

HAMPTON VA

Grant Routing Sheet

COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED

Date Routing Initiated: 09/08/2021 Application Due Date: No Due Date *ASAP*

Originating Department: Hampton Police Division Department No.: 310

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

E-mail Address: lahall@hampton.gov

Grant Title: Virginia Services Board Next Generation 9-1-1 Migration Funding

Other Participating Departments: City IT

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 M. Talbot See att. email 09/09/21
Print Name Signature Date
4. ASSISTANT CITY
MANAGER S. Bond See att. email 09/08/21
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 att. email 09/09/21
Print Name Signature Date
8. BUDGET DIVISION L. Green See att. email 09/30/21
Print Name Signature Date
9. HUMAN RESOURCES No HR Component See att. email N/A
Print Name Signature Date

10. FINANCE DEPARTMENT

V. Kmetz

Print Name

See att. email
Signature

09/08/21

Date

11. RISK MANAGEMENT

P. Parker

Print Name

See att. email
Signature

09/09/21

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.

HAMPTON VA

Grant Proposal Overview

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

Grant Title: Virginia Service Board Next Generation 9-1-1 Migration Grant

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 FY2023 _____ or in the future fiscal year(s) of _____.

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 item numbers and dates of Council approval.

4. BACKGROUND/PURPOSE:

The PSAP Grant Program will financially assist primary PSAPs and secondary PSAPs currently served by a selective router pair with NG9-1-1 migration costs identified in each PSAP's MP. The program also provides funding to primary PSAPs for 9-1-1 and GIS education and training prior to NG9-1-1 deployment. Funding is made available through the Code of Virginia and administered by the Board. Funding is limited to those projects that fall within the programmatic areas identified in the guidelines. As a result, requests from PSAPs for exceptions to the guidelines are discouraged. The PSAP Grant Program has been established in the Code of Virginia, §56- 484.17(D):

Wireless E-911 Fund; uses of Fund; enforcement; audit required:40 percent of the Fund shall be distributed to PSAPs or on behalf of PSAPs based on grant requests received by the Board each fiscal year. The Board shall establish criteria for receiving and making grants from the Fund, including procedures for determining the amount of a grant and payment schedule; however, priority shall be given to grants that support the deployment and sustainment of NG9-1-1.

5. TYPE OF GRANT EXPECTED TO BE AWARDED:

Cash Amount \$ 179,395.22

Non-Cash(Describe): \$74,632.20
Equipment provided by the Virginia Services Board

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 \$ _____

* Description:

b. **Future Financial Obligations:** This proposal and/or the submitting department will will not **incur** or request commitments or financial obligations for/from the City beyond the grant period.

If it will, in the description box, please elaborate on the future financial obligation(s) for the grant:

Provide the future financial obligation amount(s) for the appropriate expenditure category below:

* Amount: \$ _____

Personnel Services

* Amount: \$ _____

Operating Expenses

* Amount: \$ _____

Capital Outlay

Provide information on the duration of the obligation and other relevant details below:

* Description:

* Grants with future financial obligations must be approved by the City Manager or her designee.

Approve

Disapprove

Signature _____

If it will not, please provide a description of how activities, programs, or positions funded by the grant will be addressed at the conclusion of the grant period:

* Description:

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.

Description:

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.

a. **Source of Grant Funds** (Please check all that apply.)

Federal	\$ _____	Federal Catalog No.	<u>N/A</u>
Pass Through	\$ _____	Federal Grant No.	<u>N/A</u>
State	\$ <u>\$254,027.42</u>	State Grant No.	<u>N/A</u>
Foundation	\$ _____		
Private	\$ _____		

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

Department:	<u>N/A</u>		
Budget Line-Item:	_____	Amount:	_____
Budget Line-Item:	_____	Amount:	_____
Budget Line-Item:	_____	Amount:	_____

**If you are listing a funding source from a department other than your own, the Budget Division will need written authorization of agreement from the funding department.*

8. Proposed Budget:

	<u>City Department-Match</u>			<u>Other Matches</u>	
	Grant Total	Cash	In-Kind	Cash	In-Kind
Personnel Svcs					
Operating Exp.					
Capital Outlay	\$254,027.42	\$254,027.42			
Column Totals	\$254,027.42	\$254,027.42			

Grand Total: \$254,027.42

9. Additional information that will be helpful to reviewers:

\$179,395.22 in reimbursable grant funds and \$74,632.20 in equipment provided by the Board.

Hall, Laura

From: Talbot, Chief M.
Sent: Thursday, September 09, 2021 7:19 PM
To: Hall, Laura
Subject: Re: CORRECTION **Approval Needed* Virginia Services Board NG9-1-1 Migration Grant

Approved.

Mark E. Talbot Sr.
Chief of Police
Hampton Police Division
(757) 727-6513 – Office
mtalbot@hampton.gov
website: <http://www.hampton.gov/police/>

From: "Hall, Laura" <lahall@hampton.gov>
Date: Wednesday, September 8, 2021 at 3:00 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>, Mark Talbot <mtalbot@hampton.gov>
Subject: CORRECTION **Approval Needed* Virginia Services Board NG9-1-1 Migration Grant

Good afternoon, All. Please see the attached CORRECTED Grant Proposal Overview.

Thank you.

Best,

Laura Hall

Project & Grant Coordinator
Hampton Police Division
40 Lincoln St.
Hampton, VA 23669
Desk - 757-728-3095
Mobile - 757-951-8906

Hall, Laura

From: Bond, Steven
Sent: Wednesday, September 08, 2021 3:18 PM
To: Hall, Laura; Clark, Nicole; Daughtrey, Karl; Dennis, Steven; DeProfio, Brian; Green, Jacky; Green, Lori; Kmetz, Veronica; Law, Brandi; Parker, Patricia; Talbot, Chief M.
Subject: RE: CORRECTION **Approval Needed* Virginia Services Board NG9-1-1 Migration Grant

I approve

Steven D. Bond, Esq.
Assistant City Manager
City Manager's Office
P: (757) 727-6392
F: (757) 728-3037
22 Lincoln Street
Hampton, VA 23669

From: Hall, Laura
Sent: Wednesday, September 8, 2021 3:01 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>; Talbot, Chief M. <mtalbot@hampton.gov>
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Laura Hall

Project & Grant Coordinator
Hampton Police Division
40 Lincoln St.
Hampton, VA 23669
Desk - 757-728-3095
Mobile - 757-951-8906

Hall, Laura

From: Law, Brandi
Sent: Thursday, September 09, 2021 12:36 PM
To: Hall, Laura; Bond, Steven; Clark, Nicole; Daughtrey, Karl; Dennis, Steven; DeProfio, Brian; Green, Jacky; Green, Lori; Kmetz, Veronica; Parker, Patricia; Talbot, Chief M.
Cc: Brockwell, Eric; McCrickard, Kerry
Subject: RE: **APPROVALS NEEDED** Virginia Services' Board NG-9-1-1 Migration Grant

Legal approves.

From: Hall, Laura <lahall@hampton.gov>
Sent: Wednesday, September 08, 2021 2:47 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>; Talbot, Chief M. <mtalbot@hampton.gov>
Cc: Brockwell, Eric <ebrookwell@hampton.gov>; McCrickard, Kerry <kmccrickard@hampton.gov>
Subject: **APPROVALS NEEDED** Virginia Services' Board NG-9-1-1 Migration Grant
Importance: High

Good afternoon.

The City of Hampton has been awarded \$254,027.42 in funding and equipment for the Next Generation 9-1-1 Migration Proposal. This proposal was submitted in 2018 and approved in May of 2020. There is **NO MATCH** required, however the funding that we receive is on a reimbursement basis. This migration is a requirement for all Commonwealth Public Safety Answering Points. The breakdown of the award is: \$179,395.22 in monetary funding and \$74,632.20 in necessary equipment. This equipment is supplied by the Board.

The attached documents are:

Grant Routing Form

Grant Proposal Overview

FY23 PSAP Funding NOFO (9-1-1 migration program begins on pg12) – **BRANDI** for your review

HPD's Application, submitted in 2018 – **BRANDI** for your review

HPD's Award Letter

Please let me know if you have any questions, or you can contact Eric Brockwell in City IT.

Best,

Laura Hall

Project & Grant Coordinator

Hampton Police Division

40 Lincoln St.

Hall, Laura

From: Green, Lori
Sent: Thursday, September 30, 2021 3:14 PM
To: Hall, Laura
Cc: Glass, Katherine
Subject: RE: **APPROVALS NEEDED** Virginia Services' Board NG-9-1-1 Migration Grant

Hello, pardon the delay, I thought I already sent the approval.

The Budget Division approves.

Thank you.

Lori Green | Budget Manager | Direct Dial: (757) 727-6870



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From: Hall, Laura
Sent: Thursday, September 16, 2021 12:40 PM
To: Green, Lori <lgreen@hampton.gov>
Cc: Glass, Katherine <kkglass@hampton.gov>
Subject: FW: **APPROVALS NEEDED** Virginia Services' Board NG-9-1-1 Migration Grant
Importance: High

Good afternoon, Ms. Green. Could you please review the below request. I would like to get this onto the Council agenda and yours is the only approval I still need. I know how busy you are and I apologize for adding to your workload.

Thank you for any help you can offer.

Thank you!

Best,

Laura

Hall, Laura

From: Kmetz, Veronica
Sent: Wednesday, September 08, 2021 3:04 PM
To: Hall, Laura
Subject: RE: CORRECTION **Approval Needed* Virginia Services Board NG9-1-1 Migration Grant

I still approve. 😊

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

From: Hall, Laura <lahall@hampton.gov>
Sent: Wednesday, September 8, 2021 3:01 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>; Talbot, Chief M. <mtalbot@hampton.gov>
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Thank you.

Best,

Laura Hall

Project & Grant Coordinator
Hampton Police Division
40 Lincoln St.
Hampton, VA 23669
Desk - 757-728-3095
Mobile - 757-951-8906

Hall, Laura

From: Parker, Patricia
Sent: Thursday, September 09, 2021 8:53 AM
To: Hall, Laura
Subject: RE: CORRECTION **Approval Needed* Virginia Services Board NG9-1-1 Migration Grant

Approved! Thank you, Laura!

Patricia L. Parker, ARM
Risk Manager
City of Hampton
Department of Risk Management
(757) 727-6386



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Sent: Wednesday, September 08, 2021 3:01 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>; Talbot, Chief M. <mtalbot@hampton.gov>
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Laura Hall

Project & Grant Coordinator