

# HAMPTON VA

## Grant Routing Sheet

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

Date Routing Initiated: 02/26/2019 Application Due Date: 02/28/2019  
 Originating Department: Hampton Police Division Department No.: 310  
 Submitter's Name: Laura Wright for Chief Terry Sult Direct Telephone No. (757) 728-3095  
 E-mail Address: lawright@hampton.gov  
 Grant Title: DMV Highway Safety Office's FY20 Grant - Speed Enforcement  
 Other Participating Departments: \_\_\_\_\_

### BEFORE COMPLETING AN APPLICATION:

- |   |                                    |  |
|---|------------------------------------|--|
| 1. READ THE GENERAL INSTRUCTIONS.       | <u>LW</u>                          | (Submitter's Initials)   |
| 2. COMPLETE GRANT PROPOSAL OVERVIEW.    | <u>LW</u>                          | (Submitter's Initials)   |
| 3. DEPARTMENT HEAD<br>ORIGINATING DEPT. | <u>Chief T. Sult</u><br>Print Name | <u>see attached email</u><br>Signature<br><u>2.26.19</u><br>Date |
| 4. ASSISTANT CITY<br>MANAGER            | <u>S. Bond</u><br>Print Name       | <u>↓</u><br>Signature<br><u>↓</u><br>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). | <u>AT LW</u><br>2.26.19       | (Submitter's Initials)   |
| 6. COMPLETE APPLICATION <b>EXCEPT</b> NECESSARY SIGNATURES.   | <u>LW</u>                     | (Submitter's Initials)   |
| 7. BUDGET DIVISION  | <u>L. Green</u><br>Print Name | <u>see att. email</u><br>Signature<br><u>2/27/19</u><br>Date     |
| 8. FINANCE DEPARTMENT   | <u>V. Kmetz</u><br>Print Name | <u>see attached email</u><br>Signature<br><u>2.26.19</u><br>Date |
| 9. CITY ATTORNEY  | <u>B. LAW</u><br>Print Name   | <u>↓</u><br>Signature<br><u>↓</u><br>Date                        |
| 10. SIGN and SUBMIT APPLICATION.  | <u>LW</u>                     | (Submitter's Initials)   |

**AFTER GRANT AWARDED:**

11. **ADD AWARD LETTER TO DOCUMENTATION.** 8/22/19  
LW (Submitter's Initials)

12. **ORIGINATING DEPT.**  
(Approval as to Content) \_\_\_\_\_  
Print Name Signature Date

13. **RISK MANAGEMENT** \_\_\_\_\_  
Print Name Signature Date

14. **HUMAN RESOURCES** \_\_\_\_\_  
Print Name Signature Date

15. **BUDGET DIVISION** \_\_\_\_\_  
Print Name Signature Date

16. **FINANCE DEPARTMENT** \_\_\_\_\_  
Print Name Signature Date

17. **CITY ATTORNEY** \_\_\_\_\_  
Print Name Signature Date

18. **CITY COUNCIL** COUNCIL FILE NO.: 19-0282 9.10.19

CREATE GRANICUS FILE Laura Wright [Signature]  
Print Name Signature Date

ATTACH GRANT DOCUMENTS Laura Wright [Signature]  
Print Name Signature Date

ROUTE FOR APPROVAL Laura Wright [Signature]  
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)

# HAMPTON VA

## 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 FY20 Grant - Speed Enforcement

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 2020.

3. **PREVIOUS APPLICATIONS:** (Not including the current application) This grant was previously applied for during 2019, 2018, 2017 fiscal year(s); and was previously awarded during 2019, 2018, 2017 fiscal year(s).

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

18-0292, 17-0274, 16-0311

#### 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 FY2020 grant year include: impaired driving, occupant protection, speeding, and pedestrian and bike safety. The Hampton Police Division will be applying for speed enforcement which will allow the Division to supplement manning with officer overtime and RADAR equipment purchases, as approved.

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

**Cash Amount** \$ 43,770.00

**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**

Amount: Cash \$ \_\_\_\_\_

**Required Match – IN KIND**

\*Value of In-Kind \$ 21,885.00

\* 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** \$ 43,770.00  
**State** \$ \_\_\_\_\_  
**Foundation** \$ \_\_\_\_\_  
**Private** \$ \_\_\_\_\_

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

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

**Department:** Hampton Police Division

**Budget Line-Item:** 01-310-002-04200 (Repairs) **Amount:** \$5,000.00 (estimated from match total)

**Budget Line-Item:** 01-310-002-04220 (Fuel) **Amount:** \$16,885.00 (estimated from match total)

**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	\$42,770.00				
Operating Exp.	\$1,000.00		\$21,885.00		
Capital Outlay					
<b>Column Totals</b>	<b>\$43,770.00</b>		<b>\$21,885.00</b>		

**Grand Total:** \$65,655.00

**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.

Pre-approvals-  
Chief

**Wright, Ptl L.**

---

**From:** Sult, Chief T.  
**Sent:** Tuesday, February 26, 2019 3:13 PM  
**To:** Wright, Ptl L.  
**Cc:** Bond, Steven; DeProfio, Brian; Green, Lori; Daughtrey, Karl; Green, Jacky; Kmetz, Veronica; Law, Brandi; Wisniewski, Lt. M.; McCrickard, Kerry  
**Subject:** Re: Approvals Needed - FY20 DMV Grant (Speed Enforcement)

Approved

Terry Sult  
Chief of Police  
Hampton Police Division  
Hampton, Virginia  
Sent from my iPhone

> On Feb 26, 2019, at 1:26 PM, Wright, Ptl L. <[lawright@hampton.gov](mailto:lawright@hampton.gov)> wrote:

>

> Good afternoon,

>

> The Hampton Police Division seeks to apply for the FY20 DMV Highway Safety Office's Grant Solicitation in the Speed Enforcement category, due February 28th. This application is for \$57,270.00 in grant funding and \$28,635.00 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<[https://www.dmv.virginia.gov/general/news/pressReleases/#/News\\_Article:9320](https://www.dmv.virginia.gov/general/news/pressReleases/#/News_Article:9320)> and the PPT presentation that was provided in regard to the application process. We have been recipients of this grant, historically.

>

> 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,

>

>

> Very Respectfully,

>

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

>

> <2020 Grant Application PPT.PDF>

> <FY20 Application Completed.pdf>

> <Grant Proposal Overview - DMV20 Grant.pdf> <Grant Routing Form - FY20

> DMV Grant.pdf>

Pre approvals - City Mgr  
- Finance

**Wright, Ptl L.**

---

**From:** Bond, Steven  
**Sent:** Tuesday, February 26, 2019 4:03 PM  
**To:** Kmetz, Veronica; Wright, Ptl L.; Sult, Chief T.; DeProfio, Brian; Green, Lori; Daughtrey, Karl; Green, Jacky; Law, Brandi  
**Cc:** Wisniewski, Lt. M.; McCrickard, Kerry  
**Subject:** RE: Approvals Needed - FY20 DMV Grant (Speed Enforcement)

Approved

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

**From:** Kmetz, Veronica  
**Sent:** Tuesday, February 26, 2019 3:22 PM  
**To:** Wright, Ptl L. <[lawright@hampton.gov](mailto:lawright@hampton.gov)>; Sult, Chief T. <[tsult@hampton.gov](mailto:tsult@hampton.gov)>; Bond, Steven <[sbond@hampton.gov](mailto:sbond@hampton.gov)>; DeProfio, Brian <[bdeprofio@hampton.gov](mailto:bdeprofio@hampton.gov)>; Green, Lori <[lgreen@hampton.gov](mailto:lgreen@hampton.gov)>; Daughtrey, Karl <[kdaughtrey@hampton.gov](mailto:kdaughtrey@hampton.gov)>; Green, Jacky <[jgreen@hampton.gov](mailto:jgreen@hampton.gov)>; Law, Brandi <[brandi.law@hampton.gov](mailto:brandi.law@hampton.gov)>  
**Cc:** Wisniewski, Lt. M. <[mwisniewski@hampton.gov](mailto:mwisniewski@hampton.gov)>; McCrickard, Kerry <[kmccrickard@hampton.gov](mailto:kmccrickard@hampton.gov)>  
**Subject:** RE: Approvals Needed - FY20 DMV Grant (Speed Enforcement)

Finance approves.

Thanks.

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

**From:** Wright, Ptl L.  
**Sent:** Tuesday, February 26, 2019 1:27 PM  
**To:** Sult, Chief T.; Bond, Steven; DeProfio, Brian; Green, Lori; Daughtrey, Karl; Green, Jacky; Kmetz, Veronica; Law, Brandi  
**Cc:** Wisniewski, Lt. M.; McCrickard, Kerry  
**Subject:** Approvals Needed - FY20 DMV Grant (Speed Enforcement)

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Pre-approvals-  
Budget

Wright, Ptl L.

---

**From:** Green, Lori  
**Sent:** Wednesday, February 27, 2019 11:50 AM  
**To:** Wright, Ptl L.; Sult, Chief T.; Bond, Steven; DeProfio, Brian; Daughtrey, Karl; Green, Jacky; Kmetz, Veronica; Law, Brandi  
**Cc:** Green, Lori; Wisniewski, Lt. M.; McCrickard, Kerry  
**Subject:** RE: Approvals Needed - FY20 DMV Grant (Speed Enforcement)

Good Morning,

The Budget Division approves of the referenced FY20 DMV Speed Enforcement grant as there is no cash match required and the in-kind match will be satisfied by the submitting department.

Thank you.

**From:** Wright, Ptl L. <[lawright@hampton.gov](mailto:lawright@hampton.gov)>  
**Sent:** Tuesday, February 26, 2019 1:27 PM  
**To:** Sult, Chief T. <[tsult@hampton.gov](mailto:tsult@hampton.gov)>; Bond, Steven <[sbond@hampton.gov](mailto:sbond@hampton.gov)>; DeProfio, Brian <[bdeprofio@hampton.gov](mailto:bdeprofio@hampton.gov)>; Green, Lori <[jgreen@hampton.gov](mailto:jgreen@hampton.gov)>; Daughtrey, Karl <[kdaughtrey@hampton.gov](mailto:kdaughtrey@hampton.gov)>; Green, Jacky <[jgreen@hampton.gov](mailto:jgreen@hampton.gov)>; Kmetz, Veronica <[veronica.kmetz@hampton.gov](mailto:veronica.kmetz@hampton.gov)>; Law, Brandi <[brandi.law@hampton.gov](mailto:brandi.law@hampton.gov)>  
**Cc:** Wisniewski, Lt. M. <[mwisniewski@hampton.gov](mailto:mwisniewski@hampton.gov)>; McCrickard, Kerry <[kmccrickard@hampton.gov](mailto:kmccrickard@hampton.gov)>  
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Thank you,

Very Respectfully,

Ptl. Laura Wright



Wright, Ptl L.

---

**From:** Law, Brandi  
**Sent:** Tuesday, February 26, 2019 3:22 PM  
**To:** Wright, Ptl L.; Sult, Chief T.; Bond, Steven; DeProfio, Brian; Green, Lori; Daughtrey, Karl; Green, Jacky; Kmetz, Veronica  
**Cc:** Wisniewski, Lt. M.; McCrickard, Kerry  
**Subject:** RE: Approvals Needed - FY20 DMV Grant (Speed Enforcement)

Legal approves.

**From:** Wright, Ptl L. <[lawright@hampton.gov](mailto:lawright@hampton.gov)>  
**Sent:** Tuesday, February 26, 2019 1:27 PM  
**To:** Sult, Chief T. <[tsult@hampton.gov](mailto:tsult@hampton.gov)>; Bond, Steven <[sbond@hampton.gov](mailto:sbond@hampton.gov)>; DeProfio, Brian <[bdeprofio@hampton.gov](mailto:bdeprofio@hampton.gov)>; Green, Lori <[lgreen@hampton.gov](mailto:lgreen@hampton.gov)>; Daughtrey, Karl <[kdaughtrey@hampton.gov](mailto:kdaughtrey@hampton.gov)>; Green, Jacky <[jgreen@hampton.gov](mailto:jgreen@hampton.gov)>; Kmetz, Veronica <[veronica.kmetz@hampton.gov](mailto:veronica.kmetz@hampton.gov)>; Law, Brandi <[brandi.law@hampton.gov](mailto:brandi.law@hampton.gov)>  
**Cc:** Wisniewski, Lt. M. <[mwisniewski@hampton.gov](mailto:mwisniewski@hampton.gov)>; McCrickard, Kerry <[kmccrickard@hampton.gov](mailto:kmccrickard@hampton.gov)>  
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Thank you,

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