

HAMPTON VA

Grant Routing Sheet

COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED

Date Routing Initiated: 9/17/2021 Application Due Date: Awarded

Originating Department: Youth & Young Adult Opportunities Office Department No.: 571

Submitter's Name: Latiesha Handie Direct Telephone No. (757) 915-7423

E-mail Address: latiesha.handie@hampton.gov

Grant Title: DCJS- Hampton Youth & Gang Violence Assessment

Other Participating Departments: Department of Human Services

BEFORE COMPLETING AN APPLICATION:

- 1. READ THE GENERAL INSTRUCTIONS. L.H. (Submitter's Initials)
- 2. COMPLETE GRANT PROPOSAL OVERVIEW. L.H. (Submitter's Initials)
- 3. DEPARTMENT HEAD
ORIGINATING DEPT. Latiesha Handie
Print Name *Latiesha W. Handie* Signature 9/17/2021 Date
- 4. ASSISTANT CITY
MANAGER Steve Bond
Print Name via email Signature 9/17/2021 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). L.H. (Submitter's Initials)
- 6. COMPLETE APPLICATION **EXCEPT** NECESSARY SIGNATURES. L.H. (Submitter's Initials)
- 7. CITY ATTORNEY Olivia Wiggins
Print Name via email Signature 9/21/2021 Date
- 8. BUDGET DIVISION Lori Green
Print Name via email Signature 9/17/2021 Date
- 9. HUMAN RESOURCES Nicole Clark
Print Name via email Signature 9/17/2021 Date

10. FINANCE DEPARTMENT	Veronica Kmetz _____ Print Name	<u>Via email</u> _____ Signature	<u>9/21/2021</u> _____ Date
11. RISK MANAGEMENT	Patti Parker _____ Print Name	<u>Via email</u> _____ Signature	<u>9/22/2021</u> _____ Date

AFTER GRANT IS AWARDED:

- ✓ After the grant award has been received, and if there are 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.

Handie, Latiesha

From: Bond, Steven
Sent: Friday, September 17, 2021 1:34 PM
To: Handie, Latiesha; Kmetz, Veronica; Daughtrey, Karl; Green, Lori; Clark, Nicole; Parker, Patricia; Wiggins, Olivia
Cc: Walker, Hui-Shan
Subject: RE: RE: Grant Routing Form & Grant Proposal Overview package for the Department of Criminal Justice Services – Youth and Gang Violence Community Assessment Grant

Approved

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: Handie, Latiesha
Sent: Friday, September 17, 2021 1:00 PM
To: Bond, Steven <sbond@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Wiggins, Olivia <olivia.wiggins@hampton.gov>
Cc: Walker, Hui-Shan <hui-shan.walker@hampton.gov>
Subject: RE: Grant Routing Form & Grant Proposal Overview package for the Department of Criminal Justice Services – Youth and Gang Violence Community Assessment Grant
Importance: High

Good afternoon,

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I am working to get this on the Oct. 13th Council agenda for appropriation, as well, and some of you will need to review and sign off again in Granicus when it comes to you for approval. The deadline to include this item on the Council's agenda is noon on October 1. However, I must receive signoffs on the Grant Routing Form as soon as possible to start entering the grant information into Granicus to initiate approval routing to submit before the agenda deadline.

There is no local match required for this grant. If possible, please, I was hoping you could respond as soon as you can via email to complete the routing and application process.

Thank you for your attention and support, and let me know if you have any questions.

Thanks,

Latiesha

Handie, Latiesha

From: Wiggins, Olivia
Sent: Tuesday, September 21, 2021 4:25 PM
To: Handie, Latiesha
Cc: Brown, Elaine
Subject: RE: RE: Grant Routing Form & Grant Proposal Overview package for the Department of Criminal Justice Services – Youth and Gang Violence Community Assessment Grant

Latiesha,

You are correct that I had not yet responded re: the Assessment Grant. I did, however, review this afternoon. Similar to the other grant approval, I do not see any changes to the grant requirements from when we submitted the application to when the grant was awarded. Assuming that is correct and there have been no changes to the grant requirements since we submitted the application, I renew my approval as to form and legal sufficiency. Thx!

From: Handie, Latiesha
Sent: Friday, September 17, 2021 1:00 PM
To: Bond, Steven <sbond@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Wiggins, Olivia <olivia.wiggins@hampton.gov>
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Thanks,
Latiesha

Handie, Latiesha

From: Green, Lori
Sent: Friday, September 17, 2021 1:19 PM
To: Handie, Latiesha; Bond, Steven; Kmetz, Veronica; Daughtrey, Karl; Clark, Nicole; Parker, Patricia; Wiggins, Olivia
Cc: Walker, Hui-Shan
Subject: RE: RE: Grant Routing Form & Grant Proposal Overview package for the Department of Criminal Justice Services – Youth and Gang Violence Community Assessment Grant

Hello Latiesha,

The Budget Division approves of this grant application as there is no grant match required.

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: Handie, Latiesha
Sent: Friday, September 17, 2021 1:00 PM
To: Bond, Steven <sbond@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Wiggins, Olivia <olivia.wiggins@hampton.gov>
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Thanks,
Latiesha

Handie, Latiesha

From: Clark, Nicole
Sent: Friday, September 17, 2021 2:13 PM
To: Handie, Latiesha
Subject: RE: RE: Grant Routing Form & Grant Proposal Overview package for the Department of Criminal Justice Services – Youth and Gang Violence Community Assessment Grant

Human Resources approves.

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



From: Handie, Latiesha <latiesha.handie@hampton.gov>
Sent: Friday, September 17, 2021 1:00 PM
To: Bond, Steven <sbond@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Wiggins, Olivia <olivia.wiggins@hampton.gov>
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Thanks,
Latiesha

Handie, Latiesha

From: Kmetz, Veronica
Sent: Tuesday, September 21, 2021 4:15 PM
To: Handie, Latiesha
Subject: RE: RE: Grant Routing Form & Grant Proposal Overview package for the Department of Criminal Justice Services – Youth and Gang Violence Community Assessment Grant

Done. Finance approves.

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

From: Handie, Latiesha <latiesha.handie@hampton.gov>
Sent: Tuesday, September 21, 2021 4:11 PM
To: Kmetz, Veronica <veronica.kmetz@hampton.gov>
Subject: RE: RE: Grant Routing Form & Grant Proposal Overview package for the Department of Criminal Justice Services – Youth and Gang Violence Community Assessment Grant

Veronica. I am following up in reference to approval signatures. I received your approval note for the intervention grant but may have missed your reply for the assessment grant. If possible can you review the below item sent on September 17th for your approval.

Thank you in advance 🙏

From: Clark, Nicole
Sent: Friday, September 17, 2021 2:13 PM
To: Handie, Latiesha <latiesha.handie@hampton.gov>
Subject: RE: RE: Grant Routing Form & Grant Proposal Overview package for the Department of Criminal Justice Services – Youth and Gang Violence Community Assessment Grant

Human Resources approves.

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



From: Handie, Latiesha <latiesha.handie@hampton.gov>
Sent: Friday, September 17, 2021 1:00 PM

To: Bond, Steven <sbond@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Wiggins, Olivia <olivia.wiggins@hampton.gov>

Cc: Walker, Hui-Shan <hui-shan.walker@hampton.gov>

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Thanks,
Latiesha

Handie, Latiesha

From: Parker, Patricia
Sent: Wednesday, September 22, 2021 11:10 AM
To: Handie, Latiesha
Subject: RE: RE: Grant Routing Form & Grant Proposal Overview package for the Department of Criminal Justice Services – Youth and Gang Violence Community Assessment Grant

Approved! Thank you, Latiesha!

Patricia L. Parker, ARM
Risk Manager
City of Hampton
Department of Risk Management
(757) 727-6386



CONFIDENTIALITY NOTICE: This email message, including any attachments, is for the sole use of the intended recipient(s) and may contain information that is legally privileged, confidential and/or exempt from disclosure under applicable law. If you are not an intended recipient, you may not review, use, copy, disclose or distribute this message or any of the information contained in this message to anyone. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of this message and any attachments. City of Hampton and Hampton City Schools may monitor e-mail messages to and from the City of Hampton/Hampton City Schools network. Unintended transmission shall not constitute waiver of any privilege or confidentiality protected under federal statutes, the Virginia Freedom of Information Act or any applicable laws.

From: Handie, Latiesha <latiesha.handie@hampton.gov>
Sent: Wednesday, September 22, 2021 11:04 AM
To: Parker, Patricia <pparker@hampton.gov>
Subject: FW: RE: Grant Routing Form & Grant Proposal Overview package for the Department of Criminal Justice Services – Youth and Gang Violence Community Assessment Grant

Here we go! 🙌

From: Handie, Latiesha
Sent: Tuesday, September 21, 2021 4:12 PM
To: Parker, Patricia <pparker@hampton.gov>
Subject: FW: RE: Grant Routing Form & Grant Proposal Overview package for the Department of Criminal Justice Services – Youth and Gang Violence Community Assessment Grant

Hi Patti. I am following up in reference to approval signatures. I received your approval note for the intervention grant but may have missed your reply for the assessment grant. If possible can you review the below item sent on September 17th for your approval.

Thank you in advance 🙌

HAMPTON VA

Grant Proposal Overview

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

Grant Title: DCJS - Hampton Youth & Gang Violence Community Assessment

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 item numbers and dates of Council approval.

N/A

4. BACKGROUND/PURPOSE:

The City seeks funding to complete a community based assessment of the scope, root causes and effects of youth and gang violence in order to better design prevention and intervention services moving forward. The key component of the proposed assessment is the involvement of community based organizations and individuals perceived by the community as credible messengers in both the formulation and implementation of the assessment plan.

5. TYPE OF GRANT EXPECTED TO BE AWARDED:

Cash Amount \$25,000 _____

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 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:

There will be a final assessment report with community input provided at the end of the grant project.

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:

[Empty box for 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 grantpacket.

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

Federal	\$ _____	Federal Catalog No.	_____
Pass Through	\$ _____	Federal Grant No.	_____
State	\$25,000 _____	State Grant No.	22-A8651YG20 _____
Foundation	\$ _____		
Private	\$ _____		

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

Department:	_____	Amount:	_____
Budget Line-Item:	_____	Amount:	_____
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.					
Capital Outlay					
Column Totals					

Grand Total: \$25,000

9. Additional information that will be helpful to reviewers:

This grant period ends Dec. 31, 2021. Will be working to complete the project, however, will also reach out to see if an extension is possible from DCJS.