



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: 10/10/17 Application Due Date: n/a

Originating Department: HPD Department No.: _____

Submitter's Name: Alyson Trowbridge for Chief Sult Direct Telephone No. (757) 728-3095

E-mail Address: [REDACTED]

Grant Title: FY 2017 Port Security Grant Program

Other Participating Departments: n/a

BEFORE COMPLETING AN APPLICATION:

1. READ THE GENERAL INSTRUCTIONS. AT (Submitter's Initials)
2. COMPLETE GRANT PROPOSAL OVERVIEW. AT (Submitter's Initials)
3. DEPARTMENT HEAD
ORIGINATING DEPT. _____
Print Name Signature Date
4. ASSISTANT CITY
MANAGER _____
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. AT (Submitter's Initials)
7. BUDGET DIVISION _____
Print Name Signature Date
8. FINANCE DEPARTMENT _____
Print Name Signature Date
9. CITY ATTORNEY _____
Print Name Signature Date
10. SIGN and SUBMIT APPLICATION. _____ (Submitter's Initials)

N/A. GRANT APPLICATION COMPLETED & SUBMITTED PRIOR TO NEW PROCEDURE. EMAIL ATTACHED OUTLINING CITY ATTORNEY'S REVIEW IN ADVANCE OF SUBMISSION

AFTER GRANT AWARDED:

11. ADD AWARD LETTER TO DOCUMENTATION. AT (Submitter's Initials)
12. ORIGINATING DEPT. Chief T. Sult see email 10/13/17
 (Approval as to Content) Print Name Signature Date
13. RISK MANAGEMENT Joe Sanders see email 10/10/17
 Print Name Signature Date
14. HUMAN RESOURCES n/a - no impact / Steve Dennis copied on email
 Print Name Signature Date
15. BUDGET DIVISION Brian De Profio see email 10/13/17
 Print Name Signature Date
16. FINANCE DEPARTMENT Jacky Green see email 10/13/17
 Print Name Signature Date
17. CITY ATTORNEY Brandi Law see email 10/11/17
 Print Name Signature Date
18. CITY COUNCIL COUNCIL FILE NO.: 17-0335
- CREATE GRANICUS FILE A. Trowbridge Alyson Trowbridge 10/13/17
 Print Name Signature Date
- ATTACH GRANT DOCUMENTS A. Trowbridge [Signature] 10/13/17
 Print Name Signature Date
- ROUTE FOR APPROVAL A. Trowbridge [Signature] 10/13/17
 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)

FY17 PSGP

Chief Sult / Dept Head
- Approved

Trowbridge, Alyson

From: Sult, Chief T.
Sent: Friday, October 13, 2017 10:32 AM
To: Trowbridge, Alyson
Cc: Green, Lori; DeProfio, Brian; Law, Brandi; Sanders, Joe; Dennis, Steven; Daughtrey, Karl
Subject: Re: FY17 PSGP Grant Approvals Req'd

It approved on my end!

Terry

Sent from my iPad

On Oct 13, 2017, at 8:21 AM, Trowbridge, Alyson [REDACTED] wrote:

Good morning,

Pat provided the budget code that you all discussed on Wednesday. Subsequently, I've updated the City's Proposal Overview to reflect the change.

Please let me know if we can move forward getting this on the agenda today. Thank you!

Alyson Trowbridge

Office of the Chief of Police
Hampton Police Division
40 Lincoln Street
Hampton, VA 23669
757-727-6510
[REDACTED]

<image001.jpg>

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From: Green, Lori
Sent: Thursday, October 12, 2017 4:57 PM
To: Trowbridge, Alyson; DeProfio, Brian; Sult, Chief T.; Law, Brandi; Sanders, Joe; Dennis, Steven; Daughtrey, Karl
Subject: RE: FY17 PSGP Grant Approvals Req'd

Hello Alyson,

All the Budget Division is waiting for is another funding source to be used for the \$21K.

Thanks.

V/r

Lori Green

Senior Budget and Management Analyst

<image005.jpg>

Trowbridge, Alyson

From: Law, Brandi
Sent: Wednesday, October 11, 2017 11:43 AM
To: Trowbridge, Alyson; Sult, Chief T.; Sanders, Joe; Dennis, Steven; DeProfio, Brian; Daughtrey, Karl
Subject: RE: FY17 PSGP Grant Approvals Req'd

I have reviewed these documents for content and legal sufficiency and have no changes or comments.

From: Trowbridge, Alyson
Sent: Tuesday, October 10, 2017 1:43 PM
To: Sult, Chief T. <[redacted]>; Law, Brandi <[redacted]>; Sanders, Joe <[redacted]>; Dennis, Steven <[redacted]>; DeProfio, Brian <[redacted]>; Daughtrey, Karl <[redacted]>
Cc: Trowbridge, Alyson <[redacted]>
Subject: FY17 PSGP Grant Approvals Req'd

Good afternoon,

Please see the attached grant forms and award letter for HPD's 2017 Port Security Grant. If at all possible, it would be helpful to be able to process this in time to submit council documents by this Friday for addition to the 10/25 meeting.

This grant application was submitted prior to the new city process and is reflected on the routing form. However, Brandi did review the application prior to submission and I have attached her email outlining the same from back in June.

FYI- No H/R component

Please let me know if you have any questions.

Thank you for your assistance,

Alyson Trowbridge
Office of the Chief of Police
Hampton Police Division
40 Lincoln Street
Hampton, VA 23669
757-727-6510
[redacted]



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Trowbridge, Alyson

From: DeProfio, Brian
Sent: Friday, October 13, 2017 9:21 AM
To: Trowbridge, Alyson; Green, Lori; Sult, Chief T.; Law, Brandi; Sanders, Joe; Dennis, Steven; Daughtrey, Karl
Subject: RE: FY17 PSGP Grant Approvals Req'd

Yes. Please submit it into Granicus so we can meet Katherine's deadline. Thanks!

From: Trowbridge, Alyson
Sent: Friday, October 13, 2017 8:22 AM
To: Green, Lori; DeProfio, Brian; Sult, Chief T.; Law, Brandi; Sanders, Joe; Dennis, Steven; Daughtrey, Karl
Cc: Trowbridge, Alyson
Subject: RE: FY17 PSGP Grant Approvals Req'd

Good morning,

Pat provided the budget code that you all discussed on Wednesday. Subsequently, I've updated the City's Proposal Overview to reflect the change.

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Alyson Trowbridge
Office of the Chief of Police
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Sent: Thursday, October 12, 2017 4:57 PM
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Hello Alyson,

All the Budget Division is waiting for is another funding source to be used for the \$21K.

Thanks.

V/r

Trowbridge, Alyson

From: Green, Jacky
Sent: Friday, October 13, 2017 10:54 AM
To: Trowbridge, Alyson
Cc: Daughtrey, Karl; Green, Lori; DeProfio, Brian; Kmetz, Veronica
Subject: RE: FY17 PSGP Grant Approvals Req'd

All funding appears to be in order. Please accept this email as my approval.

From: Trowbridge, Alyson
Sent: Friday, October 13, 2017 10:44 AM
To: Green, Jacky <jgreen@hampton.gov>
Cc: Trowbridge, Alyson <atrowbridge@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>
Subject: FW: FY17 PSGP Grant Approvals Req'd
Importance: High

Good morning Jacky,

I just saw Karl is out this week; can you review this and approve for Finance on his behalf in his absence? All other required departments have approved – I have attached Brian/Budget’s approval from this morning as well for your reference.

Thank you,

Alyson Trowbridge
Office of the Chief of Police
Hampton Police Division
40 Lincoln Street
Hampton, VA 23669
757-727-6510



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Sent: Friday, October 13, 2017 8:22 AM
To: Green, Lori; DeProfio, Brian; Sult, Chief T.; Law, Brandi; Sanders, Joe; Dennis, Steven; Daughtrey, Karl
Cc: Trowbridge, Alyson
Subject: RE: FY17 PSGP Grant Approvals Req'd

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Trowbridge, Alyson

From: Sanders, Joe
Sent: Tuesday, October 10, 2017 9:13 PM
To: Trowbridge, Alyson; Sult, Chief T.; Law, Brandi; Sanders, Joe; Dennis, Steven; DeProfio, Brian; Daughtrey, Karl
Subject: Re: FY17 PSGP Grant Approvals Req'd

I have reviewed the documents and have no issues.

Sent from my Verizon, Samsung Galaxy Tablet

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

From: "Trowbridge, Alyson" <[REDACTED]>
Date: 10/10/17 1:43 PM (GMT-05:00)
To: "Sult, Chief T." <[REDACTED]>, "Law, Brandi" <[REDACTED]>, "Sanders, Joe" <[REDACTED]>, "Dennis, Steven" <[REDACTED]>, "DeProfio, Brian" <[REDACTED]>, "Daughtrey, Karl" <[REDACTED]>
Cc: "Trowbridge, Alyson" <[REDACTED]>
Subject: FY17 PSGP Grant Approvals Req'd

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