

HAMPTON VA

Grant Routing Sheet

COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED

Date Routing Initiated: 08/17/20 Application Due Date: 08/19/20

Originating Department: Hampton Police Division Department No.: 310

Submitter's Name: Laura Hall for Chief Sult Direct Telephone No. (757) 728-3095

E-mail Address: lahall@hampton.gov

Grant Title: FY20 Local Byrne JAG Program

Other Participating Departments: N/A

BEFORE COMPLETING AN APPLICATION:

1. READ THE GENERAL INSTRUCTIONS. LH (Submitter's Initials)
2. COMPLETE GRANT PROPOSAL OVERVIEW. LH (Submitter's Initials)
3. DEPARTMENT HEAD
ORIGINATING DEPT. Chief T. Sult [Signature] 8/17/20
Print Name Signature Date
4. ASSISTANT CITY
MANAGER S. Bond att. email 8/18/20
Print Name Signature Date

BEFORE SUBMITTING AN APPLICATION TO THE AWARDING AGENCY:

5. PREPARE INITIAL DOCUMENTATION PACKAGE FOR REVIEW TO INCLUDE (EITHER HARD COPY OR ELECTRONIC): ALL DOCUMENTS RELATED TO THE GRANT, INCLUDING, BUT NOT LIMITED TO INSTRUCTIONS, ATTACHMENTS, EXHIBITS, GRANT DOCUMENTS, PRIMARY GRANT (IF SUBAWARDEE). LH (Submitter's Initials)
6. COMPLETE APPLICATION EXCEPT NECESSARY SIGNATURES. LH (Submitter's Initials)
7. CITY ATTORNEY B. Law see email 9/20/20
Print Name Signature Date
8. BUDGET DIVISION L. Green att. email 8/19/20
Print Name Signature Date
9. HUMAN RESOURCES M. Clark att. email 8/17/20
Print Name Signature Date

10. FINANCE DEPARTMENT

V. ^{KHETZ} ~~KEM~~
Print Name

Att email.
Signature

8/17/20
Date

11. RISK MANAGEMENT

J. Sanders
Print Name

Att email
Signature

8/20/20
Date

AFTER GRANT IS AWARDED:

- ✓ After the grant award has been received, and if there no changes to the application or condition(s), the grant may now be placed in Granicus for City Council action.
- ✓ Reference "Quick Tips for Submitting Grants - City Council Agenda"



If there are **ANY** changes to **ANY** component of the grant, consult with your department's City Attorney for advice on whether to re-route the grant for second approval or continue with the placement of the grant on the Council agenda.

Risk

Hall, Laura

From: Sanders, Joe
Sent: Thursday, August 20, 2020 7:59 AM
To: Hall, Laura
Subject: Re: **APPROVALS NEEDED** FY20 Byrne Memorial

I thought I responded. Risk approves

Joe Sanders
Risk Manager
City of Hampton, Virginia
757-727-6473

From: Hall, Laura <lahall@hampton.gov>
Sent: Monday, August 17, 2020 2:15 PM
To: Bond, Steven <sbond@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Dennis, Steven <steven.dennis@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Law, Brandi <brandi.law@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Sanders, Joe <jsanders@hampton.gov>; Sult, Chief T. <tsult@hampton.gov>
Cc: Hall, Laura <lahall@hampton.gov>; McCrickard, Kerry <kmccrickard@hampton.gov>
Subject: **APPROVALS NEEDED** FY20 Byrne Memorial

Budget

Hall, Laura

From: Green, Lori
Sent: Wednesday, August 19, 2020 7:39 PM
To: Hall, Laura; Law, Brandi; Sanders, Joe; Parker, Patricia
Subject: RE: **APPROVALS NEEDED** FY20 Byrne Memorial

Hi Laura, I thought I responded to this grant application earlier.

The Budget Division approves of this grant application as no cash match is required.

Should the grant be awarded to the submitting department, the Budget Division requests that the grant award be placed on the City Council's agenda for acceptance and appropriation of funds within 30 days of receipt of the grant award or as soon as possible thereafter.

Thank you.

Lori

L. A. Green
Budget Division

CONFIDENTIALITY NOTICE: This communication and any files or attachments transmitted with it may contain information that is confidential, privileged and exempt from disclosure under applicable law. It is intended solely for the use of the intended recipient. If you are not the intended recipient, you are hereby notified that any unauthorized review, use, disclosure, dissemination, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify the sender by reply e-mail and destroy all copies of the original message. Additionally, we will take the appropriate action to avoid sending you an unintended e-mail in the future. Thank you for your cooperation.

From: Hall, Laura <lahall@hampton.gov>
Sent: Wednesday, August 19, 2020 2:34 PM
To: Green, Lori <lgreen@hampton.gov>; Law, Brandi <brandi.law@hampton.gov>; Sanders, Joe <jsanders@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
Subject: FW: **APPROVALS NEEDED** FY20 Byrne Memorial
Importance: High

Good afternoon. Please see the below email regarding the application for the FY20 Byrne JAG grant. It is due **TODAY by 11:59 pm**. Please reply to this email with your department's approval to move forward with submission. Thank you, so much. Have a great day

Best,

Ptl. Laura Hall

ACM

Hall, Laura

From: Bond, Steven
Sent: Tuesday, August 18, 2020 8:40 AM
To: Kmetz, Veronica
Cc: Hall, Laura; Clark, Nicole; Daughtrey, Karl; Dennis, Steven; DeProfio, Brian; Green, Jacky; Green, Lori; Law, Brandi; Parker, Patricia; Sanders, Joe; Sult, Chief T.; McCrickard, Kerry
Subject: Re: ****APPROVALS NEEDED**** FY20 Byrne Memorial

I approve

Sent from my iPad

On Aug 17, 2020, at 2:38 PM, Kmetz, Veronica <veronica.kmetz@hampton.gov> wrote:

<image002.gif>
Finance approves.

Veronica A. Kmetz
Finance Department
Phone: 757-727-6331

<image003.png>

From: Hall, Laura <lahall@hampton.gov>
Sent: Monday, August 17, 2020 2:16 PM
To: Bond, Steven <sbond@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Dennis, Steven <steven.dennis@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Law, Brandi <brandi.law@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Sanders, Joe <jsanders@hampton.gov>; Sult, Chief T. <tsult@hampton.gov>
Cc: Hall, Laura <lahall@hampton.gov>; McCrickard, Kerry <kmccrickard@hampton.gov>
Subject: ****APPROVALS NEEDED**** FY20 Byrne Memorial
Importance: High

Good morning,

The Hampton Police Division is eligible to apply for up to \$43,581.00 under the FY19 Edward Byrne Memorial Justice Assistance (JAG) Grant **with no local match**. This application is due **AUG 19, 2020**. Please find a breakdown of the attachments below:

- Grant Proposal Overview

HR

Hall, Laura

From: Clark, Nicole
Sent: Monday, August 17, 2020 6:14 PM
To: Hall, Laura
Subject: RE: **APPROVALS NEEDED** FY20 Byrne Memorial

No HR response required.
Thank you.

Nicole M. Clark MSHRM, SPHR, IPMA-SCP, SHRM-SCP
Director of Human Resources
City of Hampton
22 Lincoln Street
Hampton, Virginia 23669
P: 757-727-6522 F:757-727-6449

HAMPTON VA

From: Hall, Laura <lahall@hampton.gov>
Sent: Monday, August 17, 2020 2:16 PM
To: Bond, Steven <sbond@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Dennis, Steven <steven.dennis@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Law, Brandi <brandi.law@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Sanders, Joe <jsanders@hampton.gov>; Sult, Chief T. <tsult@hampton.gov>
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- Grant Proposal Overview
- Grant Routing Form
- Solicitation Announcement – for legal review/Brandi
- Grant Application:
 - Project Identifiers
 - Program Narrative
 - Budget Detail Worksheet
 - Disclosure of Pending Applications
 - Financial Mgmt & Systems of Internal Controls
 - Disclosure of Lobbying Activities - for legal review/Brandi + **City Manager must sign**
 - Certifications by the CEO - for legal review/Brandi + **City Manager must sign**
 - Application for Federal Assistance SF-424 – **This must also be signed by the City Manager**

Hall, Laura

From: Kmetz, Veronica
Sent: Monday, August 17, 2020 2:39 PM
To: Hall, Laura; Bond, Steven; Clark, Nicole; Daughtrey, Karl; Dennis, Steven; DeProfio, Brian; Green, Jacky; Green, Lori; Law, Brandi; Parker, Patricia; Sanders, Joe; Sult, Chief T.
Cc: McCrickard, Kerry
Subject: RE: **APPROVALS NEEDED** FY20 Byrne Memorial

Finance approves.

Veronica A. Kmetz
 Finance Department
 Phone: 757-727-6331
 HAMPTON

From: Hall, Laura <lahall@hampton.gov>
Sent: Monday, August 17, 2020 2:16 PM
To: Bond, Steven <sbond@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Dennis, Steven <steven.dennis@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Law, Brandi <brandi.law@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Sanders, Joe <jsanders@hampton.gov>; Sult, Chief T. <tsult@hampton.gov>
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legal

Hall, Laura

From: Law, Brandi
Sent: Monday, September 21, 2020 1:29 PM
To: Hall, Laura
Subject: RE: **APPROVALS NEEDED** FY20 Byrne Memorial

Laura,

Legal approves this grant.

Thanks!

Brandi

From: Hall, Laura <lahall@hampton.gov>
Sent: Wednesday, August 19, 2020 2:34 PM
To: Green, Lori <lgreen@hampton.gov>; Law, Brandi <brandi.law@hampton.gov>; Sanders, Joe <jsanders@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
Subject: FW: **APPROVALS NEEDED** FY20 Byrne Memorial
Importance: High

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Best,

Ptl. Laura Hall

Interim Project & Grant Coordinator
Hampton Police Division
40 Lincoln St.
Hampton, VA 23669
Desk - 757-728-3095
Mobile - 757-778-5192

From: Hall, Laura <lahall@hampton.gov>
Sent: Monday, August 17, 2020 2:16 PM
To: Bond, Steven <sbond@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Dennis, Steven <steven.dennis@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Law, Brandi <brandi.law@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Sanders, Joe <jsanders@hampton.gov>; Sult, Chief T. <tsult@hampton.gov>
Cc: Hall, Laura <lahall@hampton.gov>; McCrickard, Kerry <kmccrickard@hampton.gov>

HAMPTON VA

Grant Proposal Overview

COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED TO THE GRANT ROUTING SHEET BEFORE ROUTING IS INITIATED

Grant Title: FY20 Local Solicitation Edward Byrne Memorial Justice Assistance Grant (JAG) Program

1. **PRIMARY OR SUB-AWARD:** Application will be submitted to: the agency that is the primary source of funding (City = Primary Awardee); the agency that has received the funds from another awarding agency (City = Sub-Awardee).

If the City is a Sub-Awardee, the agreement between the Primary Awardee and the agency to which the City is making application must be attached to this Overview.

2. **GRANT AWARD PERIOD:** If awarded, funds are expected to be received: in the current fiscal year only; in the current fiscal year and the future fiscal year(s) of Through 2023 or in the future fiscal year(s) of _____.

3. **PREVIOUS APPLICATIONS:** (Not including the current application) This grant was previously applied for during 2017, 2018, 2019 fiscal year(s); and was previously awarded during 2017, 2018, 2019 fiscal year(s).

If previously awarded, provide all prior agenda items numbers and dates of Council approval.

18-0261, 18-0384, 19-0305

4. BACKGROUND/PURPOSE:

The 2020 Justice Assistance Grant (JAG) is an annual grant that is awarded by the federal government based upon a locality's population and crime statistics. JAG funds all the awarded locality to support a broad range of activities based on their needs and conditions. The Hampton Police Division is eligible to apply for up to 43,581 and will be using this funding opportunity to procure camera and lighting systems for HPD's Police Academy to support community outreach and laptop computers for HPD's Investigations Unit. No match is required.

5. TYPE OF GRANT EXPECTED TO BE AWARDED:

Cash Amount \$ \$43,581

Non-Cash (Describe): _____

6. FINANCIAL OBLIGATIONS:

a. **Current Financial Obligations:** This grant will will not **require** matching funds/contributions. If so, please indicate in the space below the amount and whether the match is cash or in-kind, or both.

Required Match – CASH

Required Match – IN KIND

Amount: Cash \$ N/A

*Value of In-Kind \$ _____

* Description:

N/A

b. **Future Financial Obligations:** This proposal will will not incur commitments or financial obligations for the City beyond the grant period. If it will, an authority memorandum from the City Manager's Office-Budget Division estimating future matching requirements and the time period must be attached to this Overview.

c. **Resource Obligations:** This proposal will will not require special facilities, equipment and/or services provided by the City. If it will, summarize arrangements in a separate memorandum and attach to this Overview.

7. Sources of Grant and Matching Funds:

Please identify the funding source of your grant and any required or non-required matches.

- For Federal grants, please provide the Federal Catalog Number (CFDA) and the grant number.
- For State grants, the grant number must be supplied.
- All grant matches must be supplied by the submitting department, unless they have historically received a contribution/match from the City's Matching Funds Pool or a special arrangement has been made with the City Manager's Office-Budget Division.
- If another City department, other than the submitting department, will be providing a funding or in-kind match, documentation to that effect must be submitted along with this grant packet.

Federal \$ 43,581.00
Pass Through \$ _____
State \$ _____
Foundation \$ _____
Private \$ _____

Federal Catalog No. 16.738
Federal Grant No. BJA-2020-17276
State Grant No. _____

b. Source of Matching Funds* (Please check all that apply.)

Department: N/A
 Budget Line-Item: _____ Amount: _____
 Budget Line-Item: _____ Amount: _____
 Budget Line-Item: _____ Amount: _____

**If you are listing a department funding source other than your department, the Budget Division will need written authorization of agreement to withdraw these funds.*

8. Proposed Budget:

	<u>City Department-Match</u>			<u>Other Match(es)</u>	
	<u>Grant Total</u>	<u>Cash</u>	<u>In-Kind</u>	<u>Cash</u>	<u>In-Kind</u>
Personnel Svcs					
Operating Exp.	\$43,581.00				
Capital Outlay					
Column Totals	\$43,581.00				

Grand Total: \$43,581.00

9. Additional information that will be helpful to reviewers: