program grant awards are issued (but no later than September 30, 2026).
M. Projected Period of Performance Start Date	N/A ¹
N. Projected Period of Performance End Date	N/A
O. Executive Summary	The FY 2025 SAFER Grant Program, known as the SAFER Program, is one of three grant programs from DHS and FEMA that improve

¹ FEMA funds SAFER Program awards on a rolling basis; as such, the date the FEMA Assistant Administrator for the Grant Programs Directorate signs the obligating document dictates the unique Period of Performance start and end dates for each award.

	<p>public and firefighter safety related to fire hazards. The SAFER Program provides funding directly to fire departments and volunteer firefighter organizations to increase the number of firefighters. This funding supports communities in meeting industry standards, achieving 24-hour staffing, and ensuring adequate protection from fire hazards while supporting the traditional missions of fire departments.</p> <p>Since its launch in 2005, the SAFER Program has awarded approximately \$6.1 billion in grants. These funds have been used to hire new firefighters, convert part-time or paid-on-call firefighters to full-time roles, and recruit and retain volunteer firefighters. For examples of how this program has made a difference, visit the Assistance to Firefighters Grants Program page on FEMA.gov.</p>
<p>P. Agency Contact</p>	<p>a. Fire Grants Program Office Contact The Fire Grants Program Help Desk provides technical assistance to applicants for the online completion and submission of applications into FEMA Grants Outcomes (FEMA GO), answers questions concerning applicant eligibility, recipient responsibilities, and helps in the programmatic administration of awards. The Fire Grants Program Help Desk can be contacted at (866) 274-0960 or by email at FireGrants@fema.dhs.gov. Normal hours of operation are Monday through Friday, 8:00 a.m. – 4:30 p.m. ET.</p> <p>Guidance documents such as application tutorials, Self-Evaluation Guides, and Frequently Asked Questions (FAQs) are also provided to further explain the current SAFER Program, assist with the online grant application, and highlight lessons learned and changes for FY 2025. For more details, please visit the SAFER Program website.</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 a.m. – 5 p.m. ET.</p> <p>c. Grant Programs Directorate (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 Assistance to Firefighters Grants Regional Contacts also may provide fiscal support, including pre- and post-award administration and technical assistance. Assistance to Firefighters Grants Regional Office</p>

	<p>contacts are available at Assistance to Firefighters Grants Regional Contacts FEMA.gov.</p> <p>e. Civil Rights Consistent with Executive Order 14173, Ending Illegal Discrimination & Restoring Merit-Based Opportunity, the FEMA Integration and Coordination Division (ICD) 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 fema-ocr@fema.dhs.gov.</p> <p>f. Environmental Planning and Historic Preservation The FEMA Office of Environmental Planning and Historic Planning (OEHP) provides guidance and information about the 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>g. Payment and Reporting System FEMA uses FEMA GO for financial reporting, invoicing, and tracking payments. The Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment is used for recipients. For any questions about the system, contact the FEMA GO Helpdesk at femago@fema.dhs.gov or (877) 585-3242, Monday through Friday, 9 a.m. – 6 p.m. ET.</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 a.m. – 6 p.m. ET.</p>
--	--

2. Eligibility

<p>A. Eligible Entities/Entity Types</p>	<p>Only the following entities or entity types are eligible to apply.</p> <p>a. Applicants</p> <ul style="list-style-type: none"> • Fire departments; and • National, regional, state, local, tribal and nonprofit interest organizations² representing the interests of volunteer firefighters are eligible to receive a SAFER Program award under the Recruitment and Retention (R&R) Activity.
---	---

² The District of Columbia, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of Puerto Rico are all defined as “States” in the Federal Fire Prevention and Control Act of 1974. See 15 U.S.C. § 2203(10).

	<p>See Section A of Appendix B – Programmatic Information and Priorities for additional information on ineligible applications and organizations.</p> <p>b. Subapplicants Subapplicants and subawards are not allowed.</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>B. Project Type Eligibility</p>	<p>a. Unallowable Project Types</p> <ul style="list-style-type: none"> • Under the Recruitment and Retention (R&R) Activity, applications that request a Staffing Needs Assessment or Risk Assessment project are precluded from applying for additional R&R-related activities. • FEMA will not fund any projects, activities or line items that are covered under a department's normal operating budget. Federal funding may not be used to supplant (i.e., replace) an existing activity or program. • Applicants may not use award funds for matching funds for any other federal grants or cooperative agreements, for lobbying, or for intervention in federal regulatory or adjudicatory proceedings. <p>Applicants may not use federal funds to sue the Federal Government or any other government entity.</p> <p>b. Allowable Project Types</p> <p>1. Hiring Activity</p> <p>The Hiring Activity provides grants to support fire departments in hiring new firefighters or converting part-time or paid-on-call firefighters to full-time positions. However, national, regional, state, local, Tribal Nation, and nonprofit organizations that represent volunteer firefighters are not eligible for SAFER Program awards under the Hiring Activity.</p> <p>2. R&R Activity</p> <p>The R&R Activity provides grants to help fire departments recruit and retain volunteer firefighters trained in firefighting and emergency response operations. Career fire departments are not eligible for funding under the R&R Activity.</p>

	<p>Each activity has its own application and eligibility requirements, as further outlined in Appendix B – Programmatic Information and Priorities of this NOFO.</p>
<p>C. Requirements for Personnel, Partners, and Other Parties</p>	<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: 1) a current employee, personnel, official, staff, or leadership of the non-federal entity; and 2) duly authorized to apply for an award on behalf of the non-federal entity at the time of application.</p> <p>Further, the Authorized Organization Representative (AOR) must be a duly authorized current employee, personnel, official, staff, or leadership of the recipient and provide an email address unique to the recipient at the time of application and upon any change in assignment during the period of performance (POP). Consultants or contractors of the recipient are not permitted to be the AOR of the recipient.</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 statues, polices, 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 the both the names and addresses of the individuals. Resumes are subject to approval.</p>
<p>D. Maximum Number of Applications</p>	<p>The maximum number of applications that can be submitted is one application per activity.</p>
<p>E. Additional Restrictions</p>	<p>a. POP Restrictions</p> <p>1. Hiring Activity</p> <p>The POP for applications funded under the Hiring Activity will be 36 months.</p> <p>A default 180-day recruitment period begins when FEMA approves an application for an award under this activity.</p> <p>The 36-month POP automatically starts after the 180-day recruitment period, regardless of whether the recipient has hired the requested firefighters. The POP cannot start later than 180 days after the award date.</p>

If a recipient can hire all SAFER Program-funded firefighters during the 180-day recruitment period, the POP may begin at that time. In these instances, recipients must submit an amendment requesting that the POP start before the end of the 180-day recruitment period if they wish to begin the period early.

2. R&R Activity

The POP for applications funded under the R&R Activity will be 12, 24, 36 or 48 months.

A default 90-day recruitment period begins when FEMA approves the application for award under this activity. This period allows each recipient time to gather resources, initiate processes, and finalize contracts needed to implement SAFER Program activities before the start of the POP. By the start of the POP, the recipient should be fully prepared to implement all awarded activities and begin drawing down awarded funds. The recipient can only expend funds within the POP.

The POP automatically starts after the 90-day recruitment period ends, regardless of whether the recipient has begun implementing its grant award. The POP cannot start later than 90 days after the award date.

If a recipient can begin its recruitment or retention activities during the 90-day recruitment period, the POP may begin at that time. In these instances, recipients must submit an amendment requesting that the POP start before the end of the 90-day recruitment period if they wish to begin the period early.

Extensions to the POP are allowed for R&R Activity grants only. Recipients must submit all proposed extension requests to FEMA for review and approval at least 120 days before the end of the POP to allow sufficient processing time.

For additional information on POP extensions, please refer to Section 10.A.

b. *National Incident Management System (NIMS) Implementation*
SAFER Program applicants are not required to comply with NIMS to apply for SAFER Program funding or to receive a SAFER Program award. Any applicant who receives an FY 2025 SAFER Program award must achieve the level of [NIMS compliance required by the Authority Having Jurisdiction \(AHJ\) over the applicant's emergency service operations \(e.g., a local government\)](#), before the end of the [grant's POP](#).

	<p>Applicants/subapplicants or recipients/subrecipients are required to certify their compliance with federal statutes, DHS directives, polices, and procedures.</p>
<p>F. References for Eligibility Factors within the NOFO</p>	<p>Please see the following references provided below:</p> <ol style="list-style-type: none"> 1. “Responsiveness Review Criteria” subsection 2 “Threshold Criteria” subsection 3 “Application Criteria” 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. 5. “Supplemental Financial Integrity Criteria and Review” subsection 6. Appendix B – Programmatic Information and Priorities
<p>G. Cost Sharing Requirement</p>	<p>For Hiring Activity grants, applicants selected for this award must commit to an acceptable cost share agreement. Otherwise, they will not be funded.</p> <p>For R&R Activity grants, there is no cost share requirement.</p> <p>Please see Application Criteria for more information.</p>
<p>H. Cost Share Description, Type and Restrictions</p>	<p>For Hiring Activity grants, recipients are required to contribute 25% of the actual costs incurred in each of the first and second years of the grant; and 65% of the actual costs incurred in the third year of the grant.</p> <p>In the first and second years of the grant, the amount of federal funding may not exceed 75% of the usual annual cost of a first-year firefighter in that department at the time the grant application was submitted; and in the third year of the grant the amount of federal funding may not exceed 35% of the usual annual cost of a first-year firefighter in that department.</p> <p>The “usual annual cost” includes a firefighter’s base salary (excluding non-Fair Labor Standards Act overtime) and standard benefits package (including the average annual cost of health, dental, and vision insurance; FICA; life insurance; retirement and/or pension contributions; etc.) offered by the fire department to first-year firefighters.</p> <p>For R&R Activity grants, there is no cost share requirement.</p>

<p>I. Cost Sharing Calculation Example</p>	<p>Assuming that the usual annual cost of a first-year firefighter in a department at the time of the grant application is \$120,000 per year and the department actually incurred \$100,000 per year in each year of the grant, the following cost share requirements and position cost limits would apply:</p> <ol style="list-style-type: none"> 1. Cost Share Requirement: The grant recipient is required to contribute \$25,000 in Year 1; \$25,000 in Year 2; and \$65,000 in Year 3. 2. Position Cost Limit: The amount of federal funding cannot exceed \$90,000 in Year 1; \$90,000 in Year 2; and \$42,000 in Year 3.
<p>J. Required information for verifying Cost Share</p>	<p>FEMA does not require recipients to demonstrate availability of cost share funds at the time of application. However, before FEMA issues an award, it may contact potential awardees to determine whether the recipient possesses the necessary non-federal funding.</p> <p>a. Minimum Budget Requirement In accordance with 15 U.S.C. § 2229a(c)(2), in order to be eligible for SAFER Program funding, applicants are required to certify that their annual budget for fire-related programs and emergency response has not been reduced below 80% of the applicant’s average funding level in the three years prior to the application date. As part of each SAFER application, applicants are required to provide their total annual operating budget for the current fiscal year and the three years prior.</p>

3. Program Description

A. Background, Program Purpose, and Program History

The FY 2025 SAFER Grant Program is one of three grant programs that constitute DHS and FEMA’s focus on protecting the public and firefighters from fire and fire-related hazards. The SAFER Program provides funding directly to fire departments and volunteer firefighter interest organizations to assist in increasing the number of firefighters to help communities meet industry minimum standards and attain 24-hour staffing to provide adequate fire protection from fire and fire-related hazards, and to fulfill traditional missions of fire departments. Since 2005, the SAFER Program has awarded approximately \$6.1 billion in grant funding to provide critically needed resources to hire new, additional firefighters (or to change the status of part-time or paid-on-call firefighters to full-time firefighters), as well as recruitment and retention of volunteer firefighters. Information about success stories for this program can be found at [Assistance to Firefighters Grants Program | FEMA.gov](#).

The SAFER Program is part of a comprehensive set of measures authorized by Congress and implemented by DHS. In awarding grants, the FEMA Administrator is required to consider:

- The findings and recommendations of the Technical Evaluation Panel;

- The degree to which an award will reduce deaths, injuries, and property damage by reducing the risks associated with fire-related and other hazards;
- The extent of an applicant’s need for a SAFER Program grant and the need to protect the United States as a whole; and
- The number of calls requesting or requiring a firefighting or emergency medical response received by an applicant.

B. Goals and Objectives

Goal: To enhance local fire departments’ abilities to comply with staffing, response, and operational standards established by the National Fire Protection Association (NFPA 1710 or NFPA 1720).³

Objectives: The objectives of the SAFER Program are to provide funding to communities so they can:

- Increase the number of firefighters to meet industry minimum standards;
- Increase the number of trained personnel assembled at the incident scene;
- Attain 24-hour staffing to improve deployment capabilities; and
- Fulfill traditional missions of fire departments (respond to emergencies and provide adequate fire protection from fire and fire-related hazards).

Priorities: Information on program priorities and objectives for the FY 2025 SAFER Program can be found in [Appendix B – Programmatic Information and Priorities](#) of this NOFO.

C. Program Rationale

The SAFER Program represents part of a comprehensive set of measures authorized by Congress and implemented by DHS. Among the six DHS Missions noted in the [Department of Homeland Security's Strategic Plan](#), the SAFER Program supports Mission Five: Build a Resilient Nation and Respond to Incidents. By increasing the number of trained firefighters, the SAFER Program improves deployment capabilities to respond to emergencies and provide adequate protection from fire and fire-related hazards. The SAFER Program also aims to support objectives outlined under Mission Five in the Strategic Plan including:

- Objective 5.1: Coordinate Federal Response to Incidents
- Objective 5.2: Strengthen National Resilience
- Objective 5.4: Enhance Training and Readiness of First Responders

Through these objectives, FEMA creates a vision for the field of emergency management and sets an ambitious, yet achievable, path forward to unify and further professionalize emergency

³ NFPA 1710 and 1720 are lapsing in 2026 and will be consolidated under the proposed NFPA 1750. FEMA is working with the NFPA Standards Council to evaluate deployment of fire suppression operations. No decisions have been made, and FEMA will issue additional guidance when more information becomes available. Although the goal of the grant is to increase compliance with NFPA 1710 or 1720, 24-hour staffing is not a requirement of the SAFER Program.

management across the country. We invite all our stakeholders and partners to join us in building a more prepared and resilient nation.

D. Federal Assistance Type Grant

E. Performance Measures and Targets

Grant recipients must collect data to help FEMA evaluate the performance of SAFER Program grants. These metrics align with the program’s objectives and priorities. FEMA may request performance data throughout the grant’s POP. At closeout, recipients must submit a final performance report with enough information to show they met the performance goals outlined in their award.

FEMA will assess performance by comparing the items, supplies, projects and activities requested in the application to those acquired and delivered by the end of the performance period. The following program metrics will be used:

- **Hiring Activity:**
 1. Percentage of “majority career” SAFER Program recipients’ structural fire responses that complied with National Fire Protection Association (NFPA) 1710 structural response standards.
 2. Number of full-time career firefighter positions filled.
- **R&R Activity:**
 1. Percentage of “majority volunteer” SAFER Program recipients’ structural fire responses that complied with National Fire Protection Association (NFPA) 1720 structural response standards.
 2. Number of operational volunteer firefighters who have joined a department.

The target for these measures is the number of firefighters hired and the resulting improvement in compliance with NFPA 1710 or 1720 standards. FEMA will assess how the addition of new firefighters increased compliance with the relevant NFPA standards.

F. Program-Specific Unallowable Costs

Construction costs are not allowable under the SAFER Program. Construction includes major alterations to a building that changes the profile or footprint of the structure.

Modifications to facilities described in [Appendix B – Programmatic Information and Priorities](#) are not categorized as construction costs for general award purposes and may be eligible for funding. However, these activities may be considered 'construction' for procurement, environmental protection, or historic preservation purposes.

Please see [Appendix B – Programmatic Information and Priorities](#) for additional information on funding restrictions and allowable costs.

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, 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](#)).

H. Indirect Costs (Facilities and Administrative Costs)

Indirect costs are allowed for recipients.

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 want 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.

I. Management and Administration (M&A) Costs

M&A costs are allowed only under the R&R Activity and are not allowed under the Hiring Activity.

Recipients may use up to 3% of the federal share of SAFER Program funds for M&A costs directly related to managing and administering the SAFER award, such as financial management and monitoring. These costs must be based on actual expenses or known contractual costs. Requests based on simple percentages of the award or unsupported estimates will not be approved or reimbursed. Salaries and fringe benefits for personnel directly supporting the grant do not need to be included in the M&A budget line item.

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.

J. Pre-Award Costs

The following pre-award costs are allowable:

1. Fees for grant writers (capped at \$1,500 of federal funds per application).

Generally, grant funds cannot be used to pay for products and services contracted for or obligated prior to the effective date of the award.

See [Appendix C – Award Administration Information](#) for further information regarding grant writer fees and [Section 10.B. Other Information](#) for general procurement under grants requirements.

K. Beneficiary Eligibility

There are no program requirements to be an eligible beneficiary. This NOFO and any subsequent federal awards create no rights or causes of action for any beneficiary.

L. Participant Eligibility

There are no program requirements to be an eligible participant. This NOFO and any subsequent federal awards create no rights or causes of action for any participant.

M. Authorizing Authority

Section 34 of the Federal Fire Prevention and Control Act of 1974, [Pub. L. No. 93-498](#), as amended ([15 U.S.C. § 2229a](#)).

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 POP.

P. Prohibition on Covered Equipment or Services

Recipients, sub-recipients, and their contractors or subcontractors must comply with the prohibitions set forth in Section 889 of the [John S. McCain National Defense Authorization Act for Fiscal Year 2019](#), which restrict the purchase of covered telecommunications and surveillance equipment and services. Please see 2 C.F.R. §§ 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200, and [FEMA Policy #405-143-1 - Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services](#) for more information.

4. Application Contents and Format

A. Pre-Application, Letter of Intent, and White Papers

Pre-applications, letters of intent, and white papers are not required to be eligible to apply.

B. Application Content and Format

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

Specific formatting guidelines can be found on page 21 of this NOFO.

Additional application and program guidance documents such as Fact Sheets, Self Evaluation Sheets, and an Application Checklist are available at the [SAFER Program website](#).

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](#).

- SF-424, Application for Federal Assistance
- Grants.gov Lobbying Form, Certification Regarding Lobbying
- SF-424A, Budget Information (Non-Construction)
- SF-424B, Standard Assurances (Non-Construction)
- SF-LLL, Disclosure of Lobbying Activities

D. Program-Specific Required Documents and Information

The following program-specific document is required to be submitted as an attachment in FEMA GO for each regional project under the R&R Activity:

1. Regional host applicants and participating partner agencies must execute a Memorandum of Understanding (MOU), or equivalent document signed by the host and all participating organizations participating in the award.

E. Post-Application Requirements for Successful Applicants

Applicants likely to be funded may receive a request for additional information by email prior to award. Applicants must respond to the request to move forward with the grant review process.

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:

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 System for Award Management (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 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 past 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 a UEI number and completing SAM registration before 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 UEI number, EIN, and an active 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](#).

Obtain Employer Identification Number:

In addition to having a UEI number, all entities applying for funding must provide an EIN. The EIN can be obtained from the Internal Revenue Service (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 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. SFs 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
June 22, 2026 at 5 p.m. ET

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 p.m. 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

FEMA reviews a random sample of applications to check for duplication, including narrative statements and statistical data. All narrative statements must be specific and unique to the applicant, and all statistical data must be accurate. Applications with narrative statements that substantially duplicate content from other applications or contain inaccurate data that could mislead reviewers may be disqualified. Any discovery of falsification, fabrication or plagiarism will result in disqualification.

Note: FEMA evaluates each application based on its merit, accuracy and how well the narrative reflects the applicant's unique circumstances, risks and needs. FEMA also considers how selecting the applicant advances the SAFER Program's goal of helping fire departments improve staffing and deployment to respond to emergencies and protect communities from fire-related hazards.

During the review process, including the technical review stage, FEMA may request additional documentation, such as:

- Official or certified documents demonstrating the claimed financial need;
- A needs assessment report, survey, or other documentation showing the applicant's unique project objectives;
- A risk analysis explaining how the project addresses the applicant's specific needs and aligns with the SAFER Program's purpose;
- Additional information or evidence detailing the applicant's risks; and
- Any other information needed to evaluate the funding request.

Important: Funding is not guaranteed for any applicant.

B. Application Criteria

FEMA sets funding priorities and evaluation criteria for SAFER Program applications based on recommendations from the Criteria Development Panel (CDP). Each year, FEMA brings together a panel of fire service professionals to establish these priorities and criteria. The panel provides input on funding priorities and helps develop the criteria used to award grants.

The **nine major fire service organizations** represented on the panel are:

- International Association of Fire Chiefs
- International Association of Fire Fighters
- National Volunteer Fire Council
- National Fire Protection Association
- National Association of State Fire Marshals
- International Association of Arson Investigators
- International Society of Fire Service Instructors
- North American Fire Training Directors
- Congressional Fire Service Institute

CDP and Application Evaluation

The CDP advises FEMA on creating or updating funding priorities and developing criteria for awarding grants. This NOFO reflects the CDP’s recommendations regarding priorities, direction, and award criteria.

See subsection 7.F., “Merit Review Process” for a description of the narrative evaluation criteria that peer review panelists use to score each SAFER application.

C. Financial Integrity Criteria

Before making an award, FEMA is required to review the Office of Management and Budget (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, defined at 41 U.S.C. § 134, over the POP:

1. 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\(a\)\(2\)](#).
2. An applicant may review and comment on any information in the responsibility/qualification records available in SAM.gov.
3. 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

A panel of peer reviewers is comprised of fire service representatives recommended by the CDP. Peer reviewers are subject matter experts recommended by the nine major fire service organizations. In their role as Special Government Employees, peer reviewers must certify and observe Federal Conflict of Interests rules.

F. Merit Review Process

SAFER Program applications are reviewed through a multi-phase process. All applications are electronically pre-scored and ranked based on how well they align with the funding priorities outlined in this NOFO.

Applications with the highest pre-score rankings per activity are then scored competitively by no less than three members of a Peer Review Panel.

Applications will also be evaluated through a series of internal FEMA review processes for completeness, adherence to programmatic guidelines, technical feasibility, costs/quantities, and anticipated effectiveness of the proposed project(s). Below is the process by which applications will be reviewed:

a. *Pre-Scoring Process*

Applications are electronically pre-scored based on program priorities outlined in [Appendix B – Programmatic Information and Priorities](#) as well as responses to activity-specific questions in the online application. Application Narratives are not reviewed during the pre-scoring process. 'Request Details' and 'Budget' information must align with program guidance and statutory funding limitations. The pre-score accounts for 50 % of the total application score under the Hiring Activity and 30 % under the R&R Activity.

b. *Peer Review Panel Process*

Applications with the highest rankings from the pre-scoring process will undergo a Peer Review Panel process. A panel of peer reviewers is composed of fire service representatives recommended by the CDP. Peer reviewers will assess the merits of each application based on the narrative statement on the requested activity. The evaluation elements listed in the “Narrative Evaluation Criteria” below will be used to calculate the narrative’s score for each activity requested. Panelists will independently score each requested activity within the application, discuss the merits and shortcomings of the application with their peers, and document the

findings. A consensus is not required. The panel score is 50 % of the total application score under the Hiring Activity, and 70 % of the total application score under the R&R Activity.

FEMA ranks all complete applications based on how well they align with the program priorities for the specific activity. Responses to the activity-specific questions in the application are used to determine each application's ranking relative to these priorities.

The Narrative Statements in the application must include specific details about the requested activity, including budget information. Peer reviewers evaluate these narrative elements using weighted criteria, as described below, to determine the grant award.

Peer Review Panelists will evaluate and score each activity based on the following narrative elements within each activity.

1. Hiring Activity

The panel score is 50 % of the total application score.

- Project Description (30%):
 - Why does the department need the positions requested in this application?
 - How will the positions requested in this application be used within the department (e.g., fourth firefighter on engine, open a new station, eliminate browned out stations, reduce overtime)?
 - What unique and specific services will the requested positions provide to the fire department and community?
 - How will funds awarded through this grant enhance the department's ability to protect critical infrastructure within the primary response area?
- Impact on Daily Operations (30 %):
 - How are the community and the current firefighters employed by the department at risk without the positions requested in this application?
 - How will that risk be unequivocally reduced if awarded?
- Financial Need (30 %):
 - Provide an income versus expenses breakdown of the department's current annual budget.
 - Describe the department's precise budget shortfalls and inability to address financial needs without federal assistance.
 - Describe what other actions the department has taken to obtain funding elsewhere (e.g., state assistance programs, other grant programs).
 - Discuss how the critical functions of the department are uniquely affected without this funding.
- Cost Benefit (10 %):

- Describe the unique and specific benefits (e.g., quantifying the anticipated savings and efficiencies) the department and community will realize if awarded the positions requested in this application.

2. R&R Activity (Fire Departments)

The panel score is 70 % of the total application score.

- Project Description (30 %):
 - Describe the unique problems and issues the department is experiencing in recruiting new volunteer firefighters.
 - Describe the problems and issues the department is experiencing in retaining current members.
 - Describe the precise implementation plan, including the goals, objectives, methods, specific steps, and timelines to directly address the identified problems or issues.
 - Describe the current marketing plan already in place, or the marketing program to be put in place with or without grant funds.
 - Describe how the program will be uniquely evaluated for its impact on identified recruitment and retention problems and issues. Describe how the overall effectiveness of the grant will be measured.
 - Describe the unique and specific services the new volunteer firefighters, retention of current volunteer firefighters, or both, will provide for the fire department(s) and community.
 - If the grant request will have a regional impact, discuss how the regional partners will benefit and which activities they will benefit from.
 - If the grant request includes executive or management positions, define the purpose of all requested positions and personnel expenditures.
- Impact on Daily Operations (30 %):
 - Clearly describe how the community and current volunteer firefighters in the department are at risk without the items or activities requested in this application.
 - Explain how the awarded funding will directly and effectively reduce the identified risk.
 - Describe the specific impact that recruiting new volunteer firefighters, retaining current volunteer firefighters, or both will have on the department's compliance with NFPA standards.
- Financial Need (30 %):
 - Provide an income versus expenses breakdown of the department's current annual budget.
 - Describe the department's precise budget shortfalls and its inability to address financial needs without federal assistance.
 - Describe what other actions the department has taken to obtain funding elsewhere (e.g., state assistance programs, other grant programs), and how similar projects have been funded in the past.
 - Discuss how the critical functions of the department are uniquely affected without this funding.

- Cost Benefit (10 %):
 - Describe the unique and specific benefits (e.g., quantifying the anticipated savings and efficiencies) the department and community will realize if awarded the items or activities requested in this application.

3. R&R Activity (National, state, local, or federally recognized tribal volunteer firefighters interest organizations)

The panel score is 70 % of the total application score.

- Project Description (30 %):
 - Explain the challenges and issues faced by the fire departments that the organization aims to assist with this grant in recruiting new volunteer firefighters.
 - Describe the problems and issues the same departments are experiencing in retaining current members.
 - Describe the organization’s implementation plan, including the goals, objectives, methods, specific steps, and timelines to directly address the problems or issues identified.
 - Describe the current marketing plan already in place, or the marketing program to be put in place with or without grant funds.
 - Explain how the program will be evaluated to measure its impact on the recruitment and retention challenges faced by the fire departments participating in this grant.
 - Describe how the overall effectiveness of the grant will be measured.
 - Describe the specific services the new volunteer firefighters, retention of current volunteer firefighters, or both, will provide for the fire departments participating in this application and their respective communities.
 - Describe the organization’s procurement practices and the timelines outlining chronologically the steps to complete the activities requested.
- Impact on Daily Operations (30 %):
 - Describe how the fire departments participating in this application and their current volunteer firefighters and communities are at risk without the items or activities requested in this application.
 - Explain how funding will reduce that risk.
 - Describe the impact that the recruitment of new volunteer firefighters, the retention of current volunteer firefighters, or both, will have on the NFPA compliance of the fire departments participating in this application.
- Financial Need (30 %):
 - Provide an income versus expenses breakdown of the organization’s current annual budget.
 - Describe the organization’s particular budget shortfalls and the inability to address the financial needs without federal assistance.

- Describe the other actions the organization has taken to obtain funding elsewhere (e.g., state assistance programs, other grant programs), and how similar projects have been funded in the past.
- Discuss how the critical functions of the organization are affected without this funding.
- Cost Benefit (10 %):
 - Describe the specific benefits (e.g., quantifying the anticipated savings and efficiencies) the fire departments participating in this application and their communities will realize if awarded the items or activities requested in this application.

The Narrative Statement blocks do not allow for formatting. Do not type the Narrative Statements using only capital letters. Additionally, do not include tables, special characters, or fonts (e.g., quotation marks, bullets), or graphs. Space for the Narrative Statement is limited. While each element must have a minimum of 200 characters, the maximum number of characters varies based on the questions being asked.

G. Final Selection

a. *Technical Evaluation Process (TEP)*

The highest-ranking applications from both activities will be considered within the fundable range. Applications that are in the fundable range will undergo both a Technical Review by a subject-matter expert as well as a FEMA Program Office review before being recommended for award. The FEMA Program Office will assess the request with respect to costs, quantities, feasibility, eligibility, and recipient responsibility before recommending any application for award.

During the TEP, information in [Appendix B - Programmatic Information and Priorities](#) is used to make final corrections to any request not meeting program eligibility requirements. This is not a scored phase of the application process. Requests may be recommended for partial funding or disqualification based on TEP findings.

8. Award Notices

A. Notice of Award

The Authorized Organization Representative 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 30 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.

Funds will be held 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. Not accepting a grant award within the specified timeframe may result in a loss of funds. Recipients may request additional time to accept the award if needed.

During the review process for a SAFER Program award, FEMA may have modified the application request(s). These modifications will be identified in the award package provided upon the offer of an award. If the awarded activities, scope of work, or requested dollar amount(s) do not match the application as submitted, the recipient shall only be responsible for completing the activities funded by FEMA. The recipient is under no obligation to start, modify or complete any activities requested but not funded by the award. The award package will identify any differences under the approved scope of work section.

B. Pass-Through Requirements

Standard pass-through requirements in 2 C.F.R. Part 200 apply.

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

E. The grant funds are obligated in accordance with applicable laws, and no later than upon award. Notification to Unsuccessful Applicants

FEMA GO will provide all applicants who do not receive a FY 2025 SAFER Program award with a turndown notification after September 30, 2026.

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.

Pursuant to the preliminary injunction order issued on November 21, 2025, in County of Santa Clara et al. v. Noem, et al., No. 25-cv-08330-WHO (N.D. Cal.), this requirement does not apply to awards or subawards issued to any of the plaintiffs subject to the preliminary injunction order while the order remains in effect. If the preliminary injunction is stayed, vacated, or extinguished, this requirement will immediately become effective. Also, pursuant to the preliminary injunction order issued on November 21, 2025, in City of Chicago et al. v. Noem, et al., No. 25-CV-12765 (N.D. Ill.), this requirement does not apply to awards or subawards issued

to any of the plaintiffs subject to the preliminary injunction order while the order remains in effect. If the preliminary injunction is stayed, vacated, or extinguished, this requirement will immediately become effective.

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 as of the date of the federal award, unless a term and condition specifically indicates otherwise. The DHS Standard Terms and Conditions are available online: [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.

A recipient under this funding opportunity must comply with the FY 2026 Department of Homeland Security Standard Terms and Conditions, with the following exceptions. The term titled “Communication and Cooperation with the Department of Homeland Security and Immigration Officials” and paragraph (2)(a)(ii) of the term titled “Federal Anti-Discrimination Laws Material to the Government’s Payment Decisions Under the False Claims Act” do not apply to any federal award under this funding opportunity.

Pursuant to the preliminary injunction order issued on November 21, 2025, in County of Santa Clara et al. v. Noem, et al., No. 25-cv-08330-WHO (N.D. Cal.), the following terms and conditions do not apply to awards or subawards issued to any of the plaintiffs subject to the preliminary injunction order while the order remains in effect: (1) the term titled “Federal Anti-Discrimination Laws Material to the Government’s Payment Decisions Under the *False Claims inAct*”; and (2) the term titled “All Executive Orders Related to Grants”. If the preliminary injunction is stayed, vacated, or extinguished, both terms and conditions will immediately become effective. As stated above, paragraph (2)(a)(ii) of the term titled “Federal Anti-Discrimination Laws Material to the Government’s Payment Decisions Under the *False Claims Act*” of the DHS Standard Terms and Conditions will not apply even if the preliminary injunction is stayed, vacated, or extinguished.

Pursuant to the preliminary injunction order issued on November 21, 2025, in *City of Chicago et al. v. Noem, et al.*, No. 25-CV-12765 (N.D. Ill.), the following terms and conditions do not apply to awards or subawards issued to any of the plaintiffs subject to the preliminary injunction order while the order remains in effect: (1) the term titled “Federal Anti-Discrimination Laws Material to the Government’s Payment Decisions Under the *False Claims Act*”; and (2) the term titled “All Executive Orders Related to Grants”. If the preliminary injunction is stayed, vacated, or extinguished, both terms and conditions will immediately become effective. As stated above, paragraph (2)(a)(ii) of the term titled “Federal Anti-Discrimination Laws Material to the Government’s Payment Decisions Under the *False Claims Act*” of the DHS Standard Terms and Conditions will not apply even if the preliminary injunction is stayed, vacated, or extinguished.

Pursuant to the preliminary injunction order issued on October 31, 2025, in *City of Seattle v. Trump, et al.*, No. 2:25-cv-01435-BJR (W.D. Wa.), the following terms and conditions do not apply to awards or subawards issued to any of the plaintiffs subject to the preliminary injunction order while the order remains in effect: the term titled “Federal Anti-Discrimination Laws Material to the Government’s Payment Decisions Under the *False Claims Act*”. If the preliminary injunction is stayed, vacated, or extinguished, Paragraph C.XVII will immediately become effective. As stated above, paragraph (2)(a)(ii) of the term titled “Federal Anti-Discrimination Laws Material to the Government’s Payment Decisions Under the *False Claims Act*” of the DHS Standard Terms and Conditions will not apply even if the preliminary injunction is stayed, vacated, or extinguished.

C. National Incident Management System (NIMS) Implementation

SAFER Program applicants are not required to comply with NIMS to apply for SAFER Program funding or to receive a SAFER Program award. Any applicant who receives an FY 2025 SAFER Program award must achieve the level of [NIMS compliance required by the Authority Having Jurisdiction \(AHJ\) over the applicant’s emergency service operations \(e.g., a local government\), before the end of the grant’s POP](#). Applicants/subapplicants or recipients/subrecipients are required to certify their compliance with federal statutes, DHS directives, policies, and procedures.

D. Financial Reporting Requirements

1. Recipients must report obligations and expenditures through a federal financial report. The Federal Financial Report (FFR) form, also known as Standard Form 425 (SF-425), is available online at: [SF-425 OMB #4040-0014](#).
2. Recipients must submit the FFR semi-annually throughout the POP as detailed below:
 - No later than July 30 (for the period January 1 – June 30)
 - No later than January 30 (for the period July 1 – December 31)
3. The final FFR is due within 120 days after the end of the POP.

FEMA may withhold future federal awards and cash payments if the recipient does not submit timely financial reports, or the financial reports submitted demonstrate lack of progress or provide insufficient detail.

E. Programmatic Performance Reporting Requirements

1. A Performance Report must be submitted semi-annually throughout the POP. A tutorial is available here: https://www.fema.gov/sites/default/files/documents/FEMA_GO_SF-425_and_PPR_User_Guide_508.pdf.
2. A Performance Report must include:
 - A brief narrative of overall project(s) status;
 - A summary of project expenditures; and
 - A description of any potential issues that may affect project completion.
3. The Performance Report must be submitted through FEMA GO.
4. Performance Report Due Dates
 - No later than July 30 (for the period January. 1 – June 30)
 - No later than January 30 (for the period July 1 – December 31)

F. Closeout Reporting Requirements

Within 120 days after the end of the POP, or after an amendment has been issued to close out a federal award, recipients must submit the following:

1. The final request for payment, if applicable.
2. The final FFR.
3. The final progress report detailing all accomplishments.
4. A qualitative narrative summary of the impact of those accomplishments throughout the POP.
5. Other documents required by this NOFO, terms and conditions of the federal award, or other DHS Component guidance.

After FEMA approves these reports, it will issue a closeout notice. The notice will indicate the POP as closed, list any remaining funds to be de-obligated, and address the record maintenance requirement. Unless a longer period applies, such as due to an audit or litigation, for equipment or real property used beyond the POP, or due to other circumstances outlined in [2 C.F.R. § 200.334](#), this maintenance requirement is three years from the date of the final FFR.

Administrative Closeout

Administrative closeout is a mechanism for FEMA to unilaterally execute closeout of an award. FEMA will use available award information in lieu of final recipient reports, per [2 C.F.R. § 200.344\(h\)-\(i\)](#). It is an activity of last resort, and if FEMA administratively closes an award, this may negatively impact a recipient's ability to obtain future funding.

Additional Reporting Requirements

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

G. 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.

H. 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 million at any time during the POP:

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.

I. Single Audit Report

A recipient expending \$1 million 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](#).

J. 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.

FEMA staff will periodically monitor recipients to ensure compliance with federal regulations and FEMA requirements. This includes reviewing administrative processes, policies, procedures, budgets, and other award criteria. In addition to reviewing semi-annual financial and programmatic reports, FEMA may conduct enhanced monitoring through desk reviews, onsite visits, or both. Enhanced monitoring involves analyzing financial compliance, administrative processes, and program activities to identify areas where recipients may need technical assistance, corrective actions, or other support.

Financial and Programmatic Monitoring

FEMA’s monitoring strategy includes both financial and programmatic monitoring to ensure effective grant management, accountability, and transparency. These processes:

- Validate progress toward grant and program goals.
- Safeguard federal funds against fraud, waste and abuse.
- **Financial Monitoring** focuses on compliance with statutory and regulatory requirements for grant administration.
- **Programmatic Monitoring** ensures progress toward project goals, addresses issues hindering success, and confirms compliance with the grant’s purpose.

Both processes include initial reviews of all open awards, with additional in-depth monitoring for grants that require extra attention.

Recipient Responsibilities

Recipients are responsible for:

- Accounting for receipts and expenditures.
- Managing cash and maintaining adequate financial records.
- Reporting and refunding disallowed expenditures identified in audits.
- Monitoring subrecipients, if acting as a pass-through entity.

Ensuring compliance with the terms and conditions of the award or subaward, including 2 C.F.R. Part 200.

K. 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 toward 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 POP 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 POP ends, although any costs incurred to participate in such evaluations are not allowable and may not be charged to the federal award.

L. Additional Performance Reporting Requirements
Not Applicable.

M. Termination of Federal Award

1. The FY 2026 DHS Standard Terms and Conditions 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 the FY 2026 DHS Standard Terms and Conditions 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:
 - 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.
- d. For convenience, including, but not limited to, when the award no longer advances agency priorities or the national interest

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 before the POP ends 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

Although 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 FY 2025 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, FEMA GO will notify recipients and the payment will be delivered pursuant to the recipients’ SAM.gov financial information. 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 of receiving 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 before 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 diversity, equity, and inclusion practices.⁴
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

The term titled “Communication and Cooperation with DHS and Immigration Officials” and paragraph (2)(a)(ii) of the term titled “Federal Anti-Discrimination Laws Material to the Government’s Payment Decisions Under the *False Claims Act*” in the [FY 2026 DHS Standard Terms and Conditions](#) do not apply to any federal award under this funding opportunity.

10. Other Information

A. Period of Performance (POP) Extension

Extensions to the POP are allowed for R&R Activity grants only.

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

Extension requests will be granted only due to compelling legal, policy or operational challenges. Extension requests will only be considered for the following reasons:

1. Contractual commitments by the recipient or subrecipient with vendors that prevent completion of the project, including delivery of equipment or services, within the existing POP;
2. The project must undergo a complex environmental review that cannot be completed within the existing POP;
3. Projects are long-term by design, and therefore acceleration would compromise core programmatic goals; or
4. Where other special or extenuating circumstances exist.

[Pursuant to the preliminary injunction order issued on November 21, 2025, in County of Santa Clara et al. v. Noem, et al., No. 25-cv-08330-WHO \(N.D. Cal.\), the DHS Standard Term and Condition titled "Federal Anti-Discrimination Laws Material to the Government’s Payment Decisions Under the False Claims Act" does not apply to awards or subawards issued to any of the plaintiffs subject to the preliminary injunction order while the order remains in effect. If the preliminary injunction is stayed, vacated, or extinguished, the term will immediately become effective.](#)

[Pursuant to the preliminary injunction order issued on November 21, 2025, in City of Chicago et al. v. Noem, et al., No. 25-CV-12765 \(N.D. Ill.\), the DHS Standard Term and Condition titled "Federal Anti-Discrimination Laws Material to the Government’s Payment Decisions Under the False Claims Act" does not apply to awards or subawards issued to any of the plaintiffs subject to the preliminary injunction order while the order remains in effect. If the preliminary injunction is stayed, vacated, or extinguished, the term will immediately become effective.](#)

[Pursuant to the preliminary injunction order issued on October 31, 2025, in City of Seattle v. Trump, et al., No. 2:25-cv-01435-BJR \(W.D. Wa.\), the DHS Standard Term and Condition titled "Anti-Discrimination" does not apply to awards or subawards issued to any of the plaintiffs subject to the preliminary injunction order while the order remains in effect. If the preliminary injunction is stayed, vacated, or extinguished, the term will immediately become effective.](#)

[As stated above, Paragraph\(2\)\(a\)\(ii\) of the DHS Standard Term and Condition titled "Federal Anti-Discrimination Laws Material to the Government’s Payment Decisions Under the False Claims Act" will not apply even if any of these preliminary injunctions are stayed, vacated, or extinguished.](#)

Recipients must submit all proposed extension requests to FEMA for review and approval at least 120 days before the end of the POP to allow sufficient processing time. The review process can take up to 30 days or longer. Recipients should factor this review period into the timing of when to submit a request for an extension. Extensions are typically granted for no more than a six-month period.

All extension requests must address the following:

1. The grant program, fiscal year, and award number;
2. The reason for delay – including details of the legal, policy, or operational challenges that prevent final outlay of awarded funds by the deadline;
3. Current status of the activity or activities;
4. Approved POP termination date and new project completion date;
5. Amount of funds drawn down to date;
6. Remaining available funds, both federal and non-federal, if applicable;
7. Budget outlining how remaining federal and non-federal funds will be expended;
8. Plan for completion, including milestones and timeframes for achieving each milestone and the individual responsible for completing the plan;
9. Certification that the activity or activities will be completed within the extended POP without any modification to the original statement of work, as described in the original statement of work and as approved by FEMA.

B. Other Information

a. Environmental Planning and Historic Preservation (EHP) Compliance

FEMA is required to consider effects of its actions on the environment and historic properties to ensure that activities, grants and programs funded by FEMA, comply with federal EHP laws, Executive Orders, regulations and policies.

Recipients and subrecipients proposing projects with the potential to impact the environment or cultural resources, such as the modification or renovation of existing buildings, structures, and facilities, and/or new construction and/or replacement of buildings, structures and facilities, must participate in the FEMA EHP review process. This includes conducting early engagement to help identify EHP resources, such as threatened or endangered species, historic properties, or communities with environmental concerns; submitting a detailed project description with supporting documentation to determine whether the proposed project could impact EHP resources; and identifying mitigation measures and/or alternative courses of action that may lessen impacts to those resources.

FEMA is sometimes required to consult with other regulatory agencies and the public to complete the review process. Federal law requires EHP review to be completed before federal funds are released to carry out proposed projects. FEMA may not be able to fund projects that are not in compliance with applicable EHP laws, Executive Orders, regulations, and policies. FEMA may recommend mitigation measures and/or alternative courses of action to lessen impacts to EHP resources and bring the project into EHP compliance.

EHP guidance is found at [Environmental Planning and Historic Preservation](#). The site contains links to documents identifying agency EHP responsibilities and program requirements, such as

implementation of the National Environmental Policy Act and other EHP laws, regulations and Executive Orders. DHS and FEMA EHP policy is also found in the [EHP Directive & Instruction](#).

All FEMA actions, including grants, must comply with National Flood Insurance Program (NFIP) criteria or any more restrictive federal, state or local floodplain management standards or building code ([44 C.F.R. § 9.11\(d\)\(6\)](#)). For actions located within or that may affect a floodplain or wetland, the following alternatives must be considered: a) no action; b) alternative locations; and c) alternative actions, including alternative actions that use natural features or nature-based solutions. Where possible, natural features and nature-based solutions shall be used. If not practicable as an alternative on their own, natural features and nature-based solutions may be incorporated into actions as minimization measures.

The GPD EHP screening form is located at https://www.fema.gov/sites/default/files/documents/fema_ehp-screening_form_ff-207-fy-21-100_5-26-2021.pdf.

b. Procurement Integrity

When purchasing under a FEMA award, recipients and subrecipients must comply with the federal procurement standards in [2 C.F.R. §§ 200.317-200.327](#). To help determine whether an action is a procurement or instead a subaward, please consult [2 C.F.R. § 200.331](#). For detailed guidance on the federal procurement standards, recipients and subrecipients should refer to various materials issued by FEMA’s Procurement Disaster Assistance Team (PDAT). Additional resources, including an upcoming trainings schedule can be found on the PDAT Website: <https://www.fema.gov/grants/procurement>.

Under [2 C.F.R. § 200.317](#) when procuring property and services under a federal award, States (including territories) and Indian Tribes, must follow the same policies and procedures they use for procurements from their non-federal funds; additionally, states and Indian Tribes must now follow [2 CFR §200.322](#), regarding domestic preferences for Procurements and [2 CFR § 200.327](#) regarding required contract provisions.

Local government and nonprofit recipients or subrecipients must have and use their own documented procurement procedures that reflect applicable state, local, tribal and territorial (SLTT) laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in 2 C.F.R. Part 200.

1. Important Changes to Procurement Standards in 2 C.F.R. Part 200

On April 22, 2024, OMB updated various parts of Title 2 of the Code of Federal Regulations, among them the procurement standards. These revisions apply to all FEMA awards with a federal award date or disaster declaration date on or after October 1, 2024, unless specified otherwise. The changes include updates to the federal procurement standards, which govern how FEMA award recipients and subrecipients must purchase under a FEMA award.

More information on OMB’s revisions to the federal procurement standards can be found in [Purchasing Under a FEMA Award: 2024 OMB Revisions Fact Sheet](#).

2. Competition and Conflicts of Interest

[2 CFR §200.319\(b\)](#), applicable to local government and nonprofit recipients or subrecipients, requires that contractors that develop or draft specifications, requirements statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. FEMA considers these actions to be an organizational conflict of interest and interprets this restriction as applying to contractors that help a recipient or subrecipient develop its grant application, project plans, or project budget. This prohibition also applies to the use of former employees to manage the grant or carry out a contract when those former employees worked on such activities while they were employees of the recipient or subrecipient.

Under this prohibition, unless the recipient or subrecipient solicits for and awards a contract covering both development and execution of specifications (or similar elements as described above), and this contract was procured in compliance with [2 C.F.R. § § 200.317-200.327](#), federal funds cannot be used to pay a contractor to carry out the work if that contractor also worked on the development of those specifications. This rule applies to all contracts funded with federal grant funds, including pre-award costs, such as grant writer fees, as well as post-award costs, such as grant management fees.

In addition to organizational conflicts of interest, situations considered to be restrictive of competition include, but are not limited to:

- Placing unreasonable requirements on firms for them to qualify to do business;
- Requiring unnecessary experience and excessive bonding;
- Noncompetitive pricing practices between firms or between affiliated companies;
- Noncompetitive contracts to consultants that are on retainer contracts;
- Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
- Any arbitrary action in the procurement process.

Under [2 C.F.R. § 200.318\(c\)\(1\)](#), local government and nonprofit recipients or subrecipients are required to maintain written standards of conduct covering conflicts of interest and governing the actions of their employees engaged in the selection, award, and administration of contracts. **No employee, officer or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such conflicts of interest would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the recipient or subrecipient may neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts. However, the recipient or subrecipient may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The recipient’s or subrecipient’s standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents.**

Under [2 C.F.R. 200.318\(c\)\(2\)](#), if the local government and nonprofit recipient or subrecipient has a parent, affiliate, or subsidiary organization that is not a SLTT government, the recipient or subrecipient must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflict of interest means that because of a relationship with a parent company, affiliate, or subsidiary organization, the recipient or subrecipient is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization. The recipient or subrecipient must disclose in writing any potential conflicts of interest to FEMA or the pass-through entity in accordance with applicable FEMA policy.

3. Supply Schedules and Purchasing Programs

Generally, a recipient or subrecipient may seek to procure goods or services from a federal supply schedule, state supply schedule, or group purchasing agreement.

Information about GSA programs for states, Indian Tribes, and local governments, and their instrumentalities, can be found at [Purchasing Resources and Support for State and Local Governments.pdf](#)

4. Procurement Documentation

Per [2 C.F.R. § 200.318\(i\)](#), local government and nonprofit recipients or subrecipients are required to maintain and retain records sufficient to detail the history of procurement covering at least the rationale for the procurement method, selection of contract type, contractor selection or rejection, and the basis for the contract price. States and Indian Tribes are reminded that in order for any cost to be allowable, it must be adequately documented per [2 CFR §200.403\(g\)](#).

Examples of the types of documents that would cover this information include but are not limited to:

- Solicitation documentation, such as requests for quotes, invitations for bids, or requests for proposals;
- Responses to solicitations, such as quotes, bids, or proposals;
- Pre-solicitation independent cost estimates and post-solicitation cost/price analyses on file for review by federal personnel, if applicable;
- Contract documents and amendments, including required contract provisions; and
- Other documents required by federal regulations applicable at the time a grant is awarded to a recipient.

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](#).

a. 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 CFR § 200.113](#).

b. Adaptive Support

Pursuant to [Section 504, of the Rehabilitation Act of 1973](#) , recipients of FEMA financial assistance must ensure that their programs and activities do not discriminate against qualified individuals with disabilities.

c. Record Retention

1. Record Retention Period

Financial records, supporting documents, statistical records, and all other non-federal entity records pertinent to a federal award generally must be maintained for at least three years from the date the final FFR is submitted. *See* [2 C.F.R. §200.334](#). Further, if the recipient does not submit a final FFR and the award is administratively closed, FEMA uses the date of administrative closeout as the start of the general record retention period.

The record retention period **may be longer than three years or have a different start date** in certain cases.

2. Types of Records to Retain

FEMA requires that recipients and subrecipients maintain the following documentation for federally funded purchases:

- Specifications
- Solicitations
- Competitive quotes or proposals
- Basis for selection decisions
- Purchase orders
- Contracts
- Invoices
- Canceled checks

d. Actions to Address Noncompliance

Non-federal entities receiving financial assistance funding from FEMA are required to comply with requirements in the terms and conditions of their awards or subawards, including the terms set forth in applicable federal statutes, regulations, NOFOs and policies. Throughout the award lifecycle or even after an award has been closed, FEMA or the pass-through entity may discover potential or actual noncompliance on the part of a recipient or subrecipient.

In the case of any potential or actual noncompliance, FEMA may place special conditions on an award per [2 C.F.R. § 200.208](#) and [2 C.F.R. § 200.339](#). FEMA may place a hold on funds until the matter is corrected, or additional information is provided per [2 C.F.R. § 200.339](#), or it may do both. Similar remedies for noncompliance with certain federal civil rights laws are authorized pursuant to [44 C.F.R. Part 7](#) and [44 C.F.R. Part 19](#) or other applicable regulations.

If the noncompliance is not able to be corrected by imposing additional conditions or the recipient or subrecipient refuses to correct the matter, FEMA may take other remedies allowed under [2 C.F.R. § 200.339](#).

e. Audits

FEMA grant recipients are subject to audit oversight from multiple entities including the DHS Office of the Inspector General (OIG), the Government Accountability Office (GAO), the pass-through entity, or independent auditing firms for single audits, and may cover activities and costs incurred under the award. Auditing agencies such as the DHS OIG, the GAO, and the pass-through entity (if applicable), and FEMA in its oversight capacity, must have access to records pertaining to the FEMA award.

11. Appendix A – FY 2025 SAFER Program Updates

Appendix A contains a brief list of changes between FY 2024 and FY 2025 to the SAFER Program. The FY 2025 SAFER Program NOFO contains some changes to definitions, descriptions, and priority categories. Changes include:

- Under Definitions
 - Clarification regarding roles and responsibilities for Grant Administrators, Program Managers and R&R Coordinators.
 - Clarification regarding Explorer, Cadet, or Mentoring Programs.
- R&R Activity – Eligible Costs: Medium Priority
 - Training supplies and nominal stipends are now eligible costs to support an explorer, cadet, or mentoring program.
 - Medium Priority wellness program costs are not eligible unless paired with a request for a High Priority Wellness and Fitness cost (e.g. physicals). Eligible Medium Priority wellness program costs are now limited to those described in the R&R Activity – Eligible Costs: Medium Priority table.
- Excess funds restrictions have been updated.

12. Appendix B – Programmatic Information and Priorities

Appendix B contains details on SAFER Program information and priorities. Reviewing this information may help applicants make their application(s) more competitive.

A. Ineligible Applications and Organizations

Volunteer and combination fire departments may apply for both the Hiring Activity and the R&R Activity, but they must submit separate applications for each. Applicants are limited to one application per activity per application period. If an applicant submits more than one application for the same activity during a single period, FEMA will disqualify both applications.

If two or more of the following entities have separate funding streams, personnel rosters, and EINs but share the same facilities, FEMA considers them separate organizations for FY 2025 SAFER Program eligibility:

- Fire departments
- National, state, local, federally recognized Tribal Nation, and nonprofit interest organizations

However, if two or more organizations sharing facilities apply for the same activity (e.g., Hiring of Firefighters), FEMA may review and compare their applications to determine eligibility and avoid duplicating benefits.

Federal employees are prohibited from participating in any capacity (paid or unpaid) in the development of applications submitted under this program.

Examples of Ineligible Applications and Organizations

The following are ineligible to apply:

- For-profit organizations, federal agencies, and individuals
- Fire departments that are federal entities or contracted by the federal government and solely responsible for fire suppression on federal installations or land
- Fire departments that are not independent entities but are part of, controlled by, or under the operational command of a larger department, agency, or Authority Having Jurisdiction (AHJ)
 - **Exception:** If a fire department is part of the same legal entity as a municipality or other government organization and meets eligibility criteria, the municipality or organization may apply on behalf of the fire department. The application must clearly state that the fire department is part of the same legal entity.
- State or local agencies, subsets of governmental entities, or authorities that do not meet the requirements defined by 15 U.S.C. § 2229a(a)(1)(A) and (a)(2).
- Ambulance services, emergency medical service organizations, rescue squads, auxiliaries, dive teams, and urban search and rescue teams.
- Non-federal airport or port authority fire departments whose sole responsibility is fire suppression on airport grounds or port facilities, unless they have a formally recognized agreement to provide fire suppression on a first-due basis outside the airport or port.

Duplicate Applications

If an applicant submits two or more applications for the same activity, both may be disqualified.

Exception for Multi-Agency Applications

An entity applying on behalf of other organizations (e.g., multiple fire departments under the same county, city, borough, parish, or municipality) may request similar or identical costs. The application must clearly state which costs (including quantities) are for each agency or organization.

B. Supporting Definitions for this NOFO

Attrition is a gradual reduction in work force without laying off personnel, e.g., when workers resign or retire and are not replaced.

Authority Having Jurisdiction (AHJ) is that person or office charged with enforcing the NFPA codes (Per [NFPA101-2024 Edition: Life Safety Code](#)).

Automatic Aid is a plan developed between two or more fire departments for immediate joint response on first alarms (Per NFPA 1710 – 2020 edition and NFPA 1720 – 2020).

Benefits, as defined in 2 C.F.R. § 200.431, means the regular compensation paid to employees during periods of authorized absences from the job, e.g., vacation leave, sick leave, military leave. Benefits may include employer contributions or expenses for social security, employee insurance, workmen’s compensation, and pension plan costs, and the like, whether treated as indirect costs or as direct costs, and are also eligible and shall be distributed to awards and other activities in a manner consistent with the pattern of benefits accruing to the individuals or group of employees whose salaries and wages are chargeable.

Career Fire Department, as defined in [15 U.S.C. § 2229](#), means a fire department that has an all-paid force of firefighting personnel other than paid-on-call firefighters.

Combination Fire Department, as defined in 15 U.S.C. § 2229, means a fire department that has paid firefighting personnel and volunteer firefighting personnel. FEMA considers a fire department with firefighting personnel paid a stipend, regardless of the amount, on a per event basis, or paid on- call, to be a combination fire department. This includes non-fire emergency medical service personnel of the department.

Emergency Medical Services Organization is a public or private organization that provides direct emergency medical services, including medical transport, and are not eligible for SAFER grant funding.

Explorer, Cadet or Mentoring Program, also known as a junior firefighter program, is a program conducted by a fire department to introduce youths between the ages of 15 and 18 to the fire service. Such programs teach basic firefighting skills, provide opportunities for mentorship by adult career and volunteer firefighters, and encourage future participation in the fire service. An explorer, cadet or mentoring program is a valuable volunteer firefighter recruitment tool because it grows the local population of individuals with basic firefighter training and interest in supporting their local fire department. Programs must be conducted in accordance with state and federal labor law and explorers, cadets, or junior firefighters should not engage in fireground/scene operations other than providing support or auxiliary work outside the operational area.

Fire Department is an agency or organization that has a formally recognized arrangement with a state, territory, local government, or Tribal Nation authority (city, county, parish, fire district, township, town, village or other governing body) to provide fire suppression on a first-due basis to a fixed geographical area. Fire departments may be comprised of members who are volunteer, career, or a combination of volunteer and career.

Firefighter is an individual having the legal authority and responsibility to engage in fire suppression; employed by a fire department of a municipality, county, fire district, or state, engaged in the prevention, control and extinguishing of fires; and responding to emergency situations in which life, property or the environment is at risk. This individual must be trained in fire suppression, but may also be trained in emergency medical care, hazardous materials awareness, rescue techniques, and any other related duties provided by the fire department.

Grant Administrator is an individual who is responsible for managing the financial and administrative aspects of grants supporting R&R projects or programs designed to benefit combination or majority volunteer fire departments. This role ensures compliance with grant terms, oversees budgeting and reporting, and facilitates the effective use of grant funds to achieve program objectives. The Grant Administrator serves as the liaison between the funding agency, program staff, and fire departments to ensure transparency and accountability.

Initial Full Alarm Assignment is the personnel, equipment, and resources ordinarily dispatched upon notification of a structural fire.

Majority Career departments are considered majority career if more than 50 % of the active firefighting membership is salaried staff.

Majority Volunteer departments are considered majority volunteer if more than 50 % of the active firefighting membership is NOT compensated for service other than a nominal stipend and insurance.

Mutual Aid is a written intergovernmental agreement between agencies or jurisdictions stating that they will assist one another on request by furnishing personnel, equipment or expertise in a specified manner (NFPA 1710 Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments, 2020 edition; and NFPA 1720 Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments, 2020 Edition).

National, State, Local or Federally Recognized Tribal Organizations that Represent the Interests of Volunteer Firefighters are organizations that support or represent the interests of firefighters in front of legislative bodies at the local, state, tribal or federal level. Such organizations include, but are not limited to, state or local firefighter or fire chiefs' associations, and volunteer firefighter relief organizations and associations. FEMA shall make the final determination as to whether an applicant is an appropriate volunteer firefighter interest group. The District of Columbia, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of Puerto Rico are all defined as "States" in the Federal Fire Prevention and Control Act of 1974. See 15 U.S.C. § 2203(10).

New Recruit is a volunteer that joins the department with the intent to serve as a firefighter, after the recipient is notified of the grant award (the date of the award notification email in FEMA GO).

Nominal Stipend is a stipend that does not exceed 20 % of what the fire department would otherwise pay to hire a full-time firefighter to perform the services for which the stipend is provided.

Whether a stipend falls above or below the 20 % threshold may be determined in one of two ways. Departments that maintain paid full-time firefighters on their payrolls may compare the

stipend to the salary they pay a full-time firefighter who performs similar services to determine whether the stipend is more or less than 20 % of that salary.

Departments that do not maintain full time firefighters on their payrolls may make the determination based on a comparison to the salary paid to a full-time firefighter in a neighboring jurisdiction, elsewhere in the state or ultimately the nation, and may also utilize data from the U.S. Department of Labor's Bureau of Labor Statistics. A nominal stipend may also include reimbursements to volunteer firefighters for approximate out-of- pocket expenses they incur.

If a stipend paid exceeds 20 % of the prevailing wage calculated as described above, then the firefighter receiving compensation would not qualify as a volunteer and is considered an employee who may be covered by the *Fair Labor Standards Act (FLSA)* minimum wage and overtime provisions.

Operational Budget is the funding supporting fire-related programs or emergency response activities (e.g., salaries, maintenance, equipment, apparatus).

Operational Position is a position with a primary assignment (more than 50 % of time) on a fire suppression vehicle, regardless of collateral duties, in support of the department's NFPA 1710 or NFPA 1720 compliance.

Paid-on-Call is defined as firefighters who are paid a stipend for each event to which they respond. Paid-on-call firefighters may be considered paid firefighters or volunteer firefighters, depending on whether the stipend they receive is a nominal stipend. For the purposes of this SAFER Program, a department whose membership is composed of all volunteer firefighters, including any paid-on-call firefighters who receive only a nominal stipend, will be considered a volunteer fire department. Also, for the purposes of this SAFER Program, a department composed of any paid-on-call firefighters who receive more than a nominal stipend will be considered a combination fire department. Also refer to the definition of a nominal stipend.

Part-Time Firefighter is a firefighter who works less than 40 hours per week. When more than one part-time firefighter shares a position that results in work in excess of 40 hours per week, FEMA considers that shared assignment to be a Full-Time Equivalent position that must be accounted for in the staffing information provided in the application.

Primary First Due is a geographic area surrounding a fire station in which a company from that station is projected to be first to arrive on the scene of an incident.

Program Manager is an individual who oversees the planning, execution and evaluation of R&R projects or programs designed to benefit combination and majority volunteer fire departments. This role ensures that all program activities align with organizational goals, comply with funding requirements, and achieve measurable outcomes. The Program Manager acts as a central point of coordination, managing resources, timelines, and stakeholder relationships to ensure program success.

R&R Coordinator is an individual who is responsible for developing, implementing and managing strategies to recruit and retain volunteer firefighters within combination and majority volunteer fire departments. This role focuses on outreach, engagement, and support initiatives to ensure the sustainability of volunteer staffing levels. Key responsibilities include organizing recruitment campaigns, conducting retention-focused activities, addressing barriers to volunteer participation, and fostering a positive environment within the fire department.

Salary is a fixed payment made by an employer to an employee to compensate for a regular work schedule. Typically, the payment is made monthly, biweekly or weekly, but often expressed as an annual sum. The salary structure should be documented in writing by the employer. Note: Only costs for overtime that an employer routinely pays as a part of a firefighter’s regularly scheduled and contracted shift hours to comply with FLSA are eligible salary costs under the Hiring Activity.

State, as defined in [6 U.S.C. § 101\(17\)](#), is defined as any of the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

Staffing and Deployment is the minimum staffing requirements to ensure enough members are available to operate safely and effectively as defined in NFPA 1710 and 1720.

Supplanting is to replace or take place of funds that would otherwise be available from state or local sources, or the Bureau of Indian Affairs.

Tuition Assistance is only eligible for reimbursement of undergraduate and graduate studies, vocational/technical training, certification, and job training programs for the member of the department and not a spouse nor a dependent.

Volunteer Fire Department, as defined in 15 U.S.C. § 2229, means a fire department that has an all-volunteer force of firefighting personnel.

C. Application Tips

The following information may be useful when preparing a competitive application:

- NFPA – “FREE ACCESS”: As part of its commitment to enhancing public safety and supporting the emergency responder, the NFPA makes its codes and standards available online for free. Please visit <http://www.nfpa.org/freeaccess>.
- For the most competitive applications, select those local need(s) that most closely align with one or more SAFER Program funding priorities.
- Applications differ based on the applicant type. For example, the Hiring Activity application will be different from the fire department application for the R&R Activity; the R&R application will be different for a fire department than an interest organization. Be sure to select the appropriate applicant type when applying.
- When filling out the online application, applicants are required to provide basic demographic information regarding their organization and the community served and

must provide detailed information regarding the items or activities for which they are seeking funding.

- If awarded, the application request(s) may be modified during the award review process; if the awarded activities, Scope of Work, or amount(s) do not match the application as submitted, the grant recipient shall only be responsible for completing the activities funded. The grant recipient is under no obligation to start, modify or complete any activities requested, but not funded by this award. Please review the Award Package.

D. Funding Limitation

Specific funding parameters are either required by law or are the outcome of recommendations from the CDP. Each requirement is identified below, followed by the source of the requirement noted in parentheses:

- A total of 10 % of the funding appropriated for FY 2025 SAFER Program awards is set aside for the recruitment and retention of volunteer firefighters (15 U.S.C. § 2229a(a)(2)).
 - No more than 33 % of the total amount allocated for the recruitment and retention of volunteers can be awarded to national, state, local, territorial, or federally recognized tribal organizations that represent the interests of volunteer firefighters (CDP).
- A total of 10 % of funding appropriated for FY 2025 SAFER Program awards is set aside for grants awarded to all volunteer or majority volunteer departments for hiring of firefighters (15 U.S.C. § 2229a(a)(1)(H)).
 - A majority volunteer fire department is one that more than half its personnel do not receive financial compensation for their services, other than life, health and worker's compensation insurance, or a nominal stipend payment, including certain paid-on-call personnel. Although applications are normally awarded based on total score (high to low), to meet this 10% statutory set aside, the SAFER Program Office may be required to fund an application that meets the criteria for the set aside instead of a higher-scoring application that does not meet the set aside criteria (15 U.S.C. § 2229a(a)(1)(H)).
 - If FEMA awards less than 10 % of the funds available for the hiring of firefighters to volunteer and majority volunteer fire departments, it must transfer the remaining funds to provide grants for the recruitment and retention of volunteer firefighters (15 U.S.C. § 2229a(a)(1)(H)).

E. Funding Priorities

a. Meeting the National Standards

FEMA prioritizes bringing non-compliant (NFPA 1710 or 1720) departments into compliance in the most cost-effective manner.

FEMA will ask applicants general questions about the NFPA standard they are attempting to meet as well as their current ability to meet that standard (without the use of overtime).

FEMA will also ask applicants to indicate what their ability will be to meet that same standard if awarded grant funds. Having additional firefighters on staff should improve a local fire

department’s ability to comply with the staffing, response and operational standards that enhance community and firefighter safety.

Applications resulting in the largest percentage increases in compliance with the relevant section of NFPA 1710 (for career departments) or 1720 (for volunteer departments) receive higher pre-scores than applications resulting in smaller percentage increases in compliance.

Note: SAFER Program grants focus only on the Deployment, or Staffing and Deployment sections of these two standards, respectively.

- NFPA 1710 Assembly Requirements – Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Department (Section 5.2.4.1 – Single-Family Dwelling Initial Full Alarm Assignment Capability, Section 5.2.3.1 – Engine Companies, 3.3.53 Rapid Intervention Crew). This standard applies primarily to career fire departments and combination departments if the combination department chooses it.
- NFPA 1720 Assembly Requirements – Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments (Section 4.3 – Staffing and Deployment, Section 4.6 Initial Firefighting Operations). This standard applies primarily to all-volunteer fire departments, but it may also apply to combination departments if the combination department does not choose to comply with the NFPA 1710 standard.

F. Hiring Activity Overview

Hiring Activity grants help volunteer, combination and career fire departments improve or restore staffing levels for better emergency response and safer incident scenes. FEMA provides these grants directly to fire departments, offering financial support to hire new firefighters (“**New Hires**”) and expand their frontline workforce.

All the following are considerations in prescoring and peer review determinations: High (H), Medium (M), Low (L)

a. Compliance with NFPA Standards

The tables below identify the priority levels for current and new compliance with the NFPA 1710/1720 standards discussed in [Appendix B Section E. Funding Priorities](#) of this NOFO.

Current (Pre-Award) 1710/1720 Compliance Priorities	
H Never or 0%	M Half of the time or 40-59%
H Rarely or 1-19%	L Very often or 60-79%
M Sometimes or 20-39%	L Most of the time or 80-100%

New (Post-Award) 1710/1720 Compliance Priorities

H Always or 91-100%	M Half of the time or 40-59%
H Most of the time or 80-90%	L Sometimes or 20-39%
M Very often or 60-79%	L Rarely or 0-19%

b. Call Volume and Population Served

Department call volume and population served are both factors in the initial application evaluation. Departments responding to a higher number of incidents and departments that protect a larger jurisdiction will receive higher consideration than those departments responding to fewer incidents and protecting smaller jurisdictions.

c. Firefighter Health Measures

The health and well-being of firefighters is of paramount importance. Therefore, applicants who indicate they will provide newly hired firefighters with an entry-level physical and receive immunizations and who indicate they will provide annual medical exams receive higher consideration than applicants who do not specify that these benefits will be provided. To qualify for this higher consideration, the physicals must be consistent with those required under NFPA 1580 Chapter 13, Occupational Medical: Evaluations (NFPA 1582).

Entry-Level Medical Exams	
H NFPA 1582-compliant physicals	M Non-NFPA 1582-compliant physicals

Annual Medical Exams	
H NFPA 1582-compliant physicals	M Non-NFPA 1582-compliant physicals

d. Training Requirements

Applicants receive higher pre-scores if the personnel funded under the grant will meet the minimum Emergency Medical Services (EMS) training and certification requirements prescribed by the AHJ.

G. R&R Activity – Fire Departments Overview

R&R Activity grants help fire departments recruit and keep volunteer firefighters trained in firefighting and emergency response. These increase the number of skilled, certified, and capable firefighters who can safely respond to emergencies in the department’s service area.

The following are considerations in prescoring and peer review determinations. Program priorities are listed as: **High (H)**, **Medium (M)**, **Low (L)**

a. Compliance with NFPA Standards

The highest priority is to assist departments experiencing a high rate of turnover and that have staffing levels significantly below the ideal staffing level required to comply with NFPA standards 1710 or 1720 as discussed in [Appendix B – Programmatic Information and Priorities, Funding Priorities](#) of this NOFO.

b. Volunteer Membership

Departments or organizations with the highest percentage of volunteers are prioritized for recruitment and retention support. Applicants with mostly volunteer members or a large number of volunteer firefighters will receive greater consideration.

Percentage of Volunteer Firefighters	
H 91-100%	M 41-50%
H 81-91%	M 31-40%
H 71-80%	L 21-30%
H 61-70%	L 11-20%
M 51-60%	L 1-10%

c. Call Volume

Department call volume is a factor in the initial evaluation. Departments responding to a higher number of incidents receive higher consideration.

d. Firefighter Health Measures

Applicants who commit to providing newly recruited firefighters with an entry-level physical, immunizations, and annual medical exams will receive higher consideration. These physicals must meet the standards outlined in NFPA 1582, Chapter 13: Occupational Medical Evaluations.

Additionally, applicants who offer worker’s compensation or Accidental Death & Dismemberment (AD&D) benefits to their members will receive higher consideration compared to those who do not specify these benefits.

Entry-Level Medical Exams	
H NFPA 1582-compliant physicals	M Non-NFPA 1582-compliant physicals

Annual Medical Exams	
H NFPA 1582-compliant physicals	M Non-NFPA 1582-compliant physicals

e. Firefighter Training and Certification Requirements

Firefighter	
H Both Firefighter (FF) II/Emergency Medical Technician (EMT)	M FF I
H FF II	L First Responder
M Both FF I/EMT	

f. R&R Coordinator/Program Manager/Grant Administrator

R&R Coordinator	
H Applicants who currently have an R&R coordinator, program manager, or grant administrator in place	
M Applicants who request grant funding for an R&R coordinator, program manager, or grant administrator’s position	

L Applicants who do not have, or are not requesting, an R&R coordinator, program manager, or grant administrator
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g. Regional Requests

Applications that will have a direct regional or local benefit beyond the immediate boundaries of the applicant’s first-due area will receive higher consideration.

A regional request is an opportunity for an eligible R&R Activity organization to act as a host and apply for funding on behalf of itself and any number of other participating R&R Activity eligible organizations. Regional activities should achieve cost effectiveness, support regional efficiency and resilience, and have a direct regional or local benefit to more than one local jurisdiction (county, parish, town, township, city, or village). Direct regional or local benefit means that other eligible organizations will receive a portion of the grant-awarded funds, and will receive and/or share items purchased with those funds

The community identification characteristic, the organizational status of the applicant, and the permanent resident population should be entered for the host entity, regardless of the composition of the participating partners.

Regional populations served are the aggregate of the geographically fixed areas of the host and participating partner organizations.

Neither the regional host nor any participating partner is prevented from also applying on behalf of their own organization for SAFER funding. However, the regional host or participating partner must not apply for a project or activity that conflicts with or duplicates another project or activity that the host or participating partner already benefits from, or will benefit from if awarded. Applicants must certify that the organizations participating in the application have not received grants for similar items, activities or projects.

In completing the application, the host applicant must include a list of all participating organizations, including a point of contact and phone number for each organization that will directly benefit from the regional project if they receive the grant.

To apply for a regional project, the host organization must agree, if awarded, to be responsible for all aspects of the grant. This includes, but is not limited to, cost share, accountability for the assets, and all reporting requirements in the regional application.

All participants of a regional application must comply with SAFER Program requirements. Upon notification by the SAFER Program Office, the host agency shall not distribute grant-funded assets or provide grant-funded contractual services to non-compliant partner organizations. The host and the delinquent partners will be notified by the SAFER Program Office of their specific non-compliance.

Regional host applicants and participating partner agencies must execute a Memorandum of Understanding (MOU), or equivalent document signed by the host and all participating organizations participating in the award. The MOU must specify the individual and mutual

responsibilities of the host and participating partners, the host’s and participants’ level of involvement in the project(s), the participating partners’ EINs, and the proposed distribution of all grant-funded assets or contracted services. Any entity named in the application as benefiting from the award must be an eligible SAFER Program organization and must be a party to the MOU or equivalent document. **Copies of the MOU or equivalent document must be submitted as an attachment in the application.**

H. R&R Activity – National, State, Local, Territorial, or Federally Recognized Tribal Nation Volunteer Firefighter Interest Organizations (Interest Organizations) Overview

Grants awarded under this R&R Activity are to applicants who identify as an Interest Organization. These grants are intended to create an aggregate increase in the number of trained, certified, and competent firefighters capable of safely responding to emergencies on behalf of the fire departments being represented. For this reason, projects that are comprehensive in nature and based on a clear needs assessment, implementation plan, evaluation plan, and have, or will establish, fire service partnerships will receive higher consideration.

In completing the application, the applicant must include data that approximates the characteristics of the entire region and all fire departments affected by the grant. If awarded, recipients may be required to provide documentation of each fire department’s consent to participate in the application. Applicants must also certify that they will ensure the fire departments participating in this application have not received grants for similar items/activities. The following identifies the elements that the applications will be evaluated on during the pre-scoring process. Automated (pre-score) evaluation scores represent 30 % of the total application score.

All the following are considerations in pre-scoring and peer review determinations. Program priorities are listed as: **High (H), Medium (M), Low (L)**

a. Compliance with NFPA Standards

The highest priority is to assist departments experiencing a high rate of turnover that have staffing levels significantly below the ideal staffing level required to comply with NFPA standards 1710 or 1720 as discussed in [Appendix B – Programmatic Information and Priorities, Funding Priorities](#) of this NOFO. Interest Organizations that currently have the lowest recruitment and retention rates among the entire region and all fire departments benefitting from the grant funds receive higher consideration for funding.

b. R&R Coordinator/Program Manager/Grant Administrator

R&R Coordinator	
H	Applicants who currently have a coordinator, program manager, or grant administrator in place
M	Applicants who request grant funding for a coordinator, program manager, or grant administrator’s position
L	Applicants who do not have, nor are not requesting, a coordinator, program manager, or grant administrator

c. Needs Assessment

Needs Assessment	
H Applicants with projects based on a needs assessment	L Applicants with projects that are not based on a needs assessment

d. Fire Service Partnerships

Fire Service Partnerships	
H Applicants who have, or will establish, fire service partnerships as part of this project	L Applicants who will not have, nor establish, fire service partnerships as part of this project

I. Eligible and Ineligible Costs and Requirements

Regardless of the eligibility of any costs requested or the results of the review of the application conducted in accordance with [Section 7 Application Review Information](#) of this NOFO, FEMA reserves the right to approve the activities requested in an application in whole or in part.

Hiring Activity – Eligible Costs and Requirements
<p>Eligible Costs:</p> <ul style="list-style-type: none"> • Salary and associated benefits (actual payroll expenses) for the positions funded under the SAFER Program grant are eligible. Costs are reimbursable if they are included as part of the standard package, available to all operational firefighter positions, contractually obligated, and reimbursed via payroll. Refer also to the definitions in Appendix B – Programmatic Information and Priorities, Supporting Definitions for this NOFO or this NOFO. • Compensation for a firefighter’s normal, contracted work schedule is reimbursable, but overtime costs are not eligible for reimbursement by the SAFER Program grant award (including overtime for holdovers, extra shifts, to attend training, etc.). Only costs for overtime that the fire department routinely pays as a part of the base salary or a firefighter’s regularly scheduled and contracted shift hours, to comply with FLSA, are eligible. For more information on FLSA, please visit the U.S. Department of Labor. • Salaries and benefits of firefighters hired with SAFER Program funding while they are engaged in initial recruit training are eligible. <p>Eligibility Requirements:</p> <ul style="list-style-type: none"> • Only firefighters hired after the SAFER Program grant offer of award (“New Hires”) are eligible for grant funding. • Only full-time positions are eligible for funding. A full-time position is one position that is funded for at least 2,080 hours per year, e.g., 40 hours per week, 52 weeks per year. • SAFER Program grant funds will only pay for operational positions, whose primary assignment (greater than or equal to 50 % of the time) is on a fire suppression vehicle, regardless of collateral duties.

Hiring Activity – Eligible Costs and Requirements

- Only volunteer and mostly volunteer fire departments may hire individuals to fill officer-level positions (e.g., chief, fire inspector, training officer, safety officer) in addition to their primary operational assignment.
- Funds received under the SAFER Program must not be used to replace funds that would be available from state or local sources, or from the Bureau of Indian Affairs, but shall be used to increase the amount of funding that would, in the absence of Federal funds received, be made available from state or local sources, or funds supplied by the Bureau of Indian Affairs.

Hiring Activity - Ineligible Costs

- Salaries and benefits for full-time firefighters who were employees at the time of grant award are ineligible.
- Salaries and benefits for job-sharing positions (e.g., utilizing more than one person to fill a full-time SAFER Program-funded position) are ineligible.
- SAFER Program funding may not be used to fund promotions for existing members (i.e., to promote a current member by placing the member in a new SAFER Program-funded position with a higher salary).
- Pre-application costs, such as grant writer fees, administrative hiring costs (e.g., physicals, medical exams, background checks, etc.), and indirect costs associated with hiring firefighters are ineligible.
- Costs to train and equip firefighters (e.g., personal protective equipment or Turnout Gear) are ineligible unless they are salaries and benefits for firefighters hired under the SAFER Program while they are engaged in training.
- Costs for additional benefits such as uniform allowances, education stipends, meal allowance, etc., are ineligible unless they are contractually obligated, included as part of the standard benefits package for all employees, and reimbursed via payroll.
- Costs of annual physicals or medical exams are ineligible.
- Overtime costs are ineligible unless they are costs that the fire department routinely pays as a part of the base salary or a firefighter's regularly scheduled and contracted shift hours to comply with the Fair Labor Standards Act (FLSA).
- M&A costs.
- Indirect costs.

R&R Activity – Eligibility Requirements

- Applicants must clearly connect the requested activities to the specific recruitment or retention challenges they aim to address. FEMA will not approve funding for any budget item unless the applicant provides enough detail showing how it will improve recruitment and retention. Costs must be reasonable, as determined by FEMA.
- Applicants who propose to focus on retention of volunteers will receive equal consideration as applicants focusing on recruitment of volunteers. A focus on retention may include providing incentives for volunteer firefighter members to continue service in a fire department.

R&R Activity – Eligibility Requirements

- SAFER Program grant funds may only be used for volunteer firefighters who are involved with, or trained in, the operations of firefighting and emergency response.
- FEMA recommends that departments consult their AHJ or the department’s legal counsel to understand the full legal and financial implications involved with implementing or sustaining programs that offer benefits or financial awards to firefighters (e.g., stipends, Length of Service Award Program (LOSAP), or Retirement Program).
- All grant-related purchases and activities must be incurred, received and completed within the POP. The period of coverage or service delivery on all contracts and agreements may not begin prior to or extend beyond the POP of the grant. FEMA may permit prorated costs to be charged to the grant for training courses that begin during the period of performance but end after the POP ends.
- All funded activities under the R&R Activity must be governed by formally adopted Standard Operating Procedures (SOPs). Minimally, these SOPs should specify who qualifies for each of the incentives, specific requirements for earning the incentives, and the disposition of the awarded incentives if an individual fails to fulfill the stipulations. FEMA may ask for copies of SOPs before or after being awarded.
- Funds received under the SAFER Program must not be used to replace funds that would be available from state or local sources, or from the Bureau of Indian Affairs, but shall be used to increase the amount of funding that would, in the absence of Federal funds received, be made available from state or local sources, or funds supplied by the Bureau of Indian Affairs.

R&R Activity – Eligible Costs: High Priority

- Costs to conduct a staffing needs assessment to determine the operational staff and support necessary for the fire department to perform its duties safely and effectively. This may include costs for data collection supplies, hiring contractors or personnel to gather and analyze data, and purchasing software programs.
 - **Note:** If a staffing needs assessment is requested and the application is selected for funding, the staffing needs assessment will be the only activity that will be funded.
- Costs to support a R&R Coordinator, a Program Manager, and/or a Grant Administrator (including reasonable salary, fringe benefits, contract support, supplies, travel, etc.).
 - **Note:** Computers for these positions are low priority items.
- Marketing Program to recruit new volunteer firefighters, such as:
 - Media advertising (e.g., television, radio, social media);
 - Print advertising (e.g., newspapers, billboards, signs, banners, brochures, flyers); and,
 - LED/electronic sign. Note: This is a high priority item only when included as part of a comprehensive marketing program. Only one LED/electronic sign is allowed per applicant and 75% of usage must be dedicated to R&R activities. Allowable costs may be limited to reasonable amounts as determined by FEMA. Additional restrictions apply (for details see Section 10.B.a. Environmental Planning and Historic Preservation (EHP) Compliance of this NOFO).

R&R Activity – Eligible Costs: High Priority

- **Note:** If requesting funds to recruit new members, a marketing plan must be in place, or the application must show a marketing plan will be implemented either with grant funds (requested as a line item) or that the applicant will implement a marketing plan using existing department resources.
- New Member Costs may include:
 - Entry-level physical exam for each new recruit;
 - Annual physicals for newly recruited members; and
 - Station duty uniforms.
- Wellness and Fitness for Existing Members. Wellness and Fitness costs of an annual exam may include:
 - Physical exams;
 - Job-related immunization;
 - Periodic Physical Exam/Health Screening;
 - Behavioral health;
 - Traditional therapies and preventative care facilitated by a licensed mental health or physical healthcare provider; and
 - Cancer Screening Program to meet NFPA 1582.
 - **Note:** All grant-funded physicals (except those for explorers/cadets) must meet NFPA 1582 standards (Chapter 9, Occupational Medical Evaluation).
- Employee Assistance Program (EAP) to provide behavioral health training for coping with fire service duties.
- New Recruit Basic Training: Training required by the Authority Having Jurisdiction (AHJ) to meet minimum firefighter certification (e.g., CPR, First Responder, EMT, FF1, FF2) that is not covered under the department's normal operating budget is eligible.
 - Reimbursement is also eligible for members' lost wages, mileage/transportation costs, lodging, and per diem while attending required basic training.
 - **Note:** Mileage/transportation, lodging and per diem costs must comply with the department's written travel policies and procedures. If no policies are established, reimbursement will be at the federal government rate.
- Leadership or Career Development Training: Leadership or career development training, when used as a retention incentive and not covered under the department's normal operating budget, is eligible.
 - Reimbursement is also eligible for members' lost wages, mileage/transportation costs, lodging, and per diem while attending leadership/career development training or conferences.
 - **Note:** Mileage/transportation, lodging, and meal costs must comply with the department's written travel policies and procedures. If no policies are established, reimbursement will be at the federal government rate.
 - To be eligible, courses must provide Continuing Education Units (CEU) or certificates of completion.
- Instructor/train-the-trainer training that is not covered under a department's normal operating budget.
- Reimbursement to members for lost wages, mileage and transportation costs, lodging costs, and per diem while attending instructor/train-the-trainer training are also eligible.

R&R Activity – Eligible Costs: High Priority

- **Note:** Costs for mileage/transportation, lodging, and per diem must comply with the department’s written travel policies and procedures. If policies are not established, costs will only be reimbursed at the federal government rate.
- Tuition assistance for higher education (including books, lab fees and student fees).
 - Coursework or certifications in this category should be more advanced than what departments typically fund for required minimum-staffing requirements and specific to an accredited university or trade school program.
 - Courses are not limited to firefighter training or education.
 - Only tuition payments for classes offered and taken during the POP are allowable.
 - Computers for individual students are not eligible for funding.
 - Payments for student loans are not eligible for funding.
 - Recipients must provide internal policies that explain how funding is administered.
 - Allowable costs may be limited to reasonable amounts, as determined by FEMA.
- Personal Protective Equipment (PPE) or Turnout Gear.
 - PPE may only be funded for new firefighters that join the department after the date of grant award, that successfully pass an NFPA 1582-compliant physical, and that are certified as “fit for duty.” PPE purchased with SAFER Program funding must be utilized by adequately trained staff.
 - Funds are available to acquire Occupational Safety and Health Administration-required and NFPA-compliant PPE for firefighting personnel. In addition, PPE must meet any national or state standards and increase firefighter safety. Failure to meet these requirements may result in ineligibility for PPE funding. Copies of NFPA standards may be reviewed at <http://www.nfpa.org/freeaccess>.
 - Only actual costs for PPE are allowed.
 - Allowable costs may be limited to reasonable amounts, as determined by FEMA.
 - To receive payment, recipients must provide the following documentation to support the purchase of PPE:
 - Proof of cost (e.g., invoices) and proof of payment (e.g., canceled checks, bank statements, electronic funds transfers) for PPE.
 - Proof that the firefighter(s) have passed an NFPA 1582-compliant physical and are certified as “fit for duty.”
 - Eligible PPE Costs:
 - Only one set of PPE for structural and wildland firefighting per each new recruit.
 - The SAFER Program considers a complete set of structural PPE to be composed of one self-contained breathing apparatus (SCBA) mask or face piece, one pair of pants, one coat, one helmet, two hoods, one pair of boots, two pairs of gloves, one pair of suspenders, and one pair of goggles. In those jurisdictions where additional PPE, like Personal Safety or Rescue Bailout Systems are statutorily required, the SAFER Program will consider all statutorily required items to be part of a complete PPE set.
 - The SAFER Program considers a complete set of wildland PPE to be comprised of one pair of pants, one coat, one jumpsuit, one helmet, one pair of boots, one pair of gloves, one pair of suspenders, one pair of goggles, one fire shelter, one web gear, one backpack, and one canteen or other hydration system.

R&R Activity – Eligible Costs: High Priority

- LOSAP or Retirement Program:
 - Establishment of a new LOSAP or Retirement Program.
 - Increasing coverage of an existing LOSAP or Retirement Program to include new recruits.

R&R Activity – Eligible Costs: Medium Priority

- Nominal stipends, as defined under [Appendix B – Programmatic Information and Priorities, Supporting Definitions for this NOFO](#) in this NOFO for volunteer firefighters who are involved with, or trained in, the operations of firefighting and emergency response (e.g., Pay-per-Call, Points Based System, etc.). Stipends may only be provided for participation in operational (firefighting) activities, such as duty shifts, operational training, or responding to incidents.
 - Food vouchers may be used for nominal stipends if the Narrative supports their use as an effective recruitment and retention tool for the department. However, food vouchers must be issued through formally adopted SOPs.
 - Award recipients must maintain records of all food vouchers including firefighter name, amount, date received, and signature of the receiving firefighter.
 - Gift cards may not be used for nominal stipends. For information on gift cards, see Low Priority – Awards/Incentives below.
 - Only actual costs for stipends are allowed.
 - Allowable costs may be limited to reasonable amounts as determined by FEMA.
- Costs to support explorer, cadet, or mentoring programs, such as:
 - Only one set of station duty uniforms (the SAFER Program considers one set of station duty uniform as one pair of pants, one shirt, one hat, and one pair of boots) for each newly recruited cadet/explorer per the department’s documented uniform policy.
 - Training (Non-Immediate Danger to Life and Health [IDLH]), including training supplies.
 - One set of structural or wildland PPE as defined above for each new cadet/explorer that joins the department after the date of grant award, with the following two exceptions: 1) SCBA mask/face pieces are not eligible because PPE for explorers/cadets may not be used in an IDLH atmosphere, and 2) physicals for explorers/cadets are not required to meet NFPA 1582.
 - One introductory physical exam per each newly recruited explorer/cadet.
 - Nominal stipends, when governed by a formally adopted SOP and provided consistent with applicable state and federal labor laws.
- Insurance packages (e.g., AD&D, workers compensation, disability, health, dental, life).
- Exercise equipment is limited to no more than \$10,000 total per grant award.
- Wellness programs. Wellness program costs are only eligible for funding if the application also requests funding for a High Priority Wellness and Fitness cost (e.g. physical exams). Wellness program costs may include:
 - Candidate physical ability evaluation;
 - Injury/illness rehab;
 - Formal fitness, injury prevention; or
 - International Association of Fire Fighters (IAFF) or IAFC peer fitness trainer program.

R&R Activity – Eligible Costs: Low Priority

- New Member Costs. Only one set of station duty uniforms for new firefighters that join the department after the date of grant award, per the department’s documented uniform policy. The SAFER Program considers one set of station duty uniforms as one pair of pants, one shirt, one hat, and one pair of boots. Class A or B uniforms (e.g., Dress Uniforms) and badges are not eligible costs.
- American National Standards Institute-approved retro-reflective highway apparel.
- PPE gear bags.
- Costs for advanced training not currently covered under the department’s operating budget (e.g., extrication training, specialized equipment training, swift water rescue, etc.). Advanced training requests are only eligible for members who have already met the minimum firefighter certifications required by the AHJ and must closely correlate to the applicant’s recruitment and retention goals.
 - Reimbursement to members for lost wages, mileage and transportation costs, lodging costs, and per diem while attending advanced training are also eligible.
 - **Note:** Costs for mileage and transportation costs, lodging costs, and per diem must comply with the department’s written travel policies and procedures. If policies are not established, costs will only be reimbursed at the federal government rate.
- Two computers (including monitor, keyboard, mouse) and printer for grant-appointed R&R Coordinator, Program Manager, and/or Grant Administrator.
- Awards or Incentive program for participation in operational (firefighting) activities, such as operational training or responding to incidents (e.g., gift cards for top responders, non-uniform clothing).
 - Non-uniform clothing is only eligible as part of an award program. Non-uniform clothing is limited to a shirt, jacket or pullover. Class A or B uniforms (e.g., Dress Uniforms) are not eligible costs.
 - A logbook for the purchase and issuance of gift cards is required. The logbook must include name of recipient, date, amount of card, reason for issuance, and signature of recipient. Gift cards should be issued to operational firefighters who have completed the minimum firefighter training required by the AHJ.
- LED/electronic sign when it is not included as part of a comprehensive marketing program.
- Fire service association membership fees.
- Projector or screen to support classroom training.
- Payments for housing or rent for volunteers at or near the fire station.
- Other costs associated with new recruits (background checks, aptitude tests, etc.).
- Station modifications, remodeling or renovation of existing facilities.
 - Remodeling or renovations to an existing facility are allowable (e.g., converting space into bunkroom) and must directly relate to the identified recruitment or retention problems or issues being addressed with the grant. The renovations must be minor interior alterations not to exceed \$10,000 total per grant award.
 - Remodeling or renovations may not change the footprint or profile of the building.

R&R Activity – Eligible Costs: Low Priority

- A request for modifications to facilities may require EHP review (for details see [Section 10.B.a. Environmental Planning and Historic Preservation \(EHP\) Compliance](#) of this NOFO). Recipients are encouraged to have completed as many steps as possible for a successful EHP Review in support of their proposal for funding, including coordination with their State Historic Preservation Office to identify potential historic preservation issues and to discuss the potential for project effects, and compliance with all state and EHP laws and requirements. Preservation Office to identify potential historic preservation issues and to discuss the potential for project effects, and compliance with all state and EHP laws and requirements.
- Written approval must be provided by FEMA before using any SAFER Program funds for remodeling or renovation. If awarded funds for remodeling or renovation, recipients may be required to submit evidence of approved zoning ordinances, architectural plans, any other locally required planning permits, and a notice of interest.

R&R Activity – Eligible Costs: Non-Prioritized Costs

- M&A costs up to 3 % of the total awarded amount in accordance with 2 C.F.R. Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. M&A costs must be identifiable and directly related to the implementation and management of the SAFER Program grant. Salaries and fringe benefits for personnel directly supporting the grant are not required to be included in the M&A budget line item.
- Indirect costs for national, state, local or federally recognized Tribal Nation volunteer firefighter interest organizations that are expended pursuant to [Section 3.H. Indirect Costs \(Facilities and Administrative Costs\)](#).
- Up to \$1,500 in grant writer fees for application preparation but not grant administration. The fee must have been paid between 90 days before the publication date of this NOFO and up to 30 days of the end of the application period and prior to any contact with SAFER Program Office staff or an Offer of Award. For details see [Appendix C – Award Administration Information, Grant Writer/Preparation Fees](#).
- Audit costs proportional to the total SAFER Program award. Recipients of multiple federal funding sources can only charge a pro rata share of the audit cost(s) to the SAFER Program award, and they must be incurred during the POP.

R&R Activity – Ineligible Costs

This list is not exhaustive:

- Salary and benefits for firefighters.
- Retroactive payments or recognition for operational services or non-operational activities (including payments, gift cards, recruitment bonuses, or stipends for recruiting firefighters) rendered prior to the grant award.
- Costs incurred (including the delivery of goods or services) outside of the period of performance except for grant writer fees; see [Appendix C – Award Administration Information, Grant Writer/Preparation Fees](#).

R&R Activity – Ineligible Costs

- Fire suppression equipment.
- Vehicles.
- Fire simulators, fire evolution, or fire training props (e.g., burn trailers, forcible entry, rescue/smoke maze, flashover simulators).
- Supplies, expendables, or “one time” use items such as foam, fuel/propane, breaching materials (e.g., wood or sheetrock).
- Sirens, warning lights for fire department or private vehicles, or other outdoor warning devices.
- Communication equipment and monthly expenses including cell phones, pagers, portable radios, or Computer-aided Dispatch systems.
- Video cameras or recording equipment.
- Photographs or photographer services, unless part of a marketing contract for recruitment of new members.
- Intruder alerting systems and deployment notification systems.
- Payments for travel to or participation in leisure or social activities such as theater tickets, entertainment tickets, and trips (e.g., professional sporting events).
- Costs associated with award banquets, such as food, photographers, refreshments, entertainment, or rental facilities. Reimbursement for actual awards (e.g., plaques and trophies) is eligible.
- Costs for food or refreshments that are not part of a conference or training hosted by the grant recipient (food vouchers can be requested as a nominal stipend but must be provided only under formally adopted SOPs).
- Costs for training currently covered under the department’s operating budget (e.g., tuition or instructor fees for department-mandated, basic-level training).
- Tuition assistance for family members of the volunteer.
- Services at a member’s personal residence (e.g., internet access, plowing of driveways).
- Furniture (except for newly converted bunkrooms), televisions, fixtures, appliances (e.g., refrigerators), and entertainment equipment.
- “Giveaways” for recruitment events, such as stickers, pencils, pens, t-shirts, cups, mugs, or balloons.
- Fees for courses and training that are available free of charge on the internet or at state or local training facilities (e.g., NIMS 100, 700, 800).
- Costs for fuel. Costs for travel to training or other eligible activities are reimbursed through mileage rates.
- Gym Memberships.
- Payments for student loans.
- Mileage reimbursement for responding to incidents or periodic operational training at the fire house. Mileage reimbursement is allowed for other types of training as explained under eligible costs.
- Station internet access or user fees and equipment to install internet, such as routers.
- Continued funding of an existing (or previously funded through the SAFER Program) LOSAP or Retirement Program.

R&R Activity – Ineligible Costs

- Computers in common areas or individual computers for training or education.
- Copiers and printers.
- Incentives for career firefighters within the recipient’s fire department.
- Ineligible explorer, cadet, mentoring program expenditures:
 - SCBAs, including masks/face pieces.
 - Anything involving the IDLH atmosphere.
 - Any activities precluded by the AHJ.
- Ineligible PPE expenditures:
 - Three-quarter length rubber boots.
 - SCBAs (not including SCBA masks or face pieces).
 - PASS Devices.
 - Spare cylinders.
 - Bomb disposal suits.
 - PPE for hazardous materials and other specialized incidents.
 - More than one set of structural or wildland PPE per newly recruited member (within the period of performance).
- PPE for existing members, R&R Coordinator, Program Manager, and/or Grant Administrator.

13. Appendix C – Award Administration Information

Appendix C contains detailed information on SAFER Program Award Administration. Reviewing this information may help recipients in the programmatic and financial administration of their award(s).

A. Help FEMA Prevent Fraud, Waste and Abuse

If applicants or recipients have information about instances of fraud, waste, abuse or mismanagement involving FEMA programs or operations, they should contact the DHS OIG Hotline at (800) 323-8603, by fax at (202) 254-4297, or email to HOTLINE@oig.dhs.gov.

B. Grant Writer and Preparation Fees

Fees for grant writers may be included as a pre-award expenditure. For grant writer fees to be eligible as a pre-award expenditure, the services must be competitively sourced, specifically identified, and listed within the “Grant Request Details” section of the application and must satisfy the requirements under [2 C.F.R. § 200.458](#). FEMA will only consider reimbursements for application preparation, not administration, up to \$1,500 peryear. Grant writer fees must be paid between the 90 days before the publication date of this NOFO and up to 30 days after the application period closes. For the grant writer fees held either on retainer or subscription basis to be an eligible pre-award cost, the claimed retainer or subscription must have been competitively secured, and the costs are limited to the start of the appropriation period for the underlying award and meet the requirements under [2 C.F.R. § 200.458](#). Fees payable on a contingency basis are not an eligible expense.

Pursuant to [2 C.F.R. Part 180](#), recipients may not use federal grant funds to reimburse any entity, including a grant writer or preparer, if that entity is presently suspended or debarred by the federal government from receiving funding under federally-funded grants or contracts. Recipients must verify that the contractor is not suspended or debarred from participating in specified federal procurement or non-procurement transactions pursuant to [2 C.F.R. § 180.300](#).

Before submitting the application, please review all work produced by grant writers or other third parties for accuracy. By submitting the application, applicants are certifying all information contained therein is true and an accurate reflection of the organization. Regardless of the applicant's intent, the submission of information that is false or misleading may result in consequences imposed by FEMA. These consequences may include, but are not limited to, the submitted application not being considered for award, temporary withholding of funding under the existing award pending investigation, or referral to the DHS OIG.

The following documentation shall be provided to FEMA upon request:

1. A copy of the grant writer's contract for services;
2. A copy of the invoice or purchase order;
3. A copy of the canceled check (front and back); and
4. Evidence that the services were competitively procured.

Failure to provide the requested documentation may result in the grant writer fee being deemed ineligible and the grant reduced accordingly.

Note: FEMA requires that all applicants identify the following as "Application Participants" in the "Contact Information" section of the application: Any individual or organization that assisted with the development, preparation, or review of the application to include drafting or writing the narrative and budget; whether that person, entity, or agent is compensated or not; and whether the assistance took place before submitting the application.

C. Maintenance and Sustainment

The use of FEMA Preparedness Grant funds for the cost of repairs or replacement, as well as maintenance contracts, warranties, and user fees may be allowable.

Routine upkeep and the supplies, expendables, or one-time use items that support routine upkeep (e.g., gasoline, tire replacement, routine oil changes, monthly inspections, or grounds and facility maintenance) are the responsibility of the recipient and may not be funded with SAFER Program funding.

Generally, when purchasing a maintenance agreement, service contract, or extended warranty for systems or equipment, the period of coverage provided under such a plan may not extend beyond the period of performance of the grant with which the agreement, warranty or contract is purchased.

D. Taxes, Fees, Levies and Assessments

Taxes, fees, levies or assessments that the recipient is legally required to pay and are directly related to any eligible SAFER Program acquisition activity may be charged to a SAFER Program award pursuant to [2 C.F.R. § 200.470](#). These charges shall be identified and enumerated in the SAFER Program application narrative, as well as the “Grant Request Details” section of the acquisition activity.

Any avoidable and unreasonable costs that result from the action or inaction of a recipient (or recipient’s agent) or that prevent that recipient from enjoying any lawful exemption, waiver or reduction of any tax, fee, levy or assessment directly related to any eligible SAFER Program acquisition activity are not chargeable to any SAFER Program award.

Example: Governmental entities and Public Safety Agencies are exempt from some [Federal Communications Commission \(FCC\) fees](#), but only if the eligible organization submits an exemption or waiver request to the FCC.

E. Excess Funds

FEMA expects recipients to complete awarded activities within the budget allocated. However, excess funds may remain after completing the original project described in the recipient’s award. This may be due to cost savings from under-budget acquisition activities or competitive procurement processes. These excess funds are to generally be deobligated and may not be used for additional activities.

FEMA may consider exceptions if urgent and compelling needs are identified that directly relate to a demonstrated event(s) impacting the health and safety of the department's firefighters, such as a presidentially declared disaster. Requests must be submitted at least 120 days before period of performance expiration.

Note: The opportunity for excess funds is limited when the Scope of Work is changed via an amendment such as reduction in quantities.

F. Payments and Amendments

SAFER Program payment requests from non-federal entities will be governed by applicable federal regulations in effect at the time a grant is awarded to the recipient and may be either advances or reimbursements. Recipients should not expend funds until all special conditions listed on the grant award document have been met, including completion of EHP review, and the request for payment in FEMA GO has been approved. Recipients should draw down funds based upon immediate disbursement requirements; however, FEMA strongly encourages recipients to draw down funds as close to disbursement or expenditure as possible to avoid accruing interest.

Non-federal entities should keep detailed records of all transactions involving the grant. FEMA may at any time, request copies of any relevant documentation and records, including purchasing documentation along with copies of cancelled checks for verification. See, e.g., 2 C.F.R. §§ [200.318\(i\)](#), [200.334](#), [200.337](#).

Advances

Recipients shall be paid in advance, provided they maintain or demonstrate the willingness and ability to maintain procedures to minimize the time elapsing between the transfer of funds and disbursement by the recipient (not to exceed 30 days), and their financial management systems meet the standards for fund control and accountability established in [2 C.F.R. Part 200](#). The recipient shall include all applicable source documentation such as invoices, purchase orders, contracts, etc., to support the costs associated with the advance SAFER Program payment requests. EHP review requirements must be met before advanced payments are made.

Reimbursement

Payment by reimbursement is the preferred method when the requirements to be paid in advance, pursuant to [2 C.F.R. § 200.305](#), cannot be met. In accordance with U.S. Department of Treasury regulations at [31 C.F.R. Part 205](#), if applicable, the recipient shall maintain procedures to minimize the time elapsing between the transfer and disbursement of funds. As a prerequisite of SAFER Program approval for reimbursement requests, recipients shall submit all applicable source documentation, including payroll records, timecards, contracts, invoices, purchase orders, and proof of payment (e.g., canceled checks, bank statements, electronic funds transfers) to support the costs associated with each payment request.

Rebates

Recipients shall disburse program income, rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments, in accordance with [2 C.F.R. § 200.305](#).

Payment Requests During Closeout

Recipients may submit reimbursement payment requests only during the 120 days following the end of the award's period of performance, as part of the closeout reconciliation process under [2 C.F.R. § 200.344](#). These requests must be for reimbursement payments only, as no other types of payment requests are allowed after the period of performance has expired. The expenditure must have been obligated and received during the award's period of performance. The request must include clear and specific information certifying that the reimbursement is for an obligation properly incurred during the active period of performance.

FEMA may request supporting documentation for the reimbursement at any time for review.

Amendments

FEMA may approve SAFER Program award amendments on a case-by-case basis for the following reasons:

- Extending the period of performance to complete the scope of work under the Recruitment and Retention (R&R) Activity.
- Changes to the activity, mission, retroactive approval (pre-award), or closeout issues.

- Budget changes, including adding funds to the award or non-closeout deobligation of funds.
- Changes to key personnel.

Amendment requests must be submitted through FEMA GO and include specific, compelling justifications for the change. Amendments or changes to the scope of work may require additional Environmental and Historic Preservation (EHP) review. FEMA strongly encourages recipients to use grant funds promptly to align with SAFER goals and objectives.

Deobligation of Funds

Recipients may return unused funds (e.g., funds drawn down but not used or award funding never requested) before the end of the award’s period of performance. To do this, recipients must submit an amendment through FEMA GO and include the following:

- A statement that the unliquidated funds are not needed to fulfill the grant’s obligations or mission.
- Confirmation that they understand the returned funds will be deobligated and unavailable for future expenses.

Deobligating funds will reduce the federal portion of the grant and the recipient’s cost share obligation. FEMA will confirm deobligation requests with all points of contact. Once confirmed, FEMA will hold the approved request for 14 days to allow the recipient time to reconsider before processing the deobligation.

G. Disposition of Grant-Funded Equipment

A recipient must use, manage and dispose of SAFER Program-funded equipment in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at [2 C.F.R. § 200.313](#). Except for state governments, when original or replacement equipment acquired under a SAFER Program award is no longer needed for the original project, program, or other activities currently or previously supported by a federal awarding agency, the recipient must request disposition instructions from FEMA. FEMA strongly recommends contacting the SAFER Help Desk before disposing of SAFER -funded equipment.

H. Post-Award Recipient Responsibilities

Once awarded, recipients under the Hiring Activity must submit a pre-SAFER Program roster of paid operational firefighting personnel who were employees at the time of the award. This roster, which supports NFPA 1710 or NFPA 1720 standards, will be compared to the names of SAFER Program-funded positions to ensure that the funded firefighters are new employees.

The SAFER Program Office will work with recipients to establish the correct staffing maintenance number. The staffing maintenance number is a sum of the number of paid operational firefighting personnel who were employees at the time of award and the number of SAFER Program-funded positions. Recipients must agree to maintain this staffing level throughout the period of performance by actively and promptly filling any vacancies.

Staffing Maintenance and Layoffs

- Recipients who lay off operational personnel during the period of performance will be considered in default of their grant, and the award will be terminated. In such cases, recipients may be required to return federal funds received under the grant.
- If recipients face a documented economic hardship that prevents them from backfilling non-SAFER Program operational positions vacated through attrition (e.g., resignation, retirement), they may petition FEMA for a waiver of the staffing maintenance requirements.
- Applicants and recipients should actively coordinate and collaborate with their local and state authorities to help ensure and prioritize the commitment of future non-federal investments in order to sustain staffing capabilities once an award's period of performance ends.

Waiver Conditions

- Approved waivers allow recipients to reduce and reestablish the staffing maintenance numbers agreed to at the time of the award by the number of positions they cannot fill.
- The economic hardship must affect the entire public safety sector in the recipient's jurisdiction, not just the fire department.
- FEMA will not grant waivers for SAFER -funded positions.
- Recipients who fail to maintain required staffing levels risk losing federal funds awarded under the grant.

Volunteer Firefighting and Anti-Discrimination

Recipients must agree that firefighters hired under these grants will not be discriminated against or prohibited from participating in volunteer firefighting activities in another jurisdiction during off-duty hours.

Veteran Recruitment

FEMA strongly encourages recipients to actively seek, recruit, and hire military veterans to increase their department's ranks, whenever practicable.

Resolution No.: _____

**RESOLUTION AUTHORIZING APPLICATION FOR THE STAFFING FOR
ADEQUATE FIRE AND EMERGENCY RESPONSE (SAFER) GRANT**

WHEREAS, the Hopewell Fire Department is committed to providing effective fire suppression, emergency medical services, rescue operations, and other emergency response services to protect the lives and property of the residents and visitors of the City of Hopewell;

WHEREAS, the Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program provides financial assistance to fire departments to enhance their staffing capabilities and improve emergency response services; and

WHEREAS, the Hopewell Fire Department desires to apply for funding through the SAFER Grant Program to support staffing needs and strengthen emergency response capabilities; And Now, Therefore,

BE IT RESOLVED that the City Council of Hopewell, Virginia hereby authorizes the Fire Chief, on behalf of the Hopewell Fire Department, to prepare and submit an application for funding under the Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program.

Adopted by the City Council of Hopewell, Virginia at a meeting held on _____.

Witness this signature and seal

Mayor Johnny Partin, Ward 3

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

ATTEST: _____
Sade' Allen, City Clerk

ADJOURNMENT