



Grant Proposal Overview

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

Grant Title: _____

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 _____ 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:**

5. TYPE OF GRANT EXPECTED TO BE AWARDED:

Cash Amount \$ _____

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 \$ _____
Foundation \$ _____
Private \$ _____

Federal Catalog No. _____
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:

City Department-Match

Other Match(es)

	Grant Total	Cash	In-Kind	Cash	In-Kind
Personnel Svcs					
Operating Exp.					
Capital Outlay					
Column Totals					

Grand Total: _____

9. Additional information that will be helpful to reviewers:

HAMPTON VA

Grant Routing Sheet

COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED

Date Routing Initiated: 03/26/2019 Application Due Date: n/a
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 Virginia Help Eliminate Auto Theft (HEAT) Program Grant
Other Participating Departments: n/a

BEFORE COMPLETING AN APPLICATION:

1. READ THE GENERAL INSTRUCTIONS. n/a (Submitter's Initials)
2. COMPLETE GRANT PROPOSAL OVERVIEW. LW (Submitter's Initials)
3. DEPARTMENT HEAD
ORIGINATING DEPT. Chief T. Sult See attached email 3/27/19
Print Name Signature Date
4. ASSISTANT CITY
MANAGER S. Bond see attached email 3/27/19
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). n/a (Submitter's Initials)
- ~~6. COMPLETE APPLICATION EXCEPT NECESSARY SIGNATURES. n/a (Submitter's Initials)~~
- ~~7. BUDGET DIVISION
Print Name Signature Date~~
- ~~8. FINANCE DEPARTMENT V. Kmetz
Print Name Signature Date~~
- ~~9. CITY ATTORNEY B. Law
Print Name Signature Date~~
10. SIGN and SUBMIT APPLICATION. n/a (Submitter's Initials)

*"non" standard grant
- application email attached*

AFTER GRANT AWARDED:

11. ADD AWARD LETTER TO DOCUMENTATION. LW (Submitter's Initials)
12. ORIGINATING DEPT. Chief T. Sult see attached email 3/27/19
(Approval as to Content) Print Name Signature Date
13. RISK MANAGEMENT J. Sanders see attached email 3/27/19
Print Name Signature Date
14. HUMAN RESOURCES n/a - provided as FYI _____
Print Name Signature Date
15. BUDGET DIVISION L. Green see attached email 3/27/19
Print Name Signature Date
16. FINANCE DEPARTMENT V. Kmetz see attached email 3/27/19
Print Name Signature Date
17. CITY ATTORNEY B. Law see attached email 3/27/19
Print Name Signature Date
18. CITY COUNCIL COUNCIL FILE NO.: 19-0138
- CREATE GRANICUS FILE L. Wright L. Wright 3/27/19
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)

Award approvals
Budget

Wright, Ptl L.

From: Green, Lori
Sent: Wednesday, March 27, 2019 12:50 PM
To: Wright, Ptl L.; Sult, Chief T.; Bond, Steven; 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: Award Approvals - FY19 HEAT Reimbursement Grant

Hello,
Pardon, the Budget Division approves of this grant award.
Thank you.

From: Green, Lori
Sent: Wednesday, March 27, 2019 12:41 PM
To: Wright, Ptl L. <lawright@hampton.gov>; Sult, Chief T. <tsult@hampton.gov>; Bond, Steven <sbond@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>; 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: RE: Award Approvals - FY19 HEAT Reimbursement Grant

Hello, the Budget Division approves of this grant application. Thank you.

From: Wright, Ptl L.
Sent: Wednesday, March 27, 2019 9:19 AM
To: Sult, Chief T. <tsult@hampton.gov>; Bond, Steven <sbond@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 <jgreen@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: Award Approvals - FY19 HEAT Reimbursement Grant
Importance: High

Good morning,

HPD Has received a **funding award** for the **FY19 VSP HEAT Reimbursement Grant**. This "grant" is different than most as there's no formal application process and typically it's sent directly to HPD's Investigations. For that reason, no previous information was routed through this process.

VSP HEAT Reimbursement Grant is used to pay for auto theft investigators to attend the International Association of Auto Theft Investigators Training Seminar. The total cost of this training is \$2495.76. The funding award is for **\$2000.00**. *The remaining \$495.76 will be covered by the HPD Operating Budget.*

No HR component – provided as FYI

Wright, Ptl L.

From: Kmetz, Veronica
Sent: Wednesday, March 27, 2019 10:21 AM
To: Wright, Ptl L.; Sult, Chief T.; Bond, Steven; 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: Award Approvals - FY19 HEAT Reimbursement Grant

Finance approves.

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

From: Wright, Ptl L.
Sent: Wednesday, March 27, 2019 9:19 AM
To: Sult, Chief T.; Bond, Steven; Sanders, Joe; Parker, Patricia; Clark, Nicole; Dennis, Steven; DeProfio, Brian; Green, Lori; Daughtrey, Karl; Green, Jacky; Kmetz, Veronica; Law, Brandi
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No HR component – provided as FYI

I have attached the following for your Department's approvals ahead of submitting an Agenda Item for the **April 10th** Council Meeting:

- "Notice of Funding" Letter from Virginia State Police
- "Application" Letter – Submitted by HPD Investigations
- An official award letter has not been received by HPD, however, email documentation of said approval is attached for your review.
- Grant Proposal Overview Form
- Grant Routing Sheet

These approvals are due by Friday morning, as Granicus submission for the above council date is March 29th.

If you have any questions, please let me know.

Award approvals
- Chief

Wright, Ptl L.

From: Sult, Chief T.
Sent: Wednesday, March 27, 2019 10:17 AM
To: Wright, Ptl L.
Cc: Bond, Steven; 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: Award Approvals - FY19 HEAT Reimbursement Grant

Approved

Sent from my iPad

On Mar 27, 2019, at 9:18 AM, Wright, Ptl L. <lawright@hampton.gov> wrote:

<image001.gif>
Good morning,

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Very Respectfully,

Ptl. Laura Wright
Hampton Police Division
40 Lincoln St.

Approval
- ACM

Wright, Ptl L.

From: Bond, Steven
Sent: Wednesday, March 27, 2019 10:12 AM
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; Law, Brandi
Cc: Wisniewski, Lt. M.; McCrickard, Kerry
Subject: RE: Award Approvals - FY19 HEAT Reimbursement Grant

I approve.

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

From: Wright, Ptl L.
Sent: Wednesday, March 27, 2019 9:19 AM
To: Sult, Chief T. <tsult@hampton.gov>; Bond, Steven <sbond@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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Wright, Ptl L.

From: Sanders, Joe
Sent: Wednesday, March 27, 2019 9:35 AM
To: Wright, Ptl L.; Sult, Chief T.; Bond, Steven; 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: Award Approvals - FY19 HEAT Reimbursement Grant
Attachments: Grant Routing_FY19 VSP HEAT Reimbursement.pdf

Risk Mgmt has signed.

From: Wright, Ptl L. <lawright@hampton.gov>
Sent: Wednesday, March 27, 2019 9:19 AM
To: Sult, Chief T. <tsult@hampton.gov>; Bond, Steven <sbond@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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Wright, Ptl L.

From: Law, Brandi
Sent: Wednesday, March 27, 2019 11:33 AM
To: Kmetz, Veronica; Wright, Ptl L.; Sult, Chief T.; Bond, Steven; Sanders, Joe; Parker, Patricia; Clark, Nicole; Dennis, Steven; DeProfio, Brian; Green, Lori; Daughtrey, Karl; Green, Jacky
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Subject: RE: Award Approvals - FY19 HEAT Reimbursement Grant

Legal approves.

Thanks!
Brandi

From: Kmetz, Veronica <veronica.kmetz@hampton.gov>
Sent: Wednesday, March 27, 2019 10:21 AM
To: Wright, Ptl L. <lawright@hampton.gov>; Sult, Chief T. <tsult@hampton.gov>; Bond, Steven <sbond@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>; Law, Brandi <brandi.law@hampton.gov>
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