

HAMPTON VA

Grant Routing Sheet

COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED

Date Routing Initiated: 7/7/2021 Application Due Date: 7/7/2021

Originating Department: citizens' unity commission Department No.: 139

Submitter's Name: Latiesha D. Handie Direct Telephone No. (757) 728-3279

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

Grant Title: Sentara Healthier Communities Grant

Other Participating Departments: _____

BEFORE COMPLETING AN APPLICATION:

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

10. FINANCE DEPARTMENT

Veronica Kmetz
Print Name

via email
Signature

7-7-21
Date

11. RISK MANAGEMENT

Patricia L. Parker
Print Name

Patricia Parker
Signature

07/07/2021
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.

Hanger, Tracy

From: Perkins, Lola
Sent: Wednesday, July 7, 2021 6:17 PM
To: Handie, Latiesha; Bond, Steven; Daughtrey, Karl; Green, Lori; Green, Jacky; DeProfio, Brian; Ivery, Cheran; Clark, Nicole; Kmetz, Veronica; Hanger, Tracy
Subject: RE: 2021 Sentara Healthier Communities Grant- Routing Approval Requested

Good evening, Latiesha:

I do not have any legal concerns with the application itself. Usually legal will also take a look at the front end what the agreement/requirements will be if the grant is awarded. However, in the interests of time and because the agreement/requirements the City would need to comply with were not on the website or application materials, we can leave that part of legal review to the future if the grant is awarded.

Thanks,
Lola



*Lola Rodriguez Perkins
Senior Deputy City Attorney
City of Hampton
22 Lincoln Street
Hampton, VA 23669
P: (757) 727-6127
F: (757) 727-6788*

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 otherwise legally exempt from disclosure. If you are not an intended recipient, you are not authorized to read, print, use, copy, disclose or disseminate this message or any part of the information contained in this message. If you have received this communication in error, please notify the sender immediately by 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: Handie, Latiesha <latiesha.handie@hampton.gov>
Sent: Wednesday, July 7, 2021 5:29 PM
To: Bond, Steven <sbond@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Ivery, Cheran <cheran.ivery@hampton.gov>; Perkins, Lola <lperkins@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Hanger, Tracy <tracy.hanger@hampton.gov>
Subject: 2021 Sentara Healthier Communities Grant- Routing Approval Requested
Importance: High

Good afternoon all,

I hope this email finds you well and open to my apologies in advance. As many of you know, CUC has been leading the city's health equity outreach in partnership with Emergency Management and Human Services. Sometime in May, the city received an invitation to apply for additional funds through Sentara's Healthier Communities Grant: [Purpose Overview - Sentara CSR \(sentaracares.com\)](#). The initial letter of intent (LOI) was due to Sentara by May 31, 2021, and the entire grant application, once the LOI was approved, was requested last week. However, I was given an extension until today.

Since this was my first grant submission, I was unaware that I needed to complete several internal steps to include the grant proposal overview and routing process prior to submitting the external forms.

However, after conversing with Hui-Shan about the grant, she guided me through the following necessary steps.

I am attaching the Grant Routing Form, Grant Proposal Overview, and Application for the 2021 Sentara Healthier Communities Grant in hopes of gaining your review and approval.

There is no match required. Should you have any questions, please don't hesitate to contact me. As of now, there is no communicated deadline for additional forms or guidance.

Latiesha D. Handie, CUC Executive Director – LGBTQ Liaison

22 Lincoln St. 7th Flr. Hampton VA

Latiesha.handie@hampton.gov

www.hampton.gov/unity



"From the Sea, to the Stars"

Hanger, Tracy

From: Green, Lori
Sent: Wednesday, July 7, 2021 6:19 PM
To: Handie, Latiesha
Cc: Harris-Strimaitis, Shelley
Subject: Re: 2021 Sentara Healthier Communities Grant- Routing Approval Requested

Budget approves.

On Jul 7, 2021, at 5:32 PM, Handie, Latiesha <latiesha.handie@hampton.gov> wrote:

From: Handie, Latiesha
Sent: Wednesday, July 7, 2021 5:29 PM
To: Steve Bond <Sbond@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Lori <lgreen@hampton.gov>; 'Green, Jacky' <jgreen@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Ivery, Cheran <cheran.ivery@hampton.gov>; Perkins, Lola <lperkins@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Hanger, Tracy <tracy.hanger@hampton.gov>
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Latiesha D. Handie, CUC Executive Director – LGBTQ Liaison
22 Lincoln St. 7th Flr. Hampton VA

Hanger, Tracy

From: Clark, Nicole
Sent: Wednesday, July 7, 2021 10:07 PM
To: Handie, Latiesha; Bond, Steven; Daughtrey, Karl; Green, Lori; Green, Jacky; DeProfio, Brian; Ivery, Cheran; Perkins, Lola; Kmetz, Veronica; Hanger, Tracy
Subject: RE: 2021 Sentara Healthier Communities Grant- Routing Approval Requested

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: Wednesday, July 7, 2021 5:29 PM
To: Bond, Steven <sbond@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Ivery, Cheran <cheran.ivery@hampton.gov>; Perkins, Lola <lperkins@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Hanger, Tracy <tracy.hanger@hampton.gov>
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Hanger, Tracy

From: Kmetz, Veronica
Sent: Wednesday, July 7, 2021 5:45 PM
To: Handie, Latiesha; Bond, Steven; Daughtrey, Karl; Green, Lori; Green, Jacky; DeProfio, Brian; Ivery, Cheran; Perkins, Lola; Clark, Nicole; Hanger, Tracy
Subject: RE: 2021 Sentara Healthier Communities Grant- Routing Approval Requested

Finance approves.

Thanks.

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



From: Handie, Latiesha <latiesha.handie@hampton.gov>
Sent: Wednesday, July 7, 2021 5:29 PM
To: Bond, Steven <sbond@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Ivery, Cheran <cheran.ivery@hampton.gov>; Perkins, Lola <lrperkins@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Hanger, Tracy <tracy.hanger@hampton.gov>
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HAMPTON VA

Grant Proposal Overview

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

Grant Title: Sentara Healthier Communities

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 purpose of the grant submission is to continue the City of Hampton's Health Equity Initiative which aims to educate and engage residents for better health outcomes through facilitated access of health screenings and vaccinations and to help develop evidence base research about the impacts and outcomes of preexisting health conditions amid the pandemic to inform future programming.

Intended outcomes will be to increase Hamptons vaccination numbers in minority communities, provided crisis intervention and preventative emergency management, access mental health awareness and healthier food options, and gain input from a social disparities study through services funded through the grant.

5. TYPE OF GRANT EXPECTED TO BE AWARDED:

Cash Amount \$~~128738~~ 65,000

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:

N/A

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: This is a pilot program and depending on its success we will continue to seek additional funding through private grant services.

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: Requested resources if awarded would included office space for staffing and potential storage space for program supplies and equipment.

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	\$ _____	State Grant No.	_____
Foundation	\$ _____		
Private	\$ 428738 <u>65,000</u>		

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	37000				
Operating Exp.	91738 65,000				
Capital Outlay	0	0	0	0	0
Column Totals	128738 65,000	0	0	0	0

Grand Total: 128738 65,000

9. Additional information that will be helpful to reviewers: