



## Grant Proposal Overview

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

**Grant Title:** FY19 Local Solicitation Edward Byrne Memorial Justice Assistance Grant (JAG) 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 Through 2022 or  in the future fiscal year(s) of \_\_\_\_\_.

3. **PREVIOUS APPLICATIONS:** (Not including the current application) This grant was previously applied for during 2018, 2017 fiscal year(s); and was previously awarded during 2018, 2017 fiscal year(s).

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

18-0384, 18-0261

#### 4. BACKGROUND/PURPOSE:

The 2019 Justice Assistance Grant (JAG) is an annual grant that is awarded by the federal government based upon a locality's population and crime statistics. JAG funds all the awarded locality to support a broad range of activities based on their needs and conditions. The Hampton Police Division is eligible to apply for up to 49,820.00 and will be using this funding opportunity to procure an uninterrupted power source to support the Emergency Communications and Real Time Information Centers. No match is required.

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

**Cash Amount \$** 49,820.00

**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:

n/a

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** \$ 49820.00  
**Pass Through** \$ \_\_\_\_\_  
**State** \$ \_\_\_\_\_  
**Foundation** \$ \_\_\_\_\_  
**Private** \$ \_\_\_\_\_

**Federal Catalog No.** 16.738  
**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>	
	<b>Grant Total</b>	<b>Cash</b>	<b>In-Kind</b>	<b>Cash</b>	<b>In-Kind</b>
Personnel Svcs					
Operating Exp.	49820.00				
Capital Outlay					
<b>Column Totals</b>	49820.00				

**Grand Total:** 49820.00

**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: 08/19/2019 Application Due Date: 08/23/2019

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: FY19 Local Byrne JAG Program

Other Participating Departments: N/A

### 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. Chief T. Sult See attached email 8/19/19  
Print Name Signature Date
4. ASSISTANT CITY  
MANAGER S. Bond See attached email 8/19/19  
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 8/20/19 (Submitter's Initials)
6. COMPLETE APPLICATION **EXCEPT** NECESSARY SIGNATURES. LW 8/19/19 (Submitter's Initials)
7. CITY ATTORNEY B. Law See attached email 8/20/19  
Print Name Signature Date
8. BUDGET DIVISION L. Green See attached email 8/19/19  
Print Name Signature Date
9. HUMAN RESOURCES N/A N/A N/A  
Print Name Signature Date

Granicus file 19-0305 LW 8/30/19

10. FINANCE DEPARTMENT

V. Kmetz  
Print Name

See attached email  
Signature

8/19/19  
Date

11. RISK MANAGEMENT

J. Sanders  
Print Name

See attached email  
Signature

8/19/19  
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.

RISK  
APPROVALS

## Wright, Ptl L.

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**From:** Sanders, Joe  
**Sent:** Monday, August 19, 2019 10:34 AM  
**To:** Wright, Ptl L.  
**Subject:** RE: APPROVALS NEEDED - FY19 Local Edward Byrne JAG Program  
**Attachments:** 6. Grant Routing Form.pdf

Risk approves

**From:** Wright, Ptl L. <lawright@hampton.gov>  
**Sent:** Monday, August 19, 2019 10:20 AM  
**To:** Sult, Chief T. <tsult@hampton.gov>; Bond, Steven <sbond@hampton.gov>; Law, Brandi <brandi.law@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>; Parker, Patricia <pparker@hampton.gov>; Sanders, Joe <jsanders@hampton.gov>  
**Cc:** Wright, Ptl L. <lawright@hampton.gov>; McCrickard, Kerry <kmcckrickard@hampton.gov>  
**Subject:** APPROVALS NEEDED - FY19 Local Edward Byrne JAG Program  
**Importance:** High

Good morning,

The Hampton Police Division is eligible to apply for up to \$49,820.00 under the FY19 Edward Byrne Memorial Justice Assistance (JAG) Grant **with no local match**. This application is due **AUG 23, 2019**. Please find a breakdown of the attachments below:

- Grant Proposal Overview
- Grant Routing Form
- Solicitation Announcement – for legal review/Brandi
- Grant Application:
  - Project Identifiers
  - Program Narrative
  - Budget Detail Worksheet
  - Disclosure of Pending Applications
  - Financial Mgmt & Systems of Internal Controls – for Veronica to fill out remainder (incomplete) + **Karl must sign** (\*This was given to Veronica early last week to be filled out and for Karl to sign, so this copy can stay blank and is included for information purposes)
  - Disclosure of Lobbying Activities - for legal review/Brandi **IF APPLICABLE** + City Manager must sign if applicable
  - Certifications by the CEO - for legal review/Brandi + **City Manager must sign**
  - Information regarding Communication with DHS/ICE – **Brandi – must fill in blanks**. Once complete, I will PDF prior to submission to federal agency

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

There is no H/R component to this grant.

chief's etc.

## Wright, Ptl L.

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**From:** Sult, Chief T.  
**Sent:** Monday, August 19, 2019 10:52 AM  
**To:** Wright, Ptl L.  
**Cc:** Bond, Steven; Law, Brandi; DeProfio, Brian; Green, Lori; Daughtrey, Karl; Green, Jacky; Kmetz, Veronica; Parker, Patricia; Sanders, Joe; McCrickard, Kerry  
**Subject:** Re: APPROVALS NEEDED - FY19 Local Edward Byrne JAG Program

Approved

Sent from my iPad

On Aug 19, 2019, at 10:19 AM, Wright, Ptl L. <lawright@hampton.gov> wrote:

Good morning,

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  - \* Disclosure of Lobbying Activities - for legal review/Brandi IF APPLICABLE + City Manager must sign if applicable
  - \* Certifications by the CEO - for legal review/Brandi + City Manager must sign
  - \* Information regarding Communication with DHS/ICE – Brandi – must fill in blanks. Once complete, I will PDF prior to submission to federal agency

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

There is no H/R component to this grant.

If you have any additional questions, please let me know.

Very Respectfully,

**Wright, Ptl L.**

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**From:** Bond, Steven  
**Sent:** Monday, August 19, 2019 11:08 AM  
**To:** Wright, Ptl L.; Sult, Chief T.; Law, Brandi; DeProfio, Brian; Green, Lori; Daughtrey, Karl; Green, Jacky; Kmetz, Veronica; Parker, Patricia; Sanders, Joe  
**Cc:** McCrickard, Kerry  
**Subject:** RE: APPROVALS NEEDED - FY19 Local Edward Byrne JAG 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:** Monday, August 19, 2019 10:20 AM  
**To:** Sult, Chief T. <tsult@hampton.gov>; Bond, Steven <sbond@hampton.gov>; Law, Brandi <brandi.law@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>; Parker, Patricia <pparker@hampton.gov>; Sanders, Joe <jsanders@hampton.gov>  
**Cc:** Wright, Ptl L. <lawright@hampton.gov>; McCrickard, Kerry <kmccrickard@hampton.gov>  
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**Wright, Ptl L.**

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**From:** Kmetz, Veronica  
**Sent:** Monday, August 19, 2019 12:09 PM  
**To:** Wright, Ptl L.; Sult, Chief T.; Bond, Steven; Law, Brandi; DeProfio, Brian; Green, Lori; Daughtrey, Karl; Green, Jacky; Parker, Patricia; Sanders, Joe  
**Cc:** McCrickard, Kerry  
**Subject:** RE: APPROVALS NEEDED - FY19 Local Edward Byrne JAG Program

Finance approves.

Thanks.

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


**From:** Wright, Ptl L. <lawright@hampton.gov>  
**Sent:** Monday, August 19, 2019 10:20 AM  
**To:** Sult, Chief T. <tsult@hampton.gov>; Bond, Steven <sbond@hampton.gov>; Law, Brandi <brandi.law@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>; Parker, Patricia <pparker@hampton.gov>; Sanders, Joe <jsanders@hampton.gov>  
**Cc:** Wright, Ptl L. <lawright@hampton.gov>; McCrickard, Kerry <kmccrickard@hampton.gov>  
**Subject:** APPROVALS NEEDED - FY19 Local Edward Byrne JAG Program  
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**Wright, Ptl L.**

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**From:** Green, Lori  
**Sent:** Monday, August 19, 2019 12:15 PM  
**To:** Wright, Ptl L.; Sult, Chief T.; Bond, Steven; Law, Brandi; DeProfio, Brian; Daughtrey, Karl; Green, Jacky; Kmetz, Veronica; Parker, Patricia; Sanders, Joe  
**Cc:** McCrickard, Kerry; Green, Lori  
**Subject:** RE: APPROVALS NEEDED - FY19 Local Edward Byrne JAG Program

Hello, the Budget Division approves of this grant application which has no cash match requirement. Thank you.

**From:** Wright, Ptl L. <lawright@hampton.gov>  
**Sent:** Monday, August 19, 2019 10:20 AM  
**To:** Sult, Chief T. <tsult@hampton.gov>; Bond, Steven <sbond@hampton.gov>; Law, Brandi <brandi.law@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>; Parker, Patricia <pparker@hampton.gov>; Sanders, Joe <jsanders@hampton.gov>  
**Cc:** Wright, Ptl L. <lawright@hampton.gov>; McCrickard, Kerry <kmccrickard@hampton.gov>  
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Please reply to this email authorizing your Department's approval for HPD to proceed with the application.

Legal

**Wright, Ptl L.**

---

**From:** Law, Brandi  
**Sent:** Tuesday, August 20, 2019 3:19 PM  
**To:** Wright, Ptl L.  
**Subject:** RE: Certifications form

Yes ma'am! Legal approves.

**From:** Wright, Ptl L. <lawright@hampton.gov>  
**Sent:** Tuesday, August 20, 2019 3:18 PM  
**To:** Law, Brandi <brandi.law@hampton.gov>  
**Subject:** RE: Certifications form

Does legal approve of this application?

Very Respectfully,

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

**From:** Law, Brandi <brandi.law@hampton.gov>  
**Sent:** Tuesday, August 20, 2019 11:51 AM  
**To:** Wright, Ptl L. <lawright@hampton.gov>  
**Subject:** RE: Certifications form

Hey. I think she just means that you will sign off on these assurances during the electronic process. I have review them and am fine with you agreeing to them.

Thanks!  
Brandi

**From:** Wright, Ptl L. <lawright@hampton.gov>  
**Sent:** Tuesday, August 20, 2019 11:29 AM  
**To:** Law, Brandi <brandi.law@hampton.gov>  
**Subject:** FW: Certifications form

Brandi, in looking at the checklist on the back of the Solicitation (I believe it is page 38), there is a separate 'Standard Assurances' pdf. I have asked Ms.Hill if this is required and I am not fully understanding her answer. I am attaching it for review. Be aware that there is NO where for anyone to sign it, so I am not sure if it is even required. However, after missing the public comment section, I wanted to POUR over this application to make sure I didn't miss anything else. This form is NOT listed in Section D (beginning page 17).