

# HAMPTON VA

## Grant Routing Sheet

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

Date Routing Initiated: May 17, 2019 Application Due Date: \_\_\_\_\_

Originating Department: Parks, Recreation and Leisure Services Department No.: \_\_\_\_\_

Submitter's Name: Nicole Dennis Direct Telephone No. (757) 727-6648

E-mail Address: ndennis@hampton.gov

Grant Title: USDA Summer Food Service Program

Other Participating Departments: \_\_\_\_\_

### BEFORE COMPLETING AN APPLICATION:

1. READ THE GENERAL INSTRUCTIONS. ND (Submitter's Initials)
2. COMPLETE GRANT PROPOSAL OVERVIEW. ND (Submitter's Initials)
3. DEPARTMENT HEAD ORIGINATING DEPT. David McCauley (TB) approved via email 5/17/19  
Print Name Signature Date
4. ASSISTANT CITY MANAGER Brian DeProfo (TB) approved via email 6/15/19  
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). ND (Submitter's Initials)
6. COMPLETE APPLICATION EXCEPT NECESSARY SIGNATURES. \_\_\_\_\_ (Submitter's Initials)
7. BUDGET DIVISION [Signature] LORI GREEN 6/26/19  
Print Name Signature Date
8. FINANCE DEPARTMENT Veronica Kmetz (TB) approved via email 6/10/19  
Print Name Signature Date
9. CITY ATTORNEY Kendall Bynum (TB) approved via email 6/10/19  
Print Name Signature Date
10. SIGN and SUBMIT APPLICATION. \_\_\_\_\_ (Submitter's Initials)

**AFTER GRANT AWARDED:**

**11. ADD AWARD LETTER TO DOCUMENTATION.** \_\_\_\_\_ (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.: \_\_\_\_\_

CREATE GRANICUS FILE \_\_\_\_\_  
 Print Name Signature Date

ATTACH GRANT DOCUMENTS \_\_\_\_\_  
 Print Name Signature Date

ROUTE FOR APPROVAL \_\_\_\_\_  
 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)





## Grant Proposal Overview

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

**Grant Title:** USDA Summer Food Service Program

- 1. PRIMARY OR SUB-AWARD:** Application will be submitted to  the agency that is the primary source of funding (City = Primary Awardee);  to an 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 2020 or  in the future fiscal year(s) of \_\_\_\_\_.

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

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

16-0155/ 2016

17-0171/ 2017

18-02228/ 2018

- 4. BACKGROUND/PURPOSE:** The City of Hampton Department of Parks, Recreation & Leisure Services has served as a Sponsor for the USDA Summer Feeding Service Program (SFSP) since 1969. The City has obtained USDA SFSP funds to provide a nutritional meal for youth under the age of 18 years old that attend any organized summer educational, cultural, or recreational program in the City of Hampton. The objective of the SFSP is to ensure that during the summer months youth are offered the ability to receive the same high quality and nutritious meal that is offered during the school year through the National School Lunch Program. Fifty percent of the participating youth qualify for free or reduced priced meals under the National School Lunch Program that is offered during the school year.

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

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

**Non-Cash (Describe):** This is a reimbursable grant.

**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 \$ \_\_\_\_\_

\* 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:**

City Department-Match

Other Match(es)

	<b>Grant Total</b>	<b>Cash</b>	<b>In-Kind</b>	<b>Cash</b>	<b>In-Kind</b>
Personnel Svcs	\$5,613.48				
Operating Exp.	\$315,370.18				
Capital Outlay					
<b>Column Totals</b>	<b>\$320,983.66</b>				

**Grand Total:** \$320,983.66

**9. Additional information that will be helpful to reviewers:** We anticipate that more than 2,500 children will participate in the Summer Feeding Service Program (SFSP) on a daily basis, which represents more than 54,383 meals plus 48,048 supplements/snacks to be served. As the summer season progress daily participation at feeding sites traditionally decrease due to different factors such as family vacations or students enrolling in programs outside of the USDA approved parameters. These factors along with many different scenarios may cause initial meals served to be less than projected. Other factors may also influence the projected numbers of meals served and total participation for the summer. This year's program will operate June 17- August 23, 2019. The direct cost of the SFSP meals is 100% funded through reimbursement by the USDA Summer Feeding Program. The Parks, Recreation & Leisure Services Department supplements the grant through coordination and indirect program cost. According to the City of Hampton School Service Division, for this school year, more than 15,000 youth qualified for free or reduced lunch under the National School Lunch Program. This number has increased at about 3% over the past few years. A total of 32 youth serving agencies and programs are involved in the application for 2019. All agencies will provide information relative to program offerings and percentage of indigent youth to be served. A series of training workshops will be conducted for sponsorship staff and all site personnel to ensure a quality program at each site. The program's importance always has potential for growth because of the ever increasing community need. USDA SFSP only operates during the summer months and is designed to serve youth and teens that are eligible for the National School Lunch Program during the school year. Once the SFSP closes, the National School Lunch Program is almost ready to begin making it possible for children, who are eligible, to have free/reduced nutritional meals year round. Other agencies also take on the service to ensure food is available to youth and teens throughout the school year.

Last year claims totaled \$150,312.15, however an anticipation of higher participation we have requested a funding request equal to what was submitted last year.

## Bullock, Tamara

---

**From:** Bynum, Kendall  
**Sent:** Monday, June 10, 2019 12:00 PM  
**To:** Bullock, Tamara; Green, Lori; Kmetz, Veronica  
**Subject:** RE: USDA Grant FY 19

I approve.

Kendall E. Bynum  
Sr. Assistant City Attorney  
City of Hampton | 22 Lincoln Street | Hampton, VA 23669  
P: (757) 727-6127 | F: (757) 727-6788

HAMPTON VA

**CONFIDENTIALITY NOTICE:** This email message, including any attachments, is for the sole use of the intended recipient(s) and may contain information protected by the attorney-client privilege, the attorney work product doctrine or other applicable privileges or confidentiality laws or regulations. 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. Unintended transmission shall not constitute waiver of the attorney-client or any other privilege.

**From:** Bullock, Tamara  
**Sent:** Monday, June 10, 2019 10:39 AM  
**To:** Green, Lori <lgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Bynum, Kendall <kendall.bynum@hampton.gov>  
**Subject:** USDA Grant FY 19

Good Morning,

Attached is the proposal overview for the USDA SFSP (Summer Feeding Service Program). Can you please review the attachments for approval or denial? And if we are missing any information, please let me know and we will make the correction.

Thanks!

---

Tamara Bullock, MPA, CPRP | Unit Operations Manager | Parks, Recreation & Leisure Services | O: 757-727-8319

HAMPTON VA

**Bullock, Tamara**

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**From:** Kmetz, Veronica  
**Sent:** Monday, June 10, 2019 11:02 AM  
**To:** Bullock, Tamara; Green, Lori; Bynum, Kendall  
**Subject:** RE: USDA Grant FY 19

Finance approves.

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



**From:** Bullock, Tamara <tamara.bullock@hampton.gov>  
**Sent:** Monday, June 10, 2019 10:39 AM  
**To:** Green, Lori <lgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Bynum, Kendall <kendall.bynum@hampton.gov>  
**Subject:** USDA Grant FY 19

Good Morning,  
Attached is the proposal overview for the USDA SFSP (Summer Feeding Service Program). Can you please review the attachments for approval or denial? And if we are missing any information, please let me know and we will make the correction.

Thanks!

---

Tamara Bullock, MPA, CPRP | Unit Operations Manager | Parks, Recreation & Leisure Services | O: 757-727-8319





## Bullock, Tamara

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**From:** DeProfio, Brian  
**Sent:** Wednesday, June 05, 2019 8:55 AM  
**To:** Bullock, Tamara  
**Cc:** McCauley, David  
**Subject:** RE: USDA SFSP 2019 Grant Approval

Thanks. Also, legal and Finance will want to see the complete grant application, award letter and grant agreement.

**From:** Bullock, Tamara  
**Sent:** Wednesday, June 05, 2019 8:52 AM  
**To:** DeProfio, Brian <[bdeprofio@hampton.gov](mailto:bdeprofio@hampton.gov)>  
**Cc:** McCauley, David <[david.mccauley@hampton.gov](mailto:david.mccauley@hampton.gov)>  
**Subject:** Re: USDA SFSP 2019 Grant Approval

Ok I understand and will do.

Thank You

Tamara Bullock, MPA, CPRP  
Hampton Parks, Recreation & Leisure Services  
Unit Operations Manager  
757-727-8319

On Jun 5, 2019, at 8:29 AM, DeProfio, Brian <[bdeprofio@hampton.gov](mailto:bdeprofio@hampton.gov)> wrote:

... also, once you complete those sections, you can send it to all people who need to approve the grant at the same time to keep it moving. Thanks!

**From:** Bullock, Tamara  
**Sent:** Tuesday, June 04, 2019 12:17 PM  
**To:** DeProfio, Brian <[bdeprofio@hampton.gov](mailto:bdeprofio@hampton.gov)>  
**Cc:** McCauley, David <[david.mccauley@hampton.gov](mailto:david.mccauley@hampton.gov)>  
**Subject:** FW: USDA SFSP 2019 Grant Approval

Good Afternoon Mr. DeProfio,  
Attached is the grant proposal overview for the USDA grant, did you have an opportunity to review the document for approval or denial?

Thanks

**Tamara Bullock, MPA, CPRP** | Unit Operations Manager | **Parks, Recreation & Leisure Services** | O:  
757-727-8319

**From:** Bullock, Tamara  
**Sent:** Monday, May 20, 2019 10:54 AM  
**To:** DeProfio, Brian <[bdeprofio@hampton.gov](mailto:bdeprofio@hampton.gov)>



## Bullock, Tamara

---

**From:** DeProfio, Brian  
**Sent:** Wednesday, June 05, 2019 8:30 AM  
**To:** Bullock, Tamara  
**Cc:** McCauley, David  
**Subject:** RE: USDA SFSP 2019 Grant Approval

... also, once you complete those sections, you can send it to all people who need to approve the grant at the same time to keep it moving. Thanks!

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**From:** Bullock, Tamara  
**Sent:** Monday, May 20, 2019 10:54 AM  
**To:** DeProfio, Brian <bdeprofio@hampton.gov>  
**Cc:** McCauley, David <david.mccauley@hampton.gov>  
**Subject:** USDA SFSP 2019 Grant Approval

Good Morning Mr. DeProfio,  
Attached is the grant proposal overview for the USDA Summer Feeding Service Program (SFSP). This begins the approval process for Nicole Dennis to apply for the grant. Please review for approval or denial. The grant has been approved by Dave, and his approval is listed below.

Thanks!

---

**Tamara Bullock, MPA, CPRP** | Unit Operations Manager | Parks, Recreation & Leisure Services | O: 757-727-8319

The logo for Hampton VA, featuring the text "HAMPTON VA" in a blue, sans-serif font with a wavy underline beneath the text.

**From:** McCauley, David <david.mccauley@hampton.gov>  
**Sent:** Friday, May 17, 2019 5:26 PM  
**To:** Bullock, Tamara <tamara.bullock@hampton.gov>  
**Subject:** RE: USDA SFSP 2019 Grant Approval

Approved.

## Bullock, Tamara

---

**From:** DeProfio, Brian  
**Sent:** Wednesday, June 05, 2019 8:29 AM  
**To:** Bullock, Tamara  
**Cc:** McCauley, David  
**Subject:** RE: USDA SFSP 2019 Grant Approval

Dear Tamara,

Sections 1, 6 and 7 on the form don't seem to be filled out. Would you mind completing those sections?

Thanks,  
Brian

**From:** Bullock, Tamara  
**Sent:** Tuesday, June 04, 2019 12:17 PM  
**To:** DeProfio, Brian <bdeprofio@hampton.gov>  
**Cc:** McCauley, David <david.mccauley@hampton.gov>  
**Subject:** FW: USDA SFSP 2019 Grant Approval

Good Afternoon Mr. DeProfio,  
Attached is the grant proposal overview for the USDA grant, did you have an opportunity to review the document for approval or denial?

Thanks

**Tamara Bullock, MPA, CPRP** | Unit Operations Manager | **Parks, Recreation & Leisure Services** | O: 757-727-8319

**From:** Bullock, Tamara  
**Sent:** Monday, May 20, 2019 10:54 AM  
**To:** DeProfio, Brian <bdeprofio@hampton.gov>  
**Cc:** McCauley, David <david.mccauley@hampton.gov>  
**Subject:** USDA SFSP 2019 Grant Approval

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---

**Tamara Bullock, MPA, CPRP** | Unit Operations Manager | **Parks, Recreation & Leisure Services** | O: 757-727-8319

**HAMPTON VA**

**From:** McCauley, David <david.mccauley@hampton.gov>  
**Sent:** Friday, May 17, 2019 5:26 PM

Cc: McCauley, David <[david.mccauley@hampton.gov](mailto:david.mccauley@hampton.gov)>

Subject: USDA SFSP 2019 Grant Approval

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Thanks!

<image001.png>

**Tamara Bullock, MPA, CPRP** | Unit Operations Manager | **Parks, Recreation & Leisure Services** | O: 757-727-8319

<image002.png>

From: McCauley, David <[david.mccauley@hampton.gov](mailto:david.mccauley@hampton.gov)>

Sent: Friday, May 17, 2019 5:26 PM

To: Bullock, Tamara <[tamara.bullock@hampton.gov](mailto:tamara.bullock@hampton.gov)>

Subject: RE: USDA SFSP 2019 Grant Approval

Approved.

<image001.png>

**David J. McCauley** | Director | **Parks, Recreation & Leisure Services** | O: 757-727-6348

<image002.png>



## Bullock, Tamara

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**From:** Dennis, Nicole  
**Sent:** Wednesday, June 05, 2019 5:19 PM  
**To:** Bullock, Tamara  
**Cc:** McCauley, David; Clark, Sean  
**Subject:** FW: FY 18-19 SFSP Approval

The award letter will be mailed to our department.

Thanks!

---

**Nicole Dennis** | Recreation Coordinator | **Parks, Recreation & Leisure Services** | O: 757-727-6648

**HAMPTON VA**

**From:** Parker, Maggie [mailto:maggie.parker@doe.virginia.gov]  
**Sent:** Friday, May 31, 2019 12:48 PM  
**To:** Dennis, Nicole; Stowers, Karen  
**Cc:** Maureen Thomas  
**Subject:** FY 18-19 SFSP Approval

Greetings,

The Virginia Department of Education, Office of School Nutrition Programs is pleased to inform you that your organization's FY 18-19 Summer Food Service Program application has been approved.

Please keep in mind the following items this summer:

- Meals must be served within the time frames indicated on the site applications. Meals served outside of the approved time frames will be disallowed by VDOE during site visits.
- Any updates to site personnel, meal times, and general program operations must be updated in the SFSP application packet in SNPWeb.
- Field trips must be entered into the "Site Field Trip List" prior to the field trip's occurrence.
- Please remember this is a congregate feeding program. Children must eat all meals on site.

For your reference, here is a hyperlink to all of the USDA's SFSP handbooks:

<https://www.fns.usda.gov/sfsp/handbooks>

If you have any questions, please contact your SNP or CNP Regional Specialist.

On behalf of the VDOE, thank you for all the good work you do to ensure that children across the Commonwealth have access to nutritious meals during the summer. We look forward to our continued partnership!

Best,

Maggie Parker, MSW  
Child Nutrition Programs Manager

Office of School Nutrition Programs  
Virginia Department of Education  
maggie.parker@doe.virginia.gov  
(804) 786-1147

**2018 - 2019 Application Packet**

4136	Status: Active	Packet Submitted Date:	05/31/2019
<b>Hampton Parks And Recreation</b>		Packet Approved Date:	05/31/2019
22 Lincoln Street		Packet Original Approval Date:	05/31/2019
5th Floor, City Hall		Packet Status:	Approved
Hampton, VA 23669-3522			

Action	Form Name	Latest Version	Status
Details	Management Plan	Original	Approved
View   Revise	Sponsor Application	Original	Approved
Details	Food Production Facility List (2)		
Details	Site Field Trip List		
View   Revise	Budget Detail	Original	Approved
Details	Checklist Summary (3)		
View	Application Packet Notes for Sponsor (3)		
Details	Attachment List (6)		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	23	0	0	0	1	0	24

Show Packet History



**SFSP Sponsor Application  
For School Year: 2018 - 2019**

4136 Status: Active <b>Hampton Parks And Recreation</b> 22 Lincoln Street 5th Floor, City Hall Hampton, VA 23669-3522
---

Code	Warning Description
201264	Since you received \$750,000 or more in TOTAL federal funds, you must complete the Annual Audit request form located under the Applications menu.

Version: Original

**Sponsor Type**

- Type of Agency: Government Agency
- Type of SFSP Organization: Unit of Government

**Street Address**

- Address Line 1: 22 Lincoln Street  
Address Line 2: 5th Floor, City Hall
- City: Hampton
- State: VA Zip: 23669-3522

**Mailing Address**

- Address Line 1: 22 Lincoln Street 5th Floor, City Hall  
Address Line 2:
- City: Hampton
- State: VA Zip: 23669

**Summer Food Service Contact**

	Salutation	First Name	M.I.	Last Name
9. Name:		Nicole		Dennis
10. Email Address:		ndennis@hampton.gov		
11. Phone:	(757) 727-6648	Ext: 6648	Fax:	
12. Title:	Administrator			

**Director for Government Agency**

	Salutation	First Name	M.I.	Last Name
13. Name:	Mr.	David	J	McCauley
14. Email Address:		david.mccauley@hampton.gov		
15. Phone:	(757) 727-6474	Ext: 6474	Fax:	(757) 727-8313
16. Title:	Director			

**Reimbursement Claims Official**

	Salutation	First Name	M.I.	Last Name
17. Name:	Ms.	Nicole	E	Dennis
18. Date of Birth:	04/12/1975 (mm/dd/yyyy)			
19. Email Address:		ndennis@hampton.gov		
20. Phone:	(757) 727-6648	Ext: 6648	Fax:	(757) 727-8313
21. Title:	Program Coordinator			

**Monitoring Contact**

	Salutation	First Name	M.I.	Last Name
22. Name:	Mrs.	Karen		Stowers
23. Date of Birth:	07/21/1957 (mm/dd/yyyy)			
24. Email Address:	karen.stowers@hampton.gov			
25. Phone:	(757) 727-1160	Ext: 1160	Fax:	(757) 727-1602
26. Title:	Food Program Leader			

**Alternate Contact**

	Salutation	First Name	M.I.	Last Name
27. Name:	Mr.	Sean		Clark
28. Date of Birth:	02/19/1972 (mm/dd/yyyy)			
29. Email Address:	sean.clark@hampton.gov			
30. Phone:	(757) 728-3219	Ext: 3219	Fax:	(757) 727-8313
31. Title:	Deputy Director			

**Training**

32. Name of person conducting training for administrative personnel: Nicole Dennis  
 Dates of administrative personnel training: April 8, 2019

33. Name of person conducting training for site personnel: Karen Stowers  
 Dates of site personnel training: June 6, 2019

**Ethnicity Data**

Provide the ethnic makeup of the participants served by the Sponsor's service area.

34. Geographic Area (enter percentages):  
 To obtain the racial/ethnic data for your geographical area please click [HERE](#)

Hispanic or Latino:	5.70 %
Non-Hispanic or Latino:	94.30 %

**Racial Data**

Provide the racial makeup of the participants served by the Sponsor's service area.

35. Geographic Area (enter percentages):  
 To obtain the racial/ethnic data for your geographical area please click [HERE](#)

American Indian or Alaskan Native:	0.50 %
Asian:	2.40 %
Black or African American:	50.80 %
Native Hawaiian or Pacific Islander:	0.10 %
White:	46.20 %

36. Describe efforts to assure that minority populations have equal opportunity to participate in the program.

Presentation of information to city schools, libraries, churches and daycares.

37. Describe efforts to contact minority and grassroots organizations about the opportunity to participate in the program.

City schools, libraries, churches and daycares will receive fliers. Hampton City School food nutrition Director distributed letters to all students. Hampton Parks, Recreation & Lelsure Services sent letters to all past participants. Information will be sourced out to local newspaper and television media companies.

**General Questions**

- 38. Will the Sponsor be requesting Advance Payments?  Yes  No
- 39. Does this Sponsor wish to receive USDA Foods? (Eligibility is determined by State agency.)  Yes  No
- 40. Does your agency provide year round public services to the community(ies) other than operating the SFSP?  Yes  No

If **Yes**, then list the services provided: Kids Cafe Food Bank

If **No**, which of the following circumstance applies?

If **Other**, please describe.

- 41. Was your organization ever terminated or determined to have been seriously deficient in its operation of the SFSP or any other Child Nutrition Program?  Yes  No
- 42. Describe the method used to secure corrective action if problems are observed at a site, including plans and timeframes for follow up and an explanation of when a site would be closed.

On site training will be conducted for locations that have issues and daily monitoring by staff to ensure compliance. Sites that are continually inconsistent with not following standards over two-weeks monitoring the staff will be changed/removed of personnel or maybe shutdown and no longer be able to operate.

- 43. Has the Sponsor expended \$750,000 or more in TOTAL federal funds for any programs administered?  Yes  No
- 44. List any federal agency providing financial support to your agency or enter "None".

Audit report attached or sent by email. Community Development Block Grant (CDBG), Entitlement Grant (HUD) and Grassroots Mini Grant

**Certification**

- 45.  I hereby certify that neither the Sponsor nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the state agency any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The state agency may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of the Sponsor, I hereby agree to comply with all state and federal laws and regulations governing the Child Nutrition Programs administered by the state agency. In accordance with Federal law and U.S. Department of Agriculture policy, this Sponsor does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

Created By: nicole.dennis on: 1/7/2019 10:31:25 AM Modified By: nicole.dennis on: 4/22/2019 12:25:33 PM



**PERMANENT AGREEMENT TO PARTICIPATE IN THE SUMMER FOOD SERVICE PROGRAM**  
Between the Virginia Department of Education and the Sponsoring Organization

City of Hampton Parks, Recreation & Leisure Services  
Sponsoring Organization

4136  
Agreement Number

In order to effectuate the purpose of Section 13 of the National School Lunch Act, as amended, and the regulations governing the Summer Food Service Program (SFSP) (CFDA #10.559) issued hereunder, the Virginia Department of Education, hereinafter referred to as VDOE, and the sponsoring organization whose name and agreement number appear above, acting on behalf of each site under its jurisdiction with a complete site application in the VDOE School Nutrition Programs Web system (SNPWeb), covenant and agree as follows:

**VDOE AGREES:**

1. To the extent of funds available, reimburse the sponsor in connection with meals served to children at approved sites during the period(s) stated in approved site applications.
2. To the extent administratively possible, it shall make advance payments by June 1, July 15, and August 15 for June, July, and August to sponsors which intend to operate at least ten days in the month and which have held training sessions for administrative and site personnel. Advance payments will subsequently be deducted from regular reimbursement payments.
3. To inform the sponsor of its right to request a review of decisions made by VDOE that affect the participation of the sponsor in the SFSP of the sponsor's Claim for Reimbursement.

**THE SPONSORING ORGANIZATION** represents and warrants that it is a nonprofit agency that is exempt from income tax under the Internal Revenue Code or 1986, as amended, and is (a) the governing body with the financial and administrative responsibility for the approved sites, or (b) it is an agency to which the approved sites have delegated authority for the operation of their food service, and in order to qualify for reimbursement under this Agreement in conducting the food service in the approved sites, it shall:

1. Operate a nonprofit food service during the periods specified below:
  - a. From May through September for children on school vacation;
  - b. At any time of the year in the case of sponsors administering the SFSP under a continuous school calendar system;
  - c. During the period from October through April, if it serves an area affected by an unanticipated school closure due to a natural disaster, major building repairs, court order relating to school safety or other issues, labor-management disputes, or, when approved by the State agency.
2. Serve meals which meet the requirements and provisions set forth in 7 CFR § 225.16 during times designated as meal service periods in the site applications in SNPWeb.
3. Serve meals without cost to all children, except that camps may charge for meals served to children who are not served meals under the SFSP.
4. Maintain children on site while meals are consumed.
5. Issue a free meal policy statement in accordance with 7 CFR § 225.6(c).
6. Meet the training requirement for administrative and site personnel, as required under 7 CFR § 225.15(d)(1).
7. Claim reimbursement only for the type or types of meals specified in the site applications in SNPWeb and served without charge to children at approved sites during the approved meal service period, except that camps shall claim reimbursement only for the type or types of meals specified in the site applications in SNPWeb and served without charge to children who meet the SFSP income standards.
8. Submit Claims for Reimbursement by the 30<sup>th</sup> day of the month following feeding operations based on accurate meal service records. 7 CFR § 225.5(d)(5) states that no payment shall be made for claims submitted later than 60 days after the month unless a corrective action plan is provided by the sponsor and approved by VDOE.

**PERMANENT AGREEMENT TO PARTICIPATE IN THE SUMMER FOOD SERVICE PROGRAM**  
**Between the Virginia Department of Education and the Sponsoring Organization**

9. Notify VDOE via SNPWeb in advance of changes in program operations, such as but not limited to meal times, site closures, and site additions.
10. Notify VDOE via SNPWeb in advance when planning to take meals off site for field trips.
11. Conform to all applicable State and local laws and regulations in the storage, preparation and service of food; and maintain proper sanitation and health standards.
12. Accept and use, in quantities that may be efficiently utilized in the SFSP, such foods as may be offered as a donation by the Virginia Department of Agriculture and Consumer Services.
13. Have access to facilities necessary for storing, preparing, and serving food.
14. Maintain true and accurate records of the SFSP including records of costs incurred in the administration and operation of the SFSP, and income and reimbursement payments. Maintain on file documentation supporting donated goods. Retention of such records shall be for a period of three years following the end of the fiscal year to which they pertain, unless audit or investigative findings have not been resolved, in which case the records shall be retained until all issues raised by the audit or investigation have been resolved.
15. Maintain on file documentation of pre-operational visits, site visits, and reviews in accordance with 7 CFR § 225.15(d)(2) and 7 CFR § 225.15(d)(3).
16. Maintain on file documentation of daily meal counts in accordance with 7 CFR § 225.15(d)(1).
17. Upon request, make all accounts and records pertaining to the SFSP available to VDOE, United States Department of Agriculture (USDA), or other authorized officials for audit or administrative review, at a reasonable time and place.
18. Retain final financial and administrative responsibility for the SFSP. According to 7 CFR § 225.15(a)(3) sponsors may not contract out for the management responsibilities of the SFSP.
19. Agree to follow and ensure implementation of the USDA nondiscrimination policy as outlined in 7 CFR parts 15, 15a, and 15b, and to post the USDA Food and Nutrition Services (FNS) Nondiscrimination Statement on all SFSP materials.

The 2015 FNS Nondiscrimination Statement is as follows:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.



**PERMANENT AGREEMENT TO PARTICIPATE IN THE SUMMER FOOD SERVICE PROGRAM**  
**Between the Virginia Department of Education and the Sponsoring Organization**

20. Comply with FNS Civil Rights Instruction 113, which states: "The Program applicant hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by the regulations of the Department of Agriculture (7 CFR Part 15), DOJ (28) CFR Parts 42 and 50) and FNS directives or regulations issued pursuant to that Act and the regulations, to the effect that, no person in the United States shall, on the ground of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity for which the Program applicant received Federal financial assistance from USDA; and hereby gives assurance that it will immediately take any measures necessary to fulfill this agreement."

"This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance."

"By accepting this assurance, the Program applicant agrees to compile data, maintain records, and submit reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review such records, books, and accounts as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Program applicant, its successors, transferees, and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on the behalf of the Program applicant."

21. When procuring food, supplies, goods, and other services with SFSP funds, agree to comply with procurements standards set forth in Uniform Grant Guidance under 2 CFR § 200.318 through §200.326 and 7 CFR §225.17.
22. Under 7 CFR §225.6(h)(4) allow a representation from VDOE to be present at bid openings when the sponsor is expected to receive over \$100,000 in SFSP payments. The sponsor shall agree to notify VDOE a minimum of 14 days in advance of the time and place of the bid opening.

**VDOE AND THE SPONSOR MUTUALLY AGREE THAT:**

1. The completed SNPWeb online Agreement, site applications, and supporting documents are part of this Agreement.
2. VDOE shall promptly notify the Sponsor of any change in the minimum meal requirements or in the assigned rates of reimbursement.
3. This Agreement will be effective from the approval date in SNPWeb, until the sponsor withdrawals from the SFSP or VDOE terminates the Agreement. This Agreement is valid across SFSP fiscal years and will not be re-issued unless terms of the Agreement have changed.
4. This Agreement may be terminated upon 10 days of written notice on the part of either party hereto. VDOE may terminate this Agreement immediately upon receipt of evidence that the sponsors have not fully complied with the terms and conditions of this Agreement or of regulations governing the SFSP. Any termination of the Agreement by VDOE shall be in accordance with applicable laws and regulations.
5. The terms of this Agreement shall not be modified or changed in any way other than by the consent in writing of both parties hereto.

**CORRECTIVE ACTION AND TERMINATION**

1. The sponsor shall take corrective action if VDOE observes violations during the course of a review.



**PERMANENT AGREEMENT TO PARTICIPATE IN THE SUMMER FOOD SERVICE PROGRAM**  
Between the Virginia Department of Education and the Sponsoring Organization

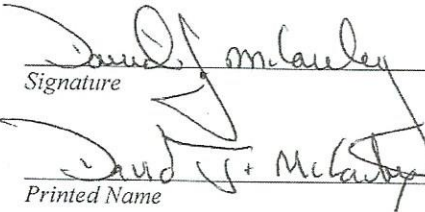
2. The sponsor understands that VDOE may disallow any portion of a Claim for Reimbursement and recover any payment to the sponsor not properly payable under 7 CFR § 225.10(c).
3. The sponsor agrees that if VDOE observes meal service violations during the course of a site review, VDOE may disallow all meals observed to be in violation.
4. VDOE may immediately terminate the participation of a site if over the course of a review it is determined that the health and/or safety of participating children is imminently threatened.

**CERTIFICATION**

By signing the document, I certify that I will ensure compliance with all provisions of this agreement and that all information entered in the SNPWeb online sponsor application, site applications, and supporting documents is true and accurate. I understand that SNPWeb online data, supporting documents, and paper attachments become an official part of this Agreement.

Sponsor Responsible Principal or Individual

Virginia Department of Education

  
Signature

David J. McAuley  
Printed Name

Director Parks, Recreation & Leisure Services  
Title

6/6/16  
Date

Sandra Curwood

Director

School Nutrition Programs

Date

**2018 - 2019 SFSP Budget Detail**

4136 Status: Active

**Hampton Parks And Recreation**

22 Lincoln Street  
5th Floor, City Hall  
Hampton, VA 23669-3522

Code	Error Description
206030	Projected Administrative Costs must be greater than \$0.
206050	Cost Reimbursement Summary Balance must be greater than \$0.
206055	"Total SFSP Reimbursement" amount must be greater than \$0.00.

Budget Version: Original

**Operating Reimbursement**

Meal	Sites	Total Meals	Total
Breakfast	0	0	\$0.00
Lunch	19	0	\$0.00
Snack	18	0	\$0.00
Supper	5	0	\$0.00
		<b>Sub Total</b>	<b>\$0.00</b>

**Administrative Reimbursement**

Meal	Sites	Total Meals	Total
Breakfast	0	0	\$0.00
Lunch	19	0	\$0.00
Snack	18	0	\$0.00
Supper	5	0	\$0.00
		<b>Sub Total</b>	<b>\$0.00</b>

**Projected Operating Costs: Labor**

Executive Staff	\$0.00
Management Staff	\$0.00
Staff	\$5613.48
<b>Total Projected Operating Costs: Labor</b>	<b>\$5,613.48</b>

**Projected Administrative Costs: Labor**

Executive Staff	\$0.00
Management Staff	\$0.00
Staff	\$0.00
<b>Total Projected Administrative Costs: Labor</b>	<b>\$0.00</b>

**Projected Operating Costs**

Total Food Expenses	\$	312,370.18
Facilities and Space	\$	0.00
Supplies and Equipment	\$	2,500.00

Purchased Services	\$	<input type="text" value="0.00"/>
Financial Costs	\$	<input type="text" value="0.00"/>
Media Costs	\$	<input type="text" value="500.00"/>
Contracting Organization Costs (Sponsoring Organization Only)	\$	<input type="text" value="0.00"/>
<b>Total Operating Costs</b>		<b>\$320,983.66</b>

**Projected Administrative Costs**

Facilities and Space	\$	<input type="text" value="0.00"/>
Supplies and Equipment	\$	<input type="text" value="0.00"/>
Purchased Services	\$	<input type="text" value="0.00"/>
Financial Costs	\$	<input type="text" value="0.00"/>
Media Costs	\$	<input type="text" value="0.00"/>
Contracting Organization Cost	\$	<input type="text" value="0.00"/>
Professional Memberships/Training/Conferences	\$	<input type="text" value="0.00"/>
<b>Projected Administrative Costs</b>		<b>\$0.00</b>

**Cost Reimbursement Summary**

Total SFSP Costs		\$320,983.66
Total SFSP Reimbursement		\$0.00
Excess SFSP revenue amount from the prior program year or previous participation in SFSP	\$	<input type="text" value="0.00"/>
Amount from other funding resources (e.g. grant, donations)	\$	<input type="text" value="0.00"/>
Other funding resources	<input type="text"/>	
<b>Balance</b>		<b>\$-320,983.66</b>

**Misc.**

Identify how excess funds will be used:

- Used to improve the meal service or other aspects of the SFSP
- Kept for next year's SFSP operations
- Pay for allowable costs of the other child nutrition programs

Is there a rental agreement, lease, or contract associated for any of the non-food costs listed above?  Yes  No

**Certification**

- I certify that the information on this form, and supporting documents, is true and correct and that I will immediately report to the Virginia Department of Education any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The Virginia Department of Education may verify information; and the deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

Created By: nicole.dennis on: 1/7/2019 10:31:40 AM Modified By: nicole.dennis on: 4/24/2019 4:21:52 PM



**Payment Summary List**

4136  
**Hampton Parks And Recreation**  
 DBA:  
 22 Lincoln Street  
 5th Floor, City Hall  
 Hampton, VA 23669-3522

Schedule Number	Processed Date	Warrant Issue Date	Earned Amount	Adjustments	Distribution Amount
18002215	09/19/2018	09/28/2018	\$ 49,566.63	\$ 0.00	\$ 49,566.63
18002195	08/15/2018	08/24/2018	\$ 70,990.04	\$ 0.00	\$ 70,990.04
18002184	07/18/2018	07/27/2018	\$ 29,755.48	\$ 0.00	\$ 29,755.48

**Payment Summary**

4136  
**Hampton Parks And Recreation**  
 DBA:  
 22 Lincoln Street  
 5th Floor, City Hall  
 Hampton , VA 23669-3522

Schedule Number	Schedule Process Date	Federal Year	Warrant Number	Paid Date
18002184	07/18/2018	2017-2018		

Account Description	Month	Transaction Description	Amount
SFSP Meals	Jun 2018	Original Claim	\$ 27,336.51
	Jun 2018	Distribution for Claim #24715	\$ 27,336.51
SFSP Admin	Jun 2018	Original Claim	\$ 2,418.97
	Jun 2018	Distribution for Claim #24715	\$ 2,418.97

Payment Schedule Summary			
	Jun 2018	SFSP Meals	\$ 27,336.51
	Jun 2018	SFSP Admin	\$ 2,418.97
<b>Total Payments</b>			<b>\$ 29,755.48</b>

**Payment Summary**

4136  
**Hampton Parks And Recreation**  
 DBA:  
 22 Lincoln Street  
 5th Floor, City Hall  
 Hampton, VA 23669-3522

Schedule Number	Schedule Process Date	Federal Year	Warrant Number	Paid Date
18002195	08/15/2018	2017-2018		

Account Description	Month	Transaction Description	Amount
SFSP Meals	Jul 2018	Original Claim	\$ 65,218.82
	Jul 2018	Distribution for Claim #25119	\$ 65,218.82
SFSP Admin	Jul 2018	Original Claim	\$ 5,771.22
	Jul 2018	Distribution for Claim #25119	\$ 5,771.22

**Payment Schedule Summary**

	Jul 2018	SFSP Meals	\$ 65,218.82
	Jul 2018	SFSP Admin	\$ 5,771.22
<b>Total Payments</b>			<b>\$ 70,990.04</b>



**Payment Summary**

4136  
**Hampton Parks And Recreation**  
 DBA:  
 22 Lincoln Street  
 5th Floor, City Hall  
 Hampton , VA 23669-3522

Schedule Number	Schedule Process Date	Federal Year	Warrant Number	Paid Date
18002215	09/19/2018	2017-2018		

Account Description	Month	Transaction Description	Amount
SFSP Meals	Aug 2018	Original Claim	\$ 45,538.39
	Aug 2018	Distribution for Claim #25171	\$ 45,538.39
SFSP Admin	Aug 2018	Original Claim	\$ 4,028.24
	Aug 2018	Distribution for Claim #25171	\$ 4,028.24

**Payment Schedule Summary**

	Aug 2018	SFSP Meals	\$ 45,538.39
	Aug 2018	SFSP Admin	\$ 4,028.24
<b>Total Payments</b>			<b>\$ 49,566.63</b>