

HAMPTON VA


Grant Routing Sheet [Form #2]

PLEASE NOTE:

Completed "GRANT PROPOSAL OVERVIEW" Form **must** accompany Grant Routing Sheet.

Date Routing Initiated: 9/7/18 Application Due Date: 9/18/18
Originating Department: Commonwealth's Attorney Office Department No. 01-220
Submitter's Name: Annika Hunter Direct Telephone No. (757) 727-6220
E-mail Address: annika.hunter@hampton.gov
Grant Title: CY19-21 Violence Against Women (V-STOP) Grant
Other Participating Departments: N/A

BEFORE COMPLETING AN APPLICATION:

1. READ THE GENERAL INSTRUCTIONS. AH (Submitter's Initials)
2. COMPLETE GRANT PROPOSAL OVERVIEW. AH (Submitter's Initials)
3. DEPARTMENT HEAD ORIGINATING DEPT. Anton A. Bell  09/10/18
Print Name Signature Date
4. ASSISTANT CITY MANAGER Steven Bond _____
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) OF ALL DOCUMENTS RELATED TO THE GRANT, INCLUDING, BUT NOT LIMITED TO, INSTRUCTIONS, ATTACHMENTS, EXHIBITS, GRANT DOCUMENTS, PRIMARY GRANT (IF SUBAWARDEE).
Ah (Submitter's Initials)
6. COMPLETE APPLICATION EXCEPT NECESSARY SIGNATURES. _____ (Submitter's Initials)
7. BUDGET DIVISION _____
Print Name Signature Date
8. FINANCE DEPARTMENT _____
Print Name Signature Date
9. CITY ATTORNEY _____
Print Name Signature Date
10. SIGN & SUBMIT APPLICATION. Ah (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 **GRANICUS 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. ORGINATING DEPARTMENT TO RETAIN ORIGINAL DOCUMENTATION. _____ (Submitter's Initials)

22. DISSMINATE 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)

Hunter, Annika

From: Bond, Steven
Sent: Friday, September 07, 2018 4:46 PM
To: Hunter, Annika
Cc: DeProfio, Brian; Daughtrey, Karl; Green, Lori; Melochick, Patricia
Subject: RE: CY19-21 Violence Against Women's Act - CURE Grant

Ms. Hunter:

Thank you for the explanation, that makes sense. Pending Budget and Finance’s review, I approve the grant.

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

From: Hunter, Annika
Sent: Friday, September 07, 2018 4:41 PM
To: Bond, Steven <sbond@hampton.gov>
Cc: DeProfio, Brian <bdeprofio@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Melochick, Patricia <patricia.melochick@hampton.gov>
Subject: RE: CY19-21 Violence Against Women's Act - CURE Grant

Hello,

In the previous applications for CY16-18, fringe benefits were not included in the calculation even though the City provided for (and presently provides for) that expenditure. The required match is \$21,600 (I apologize for the discrepancy), but the City has historically provided above that. In other words, the City has always paid FICA and group life insurance (which accounts for the increases), but they weren’t included in the grant application as they probably should have been.

Thank you.

Annika Hunter
Office Administrator
Hampton CWA
757-727-6442
757-727-6802 (fax)

From: Bond, Steven
Sent: Friday, September 07, 2018 4:30 PM
To: Hunter, Annika <annika.hunter@hampton.gov>
Cc: DeProfio, Brian <bdeprofio@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Melochick, Patricia <patricia.melochick@hampton.gov>
Subject: RE: CY19-21 Violence Against Women's Act - CURE Grant

All:

I generally approve of the grant but I do have a question. While the routing sheet indicates that the Local In-Kind Match is \$21,400 and later explains that the real total is \$21,600 (as there is \$200 in supplies) there seems to be a discrepancy between the In-Kind Match in the routing sheet and the request in the Grant Application. The total In-Kind local in the application appears as follows:

- Attachment IA = \$31,311
- Attachment IB = \$31,505
- Attachment IC = \$31,703

While the routing sheet specifically identifies the source of the \$21,600 In Kind Match listed on that sheet, I just want to make sure there is an existing identified source for the increased amounts listed in the application prior to approving.

If I have misinterpreted the application please let me know.

Sincerely,

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

From: Hunter, Annika
Sent: Friday, September 07, 2018 4:00 PM
To: Bond, Steven <sbond@hampton.gov>
Cc: DeProfio, Brian <bdeprofio@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Melochick, Patricia <patricia.melochick@hampton.gov>
Subject: CY19-21 Violence Against Women's Act - CURE Grant
Importance: High

Good afternoon,

Please find attached documents relating to the above-referenced grant through the Department of Criminal Justice Services (DCJS). The Violence Against Women's Grant (V-STOP) is a grant directed to aid the victims of domestic assault and battery cases through a dedicated prosecutor in the Juvenile and Domestic Relations District and Circuit Courts for the City of Hampton. Please review the attached documents and reply with your approval as soon as possible. The grant must be submitted electronically no later than September 18, 2018 to DCJS.

If you have any questions or need clarification on any of the attached documents, then please feel free to contact me via email or the number listed below. You may also reach the V-STOP Prosecutor, Matthew Finley, at matthew.finley@hampton.gov or by phone at 728-3215.

Thank you for your assistance with this matter.

Annika Hunter
Office Administrator
Hampton Commonwealth's Attorney's Office
236 North King Street
Hampton, VA 23669
757-727-6442
757-727-6802 (fax)

Hunter, Annika

From: Kmetz, Veronica
Sent: Friday, September 07, 2018 4:55 PM
To: Hunter, Annika
Cc: Daughtrey, Karl; Green, Jacky
Subject: RE: CY19-21 Violence Against Women's Act - CURE Grant

Annika,

Finance approves.

Have a great weekend!

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



From: Daughtrey, Karl
Sent: Friday, September 07, 2018 4:36 PM
To: Kmetz, Veronica; Green, Jacky
Subject: FW: CY19-21 Violence Against Women's Act - CURE Grant
Importance: High

From: Hunter, Annika
Sent: Friday, September 07, 2018 4:00 PM
To: Bond, Steven <sbond@hampton.gov>
Cc: DeProfio, Brian <bdeprofio@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Melochick, Patricia <patricia.melochick@hampton.gov>
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Thank you for your assistance with this matter.

Hunter, Annika

From: Law, Brandi
Sent: Monday, September 10, 2018 2:31 PM
To: Melochick, Patricia; Bond, Steven; Hunter, Annika
Cc: DeProfio, Brian; Daughtrey, Karl; Green, Lori
Subject: RE: CY19-21 Violence Against Women's Act - CURE Grant

All,

I have now reviewed and approve this application on behalf of the City Attorney's Office.

Thanks,
Brandi

From: Melochick, Patricia
Sent: Friday, September 07, 2018 4:40 PM
To: Bond, Steven <sbond@hampton.gov>; Hunter, Annika <annika.hunter@hampton.gov>
Cc: DeProfio, Brian <bdeprofio@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Law, Brandi <brandi.law@hampton.gov>
Subject: RE: CY19-21 Violence Against Women's Act - CURE Grant

Steve,

This is legal's first receipt of this one (to my knowledge) -- I forwarded to Brandi, as I believe DCJS comes under her scope for review.

Patricia A. Melochick
Senior Deputy City Attorney
City of Hampton, Virginia
22 Lincoln Street
Hampton, Virginia 23669
Direct: (757) 727-6119
Fax: (757) 727-6144
patricia.melochick@hampton.gov



From: Bond, Steven
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To: Hunter, Annika <annika.hunter@hampton.gov>
Cc: DeProfio, Brian <bdeprofio@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Melochick, Patricia <patricia.melochick@hampton.gov>
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Assistant City Manager
City of Hampton, VA
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Fax: 757-728-3037

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Annika Hunter
Office Administrator
Hampton Commonwealth's Attorney's Office
236 North King Street
Hampton, VA 23669
757-727-6442
757-727-6802 (fax)