



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:

	<u>City Department-Match</u>			<u>Other Match(es)</u>	
	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: 04/12/2019 Application Due Date: 04/19/2019
Originating Department: Hampton Police Division Department No.: 310
Submitter's Name: Laura Wright for Chief T. Sult Direct Telephone No. (757) 728-3095
E-mail Address: lawright@hampton.gov
Grant Title: 2019 Virginia Rules Camp Grant
Other Participating Departments: _____

BEFORE COMPLETING AN APPLICATION:

1. READ THE GENERAL INSTRUCTIONS. LW (Submitter's Initials)
2. COMPLETE GRANT PROPOSAL OVERVIEW. LW (Submitter's Initials)
3. DEPARTMENT HEAD
ORIGINATING DEPT. Chief T. Sult see email 4/12/19
Print Name Signature Date
4. ASSISTANT CITY
MANAGER S. Bond Application signed by
Print Name Signature Date
Mr. M. Bunting

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). _____ AT _____ (Submitter's Initials)
6. COMPLETE APPLICATION EXCEPT NECESSARY SIGNATURES. LW (Submitter's Initials)
7. BUDGET DIVISION L. Green see email 4/16/19
Print Name Signature Date
8. FINANCE DEPARTMENT V. Kmetz see email 4/12/19
Print Name Signature Date
9. CITY ATTORNEY B. Law BL 4/16/19
Print Name Signature Date
10. SIGN and SUBMIT APPLICATION. LW 4/18/19 (Submitter's Initials)

*Grant
* new process*

AFTER GRANT AWARDED:

11. ADD AWARD LETTER TO DOCUMENTATION.

W ^{6/20/19} (Submitter's Initials)

12. ORIGINATING DEPT.

(Approval as to Content)

_____ (Print Name) _____ (Signature) _____ (Date)

13. RISK MANAGEMENT

J. Sanders *See email* *6-28-19*
 _____ (Print Name) _____ (Signature) _____ (Date)

14. HUMAN RESOURCES

new process _____ (Signature) _____ (Date)
 _____ (Print Name)

15. BUDGET DIVISION

new process _____ (Signature) _____ (Date)
 _____ (Print Name)

16. FINANCE DEPARTMENT

new process _____ (Signature) _____ (Date)
 _____ (Print Name)

17. CITY ATTORNEY

B. Law *See email* *6-28-19*
 _____ (Print Name) _____ (Signature) _____ (Date)

18. CITY COUNCIL

COUNCIL FILE NO.: *19-0221*

CREATE GRANICUS FILE

Laura Wright *L Wright* *6-28-19*
 _____ (Print Name) _____ (Signature) _____ (Date)

ATTACH GRANT DOCUMENTS

Laura Wright *L Wright* *6-28-19*
 _____ (Print Name) _____ (Signature) _____ (Date)

ROUTE FOR APPROVAL

Laura Wright *L Wright* *6-28-19*
 _____ (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)

_____ (Submitter's Initials)

Award
approved
ERIC

Wright, Ptl L.

From: Sanders, Joe
Sent: Friday, June 28, 2019 9:59 AM
To: Wright, Ptl L.
Subject: Grant Routing Form - 2019 VA Rules Camp.pdf
Attachments: Grant Routing Form - 2019 VA Rules Camp.pdf

Risk Management has signed off on this grant

Joe Sanders
Risk Manager
City of Hampton Virginia
757-727-6473
jsanders@hampton.gov

HAMPTON 

Award
Approvals -
Legal

Wright, Ptl L.

From: Law, Brandi
Sent: Friday, June 28, 2019 10:03 AM
To: Wright, Ptl L.; Bond, Steven; Clark, Nicole; Daughtrey, Karl; Dennis, Steven; DeProfio, Brian; Green, Jacky; Green, Lori; Kmetz, Veronica; Parker, Patricia; Sanders, Joe; Sult, Chief T
Cc: McCrickard, Kerry
Subject: RE: Approvals Needed - 2019 Virginia Rules Summer Camp Grant

Legal approves. Thanks!

From: Wright, Ptl L. <lawright@hampton.gov>
Sent: Friday, June 28, 2019 9:08 AM
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>; Sanders, Joe <jsanders@hampton.gov>; Sult, Chief T. <tsult@hampton.gov>
Cc: McCrickard, Kerry <kmccrickard@hampton.gov>
Subject: FW: Approvals Needed - 2019 Virginia Rules Summer Camp Grant

Good afternoon,

HPD has received a funding award for this grant so I am forwarding the appropriate documents for your Departments' approvals ahead of submitting the agenda item for Council. This approval is **DUE TODAY: JUNE 28, 2019.**

The Attorney General's Office provides a Memorandum of Understanding rather than the traditional award letter. This documentation is attached and has been reviewed and approved by Brandi ahead of this email.

Very Respectfully,

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

From: Wright, Ptl L.
Sent: Friday, April 12, 2019 3:01 PM
To: Bond, Steven <sbond@hampton.gov>; Daughtrey, Karl <kdaughtrey@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>; McCrickard, Kerry <kmccrickard@hampton.gov>; Sult, Chief T. <tsult@hampton.gov>
Subject: Approvals Needed - 2019 Virginia Rules Summer Camp Grant

Pre approvals
Legal

Wright, Ptl L.

From: Law, Brandi
Sent: Tuesday, April 16, 2019 2:53 PM
To: Wright, Ptl L.; Bond, Steven; Daughtrey, Karl; DeProfio, Brian; Green, Jacky; Green, Lori; Kmetz, Veronica; McCrickard, Kerry; Sult, Chief T.
Subject: RE: Approvals Needed - 2019 Virginia Rules Summer Camp Grant

Legal approves.

Thanks!
Brandi

From: Wright, Ptl L. <lawright@hampton.gov>
Sent: Friday, April 12, 2019 3:01 PM
To: Bond, Steven <sbond@hampton.gov>; Daughtrey, Karl <kdaughtrey@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>; McCrickard, Kerry <kmccrickard@hampton.gov>; Sult, Chief T. <tsult@hampton.gov>
Subject: Approvals Needed - 2019 Virginia Rules Summer Camp Grant

Good afternoon,

The Hampton Police Division seeks to apply for the 2019 Attorney General's Virginia Rules Summer Camp Grant solicitation, due April 19, 2019. This grant is for up to \$5,000 with no required match. The period of performance runs June 1 – September 1, 2019, after which no continuation funding is available. No additional costs are anticipated.

Please find a breakdown of the attachments below:

- Grant Proposal Overview
- Grant Routing Form
- Solicitation Announcement – for legal review/Brandi
- Grant Application
 - For review **+ City Manager must sign**

Please reply to this email authorizing your Department's approval for HPD to proceed with the application.

Please let me know if you have any questions or concerns upon your review.

Thank you,

Very Respectfully,

Ptl. Laura Wright

Pre-approvals
Finance

Law, Brandi

From: Kmetz, Veronica
Sent: Friday, April 12, 2019 3:05 PM
To: Wright, Ptl L.; Bond, Steven; Daughtrey, Karl; DeProfio, Brian; Green, Jacky; Green, Lori; Law, Brandi; McCrickard, Kerry; Sult, Chief T.
Subject: RE: Approvals Needed - 2019 Virginia Rules Summer Camp Grant

Finance signs off on this grant.

Have a great weekend!

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

HAMPTON

From: Wright, Ptl L.
Sent: Friday, April 12, 2019 3:01 PM
To: Bond, Steven; Daughtrey, Karl; DeProfio, Brian; Green, Jacky; Green, Lori; Kmetz, Veronica; Law, Brandi; McCrickard, Kerry; Sult, Chief T.
Subject: Approvals Needed - 2019 Virginia Rules Summer Camp Grant

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Thank you,

Very Respectfully,

Pre approvals
Budget

Law, Brandi

From: Green, Lori
Sent: Tuesday, April 16, 2019 2:59 PM
To: Wright, Ptl L.; Bond, Steven; Daughtrey, Karl; DeProfio, Brian; Green, Jacky; Kmetz, Veronica; Law, Brandi; McCrickard, Kerry; Sult, Chief T.
Subject: RE: Approvals Needed - 2019 Virginia Rules Summer Camp Grant

Hello, the Budget Division approves as there is no local cash match required. Thank you-!

From: Wright, Ptl L.
Sent: Friday, April 12, 2019 3:01 PM
To: Bond, Steven <sbond@hampton.gov>; Daughtrey, Karl <kdaughtrey@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>; McCrickard, Kerry <kmccrickard@hampton.gov>; Sult, Chief T. <tsult@hampton.gov>
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Thank you,

Very Respectfully,

Ptl. Laura Wright
Hampton Police Division

Pre approvals
Chief

Law, Brandi

From: Sult, Chief T.
Sent: Friday, April 12, 2019 3:14 PM
To: Wright, Ptl L.
Cc: Bond, Steven; Daughtrey, Karl; DeProfio, Brian; Green, Jacky; Green, Lori; Kmetz, Veronica; Law, Brandi; McCrickard, Kerry
Subject: Re: Approvals Needed - 2019 Virginia Rules Summer Camp Grant

Approved

Sent from my iPad

On Apr 12, 2019, at 3:00 PM, Wright, Ptl L. <lawwright@hampton.gov> wrote:

<image001.gif>

Good afternoon,

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Thank you,

Very Respectfully,

Ptl. Laura Wright
Hampton Police Division
40 Lincoln St.
Hampton, VA 23669