


HAMPTON VA

Grant Routing Sheet





COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED

Date Routing Initiated: 9/7/18 Application Due Date: 10/1/18
 Originating Department: Hampton Police Division Department No.: 310
 Submitter's Name: Alyson Trowbridge for Chief Sult Direct Telephone No. (757) 728-3095
 E-mail Address: atrowbridge@hampton.gov
 Grant Title: FY20 PSAP Education Program
 Other Participating Departments: n/a

BEFORE COMPLETING AN APPLICATION:

- | | | | |
|---|------------------------------------|---|------------------------|
| 1. READ THE GENERAL INSTRUCTIONS. | <u>AT</u> | (Submitter's Initials) | |
| 2. COMPLETE GRANT PROPOSAL OVERVIEW. | <u>At</u> | (Submitter's Initials) | |
| 3. DEPARTMENT HEAD
ORIGINATING DEPT. | <u>Chief T. Sult</u>
Print Name | 
Signature | <u>9-18-18</u>
Date |
| 4. ASSISTANT CITY
MANAGER | <u>S. Bond</u>
Print Name | <u>See attached email</u>
Signature | <u>9-7-18</u>
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). | <u>AT</u> | (Submitter's Initials) | |
| 6. COMPLETE APPLICATION EXCEPT NECESSARY SIGNATURES. | <u>AT</u> | (Submitter's Initials) | |
| 7. BUDGET DIVISION | <u>L. Green</u>
Print Name | <u>See attached email</u>
Signature | <u>9-7-18</u>
Date |
| 8. FINANCE DEPARTMENT | <u>V. Kmetz</u>
Print Name | 
Signature | 
Date |
| 9. CITY ATTORNEY | <u>B. Law</u>
Print Name | 
Signature | 
Date |
| 10. SIGN and SUBMIT APPLICATION. | <u>AT</u> | (Submitter's Initials) | <u>9-18-18</u> |

AFTER GRANT AWARDED:

- 11. ADD AWARD LETTER TO DOCUMENTATION. EW ²⁻¹⁴⁻¹⁹ (Submitter's Initials)
- 12. ORIGINATING DEPT. Chief T. Sult see attached emails 2/14/19
(Approval as to Content) Print Name Signature Date
- 13. RISK MANAGEMENT S. Sanders see attached email 2/14/19
Print Name Signature Date
- 14. HUMAN RESOURCES N. Clark see attached email 2/14/19
Print Name Signature Date
- 15. BUDGET DIVISION L. Green see attached email 2/14/19
Print Name Signature Date
- 16. FINANCE DEPARTMENT V. Kmetz see attached email 2/14/19
Print Name Signature Date
- 17. CITY ATTORNEY B. Law see attached email 2/14/19
Print Name Signature Date
- 18. CITY COUNCIL **COUNCIL FILE NO.:** 19-0086
- CREATE GRANICUS FILE L. Wright see attached 2/15/19
Print Name Signature Date
- ATTACH GRANT DOCUMENTS _____
Print Name Signature Date
- ROUTE FOR APPROVAL _____
Print Name Signature Date
- 19. ADD SIGNED RESOLUTION TO DOCUMENTATION. _____ (Submitter's Initials)
- 20. OBTAIN SIGNATURES _____
Print Name Signature Date
- 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: FY20 PSAP Education 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 _____ or in the future fiscal year(s) of _____.

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

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

On agenda for 9/26 meeting

4. **BACKGROUND/PURPOSE:**

The PSAP Grant Program is a multi-million dollar grant program administered by the Virginia 9-1-1 Services Board. The purpose of the program is to financially assist Virginia primary PSAPs with the purchase of equipment and services that support the continuity and enhancement of wireless E-911. Any Virginia primary PSAP that supports wireless E-911 is eligible to apply for and receive these funds either as a standalone applicant or as part of a regional initiative or a consolidation project, with the exception of individual PSAP application for the 9-1-1 PSAP Education Program.

5. TYPE OF GRANT EXPECTED TO BE AWARDED:

Cash Amount \$ 3,000.00

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

Required Match – IN KIND

Amount: Cash \$ _____

*Value of In-Kind \$ _____

* Description:

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 \$ _____
State \$ 3,000.00
Foundation \$ _____
Private \$ _____

Federal Catalog No. _____
Federal Grant No. _____
State Grant No. n/a

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>	
	Grant Total	Cash	In-Kind	Cash	In-Kind
Personnel Svcs					
Operating Exp.	\$3,000.00	\$3,000.00			
Capital Outlay					
Column Totals	\$3,000.00	\$3,000.00			

Grand Total: \$3,000.00

9. Additional information that will be helpful to reviewers:

Funding will be utilized for in-house Emergency Dispatch Training (EMD). This online coursework will be a budget conscious alternative to in-person training throughout Virginia which commonly incurs additional travel costs such as gas/mileage and per diem food and lodging.

Trowbridge, Alyson

From: Law, Brandi
Sent: Friday, September 07, 2018 2:19 PM
To: Trowbridge, Alyson; Sult, Chief T.; Bond, Steven; DeProfio, Brian; Green, Lori; Daughtrey, Karl; Green, Jacky; Kmetz, Veronica
Cc: McCrickard, Kerry
Subject: RE: Approvals Req - FY20 PSAP Ed

I approve. Thank you.

Brandi

From: Trowbridge, Alyson
Sent: Friday, September 07, 2018 12:32 PM
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>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Law, Brandi <brandi.law@hampton.gov>
Cc: Trowbridge, Alyson <atrowbridge@hampton.gov>; McCrickard, Kerry <kmccrickard@hampton.gov>
Subject: Approvals Req - FY20 PSAP Ed

Good morning,

The City of Hampton seeks to apply for the **FY20 PSAP (Public Safety Answering Point) Education Program Grant** in the amount of **\$3,000.00** to be utilized for E911 Dispatcher Training with **no local match**. This application is due October 1, 2018. Below are the attachments relating to this application:

- Grant Proposal Overview
- Grant Routing Form
- FY20 PSAP Ed Application Guide (NOFO)
- FY20 City of Hampton Police Division Application

Please note: this is a **new application; yesterday's email approvals were for the **FY19** grant, which HPD was recently awarded.*

Please reply with your Department's approval for the City of Hampton Police Division to move forward in the submission of this grant application.

Thank you,

Alyson Trowbridge
Project & Grant Coordinator
Office of the Chief of Police
Hampton Police Division
40 Lincoln Street
Hampton, VA 23669
Desk: 757-728-3095
Mobile: 757-323-0084
atrowbridge@hampton.gov

Trowbridge, Alyson

From: Bond, Steven
Sent: Friday, September 07, 2018 1:47 PM
To: Kmetz, Veronica
Cc: Green, Lori; Trowbridge, Alyson; Sult, Chief T.; DeProfio, Brian; Daughtrey, Karl; Green, Jacky; Law, Brandi; McCrickard, Kerry
Subject: Re: Approvals Req - FY20 PSAP Ed

I approve.

Sent from my iPhone

On Sep 7, 2018, at 1:20 PM, Kmetz, Veronica <veronica.kmetz@hampton.gov> wrote:

Finance approves.

Veronica A. Kmetz

Finance Department
Phone: 757-727-6331
<image002.png>

From: Green, Lori
Sent: Friday, September 07, 2018 1:10 PM
To: Trowbridge, Alyson; Sult, Chief T.; Bond, Steven; DeProfio, Brian; Daughtrey, Karl; Green, Jacky; Kmetz, Veronica; Law, Brandi
Cc: McCrickard, Kerry
Subject: RE: Approvals Req - FY20 PSAP Ed

Approved.

From: Trowbridge, Alyson
Sent: Friday, September 07, 2018 12:32 PM
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>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Law, Brandi <brandi.law@hampton.gov>
Cc: Trowbridge, Alyson <atrowbridge@hampton.gov>; McCrickard, Kerry <kmccrickard@hampton.gov>
Subject: Approvals Req - FY20 PSAP Ed

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- FY20 City of Hampton Police Division Application

Wright, Ptl L.

From: Sanders, Joe
Sent: Thursday, February 14, 2019 2:11 PM
To: Wright, Ptl L.; Sult, Chief T.; Parker, Patricia; Clark, Nicole; Dennis, Steven; DeProfio, Brian; Green, Lori; Daughtrey, Karl; Green, Jacky; Kmetz, Veronica; Law, Brandi
Cc: Wisniewski, Lt. M.; McCrickard, Kerry
Subject: RE: Approvals Needed: FY20 PSAP Education Grant
Attachments: Grant Routing Form - FY20 PSAP Ed.pdf

Risk has no issues

From: Wright, Ptl L. <lawright@hampton.gov>
Sent: Thursday, February 14, 2019 1:03 PM
To: Sult, Chief T. <tsult@hampton.gov>; Sanders, Joe <jsanders@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Dennis, Steven <steven.dennis@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Law, Brandi <brandi.law@hampton.gov>
Cc: Wisniewski, Lt. M. <mwisniewski@hampton.gov>; McCrickard, Kerry <kmccrickard@hampton.gov>
Subject: Approvals Needed: FY20 PSAP Education Grant
Importance: High

Good afternoon,

The Hampton Police Division has been awarded the **FY20 PSAP Education Grant** in the amount of **\$3,000 with no required match**. As such, I am attaching the grant routing form and grant overview sheet.

**Note: there is no H/R component to this grant*

Please respond with your department's approval in advance of HPD placing this on the Council agenda for March 13th.

Thank you,

Ptl. Laura Wright
Hampton Police Division
40 Lincoln St.
Hampton, VA 23669
(Desk) 757-728-3095
(Mobile) 757-778-5192

FY20 acceptance
approved!

Wright, Ptl L.

From: Law, Brandi
Sent: Thursday, February 14, 2019 2:07 PM
To: Wright, Ptl L.; Sult, Chief T.; Sanders, Joe; Parker, Patricia; Clark, Nicole; Dennis, Steven; DeProfio, Brian; Green, Lori; Daughtrey, Karl; Green, Jacky; Kmetz, Veronica
Cc: Wisniewski, Lt. M.; McCrickard, Kerry
Subject: RE: Approvals Needed: FY20 PSAP Education Grant

Legal approves.

From: Wright, Ptl L. <lawwright@hampton.gov>
Sent: Thursday, February 14, 2019 1:03 PM
To: Sult, Chief T. <tsult@hampton.gov>; Sanders, Joe <jsanders@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Dennis, Steven <steven.dennis@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Law, Brandi <brandi.law@hampton.gov>
Cc: Wisniewski, Lt. M. <mwisniewski@hampton.gov>; McCrickard, Kerry <kmccrickard@hampton.gov>
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Hampton, VA 23669
(Desk) 757-728-3095
(Mobile) 757-778-5192

FY20 Acceptance
Human Resources Approvals

Wright, Ptl L.

From: Clark, Nicole
Sent: Thursday, February 14, 2019 2:00 PM
To: Wright, Ptl L.
Subject: RE: Approvals Needed: FY20 PSAP Education Grant

No approval needed from HR.

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: Wright, Ptl L. <lawright@hampton.gov>
Sent: Thursday, February 14, 2019 1:03 PM
To: Sult, Chief T. <tsult@hampton.gov>; Sanders, Joe <jsanders@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Dennis, Steven <steven.dennis@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Law, Brandi <brandi.law@hampton.gov>
Cc: Wisniewski, Lt. M. <mwisniewski@hampton.gov>; McCrickard, Kerry <kmccrickard@hampton.gov>
Subject: Approvals Needed: FY20 PSAP Education Grant
Importance: High

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Thank you,

Ptl. Laura Wright
Hampton Police Division
40 Lincoln St.
Hampton, VA 23669
(Desk) 757-728-3095
(Mobile) 757-778-5192

FY20 Acceptance
Approval
Chief

Wright, Ptl L.

From: Sult, Chief T.
Sent: Thursday, February 14, 2019 1:18 PM
To: Wright, Ptl L.
Cc: Sanders, Joe; Parker, Patricia; Clark, Nicole; Dennis, Steven; DeProfio, Brian; Green, Lori; Daughtrey, Karl; Green, Jacky; Kmetz, Veronica; Law, Brandi; Wisniewski, Lt. M.; McCrickard, Kerry
Subject: Re: Approvals Needed: FY20 PSAP Education Grant

Approved

Terry Sult
Sent from my iPhone

On Feb 14, 2019, at 1:02 PM, Wright, Ptl L. <lawwright@hampton.gov> wrote:

Good afternoon,

The Hampton Police Division has been awarded the **FY20 PSAP Education Grant** in the amount of **\$3,000 with no required match**. As such, I am attaching the grant routing form and grant overview sheet.

**Note: there is no H/R component to this grant*

Please respond with your department's approval in advance of HPD placing this on the Council agenda for March 13th.

Thank you,

Ptl. Laura Wright
Hampton Police Division
40 Lincoln St.
Hampton, VA 23669
(Desk) 757-728-3095
(Mobile) 757-778-5192

<Grant Proposal Overview - FY20 PSAP Ed.pdf>
<Grant Routing Form - FY20 PSAP Ed.pdf>
<FY20 PSAP PEP Grant Award - Hampton - GRANT ID 63.pdf>

Fy20 Acceptance
Approvals Finance

Wright, Ptl L.

From: Kmetz, Veronica
Sent: Thursday, February 14, 2019 1:10 PM
To: Wright, Ptl L.; Sult, Chief T.; Sanders, Joe; Parker, Patricia; Clark, Nicole; Dennis, Steven; DeProfio, Brian; Green, Lori; Daughtrey, Karl; Green, Jacky; Law, Brandi
Cc: Wisniewski, Lt. M.; McCrickard, Kerry
Subject: RE: Approvals Needed: FY20 PSAP Education Grant

Finance signs off on this.

Thanks.

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

From: Wright, Ptl L.
Sent: Thursday, February 14, 2019 1:03 PM
To: Sult, Chief T.; Sanders, Joe; Parker, Patricia; Clark, Nicole; Dennis, Steven; DeProfio, Brian; Green, Lori; Daughtrey, Karl; Green, Jacky; Kmetz, Veronica; Law, Brandi
Cc: Wisniewski, Lt. M.; McCrickard, Kerry
Subject: Approvals Needed: FY20 PSAP Education Grant
Importance: High

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Thank you,

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40 Lincoln St.
Hampton, VA 23669
(Desk) 757-728-3095
(Mobile) 757-778-5192

FY20 Acceptance
Budget Approvals

Wright, Ptl L.

From: Green, Lori
Sent: Thursday, February 14, 2019 2:05 PM
To: Wright, Ptl L.; Sult, Chief T.; Sanders, Joe; Parker, Patricia; Clark, Nicole; Dennis, Steven; DeProfio, Brian; Daughtrey, Karl; Green, Jacky; Kmetz, Veronica; Law, Brandi
Cc: Wisniewski, Lt. M.; McCrickard, Kerry
Subject: RE: Approvals Needed: FY20 PSAP Education Grant

Budget Division approves. Thanks

From: Wright, Ptl L. <lawright@hampton.gov>
Sent: Thursday, February 14, 2019 1:03 PM
To: Sult, Chief T. <tsult@hampton.gov>; Sanders, Joe <jsanders@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Dennis, Steven <steven.dennis@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Law, Brandi <brandi.law@hampton.gov>
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