

AFTER GRANT AWARDED:

11. **ADD AWARD LETTER TO DOCUMENTATION.** TLH (Submitter's Initials)
12. **ORIGINATING DEPT.** Tracy Hanger 9/25/17
(Approval as to Content) Print Name Signature Date
13. **RISK MANAGEMENT** Joe Sanders via email 9/27/17
Print Name Signature Date
14. **HUMAN RESOURCES** N/A N/A
Print Name Signature Date
15. **BUDGET DIVISION** Brian DeProfio via email 9/25/17
Print Name Signature Date
16. **FINANCE DEPARTMENT** Jacky Green via email 9/26/17
Print Name Signature Date
17. **CITY ATTORNEY** Brandi Law via email 9/25/17
Print Name Signature Date
18. **CITY COUNCIL** COUNCIL FILE NO.: 17-0322
- CREATE GRANICUS FILE Chris Gallagher 9/29/17
Print Name Signature Date
- ATTACH GRANT DOCUMENTS Chris Gallagher 9/29/17
Print Name Signature Date
- ROUTE FOR APPROVAL Chris Gallagher 9/29/17
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)

Hanger, Tracy

From: Monk, Jason H.
Sent: Friday, September 29, 2017 9:02 AM
To: Hanger, Tracy; Layman, David E.
Subject: RE: FY 2017 Port Security Grant

Steve is good with this and thought he already responded. Please move forward and thank you.

r/s Jason Monk, MS, EFO, NRP | Hampton Division of Fire and Rescue

Our mission is to provide excellent service which exceed customer expectations.



From: Hanger, Tracy
Sent: Friday, September 29, 2017 8:25 AM
To: Monk, Jason H.; Layman, David E.
Subject: FW: FY 2017 Port Security Grant

Good morning,

I have heard back from City Attorney's Office, Budget, Finance, and Risk Management regarding the Port Security Grant. Brian and Brandy both made changes to the Council Resolution, otherwise there were no concerns expressed about the grant. Can you verify if Steve Bond is OK with us entering this in Granicus by today's deadline for the October 11 Council Agenda?

Thanks,

Tracy

From: Hanger, Tracy
Sent: Wednesday, September 27, 2017 3:20 PM
To: Parker, Patricia
Subject: FW: FY 2017 Port Security Grant

Hi Patty,

I sent this grant to Joe to see if he had any input from the Risk Management side. Risk Management is on the list of departments to review grants in the new process. Does Risk have any concerns reference our purchase of cold weather exposure suits for the Marine team? We are replacing the suits we currently have that have reached the end of their life cycle.

Thanks,

Tracy

From: Hanger, Tracy

Sent: Tuesday, September 26, 2017 11:29 AM

To: Daughtrey, Karl; 'Joe Sanders (jsanders@hampton.gov)'; Green, Jacky

Cc: Gallagher, Chris (cgallagher@hampton.gov); Bond, Steven; Monk, Jason H.

Subject: FW: FY 2017 Port Security Grant

Good morning,

I received emails back from Brian DeProfio and Brandi Law regarding their input on the Port Security Grant for the Council Agenda.

I have substituted two documents from the original email to this forwarded email:

- Updated FY 2017 Port Security Grant Council Background Statement Final Draft
- Updated Grant Routing Form – Fillable Form 7.19.17 FY 2017 Port Security Grant

Can you please let me know if either of you have any additional feedback on the grant prior to our department putting it into the Granicus system? This is a no match grant for personal protective equipment (cold weather exposure suits) for the HDFR Marine Team. These suits would replace aging equipment. I would like to be able to meet the Friday deadline for placing the grant on the Council Agenda. Please let me know if you have any questions or concerns.

Thanks,

Tracy

From: Hanger, Tracy

Sent: Friday, September 22, 2017 1:47 PM

To: Perkins, Lola; Daughtrey, Karl; DeProfio, Brian; Monk, Jason H.; Green, Lori; 'Joe Sanders (jsanders@hampton.gov)'; Bond, Steven

Cc: Gallagher, Chris (cgallagher@hampton.gov); 'Brown, Joseph (JBrown@hampton.gov)'; Glass, Katherine

Subject: FY 2017 Port Security Grant

Good afternoon,

Captain Brown applied for the FY 2017 Port Security Grant in June, 2017 to purchase cold weather exposure suits for the Fire and Rescue Division Marine Team members. These suits will replace existing equipment that has reached the end of its life cycle. Captain Brown was notified this week that the grant application was approved. Please note that because the amount awarded is less than \$25,000, no local match was required in the award letter. I am attaching the paperwork required for grant review as follows:

- Grant Award Package
- SF 424 Form
- Lobbying Form
- Investment Justification
- Investment Justification Budget
- FY 2017 Port Security Grant Program Notice of Funding Opportunity
- Grant Proposal Overview Form
- FY 2017 Port Security Grant Council Background
- Grant Routing Form

Please review the attached forms and advise if there is any additional information that you need me to provide for your review. If this is approved we will make every effort to get the paperwork into the LegiSoft system by the September 27, 2017 deadline for the October 11, 2017 City Council Meeting. I did not include Human Resources on this grant review as it did not involve additional personnel. I have not worked with anyone in the City Attorney's Office to refine the wording on the Council Background Form or the Council Resolution information. Please let me know your suggested edits. Please let me know if you have any questions and advise if you need me to hand carry the grant routing form for signatures.

Thanks,

Tracy

Hanger, Tracy

From: Green, Jacky
Sent: Tuesday, September 26, 2017 2:07 PM
To: Hanger, Tracy; Daughtrey, Karl; Sanders, Joe
Cc: Gallagher, Chris; Bond, Steven; Monk, Jason H.; Kmetz, Veronica
Subject: RE: FY 2017 Port Security Grant

Tracy:

I have reviewed the funding information and do not have any additional feedback.

Thank you, Jacky

From: Hanger, Tracy
Sent: Tuesday, September 26, 2017 11:29 AM
To: Daughtrey, Karl <kdaughtrey@hampton.gov>; Sanders, Joe <jsanders@hampton.gov>; Green, Jacky <jgreen@hampton.gov>
Cc: Gallagher, Chris <cgallagher@hampton.gov>; Bond, Steven <sbond@hampton.gov>; Monk, Jason H. <jmonk@hampton.gov>
Subject: FW: FY 2017 Port Security Grant

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Thanks,

Tracy

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Sent: Friday, September 22, 2017 1:47 PM
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Cc: Gallagher, Chris (cgallagher@hampton.gov); 'Brown, Joseph (JBrown@hampton.gov)'; Glass, Katherine
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Thanks,

Tracy

Hanger, Tracy

From: DeProffo, Brian
Sent: Monday, September 25, 2017 11:38 AM
To: Hanger, Tracy
Subject: RE: FY 2017 Port Security Grant
Attachments: FY 2017 Port Security Grant Council Background 9-25-17 (BDD edits).docx

Looks good. I just added the dollar amount to the title (attached). Thanks!

-----Original Message-----

From: Hanger, Tracy
Sent: Monday, September 25, 2017 8:30 AM
To: DeProffo, Brian
Subject: RE: FY 2017 Port Security Grant

Good morning,

The revised wording is attached. Please let me know if any additional changes are necessary. I did not fill in the bottom of the routing form because I was not sure who would be signing from each department. I will do that in the future.

Thanks,

Tracy

-----Original Message-----

From: DeProffo, Brian
Sent: Saturday, September 23, 2017 10:36 AM
To: Hanger, Tracy
Cc: Perkins, Lola; Daughtrey, Karl; Monk, Jason H.; Green, Lori; Sanders, Joe; Bond, Steven; Gallagher, Chris; Brown, Joseph; Glass, Katherine
Subject: Re: FY 2017 Port Security Grant

Dear Tracy,

In the "Now Therefore" section of your resolution, can you add language that states that we are appropriating the funds to the Department of Fire and Rescue like you do in the title? I would do it, but I am on my iPad right now and I don't have that capability. If you make this change I am good with everything.

Th only other thing that I noticed was that the routing forms were not filled out. I am not sure if my iPad is just not reading the files correctly or what, but if they are not filled out it may slow the review time for folks. I was able to get the info I needed from your e-mail transmittal, which facilitated my review.

Thanks,
Brian

Sent from my iPad

> On Sep 22, 2017, at 1:46 PM, "Hanger, Tracy" <THanger@hampton.gov> wrote:

>

> Good afternoon,

>

> Captain Brown applied for the FY 2017 Port Security Grant in June, 2017 to purchase cold weather exposure suits for the Fire and Rescue Division Marine Team members. These suits will replace existing equipment that has reached the end of its life cycle. Captain Brown was notified this week that the grant application was approved. Please note that because the amount awarded is less than \$25,000, no local match was required in the award letter. I am attaching the paperwork required for grant review as follows:

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>

> Thanks,

>

> Tracy

> <AwardPackage-EMW-2017-PU-00261-S01.pdf>

> <Form SF424_2_1-V2.1.pdf>

> <Form GG_LobbyingForm-V1.1.pdf>

> <Hampton_Roads_Hampton_Fire Rescue_IJ_1.pdf>

- > <Hampton_Roads_Hampton_Fire_Rescue_UJ_1-budget.pdf>
- > <FY_2017_PSGP_NOFO_508.pdf> <Grant Proposal Overview 7.19.17 Rev FY
- > 2017 Port Security Grant.pdf> <FY 2017 Port Security Grant Council
- > Background.docx> <Grant Routing Form - Fillable Form 7.19.17 FY 2017
- > Port Security Grant.pdf>

Hanger, Tracy

From: Law, Brandi
Sent: Monday, September 25, 2017 1:08 PM
To: Hanger, Tracy
Subject: FW: FY 2017 Port Security Grant

Tracy,

I have reviewed this grant for legal sufficiency and form and have no changes or concerns. I do have some changes to the background statement and resolution that I will email to you separately.

Brandi

From: Perkins, Lola
Sent: Saturday, September 23, 2017 4:43 PM
To: Hanger, Tracy <THanger@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Monk, Jason H. <jmonk@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Sanders, Joe <jsanders@hampton.gov>; Bond, Steven <sbond@hampton.gov>
Cc: Gallagher, Chris <cgallagher@hampton.gov>; Brown, Joseph <JBrown@hampton.gov>; Glass, Katherine <kkglass@hampton.gov>; Law, Brandi <brandi.law@hampton.gov>; Melochick, Patricia <patricia.melochick@hampton.gov>
Subject: RE: FY 2017 Port Security Grant

Good afternoon,

Thank you for the clarification. Brandi is familiar with this grant from her work with HPD so she will be handling the legal review.

Lola

HAMPTON VA

Lola Rodriguez Perkins
Senior Deputy City Attorney
City of Hampton
22 Lincoln Street
Hampton, VA 23669
P: (757) 727-6127
F: (757) 727-6788

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From: Hanger, Tracy
Sent: Friday, September 22, 2017 2:14 PM
To: Perkins, Lola; Daughtrey, Karl; DeProffio, Brian; Monk, Jason H.; Green, Lori; Sanders, Joe; Bond, Steven
Cc: Gallagher, Chris; Brown, Joseph; Glass, Katherine
Subject: RE: FY 2017 Port Security Grant

Good afternoon,

The grant routing sheet is the last attachment. The issue discussed at a subsequent meeting from the grant training session was to send the documents via email all at the same time so that everyone had the greatest review time. I think it was Brian or Steve who suggested sending via email and attaching the email approvals to the routing sheet. We are still clearing up grants that were submitted prior to the new process in July so ideally in the future the first group on the list would have already reviewed the grant at this stage in the process for new grant applications. This is a grant the HPD and Fire have both applied for in the past.

Thanks,

Tracy

From: Perkins, Lola
Sent: Friday, September 22, 2017 2:01 PM
To: Hanger, Tracy; Daughtrey, Karl; DeProffio, Brian; Monk, Jason H.; Green, Lori; Sanders, Joe; Bond, Steven
Cc: Gallagher, Chris; Brown, Joseph; Glass, Katherine
Subject: RE: FY 2017 Port Security Grant

Tracy,

I'm still getting up to speed on the new grant process but I believe there is a routing sheet that goes around to accompany the documents. Lori would know one way or another.

Thanks,
Lola

*Lola Rodriguez Perkins
Senior Deputy City Attorney
City of Hampton
(757) 727-6127*

From: Hanger, Tracy
Sent: Friday, September 22, 2017 1:47 PM
To: Perkins, Lola; Daughtrey, Karl; DeProffio, Brian; Monk, Jason H.; Green, Lori; Sanders, Joe; Bond, Steven
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Thanks,

Tracy

Hanger, Tracy

From: Sanders, Joe
Sent: Thursday, September 28, 2017 10:43 PM
To: Hanger, Tracy; Daughtrey, Karl; Sanders, Joe; Green, Jacky
Cc: Gallagher, Chris; Bond, Steven; Monk, Jason H.
Subject: Re: FY 2017 Port Security Grant

Tracy,

Sorry, I thought no had replied but it was for a different grant. I have no issues with this grant

Sent from my Verizon, Samsung Galaxy Tablet

----- Original message -----

From: "Hanger, Tracy" <THanger@hampton.gov>
Date: 9/26/17 11:29 AM (GMT-05:00)
To: "Daughtrey, Karl!" <kdaughtrey@hampton.gov>, "Sanders, Joe" <jsanders@hampton.gov>, "Green, Jacky" <jgreen@hampton.gov>
Cc: "Gallagher, Chris" <cgallagher@hampton.gov>, "Bond, Steven" <sbond@hampton.gov>, "Monk, Jason H." <jmonk@hampton.gov>
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