



## Grant Proposal Overview

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

**Grant Title:** DMV Highway Safety Office's FY21 Grant - Alcohol Enforcement

**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 \_\_\_\_\_ or  in the future fiscal year(s) of 2021.

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

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

**4. BACKGROUND/PURPOSE:**

The Virginia Highway Safety Office (VAHSO) provides grants for programs which are designed to reduce the number of crashes, injuries, fatalities, and related economic losses resulting from traffic crashes on Virginia's roadways through a sub-grant provided by the National Highway Traffic Safety Administration (NHTSA). Priority areas for the FY2021 grant year include: impaired driving, occupant protection, speeding, and pedestrian and bike safety. The Hampton Police Division will be applying for alcohol enforcement, which will allow the Division to supplement manning with officer overtime and Alco Sensor FST equipment purchases, as approved.

## 5. TYPE OF GRANT EXPECTED TO BE AWARDED:

**Cash Amount** \$ 9057.00

**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**

Amount: Cash \$ \_\_\_\_\_

**Required Match – IN KIND**

\*Value of In-Kind \$ 4528.50

\* Description:

In-kind match will be provided by HPD for fuel and vehicle maintenance.

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** \$ \_\_\_\_\_  
**Pass Through** \$ 9057.00  
**State** \$ \_\_\_\_\_  
**Foundation** \$ \_\_\_\_\_  
**Private** \$ \_\_\_\_\_

**Federal Catalog No.** N/A at this time - provided @ time of award if applicable  
**Federal Grant No.** \_\_\_\_\_  
**State Grant No.** \_\_\_\_\_

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

<b>Department:</b>	Hampton Police Department		
<b>Budget Line-Item:</b>	01-310-002-04200 (Repairs)	<b>Amount:</b>	\$1358.55
<b>Budget Line-Item:</b>	01-310-002-04220 (Fuel)	<b>Amount:</b>	\$3169.95
<b>Budget Line-Item:</b>		<b>Amount:</b>	

*\*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:**

**City Department-Match**      **Other Match(es)**

	<b>Grant Total</b>	<b>Cash</b>	<b>In-Kind</b>	<b>Cash</b>	<b>In-Kind</b>
Personnel Svcs	\$4277.00				
Operating Exp.			\$4528.50		
Capital Outlay	\$4780.00				
<b>Column Totals</b>	<b>\$9057.00</b>		<b>\$4528.50</b>		

**Grand Total:** \$13585.50

**9. Additional information that will be helpful to reviewers:**

Virginia's Highway Safety Program is entered into agreement between the Virginia Department of Motor Vehicles (DMV) and the City of Hampton. This is a pass through grant due to the DMV being allocated funds by the U.S. Department of Transportation National Highway Traffic Safety Administration (NHTSA). The agreement is outlined in the Highway Safety Grant Agreement award and until such time as awarded, is not available (per VAHSO). In-kind match is required at 50% of the grant funding awarded and may fluctuate (decrease) if award is for less than amount requested.

# HAMPTON VA

## Grant Routing Sheet

**\*COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED\***

Date Routing Initiated: 04/06/2020 Application Due Date: 04/08/2020

Originating Department: Hampton Police Division Department No.: 310

Submitter's Name: Laura Hall for Chief T. Sult Direct Telephone No. (757) 728-3095

E-mail Address: lahall@hampton.gov

Grant Title: DMV Highway Safety Office's FY21 Grant - Alcohol Enforcement

Other Participating Departments: \_\_\_\_\_

### **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

Print Name

See att. email

4/6/20

Signature

Date

4. ASSISTANT CITY  
MANAGER

S. Bond

Print Name

See att. email

4/6/20

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 04/06/20 (Submitter's Initials)

6. COMPLETE APPLICATION **EXCEPT** NECESSARY SIGNATURES.

LH (Submitter's Initials)

7. CITY ATTORNEY

B. Low

Print Name

See att. email

4/7/20

Signature

Date

8. BUDGET DIVISION

L. Green

Print Name

See att. email

4/6/20

Signature

Date

9. HUMAN RESOURCES

N. Clark

Print Name

See att. email

4/6/20

Signature

Date

**10. FINANCE DEPARTMENT**

V. Kmetz  
Print Name

See att. email  
Signature

4/16/20  
Date

**11. RISK MANAGEMENT**

J. Sanders  
Print Name

See att. email  
Signature

4/16/20  
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.

Hall, Laura

Chiefs  
App.

**From:** Sult, Chief T.  
**Sent:** Monday, April 06, 2020 11:11 AM  
**To:** Hall, Laura  
**Cc:** Bond, Steven; DeProfio, Brian; Green, Lori; Daughtrey, Karl; Green, Jacky; Law, Brandi; Sanders, Joe; Parker, Patricia; Clark, Nicole; Dennis, Steven; Kmetz, Veronica; McCrickard, Kerry  
**Subject:** Re: URGENT: Approvals Needed FY21 DMV Highway Safety Office's Grant Solicitation - Alcohol Enforcement

Approved

Terry Sult  
Chief of Police  
Hampton Police Division  
Hampton, Virginia  
Sent from my iPhone

> On Apr 6, 2020, at 11:03 AM, Hall, Laura <lahall@hampton.gov> wrote:

>  
>

Hall, Laura

ACM  
App.

**From:** Bond, Steven  
**Sent:** Monday, April 06, 2020 11:26 AM  
**To:** Hall, Laura  
**Cc:** Sult, Chief T.; DeProfio, Brian; Green, Lori; Daughtrey, Karl; Green, Jacky; Law, Brandi; Sanders, Joe; Parker, Patricia; Clark, Nicole; Dennis, Steven; Kmetz, Veronica; McCrickard, Kerry  
**Subject:** Re: URGENT: Approvals Needed FY21 DMV Highway Safety Office's Grant Solicitation - Alcohol Enforcement

Approved. Thank you.

Sent from my iPad

> On Apr 6, 2020, at 11:03 AM, Hall, Laura <lahall@hampton.gov> wrote:

>

>

Finance  
HPD

Hall, Laura

**From:** Kmetz, Veronica  
**Sent:** Monday, April 06, 2020 11:35 AM  
**To:** Hall, Laura; Sult, Chief T.; Bond, Steven; DeProfio, Brian; Green, Lori; Daughtrey, Karl; Green, Jacky; Law, Brandi; Sanders, Joe; Parker, Patricia; Clark, Nicole; Dennis, Steven McCrickard, Kerry  
**Cc:**  
**Subject:** RE: URGENT: Approvals Needed FY21 DMV Highway Safety Office's Grant Solicitation - Alcohol Enforcement

Finance approves.

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

**From:** Hall, Laura <lahall@hampton.gov>  
**Sent:** Monday, April 6, 2020 11:03 AM  
**To:** Sult, Chief T. <tsult@hampton.gov>; Bond, Steven <sbond@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; Law, Brandi <brandi.law@hampton.gov>; Sanders, Joe <jsanders@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Clark, Nicole <nmcclark@hampton.gov>; Dennis, Steven <steven.dennis@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>  
**Cc:** Hall, Laura <lahall@hampton.gov>; McCrickard, Kerry <kmccrickard@hampton.gov>  
**Subject:** URGENT: Approvals Needed FY21 DMV Highway Safety Office's Grant Solicitation - Alcohol Enforcement  
**Importance:** High

Good afternoon,

On the recommendation of the Department of Motor Vehicles, The Hampton Police Division seeks to apply for the **FY21 DMV Highway Safety Office's Grant Solicitation in the Alcohol Enforcement** category. There is no firm due date, however this application needs to proceed with all expediency. This application is for \$9057.00 in grant funding and \$4528.50 as an in-kind match provided in fuel and maintenance to our fleet vehicles. The period of performance is for 12 months. No additional costs are anticipated. This is a pass-through grant that is allocated to the Commonwealth/DMV by the federal government. At this time, no federal catalog number is available but is anticipated to be provided upon award.

This is an online application so attached is the printout (not yet submitted) as well as a link to the DMV's website with guidelines and the PPT presentation that was provided in regard to the application process.

Please sign the Grant Routing Form electronically or provide your approval via email in order for HPD to proceed. Should you have any questions or concerns upon your review, please let me know.

Thank you,

Hall, Laura

Budget  
DPP

**From:** Green, Lori  
**Sent:** Monday, April 06, 2020 11:48 AM  
**To:** Hall, Laura; Sult, Chief T.; Bond, Steven; DeProfio, Brian; Daughtrey, Karl; Green, Jacky; Law, Brandi; Sanders, Joe; Parker, Patricia; Clark, Nicole; Dennis, Steven; Kmetz, Veronica  
**Cc:** McCrickard, Kerry  
**Subject:** RE: URGENT: Approvals Needed FY21 DMV Highway Safety Office's Grant Solicitation - Alcohol Enforcement

Good Morning,

The Budget Division approves of HPD's grant application for the FY21 DMV Highway Safety Office grant application as it requires no cash match.

Please note and acknowledge the following:

In the event the grant is awarded, the Budget Division requests that the submitting department places this grant item on the City Council's agenda for acceptance/appropriation of grant funds **within 30 days of receipt of the grant award letter, or as soon as reasonable possible.**

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:** Monday, April 6, 2020 11:03 AM  
**To:** Sult, Chief T. <tsult@hampton.gov>; Bond, Steven <sbond@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; Law, Brandi <brandi.law@hampton.gov>; Sanders, Joe <jsanders@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Dennis, Steven <steven.dennis@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>  
**Cc:** Hall, Laura <lahall@hampton.gov>; McCrickard, Kerry <kmccrickard@hampton.gov>  
**Subject:** URGENT: Approvals Needed FY21 DMV Highway Safety Office's Grant Solicitation - Alcohol Enforcement  
**Importance:** High

Good afternoon,

Hall, Laura

RISK  
DPP

**From:** Sanders, Joe  
**Sent:** Monday, April 06, 2020 12:54 PM  
**To:** Kmetz, Veronica; Hall, Laura; Sult, Chief T.; Bond, Steven; DeProfio, Brian; Green, Lori; Daughtrey, Karl; Green, Jacky; Law, Brandi; Sanders, Joe; Parker, Patricia; Clark, Nicole; Dennis, Steven  
**Cc:** McCrickard, Kerry  
**Subject:** Re: URGENT: Approvals Needed FY21 DMV Highway Safety Office's Grant Solicitation - Alcohol Enforcement

Risk Management approves

Joe

Sent from my Verizon, Samsung Galaxy Tablet

----- Original message -----

From: "Kmetz, Veronica" <veronica.kmetz@hampton.gov>  
Date: 4/6/20 11:35 AM (GMT-05:00)  
To: "Hall, Laura" <lahall@hampton.gov>, "Sult, Chief T." <tsult@hampton.gov>, "Bond, Steven" <sbond@hampton.gov>, "DeProfio, Brian" <bdeprofio@hampton.gov>, "Green, Lori" <lgreen@hampton.gov>, "Daughtrey, Karl" <kdaughtrey@hampton.gov>, "Green, Jacky" <jgreen@hampton.gov>, "Law, Brandi" <brandi.law@hampton.gov>, "Sanders, Joe" <jsanders@hampton.gov>, "Parker, Patricia" <pparker@hampton.gov>, "Clark, Nicole" <nmclark@hampton.gov>, "Dennis, Steven" <steven.dennis@hampton.gov>  
Cc: "McCrickard, Kerry" <kmccrickard@hampton.gov>  
Subject: RE: URGENT: Approvals Needed FY21 DMV Highway Safety Office's Grant Solicitation - Alcohol Enforcement

Hall, Laura

HR  
APP

**From:** Clark, Nicole  
**Sent:** Monday, April 06, 2020 5:52 PM  
**To:** Hall, Laura  
**Subject:** RE: URGENT: Approvals Needed FY21 DMV Highway Safety Office's Grant Solicitation - Alcohol Enforcement

HR approves

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

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**Sent:** Monday, April 6, 2020 11:03 AM  
**To:** Sult, Chief T. <tsult@hampton.gov>; Bond, Steven <sbond@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; Law, Brandi <brandi.law@hampton.gov>; Sanders, Joe <jsanders@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Clark, Nicole <nmcclark@hampton.gov>; Dennis, Steven <steven.dennis@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>  
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Thank you,

Hall, Laura

legal  
BPP

**From:** Law, Brandi  
**Sent:** Tuesday, April 07, 2020 10:07 AM  
**To:** Hall, Laura; Sult, Chief T.; Bond, Steven; DeProfio, Brian; Green, Lori; Daughtrey, Karl; Green, Jacky; Sanders, Joe; Parker, Patricia; Clark, Nicole; Dennis, Steven; Kmetz, Veronica McCrickard, Kerry  
**Cc:**  
**Subject:** RE: URGENT: Approvals Needed FY21 DMV Highway Safety Office's Grant Solicitation - Alcohol Enforcement

Legal approves. Thanks!

**From:** Hall, Laura <lahall@hampton.gov>  
**Sent:** Monday, April 06, 2020 11:03 AM  
**To:** Sult, Chief T. <tsult@hampton.gov>; Bond, Steven <sbond@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; Law, Brandi <brandi.law@hampton.gov>; Sanders, Joe <jsanders@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Clark, Nicole <nmcclark@hampton.gov>; Dennis, Steven <steven.dennis@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>  
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Thank you,

Best,

Ptl. Laura Hall

Interim Project & Grant Coordinator