

HAMPTON VA

Grant Routing Sheet

COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED

Date Routing Initiated: 05/27/2019 Application Due Date: 05/29/2019
Originating Department: Hampton Police Division Department No.: 310
Submitter's Name: Laura Wright for Chief Sult Direct Telephone No. (757) 728-3095
E-mail Address: lawright@hampton.gov

Grant Title: The City of Hampton Joint Police and Fire/Rescue Maritime and Regional Mobile Command Vehicle Project

Other Participating Departments: Joint grant between HPD and HFD

BEFORE COMPLETING AN APPLICATION:

1. READ THE GENERAL INSTRUCTIONS. LW (Submitter's Initials)
2. COMPLETE GRANT PROPOSAL OVERVIEW. LW (Submitter's Initials)
3. DEPARTMENT HEAD
ORIGINATING DEPT. T. Sult See Attached email 5/28/19
Print Name Signature Date
4. ASSISTANT CITY
MANAGER S. Bond See attached email 5/28/19
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). LW (Submitter's Initials)
6. COMPLETE APPLICATION **EXCEPT** NECESSARY SIGNATURES. LW (Submitter's Initials)
7. BUDGET DIVISION L. Green See Attached email 5/29/19
Print Name Signature Date
8. FINANCE DEPARTMENT V. Kmetz See attached email 5/29/19
Print Name Signature Date
9. CITY ATTORNEY B. Law See attached email 5/28/19
Print Name Signature Date
10. SIGN and SUBMIT APPLICATION. LW (Submitter's Initials)
5/29/19

New Grant Routing Process.

AFTER GRANT AWARDED:

11. ADD AWARD LETTER TO DOCUMENTATION.

LW 8/29/19 (Submitter's Initials)

12. ~~ORIGINATING DEPT.~~

~~(Approval as to Content)~~

~~_____~~
Print Name

~~_____~~
Signature

~~_____~~
Date

13. ~~RISK MANAGEMENT~~

~~_____~~
Print Name

~~_____~~
Signature

~~_____~~
Date

14. ~~HUMAN RESOURCES~~

~~_____~~
Print Name

~~_____~~
Signature

~~_____~~
Date

15. ~~BUDGET DIVISION~~

~~_____~~
Print Name

~~_____~~
Signature

~~_____~~
Date

16. ~~FINANCE DEPARTMENT~~

~~_____~~
Print Name

~~_____~~
Signature

~~_____~~
Date

17. CITY ATTORNEY

B. LAW

18. CITY COUNCIL

COUNCIL FILE NO.: 19-0291 W 9.12.19

CREATE GRANICUS FILE

Laura Wright LWright

Print Name

Signature

ATTACH GRANT DOCUMENTS

Laura Wright LWright

Print Name

Signature

ROUTE FOR APPROVAL

Laura Wright LWright

Print Name

Signature

19. ADD SIGNED RESOLUTION TO DOCUMENTATION.

_____ (Submitter's Initials)

20. OBTAIN SIGNATURES

21. ORIGINATING DEPARTMENT TO RETAIN ORIGINAL DOCUMENTATION.

_____ (Submitter's Initials)

22. DISSEMINATE ELECTRONIC COPIES TO (INITIAL WHEN DISSEMINATED):

CITY ATTORNEY:

_____ (Submitter's Initials)

FINANCE:

_____ (Submitter's Initials)

OTHER PARTICIPATING DEPARTMENTS (LIST):

_____ (Submitter's Initials)

_____ (Submitter's Initials)



Grant Proposal Overview

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

Grant Title: The City of Hampton Joint Police and Fire/Rescue Maritime and Regional Mobile Command Vehicle Project

- 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 FY20-FY23.

- 3. PREVIOUS APPLICATIONS:** (Not including the current application) This grant was previously applied for during FY15, FY17, FY18 fiscal year(s); and was previously awarded during FY16, FY18, FY19 fiscal year(s).

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

15-0316 10/14/2015, 17-0335 11/8/2017, 18-0378 12/12/2018

4. BACKGROUND/PURPOSE:

The FY 2019 Port Security Grant Program (PSGP) helps in the implementation of the National Preparedness System by supporting the building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation. The focus areas include prevention, protection, mitigation, response, and recovery mission areas with specific focus on addressing the security needs of our Nation's maritime ports.

The Hampton Police Division's grant project is focused on expansion of the incident command capabilities of the Port Authority. The Port Authority operates a mobile command vehicle, stationed on the Southside of Hampton Roads. A second mobile command vehicle would allow for greater flexibility and bolster the effectiveness of being able to handle multiple complex emergencies in the region. In addition, mobile command vehicle located in the City of Hampton would increase response times for incidents on the Peninsula and for jurisdictions farther north, towards Richmond. Furthermore, this additional vehicle would serve as an alternate Emergency Operating Center during times of need and could be capable of serving as an alternate Emergency Communications Center.

Considering the vast Area of Responsibility (AOR) and mutual aid responses provided by Hampton's Police and Fire/Rescue Divisions, coupled with the growing threats to the Port of Virginia, the need for an updated Mobile Command Vehicle is critical.

5. TYPE OF GRANT EXPECTED TO BE AWARDED:

☒ **Cash Amount** \$ 1,200,000.00

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 \$ 400,000.00

☐ **Required Match – IN KIND**

*Value of In-Kind \$ _____

* Description:

The required cash match is to be drawn from the Fleet replacement fund for the current command vehicle.

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 \$ 1,200,000.00
Pass Through \$ _____
State \$ _____
Foundation \$ _____
Private \$ _____

Federal Catalog No. 97.056
Federal Grant No. _____
State Grant No. _____

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

Department: _____
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>	
	Grant Total	Cash	In-Kind	Cash	In-Kind
Personnel Svcs					
Operating Exp.	\$1,200,000.00	\$400,000.00			
Capital Outlay					
Column Totals					

Grand Total: \$1,600,000.00 _____

9. Additional information that will be helpful to reviewers:

This MCV will replace our current MCV, purchased in 2006, which has come to the end of its useful life. Our current MCV's design is not conducive for today's advanced technological environment and has inadequate space for effectively managing complex emergency incidents. Not only does it have an outdated communications system, our current command vehicle has been plagued with maintenance issues over the years that decrease its dependability. The new MCV will be a minimum of 45' in total length and offer over 365 sq.ft. The MCV will feature four 10' slide-out sections that allow for maximum workspace in the operations area and comfort for the conference area. For duplication of assets, the MCV will match the Port Authority's MCV with a rear operations area containing six workstations, each with voice, video, data, and individual video routing capabilities. The forward conference area will feature a large conference table with seating for eight and two workstations, one for radar control and one for technical engineering. With an eye towards the future, the mobile command vehicle will have as many upgradeable technological features (plug-and-play style technology) as fiscally possible and will directly integrate with the City's Real Time Information Center.

Wright, Ptl L.

From: Law, Brandi
Sent: Tuesday, May 28, 2019 11:28 AM
To: Wright, Ptl L.; Bond, Steven; Daughtrey, Karl; DeProfio, Brian; Green, Jacky; Green, Lori; Kmetz, Veronica; McCrickard, Kerry; Sult, Chief T.
Cc: Felder, Lt P.
Subject: RE: Approvals Needed - FY19 Port Security Grant Program

Legal approves.

Thanks!
Brandi

From: Wright, Ptl L. <lawright@hampton.gov>
Sent: Tuesday, May 28, 2019 10:46 AM
To: Bond, Steven <sbond@hampton.gov>; Daughtrey, Karl <kdaughtrey@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>; McCrickard, Kerry <kmccrickard@hampton.gov>; Sult, Chief T. <tsult@hampton.gov>
Cc: Felder, Lt P. <PFelder@hampton.gov>
Subject: Approvals Needed - FY19 Port Security Grant Program

PER DHS/FEMA – THE INCLUDED ATTACHMENTS ARE DESIGNATED SSI (SENSITIVE SECURITY INFORMATION) WHICH IS A CONTROL DESIGNATION TO PROTECT TRANSPORTATION SECURITY RELATED INFORMATION. THESE DOCUMENTS ARE NOT TO BE RELEASED TO ANYONE WITHOUT A NEED TO KNOW AND ARE NOT PUBLIC FACING DOCUMENTS.

The Hampton Police Division seeks to apply for the FY2019 DHS/FEMA Port Security Grant Program Solicitation, **due May 29, 2019**. HPD has compiled a project budget of \$1,600,000.00 which includes a cash match (see attachments). The period of performance is 36 months, after which continuation funding **is not** available.

Please find a breakdown of the documents below:

- Grant Proposal Overview
- Grant Routing Form
- Solicitation Announcement
- Grant Application:
 - SF424 – Grant Pre-Application
 - Certification Regarding Lobbying
 - IJ #1 – “Narrative”
 - IJ #1 – Budget Worksheet
 - SF424A – Budget Information – Non-Construction Programs
 - SF424B – Assurances – Non-Construction Programs – *for legal review*
 - Controlled Equipment Form

Please reply to this email authorizing your Department’s approval for HPD to proceed with the application.

Please let me know if you have any questions or concerns upon your review.

Pre approvals
ACM

Wright, Ptl L.

From: Bond, Steven
Sent: Tuesday, May 28, 2019 1:55 PM
To: Wright, Ptl L.; Daughtrey, Karl; DeProfio, Brian; Green, Jacky; Green, Lori; Kmetz, Veronica; Law, Brandi; McCrickard, Kerry; Sult, Chief T.
Cc: Felder, Lt P.
Subject: RE: Approvals Needed - FY19 Port Security Grant Program

Approved

Steven D. Bond, Esq.
Assistant City Manager
City of Hampton, VA
Phone: 757-727-6392
Fax: 757-728-3037

From: Wright, Ptl L.
Sent: Tuesday, May 28, 2019 10:46 AM
To: Bond, Steven <sbond@hampton.gov>; Daughtrey, Karl <kdaughtrey@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>; McCrickard, Kerry <kmccrickard@hampton.gov>; Sult, Chief T. <tsult@hampton.gov>
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Please reply to this email authorizing your Department’s approval for HPD to proceed with the application.

Pre-Approvals
chiefs etc

Wright, Ptl L.

From: Sult, Chief T.
Sent: Tuesday, May 28, 2019 11:56 AM
To: Wright, Ptl L.
Cc: Bond, Steven; Daughtrey, Karl; DeProfio, Brian; Green, Jacky; Green, Lori; Kmetz, Veronica; Law, Brandi; McCrickard, Kerry; Felder, Lt P.
Subject: Re: Approvals Needed - FY19 Port Security Grant Program

Approved

Terry Sult
Sent from my iPhone

On May 28, 2019, at 10:45 AM, Wright, Ptl L. <lawright@hampton.gov> wrote:

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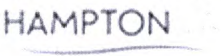
Very Respectfully,

Pre Approvals - Finance

Wright, Ptl L.

From: Kmetz, Veronica
Sent: Wednesday, May 29, 2019 12:16 PM
To: Green, Lori; Wright, Ptl L.; Bond, Steven; Daughtrey, Karl; DeProfio, Brian; Green, Jacky; Law, Brandi; McCrickard, Kerry; Sult, Chief T.
Cc: Felder, Lt P.
Subject: RE: Approvals Needed - FY19 Port Security Grant Program

Finance approves.

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


From: Green, Lori <lgreen@hampton.gov>
Sent: Wednesday, May 29, 2019 11:59 AM
To: Wright, Ptl L. <lawright@hampton.gov>; Bond, Steven <sbond@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Law, Brandi <brandi.law@hampton.gov>; McCrickard, Kerry <kmccrickard@hampton.gov>; Sult, Chief T. <tsult@hampton.gov>
Cc: Felder, Lt P. <PFelder@hampton.gov>
Subject: RE: Approvals Needed - FY19 Port Security Grant Program

Good morning,

After receiving additional supporting documentation on the funding source for the City's \$400 K cash match, I am comfortable with providing the Budget Division's approval of this grant application. I will follow up with Veronica K. in Finance.

Thank you.

L. A. Green
Budget Division

From: Wright, Ptl L.
Sent: Tuesday, May 28, 2019 10:46 AM
To: Bond, Steven <sbond@hampton.gov>; Daughtrey, Karl <kdaughtrey@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>; McCrickard, Kerry <kmccrickard@hampton.gov>; Sult, Chief T. <tsult@hampton.gov>
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Wright, Ptl L.

From: Green, Lori
Sent: Wednesday, May 29, 2019 11:59 AM
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