



Grant Proposal Overview

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

Grant Title: DMV Highway Safety Office's FY21 Grant - Occupant Protection

- 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 2021 _____.

- 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:

The Virginia Highway Safety Office (VAHSO) provides grants for programs which are designed to reduce the number of crashes, injuries, fatalities, and related economic losses resulting from traffic crashes on Virginia's roadways through a sub-grant provided by the National Highway Traffic Safety Administration (NHTSA). Priority areas for the FY2021 grant year include: impaired driving, occupant protection, speeding, and pedestrian and bike safety. The Hampton Police Division will be applying for occupant protection, which will allow the Division to supplement manning with officer overtime, as approved.

5. TYPE OF GRANT EXPECTED TO BE AWARDED:

Cash Amount \$ 4,277.00

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 \$ 2,138.50

* Description:

In-kind match will be provided by HPD for fuel and vehicle maintenance.

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 \$ 4,277.00
State \$ _____
Foundation \$ _____
Private \$ _____

Federal Catalog No. N/A at this time - provided @ time of award if applicable
Federal Grant No. _____
State Grant No. _____

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

Department: Hampton Police Department
Budget Line-Item: 01-310-002-04200 (Repairs) **Amount:** \$641.55
Budget Line-Item: 01-310-002-04220 (Fuel) **Amount:** \$1,496.95
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>	
	<u>Grant Total</u>	<u>Cash</u>	<u>In-Kind</u>	<u>Cash</u>	<u>In-Kind</u>
Personnel Svcs	\$4,277.00				
Operating Exp.			\$2,138.50		
Capital Outlay					
Column Totals	\$4,277.00		\$2,138.50		

Grand Total: \$6,415.50

9. Additional information that will be helpful to reviewers:

Virginia's Highway Safety Program is entered into agreement between the Virginia Department of Motor Vehicles (DMV) and the City of Hampton. This is a pass through grant due to the DMV being allocated funds by the U.S. Department of Transportation National Highway Traffic Safety Administration (NHTSA). The agreement is outlined in the Highway Safety Grant Agreement award and until such time as awarded, is not available (per VAHSO). In-kind match is required at 50% of the grant funding awarded and may fluctuate (decrease) if award is for less than amount requested.

HAMPTON VA

Grant Routing Sheet

COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED

Date Routing Initiated: 04/10/2020 Application Due Date: 04/12/2020

Originating Department: Hampton Police Division Department No.: 310

Submitter's Name: Laura Hall for Chief T. Sult Direct Telephone No. (757) 728-3095

E-mail Address: lahall@hampton.gov

Grant Title: DMV Highway Safety Office's FY21 Grant - Occupant Protection

Other Participating Departments: _____

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 T. Sult See att. email 4/15/20
Print Name Signature Date
4. ASSISTANT CITY
MANAGER S. Bond see att. email 4/10/20
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 04/10/20 (Submitter's Initials)
6. COMPLETE APPLICATION **EXCEPT** NECESSARY SIGNATURES. LH (Submitter's Initials)
7. CITY ATTORNEY B. Law See att email 4/10/20
Print Name Signature Date
8. BUDGET DIVISION L. Green _____ 4/17/20
Print Name Signature Date
9. HUMAN RESOURCES W. Clark _____ 4/10/20
Print Name Signature Date

10. FINANCE DEPARTMENT

V. Kmetz
Print Name

see att. email
Signature

4/10/20
Date

11. RISK MANAGEMENT

f. Saunders
Print Name

↓
Signature

4/15/20
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.

Finance
MVP

Hall, Laura

From: Kmetz, Veronica
Sent: Friday, April 10, 2020 10:01 AM
To: Hall, Laura; Sult, Chief T.; Bond, Steven; DeProfio, Brian; Green, Lori; Daughtrey, Karl; Green, Jacky; Law, Brandi; Sanders, Joe; Parker, Patricia; Clark, Nicole; Dennis, Steven
Cc: McCrickard, Kerry
Subject: RE: URGENT: Approvals Needed FY21 DMV Highway Safety Office's Grant Solicitation - Occupant Protection

Laura,

Finance approves.

Thanks.

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

From: Hall, Laura <lahall@hampton.gov>
Sent: Friday, April 10, 2020 9:38 AM
To: Sult, Chief T. <tsult@hampton.gov>; Bond, Steven <sbond@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>; Sanders, Joe <jsanders@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Dennis, Steven <steven.dennis@hampton.gov>
Cc: Hall, Laura <lahall@hampton.gov>; McCrickard, Kerry <kmccrickard@hampton.gov>
Subject: URGENT: Approvals Needed FY21 DMV Highway Safety Office's Grant Solicitation - Occupant Protection
Importance: High

Good afternoon,

On the recommendation of the Department of Motor Vehicles, The Hampton Police Division seeks to apply for the **FY21 DMV Highway Safety Office's Grant Solicitation in the Occupant Protection** category. There is no firm due date, however this application needs to proceed with all expediency. This application is for \$4,277.00 in grant funding and \$2,138.50 as an in-kind match provided in fuel and maintenance to our fleet vehicles. The period of performance is for 12 months. No additional costs are anticipated. This is a pass-through grant that is allocated to the Commonwealth/DMV by the federal government. At this time, no federal catalog number is available but is anticipated to be provided upon award.

This is an online application so attached is the printout (not yet submitted) as well as a link to the DMV's website with guidelines and the PPT presentation that was provided in regard to the application process.

Legal app

Hall, Laura

From: Law, Brandi
Sent: Friday, April 10, 2020 1:19 PM
To: Hall, Laura; Sult, Chief T.; Bond, Steven; DeProfio, Brian; Green, Lori; Daughtrey, Karl; Green, Jacky; Kmetz, Veronica; Sanders, Joe; Parker, Patricia; Clark, Nicole; Dennis, Steven
Cc: McCrickard, Kerry
Subject: RE: URGENT: Approvals Needed FY21 DMV Highway Safety Office's Grant Solicitation - Occupant Protection

Legal approves.

From: Hall, Laura <lahall@hampton.gov>
Sent: Friday, April 10, 2020 9:38 AM
To: Sult, Chief T. <tsult@hampton.gov>; Bond, Steven <sbond@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>; Sanders, Joe <jsanders@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Dennis, Steven <steven.dennis@hampton.gov>
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Please sign the Grant Routing Form electronically or provide your approval via email in order for HPD to proceed. Should you have any questions or concerns upon your review, please let me know.

Thank you,

Best,

Ptl. Laura Hall

ACM
APP

Hall, Laura

From: Bond, Steven
Sent: Friday, April 10, 2020 1:26 PM
To: Law, Brandi; Hall, Laura; Sult, Chief T.; DeProfio, Brian; Green, Lori; Daughtrey, Karl; Green, Jacky; Kmetz, Veronica; Sanders, Joe; Parker, Patricia; Clark, Nicole; Dennis, Steven
Cc: McCrickard, Kerry
Subject: RE: URGENT: Approvals Needed FY21 DMV Highway Safety Office's Grant Solicitation - Occupant Protection

I approve.

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

From: Law, Brandi
Sent: Friday, April 10, 2020 1:19 PM
To: Hall, Laura <lahall@hampton.gov>; Sult, Chief T. <tsult@hampton.gov>; Bond, Steven <sbond@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>; Sanders, Joe <jsanders@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Dennis, Steven <steven.dennis@hampton.gov>
Cc: McCrickard, Kerry <kmccrickard@hampton.gov>
Subject: RE: URGENT: Approvals Needed FY21 DMV Highway Safety Office's Grant Solicitation - Occupant Protection

Legal approves.

From: Hall, Laura <lahall@hampton.gov>
Sent: Friday, April 10, 2020 9:38 AM
To: Sult, Chief T. <tsult@hampton.gov>; Bond, Steven <sbond@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>; Sanders, Joe <jsanders@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Dennis, Steven <steven.dennis@hampton.gov>
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Hall, Laura

HR
HR

From: Clark, Nicole
Sent: Friday, April 10, 2020 3:04 PM
To: Hall, Laura; Sult, Chief T.; Bond, Steven; DeProfio, Brian; Green, Lori; Daughtrey, Karl; Green, Jacky; Kmetz, Veronica; Law, Brandi; Sanders, Joe; Parker, Patricia; Dennis, Steven
Cc: McCrickard, Kerry
Subject: RE: URGENT: Approvals Needed FY21 DMV Highway Safety Office's Grant Solicitation - Occupant Protection

Human Resources approves

Nicole M. Clark MSHRM, SPHR, IPMA-SCP, SHRM-SCP
Director of Human Resources
City of Hampton
22 Lincoln Street
Hampton, Virginia 23669
P: 757-727-6522 F:757-727-6449

HAMPTON VA

From: Hall, Laura <lahall@hampton.gov>
Sent: Friday, April 10, 2020 9:38 AM
To: Sult, Chief T. <tsult@hampton.gov>; Bond, Steven <sbond@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>; Sanders, Joe <jsanders@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Dennis, Steven <steven.dennis@hampton.gov>
Cc: Hall, Laura <lahall@hampton.gov>; McCrickard, Kerry <kmccrickard@hampton.gov>
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RISK
App

Hall, Laura

From: Sanders, Joe
Sent: Wednesday, April 15, 2020 9:13 AM
To: Hall, Laura; Sult, Chief T.; DeProfio, Brian; Green, Lori; Parker, Patricia
Subject: Re: URGENT: Approvals Needed FY21 DMV Highway Safety Office's Grant Solicitation - Occupant Protection
Attachments: mask.jpg

Risk approves.

Joe Sanders
Risk Manager
City of Hampton, Virginia
757-727-6473

From: Hall, Laura <lahall@hampton.gov>
Sent: Wednesday, April 15, 2020 8:58 AM
To: Sult, Chief T. <tsult@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Sanders, Joe <jsanders@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
Subject: FW: URGENT: Approvals Needed FY21 DMV Highway Safety Office's Grant Solicitation - Occupant Protection

Chief
App.

Hall, Laura

From: Sult, Chief T.
Sent: Wednesday, April 15, 2020 10:04 AM
To: Hall, Laura
Subject: RE: URGENT: Approvals Needed FY21 DMV Highway Safety Office's Grant Solicitation - Occupant Protection

Approved

From: Hall, Laura <lahall@hampton.gov>
Sent: Wednesday, April 15, 2020 8:58 AM
To: Sult, Chief T. <tsult@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Sanders, Joe <jsanders@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
Subject: FW: URGENT: Approvals Needed FY21 DMV Highway Safety Office's Grant Solicitation - Occupant Protection
Importance: High

Good morning,

On the recommendation of the Department of Motor Vehicles, The Hampton Police Division seeks to apply for the **FY21 DMV Highway Safety Office's Grant Solicitation** in the **Occupant Protection** category. **There is no firm due date, however this application needs to proceed with all expediency.** This application is for \$4,277.00 in grant funding and \$2,138.50 as an in-kind match provided in fuel and maintenance to our fleet vehicles. The period of performance is for 12 months. No additional costs are anticipated. This is a pass-through grant that is allocated to the Commonwealth/DMV by the federal government. At this time, no federal catalog number is available but is anticipated to be provided upon award.

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Thank you,

Best,

Ptl. Laura Hall

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

Hall, Laura

From: Green, Lori
Sent: Friday, April 17, 2020 10:41 AM
To: Hall, Laura; Sult, Chief T.; DeProfio, Brian; Sanders, Joe; Parker, Patricia
Subject: RE: URGENT: Approvals Needed FY21 DMV Highway Safety Office's Grant Solicitation - Occupant Protection

Good Morning,

The Budget Division approves of HPD's grant application for the FY21 DMV Highway Safety Office grant application for Occupant Protection as it requires no cash match.

Please note and acknowledge the following:

In the event the grant is awarded, the Budget Division requests that the submitting department places this grant item on the City Council's agenda for acceptance/appropriation of grant funds **as soon as reasonable possible after receipt of the grant award letter. We have been advised that June 10th may be the first possible Council meeting date in which to have City Council accept grants.**

Thank you.

Lori

L. A. Green
Budget Division

CONFIDENTIALITY NOTICE: This communication and any files or attachments transmitted with it may contain information that is confidential, privileged and exempt from disclosure under applicable law. It is intended solely for the use of the intended recipient. If you are not the intended recipient, you are hereby notified that any unauthorized review, use, disclosure, dissemination, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify the sender by reply e-mail and destroy all copies of the original message. Additionally, we will take the appropriate action to avoid sending you an unintended e-mail in the future. Thank you for your cooperation.

From: Hall, Laura <lahall@hampton.gov>
Sent: Wednesday, April 15, 2020 8:58 AM
To: Sult, Chief T. <tsult@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Sanders, Joe <jsanders@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
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