

HAMPTON VA

Grant Routing Sheet

COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED

Date Routing Initiated: 08/04/2021 Application Due Date: 08/09/2021

Originating Department: Hampton Police Division Department No.: 310

Submitter's Name: Laura Hall for Chief Talbot Direct Telephone No. (757) 728-3095

E-mail Address: lahall@hampton.gov

Grant Title: FY21 Local Byrne JAG Program

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 M. Talbot see att. email 8.8.21
Print Name Signature Date
4. ASSISTANT CITY
MANAGER S. Bond see att. email 8.5.21
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 (Submitter's Initials)
6. COMPLETE APPLICATION EXCEPT NECESSARY SIGNATURES. LH (Submitter's Initials)
7. CITY ATTORNEY B. Law see att. email 8.5.21
Print Name Signature Date
8. BUDGET DIVISION L. Green see att. email 8/9/21
Print Name Signature Date
9. HUMAN RESOURCES No HR component _____
Print Name Signature Date

10. FINANCE DEPARTMENT

V. Kmetz
Print Name

Su att. email
Signature

0.9.21
Date

11. RISK MANAGEMENT

Patricia L. Parker
Print Name

Patricia Parker
Signature

08-09-2021
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.

Chief

Hall, Laura

From: Talbot, Chief M.
Sent: Sunday, August 08, 2021 7:52 AM
To: Hall, Laura
Subject: Re: **Approvals and Signatures Needed** FY21 Byrne JAG Grant

Approved. Thank you!

Mark E. Talbot Sr.
Chief of Police
Hampton Police Division
(757) 727-6513 – Office
mtalbot@hampton.gov

From: Hall, Laura <lahall@hampton.gov>
Sent: Wednesday, August 4, 2021 2:51:55 PM
To: Bond, Steven <sbond@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Dennis, Steven <steven.dennis@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Law, Brandi <brandi.law@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Talbot, Chief M. <mtalbot@hampton.gov>
Cc: McCrickard, Kerry <kmccrickard@hampton.gov>
Subject: **Approvals and Signatures Needed** FY21 Byrne JAG Grant

ACM

Hall, Laura

From: Bond, Steven
Sent: Thursday, August 05, 2021 12:53 PM
To: Law, Brandi; Kmetz, Veronica; Hall, Laura; Clark, Nicole; Daughtrey, Karl; Dennis, Steven; DeProfio, Brian; Green, Jacky; Green, Lori; Parker, Patricia; Talbot, Chief M.
Cc: McCrickard, Kerry
Subject: RE: **Approvals and Signatures Needed** FY21 Byrne JAG Grant

I approve

Steven D. Bond, Esq.
Assistant City Manager
City Manager's Office
P: (757) 727-6392
F: (757) 728-3037
22 Lincoln Street
Hampton, VA 23669

From: Law, Brandi
Sent: Thursday, August 5, 2021 12:51 PM
To: Kmetz, Veronica <veronica.kmetz@hampton.gov>; Hall, Laura <lahall@hampton.gov>; Bond, Steven <sbond@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Dennis, Steven <steven.dennis@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Talbot, Chief M. <mtalbot@hampton.gov>
Cc: McCrickard, Kerry <kmccrickard@hampton.gov>
Subject: RE: **Approvals and Signatures Needed** FY21 Byrne JAG Grant

Legal approves. I will take the forms she needs to sign over to Ms. Bunting this afternoon.

From: Kmetz, Veronica <veronica.kmetz@hampton.gov>
Sent: Wednesday, August 04, 2021 3:36 PM
To: Hall, Laura <lahall@hampton.gov>; Bond, Steven <sbond@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Dennis, Steven <steven.dennis@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Law, Brandi <brandi.law@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Talbot, Chief M. <mtalbot@hampton.gov>
Cc: McCrickard, Kerry <kmccrickard@hampton.gov>
Subject: RE: **Approvals and Signatures Needed** FY21 Byrne JAG Grant

Laura,

Finance approves. I will get Karl to sign the DOJ form and email it back to you.

Thanks.

Veronica A. Kmetz
Finance Department

Legal

Hall, Laura

From: Law, Brandi
Sent: Thursday, August 05, 2021 12:51 PM
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Cc: McCrickard, Kerry <kmccrickard@hampton.gov>
Subject: RE: **Approvals and Signatures Needed** FY21 Byrne JAG Grant

Laura,

Finance approves. I will get Karl to sign the DOJ form and email it back to you.

Thanks.

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


From: Hall, Laura <lahall@hampton.gov>
Sent: Wednesday, August 4, 2021 2:52 PM
To: Bond, Steven <sbond@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Dennis, Steven <steven.dennis@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Law, Brandi <brandi.law@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Talbot, Chief M. <mtalbot@hampton.gov>
Cc: McCrickard, Kerry <kmccrickard@hampton.gov>
Subject: **Approvals and Signatures Needed** FY21 Byrne JAG Grant

Good morning,

The Hampton Police Division is eligible to apply for up to \$48,878.00 under the FY21 Edward Byrne Memorial Justice Assistance (JAG) Grant **with \$3122.00 in local cash match**. This application is due **AUG 9, 2021**. Please find a breakdown of the attachments below:

Hall, Laura

From: Green, Lori
Sent: Monday, August 09, 2021 12:50 PM
To: Hall, Laura; Parker, Patricia; Dennis, Steven; Clark, Nicole
Subject: RE: **Approvals and Signatures Needed** FY21 Byrne JAG Grant

Hello,

Budget Division approves.

You have both boxes checked under financial obligations, i.e. that it will require a cash match and that it will not require a cash match.

Should your department receive this grant award, please uncheck the “will not” require box so that there is no confusion.

Thank you.

Lori Green | Budget Manager | Direct Dial: (757) 727-6870



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
Sent: Monday, August 9, 2021 11:38 AM
To: Green, Lori <lgreen@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Dennis, Steven <steven.dennis@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>
Subject: FW: **Approvals and Signatures Needed** FY21 Byrne JAG Grant
Importance: High

Good afternoon. I have not received approval from your departments regarding the Fy21 Byrne JAG Grant. Could you please take a look at the attachments and provide approval for applying for this grant. This is a grant that HPD gets every year. Thank you, so much, for your help in this matter.

Best,

Hall, Laura

From: Kmetz, Veronica
Sent: Wednesday, August 04, 2021 3:36 PM
To: Hall, Laura; Bond, Steven; Clark, Nicole; Daughtrey, Karl; Dennis, Steven; DeProfio, Brian; Green, Jacky; Green, Lori; Law, Brandi; Parker, Patricia; Talbot, Chief M.
Cc: McCrickard, Kerry
Subject: RE: **Approvals and Signatures Needed** FY21 Byrne JAG Grant

Laura,

Finance approves. I will get Karl to sign the DOJ form and email it back to you.

Thanks.

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


From: Hall, Laura <lahall@hampton.gov>
Sent: Wednesday, August 4, 2021 2:52 PM
To: Bond, Steven <sbond@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Dennis, Steven <steven.dennis@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Law, Brandi <brandi.law@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Talbot, Chief M. <mtalbot@hampton.gov>
Cc: McCrickard, Kerry <kmccrickard@hampton.gov>
Subject: **Approvals and Signatures Needed** FY21 Byrne JAG Grant

Good morning,

The Hampton Police Division is eligible to apply for up to \$48,878.00 under the FY21 Edward Byrne Memorial Justice Assistance (JAG) Grant **with \$3122.00 in local cash match**. This application is due **AUG 9, 2021**. Please find a breakdown of the attachments below:

- Grant Proposal Overview
- Grant Routing Form
- Solicitation Announcement – for legal review/**Brandi**
- Grant Application:
 - Program Narrative
 - Budget Detail Worksheet
 - Disclosure of Pending Applications
 - Financial Mgmt & Systems of Internal Controls – **Veronica**, this needs to be filled out and **Karl Daughtrey must sign**

HAMPTON VA

Grant Proposal Overview

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

Grant Title: FY21 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 FY 2023 or in the future fiscal year(s) of _____.

3. **PREVIOUS APPLICATIONS:** (Not including the current application) This grant was previously applied for during 2021, 2020, 2019 fiscal year(s); and was previously awarded during 2021, 2020, 2019 fiscal year(s).

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

20-0320, 19-0305, 18-0384

4. **BACKGROUND/PURPOSE:**

The 2020 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 \$48,878 and will be using this funding opportunity to procure Mobile Data Terminals for HPD's Patrol Operations.

5. TYPE OF GRANT EXPECTED TO BE AWARDED:

Cash Amount \$ 48,878

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 \$ 3122.00

*Value of In-Kind \$ _____

* Description:

Please see below for match explanation.

b. **Future Financial Obligations:** This proposal and/or the submitting department will will not incur or request commitments or financial obligations for/from the City beyond the grant period.

If it will, in the description box, please elaborate on the future financial obligation(s) for the grant:

Provide the future financial obligation amount(s) for the appropriate expenditure category below:

* Amount: \$ _____

Personnel Services

* Amount: \$ _____

Operating Expenses

* Amount: \$ _____

Capital Outlay

Provide information on the duration of the obligation and other relevant details below:

* Description:

* Grants with future financial obligations must be approved by the City Manager or her designee:

Approve

Disapprove

Signature _____

If it will not, please provide a description of how activities, programs, or positions funded by the grant will be addressed at the conclusion of the grant period:

* Description:

The MDTs that HPD are looking to fund will be replacement for MDTs that are already in operation, but have reached the end of their useful life. Therefore, post grant costs (licensing, etc) are already being paid through the HPD operating budget and not additional costs will be incurred.

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.

Description:

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.

a. **Source of Grant Funds** (Please check all that apply.)

Federal	\$48,878	Federal Catalog No.	16.738
Pass Through	\$	Federal Grant No.	O-BJA-2021-135004
State	\$	State Grant No.	
Foundation	\$		
Private	\$		

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

Department:	Police		
Budget Line-Item:	01-310-290-06014	Amount:	\$3122.00
Budget Line-Item:		Amount:	
Budget Line-Item:		Amount:	

**If you are listing a funding source from a department other than your own, the Budget Division will need written authorization of agreement from the funding department.*

8. Proposed Budget:

	<u>City Department-Match</u>			<u>Other Matches</u>	
	Grant Total	Cash	In-Kind	Cash	In-Kind
Personnel Svcs					
Operating Exp.	\$48,878.00	\$3,122.00			
Capital Outlay					
Column Totals	\$48,878.00	\$3,122.00			

Grand Total: \$52,000

9. Additional information that will be helpful to reviewers:

While no match is officially required by this grant, HPD will be matching with \$3122.00 in order to fully utilize these funds and acquire 10 MDTs for patrol operations. According to the Office of Justice Programs grant application guide, "Voluntary match. If a successful application proposes a voluntary match amount, and OJP approves the budget, then the total match amount incorporated into the approved budget becomes mandatory and subject to audit" Thus the match becomes mandatory and will be drawn from budget code 01-310-290-06014.