

524320 - Hampton VSGP RESET SFY 2025

Application Details

Funding Opportunity: 509577-Victims Services Grant Program (Competitive) SFY 2025
Funding Opportunity Due Date: Mar 1, 2024 12:00 PM
Program Area: Victims Services Grant Program
Status: Correcting
Negotiation Due Date: 07/03/2024
Stage: Final Application

Initial Submit Date: Feb 29, 2024 4:00 PM
Initially Submitted By: Karla Reaves
Last Submit Date:
Last Submitted By:

Contact Information

Primary Contact Information

Name*: Mrs. Karla Crump Reaves Suffix
Salutation First Name Middle Name Last Name

Title*: Director

Email*: kreaves@hampton.gov

Address*: 236 N. King Street

Hampton Virginia 23669 3522
City State/Province Postal Code/Zip Zip +4

Phone*: (757) 726-6978 Ext. Phone
###-###-####

Fax: (757) 726-6917
###-###-####

Organization Information

Federal ID Number*: 546001336

Organization Name*: Hampton

Organization Type*: City Government

Unique Entity Identifier (UEI): H43KALPESBP1

SAM Validation: Yes

SAM Expiration Date: 2024-02-15

SAM Exclusion Flag:

SAM Type: Restricted

Restricted Expiration Date: 02/20/2025
Organization Website: For example: http://www.dcjs.virginia.gov
Address*: City of Hampton
22 Lincoln Street
Hampton Virginia 23669 Zip +4
City State/Province Postal Code/Zip
Phone*: (757) 727-6230 Ext.
###-###-####
Fax: ###-###-####
Faith Based Organization*: No
FIPS Code (Only Required for Local Government): 650-Hampton

Face Sheet

Face Sheet

Select the congressional district(s) that will benefit from the program.

Congressional District(s)*: 3rd
Choose all that apply.

Best Practice?: For JJD programs only.

Select all jurisdiction(s) served; if appropriate, select "STATEWIDE"

Please leave this option Blank if your jurisdiction is not listed. A blank selection will be considered OTHER

If appropriate, select OUT OF STATE

Jurisdiction(s) Served*: HAMPTON
Choose all that apply.

Program Title: Hampton VSGP RESET-T.R.I.A.G.E.

Click [here](#) to see if you are certified.

Certified Crime Prevention Community?* Yes

Click whether you are VLEPSC Accredited or in VLEPSC Self-Assessment.

VLEPSC Accreditation*:

Type of Application*: New

Check the box(s) that best describes the applicant service area.

Community Setting*: Urban

In this space, provide a short description of the project.

Brief Project Overview*:

The Hampton Victim Witness Program provides comprehensive information and direct services to crime victims in accordance with the Crime Victims and Witnesses Rights Act and other applicable victims rights laws. It is estimated that 250 victims will receive program services during fiscal year 2025. Services will support the continuation of current VOCA-supported projects which include providing information about the criminal justice process and victims rights and referrals to other victim service programs. It will also enhance the further development and implementation of our community-based violence services through our RESET program designed to provide direct services, referrals, assistance, support, and resources.

Project Director

Name: Mrs. Karla Middle Name Reaves Suffix
Prefix First Name Last Name

Title*: Director

Address*: 236 N. King Street
Address Line 2

Hampton Virginia 23669 3522
City State Zip Code +4

Phone Number*: 757-726-6978

Fax Number: 757-726-6917

Email Address*: kreaves@hampton.gov

Is the mailing address the same as the physical address?

Mailing Address*: Yes

Mailing Address:

Address Line 2

City Virginia 0 +4
State Zip Code

Project Administrator

Name: Mrs. Mary Middle Name Bunting Suffix
Prefix First Name Last Name

Title*: City Manager

Address*: 22 Lincoln Street

Address Line 2

Hampton Virginia 23669 3522
City State Zip Code +4

Phone Number*: 757-727-6392

Fax Number: 757-728-3037

Email Address*: mbunting@hampton.gov

Is the mailing address the same as the physical address?

Mailing Address*: Yes

Mailing Address:

Address Line 2

City Virginia 0 +4
State Zip Code

Finance Officer

Name: Mr. Karl Middle Name Daughtrey Suffix
Prefix First Name Last Name

Title*: Finance Director

Address*: 22 Lincoln Street

Address Line 2

Hampton Virginia 23669 3522
City State Zip Code +4

Phone Number*: 757-727-6230

Fax Number: 757-727-6872

Email Address*: kdaughtrey@hampton.gov

Is the mailing address the same as the physical address?

Mailing Address*: Yes

Mailing Address:

Address Line 2

City Virginia 0 +4
State Zip Code

VOCA Eligibility Assessment

VOCA Eligibility Assessment

VOCA Priority Area(s)*: Underserved Populations
Select all that apply.

Priority Area Funding:

Please identify the estimated percentage of funds for each priority area selected above.

Child Abuse: 0.00%

Domestic Violence: 0.00%

Sexual Assault: 0.00%

Underserved Populations: 100.00%

Are you a non-profit organization with 501(c)(3) status, or a public agency?* Yes

Explain/Describe*:

The Victim Witness Program was developed in 1984, it has been in existence for 40 years. The mission is to provide quality and compassionate assistance to victims and witnesses of crime involved in the criminal justice system. The program complies with the Crime Victims' Bill of Rights and the Crime Victim and Witness Rights Act by supporting and aiding crime victims and witnesses. We recruit and train volunteers to participate in providing direct services to crime victims/witnesses.

Do you do any of the following activities to promote community efforts to aid crime victims?

- Host forums or panels to increase awareness of services for victims?
- Serve on commissions, taskforces, coalitions, or working groups that promote efforts to aid crime victims?
- Have written agreements or MOUs with other organizations to more comprehensively aid crime victims?

Promote Community Efforts*: Yes

Explain/Describe*:

The agency actively engages in community engagement activities to raise awareness of services for victims. Staff members serve on the Virginia Crisis Assistance and Response Team, Hampton Roads Human Trafficking Taskforce, Peninsula Elder Abuse Taskforce, SART and MDT teams, Hampton Roads Victim Witness Directors Coalition, Homicide Taskforce, and others. We have established written MOUS with organizations to enhance our comprehensive support for crime victims.

Do you have other non-federal monetary or in-kind sources of income that you can use or raise to cover the required 20% match for your VOCA project?

VOCA Project Match*: Yes

Explain/Describe*:

The city of Hampton has had a vested interest in Victim Services and its programming since 1984. It continues to fund and or support financial matches, in kind and/or cash when required.

In addition to the non-federal funds you have for the 20% match, do you have substantial financial support from sources other than the VOCA (substantial = at least 25%)?

Financial Support*: Yes

Explain/Describe*:

The city of Hampton has had a vested interest in Victim Services and its programming since 1984. It continues to fund and or support financial matches, in kind and/or cash when required.

Do you have a record/history of providing services to crime victims and their families?

Services to Crime Victims*: Yes

Explain/Describe*:

The agency has a proven record of providing services to crime victim and their families. In 1984, the Commonwealth's Attorney's Office was one of the first in Virginia to establish the Victim Witness Program with funding through DCJS. The agency has been in existence for 40 years and has developed additional programming benefiting victims and the community such as Rapid Engagement and Support in the Event of Trauma (R.E.S.E.T) and a Homicide Support Group.

Do you utilize volunteers to assist with victim services?

Utilize Volunteers*: Yes

Explain/Describe*:

The agency utilizes volunteers to assist with our victim service program. The agency actively recruits volunteers from the community and local universities. The volunteers engage in various activities, including offering emotional support, accompanying

victims to court, contributing to outreach activities, and providing updates on case status and relevant information.

Do you help crime victims apply for compensation benefits (i.e. notifying victims about compensation, helping them with forms and documentation, or checking on claim status)?

Compensation Benefits*: Yes

Explain/Describe*:

The agency assists crime victims with compensation benefits. This includes informing victims about available compensation, assisting with forms and documentation, and monitoring and following up with the status of their claims. Staff is enrolled in the Virginia Victims Fund Webfile database. This enables our staff to streamline the application process, ensuring that the Virginia Victims Fund receives comprehensive applications, including copies of police reports and reimbursable documents.

Do you provide victim services free of charge?

Free of Charge*: Yes

Explain/Describe*:

The agency services are offered free of charge as a means to support and assist individuals who have experienced trauma or victimization. By making services accessible without financial barriers, it ensures that victims can receive the help they need without additional stress or burden. This approach aims to prioritize the well-being and recovery of victims, promotion a more inclusive and supportive environment for those who have experienced distressing events.

Do you, or will you provide services to victims of federal crimes on same basis as local/state victims?

Federal Crime Victims*: Yes

Explain/Describe*:

Hampton Victim Services is committed to providing services to victims of federal crimes on the same basis as local/state victims. This dedication to ensure equal and fair treatment extends to all individuals seeking assistance, regardless of the jurisdiction or nature of the crime. We believe in ensuring that victims receive support and services without discrimination based on the circumstances surrounding the crime. A partnership has been established with the federal victim services program.

If you are a faith-based organization, do you ensure that services are offered to all victims regardless of religious affiliation and without requiring participation in any religious activity or event?

(If yes, ensure a written policy is in place before applying)

Faith-Based Organization*: N/A

Explain/Describe :

Hampton Victim Services is a non-faith-based organization.

Does your agency protect the confidentiality and privacy of persons receiving services and protect personally identifying information?

(If yes, ensure a written policy is in place before applying)

Confidentiality and Privacy*: Yes

Explain/Describe*:

The agency prioritizes the confidentiality and privacy of individuals receiving services and adheres to the written confidentiality policy to ensure the safety and security of the individuals seeking assistance. The policy addresses that information provided to staff will remain confidential unless it is relevant to the prosecution and/or must be provided to law enforcement. All other information, not related to a criminal case remain confidential.

Do you, or will you provide services regardless of race, color, religion, national origin, handicap, or sex?

Non-discrimination*: Yes

Explain/Describe*:

All services will be provided without discrimination based on race, color, religion, national origin, handicap, or sex. Program staff will adhere to the written non-discrimination policy and are committed to ensuring equal access and opportunities for all individuals. The program's ability to provide services regardless of these characteristics upholds the principles of equality, fairness, inclusivity and recognizes diversity for all individuals served.

VSGP Project Description - SFY25

Agency Information

Provide the organization's mission statement and how many years the program has been providing victim services.

Mission Statement*:

The mission is to provide quality and compassionate assistance to victims and witnesses of crime in the City involved in the criminal justice system. The program complies with the Crime Victims' Bill of Rights by supporting and aiding crime victims and witnesses. We treat victims and witnesses with dignity, respect, sensitivity and protect their privacy to the fullest extent of the law.

We strive to address the emotional and financial hardships and help guide and direct individuals to available resources in our community. Our goal is to pursue justice on behalf of all victims and traditionally underserved populations to provide the best possible support as their case proceeds

Identify the location of your office, i.e. city and county where you have a physical office/space and the cities, towns, and counties that you serve. If you are statewide, enter ? statewide.? Also describe your service population using demographic information.

Location*:

The Hampton Victim Services Unit operates from the Commonwealth's Attorney's Office in Hampton, Virginia. The program is on the first floor of the General District Court Building, consisting of eight offices. Additionally, there is access to extra space in both Juvenile and Domestic Relations and Circuit Courts.

Describe how volunteers will be used in the proposed project. VOCA eligible projects must utilize volunteers significantly in project activities and maintain documentation onsite of volunteer efforts.

Volunteers*:

The Rapid Engagement of Support in the Event of Trauma (R.E.S.E.T) -T.R.I.A.G.E Program will recruit and train volunteers for involvement in homicide activation and direct service delivery to crime victims and their families. Working closely with the Violent Crime Specialist, volunteers will provide emotional support, resources, referrals, and assistance in addressing challenges arising from victimization, both over the phone and in person. Volunteers will contribute to community outreach and participate in program-related events such as Homicide Awareness Month, Elder Abuse Month and National Crime Victims Rights' Week. In the unfortunate event of a homicide, the Violent Crime Specialist contacts our city's 311 programs to assemble a team of R.E.S.E.T. trained volunteers who will be dispatched to the crime scene. Volunteers will engage in distributing information within the community. Following the activation, a debriefing session is conducted by the Violent Crime Specialist before volunteers depart. Additionally, apart from those recruited for R.E.S.E.T., additional volunteers are utilized to support the delivery of direct services.

Project Summary

Provide a clear and concise summary of the proposed project. Include information about the services that will be provided and who will receive services. Additionally summarize the request for funding. If the proposed project is intended for an underserved population, define that population and explain how the services are specifically tailored for that community.

Project Summary*:

Rapid Engagement and Support in the Event of Trauma (R.E.S.E.T.) is a comprehensive program designed to address the urgent needs of communities impacted by violent crimes, particularly gun violence resulting in fatalities. Building upon the success of the RESET program, this enhanced version will focus on providing immediate resources and support to three underserved populations: Seniors aged 65+, non-English speaking, and survivors of human trafficking. Through our newest initiative, TRIAGE (Trauma-Informed Resources, Initiatives, Advocacy & Guidance for the Elderly), we aim to strategically assess and address the urgent needs of these vulnerable groups, mirroring the concept of medical triage. By offering tailored assistance and services, the R.E.S.E.T. TRIAGE aims to mitigate the long-term effects of trauma and enhance community resilience in the aftermath of traumatic events. The request for funding will include a Violent Crime Specialist, Victim Services Specialist and a Victim Support Specialist.

Problem Statement/Needs Assessment

Describe the problem or need that the proposed project will address. Specially identify the target population and geographic area that the proposed project will address.

Existing Services/Gaps in Service*:

Problem Statement:

The elderly, non-English speaking, and human trafficking victim populations in Hampton, Virginia face significant barriers to accessing essential services and support due to language barriers, age-related challenges, and the clandestine nature of human trafficking. Despite being among the most vulnerable groups in the community, they often encounter difficulties in navigating available resources, reporting abuse or exploitation, and accessing appropriate healthcare and social services.

Needs Assessment:

Language Barriers: A substantial portion of the target population faces challenges in communicating effectively due to limited proficiency in English, hindering their ability to seek help, access medical care, or report instances of abuse or exploitation.

Age-Related Challenges: Elderly individuals within the target population experience unique challenges such as mobility issues, cognitive decline, and social isolation, which may exacerbate their vulnerability to exploitation and limit their ability to seek assistance.

Human Trafficking Vulnerability: Human trafficking victims, often marginalized and hidden from public view, struggle to escape exploitative situations due to fear, coercion, and lack of awareness about available resources and support systems.

Limited Access to Services: Despite the presence of various support organizations and service providers in Hampton, there is a lack of tailored resources specifically designed to meet the needs of the elderly, non-English speaking, and human trafficking victim populations, resulting in significant gaps in service provision and support.

5. Underreporting and Stigmatization: Many individuals within the target population hesitate to seek assistance or report instances of abuse or exploitation due to fear of retaliation, cultural stigma, or lack of trust in authorities, perpetuating a cycle of victimization and marginalization.

In light of these challenges, there is an urgent need for a comprehensive and culturally sensitive intervention, such as the

proposed project RESET Triage, to bridge the existing gaps in services and support and ensure the safety, well-being, and dignity of the vulnerable populations in Hampton, Virginia.

Target Population: The target population for the proposed project RESET Triage includes elderly individuals, non-English speakers, and human trafficking victims residing in the city of Hampton, Virginia.

Geographic Area: The project will focus on addressing the needs of this vulnerable population within the city limits of Hampton, Virginia.

How will your project address the identified problem?

Capacity to Deliver Services*:

RESET Triage program will employ a multifaceted approach to identify and assess the problems faced by the underserved populations of the elderly, non-English speaking, and human trafficking victims in Hampton, Virginia. This approach will involve conducting focus groups and engaging directly with these populations in their respective communities to gain valuable insights into their unique needs and challenges. Staff/volunteers will organize focus groups comprised of representatives from each of the target populations, including elderly individuals, non-English speaking, and human trafficking survivors. These focus groups will provide a platform for participants to share their experiences, concerns, and suggestions in a safe and supportive environment. In an effort to promote community outreach to ensure inclusivity and accessibility, the team will conduct outreach efforts in various community settings. These will be areas frequented by the target populations, such as local community centers, restaurants, churches, shelters, and cultural events. By meeting these underserved populations where they are, the project team will have the opportunity to engage directly with individuals who may otherwise face barriers to participation. Recognizing the diverse cultural backgrounds within the target populations, RESET Triage will prioritize cultural sensitivity and competence in all interactions and communications. Project staff will work closely with interpreters and cultural liaisons to facilitate meaningful dialogue and ensure that the perspectives of all participants are heard and respected.

Through these focus groups and community outreach efforts, the team will gather qualitative data on the specific needs, challenges, and barriers to accessing services faced by the target populations. This information will be systematically analyzed to identify common themes, trends, and priority areas for intervention.

Partnerships and Collaborations

Provide a list of all finalized and signed cooperative agreements and/or memorandums of understanding related to the provision of victim assistance services. Include the date the agreement was signed. All listed agreements should be dated within the last three years. If funded, the agency may be asked to supply copies of these agreements. Describe the applicant's relationship(s) with the victims' services agency(ies) in their area who contributed a letter of support with this application. As noted in these guidelines, VOCA eligible agencies must promote, within the community being served, a coordination of public and private efforts to serve and aid crime victims and provide program information to the majority of agencies that assist with victims of crime in the service delivery area.

Partnerships*:

The Hampton Victim Services Unit has entered into agreements/MOU with the following agencies:

Virginia Victim Assistance Network, 2024
Hampton Commonwealth's Attorney's Office, 2024
Children's Hospital of The King's Daughters, 2023
The Center for Sexual Assault Survivors, 2024
Latinos in Virginia Empowerment Center, 2024
The Office of Diversity, Equity & Inclusion, 2024
Center for Child and Family Services, 2024
Transitions Family Violence Services, 2024

The Hampton Commonwealth's Attorney's Office, the Center for Sexual Assault Survivors, and the Virginia Victim Assistance Network(VVAN) Homicide Survivors Support Group have provided letters of support for the program and the collaborative services we offer. The Victim Services Unit has had the privilege of collaborating with the Commonwealth's Attorney's Office since the inception of the program in 1984. This enduring relationship has spanned three administrations, each with unique management styles, but all recognizing the significance of Victim Services for the Commonwealth's Attorney's Office. Within the same office, there exists a legal side and a human services component, both dedicated to fighting for justice and the rights of crime victims. The Commonwealth's Attorney has consistently supported the staff's work and has never attempted to utilize the program or staff for unrelated work requests.

The Center for Sexual Assault Survivors has a long-standing history spanning nearly 30 years. Both organizations are dedicated to delivering comprehensive support and aid to survivors of sexual assault. They work together to establish a seamless and supportive continuum of care for victims. The Hampton Victim Services Unit aids victims in navigating the criminal justice process, providing advocacy through accompaniment, information, and referring survivors to The Center for counseling. This collaborative effort addresses both the immediate and long-term effects of trauma.

The Hampton Victim Services Unit acts as an all-encompassing support system for victims of crime and through collaboration with VVAN in our community, the program offer specialized services for co-victims of homicides. Hampton Victim Services ensures that individuals are enrolled in the Homicide Support Group, providing emotional and psychological support necessary for coping with

the aftermath of a homicide. Through this joint initiative, there is a collaborative approach to ensure families receive a comprehensive and coordinated response. The Hampton Victims Services Unit ensures families comprehend the legal processes, connects them with resources, and advocates for their rights, while VVAN ensures the availability of a paid facilitator to provide therapeutic counseling and interventions.

Working collaboratively with each organization has achieved numerous victories through a complementary team effort. The legal and human services components within the same office work together to fight for justice and the rights of crime victims.

Community Outreach

Detail how you will create awareness of the availability of your services in your service area (i.e., promotional and public relations activities, community training, use of media, new collaborations, etc.):

Create Awareness*:

The program is actively involved in National Crime Victims' Rights Week to raise awareness of victims of violent crimes and other victimizations. This awareness initiative extends to the coordination and participation in the Homicide Support Group which conducts monthly facilitated group sessions with co-victims of homicides. The program will engage in community engagement activities when collaborating with partnering agencies to include community forums and roundtables, contributing valuable input and perspectives from the victim's standpoint. The program also organizes events in September and December to commemorate murder victims and support surviving family members. The T.R.I.A.G.E component of the program will establish partnerships with local agencies like Hampton TRIAD to enhance awareness of victims' rights. Outreach initiatives will involve participation in community events to promote awareness, disseminate information, provide resources, and distribute promotional items containing relevant contact information for accessing services. Through various social media platforms, the program consistently disseminates information pertaining to homicide, human trafficking, sexual assault, elder abuse, domestic violence, teen dating violence gun violence, and other useful information for public awareness.

Goals and Objectives

Project Specific Goals and Objectives

Goal	Objective 1	Objective 2	Objective 3	Intended Outcome/Impact	Data Collection	Timeframe
To provide direct services to crime victims including co-survivors, HT, Non-English, elders	By June 30, 2025, the project will provide direct services to 150 victims of crime including court accompaniment, court status, assistance with prosecutorial interviews, custody information/notifications, resources and referrals.	By June 30, 2025, the project will assist 25 victims of crime with Virginia Victim Fund information and applications.		Crime victims receiving services will gain an awareness of their rights and access to Virginia Victims Fund assistance and other available resources. The approach ensures that victims feel the services provided are centered around their needs and are trauma-informed. Consequently, there is an anticipated improvement in their willingness and ability to cooperate when testifying in court. This positive shift is expected to significantly influence the success of prosecution and the allocation of awards funded through the Virginia Victims Fund.	The project will collect data utilizing Prosecutor Karpel, police reports, crime analysis, self-referrals, and surveys.	To be completed by June 30, 2025
Strengthening Initiatives to Train and Attract Volunteers for R.E.S.E.T Program	By June 30, 2025, the project will recruit and train 20 new volunteers to participate in R.E.S.E.T. activations.	By June 30, 2025, the project will participate in 5 activities, with a focus on co-survivor communities.		To boost volunteer and intern participation by 10% in support of R.E.S.E.T initiatives.	The project will collect data utilizing the 311 Call Center, self-referrals, Prosecutor Karpel, and survey responses.	To be completed by June 30, 2025

To provide specialized programming for co-survivors By June 30, 2025, the project will provide R.E.S.E.T activations within 48-72 hours after an homicide or other serious violent crime occur in the City of Hampton.

To provide immediate services to reduce initial trauma experienced by co-survivors. This will allow for rapid assistance with services and resources needed to cope effectively with the victimization.

The project will collect data utilizing Prosecutor by June 30, 2025. Karpel, police reports, crime analysis, self-referrals, and surveys.

Budget

Budget

Budget Categories	Federal	State	Special	Cash Match	In-Kind Match	Total Program
Personnel	\$0.00	\$43,450.00	\$0.00	\$0.00	\$0.00	\$43,450.00
Consultant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subsistence	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies/Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$43,450.00	\$0.00	\$0.00	\$0.00	\$43,450.00

Match Percentage

Match Percentage: 0.00%

Funds From Other Sources

Source	Amount
City of Hampton	\$69,905.00
	\$69,905.00

Personnel and Employee Fringe Benefits - Percentage Calculated

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Is Personnel being requested?: Yes

Personnel

Employee Name	Position Title	Position	Total Hours Per Week (if applicable)	Total Hours Per Year	Total Annual Salary (grant-funded plus other sources)	Total Salary Requested from Grant	Percent being requested	Number of Grant-Funded Hours per year	Grant-Funded Full Time Equivalent (?FTE?)	New Position?	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Personnel Total
---------------	----------------	----------	--------------------------------------	----------------------	---	-----------------------------------	-------------------------	---------------------------------------	---	---------------	---------------	-------------	---------------	------------	---------------	-----------------

Anthony George	Violent Crime Specialist	Full Time	40	2080	\$53,548.00	\$21,725.00	40.57%	844	1	No	\$21,725.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,725.00
Ayanna Virgin	Victim Service Specialist	Full Time	40	2080	\$50,271.00	\$21,725.00	43.22%	899	1	No	\$21,725.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,725.00
			80	4160	\$103,819.00	\$43,450.00		1743	2.00		\$43,450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43,450.00

Employee Fringe Benefits

Employee Name	FICA Retirement	Group Life Insurance	Health Workers? Comp	Unemployment	Disability	Other	Requested Fringe Benefits Total	Employee If Other, Please Describe	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Employee Fringe Benefits Total
---------------	-----------------	----------------------	----------------------	--------------	------------	-------	---------------------------------	------------------------------------	---------------	-------------	---------------	------------	---------------	--------------------------------

No Data for Table

Position and Justification

Employee Name	Description of Position	Justification for Position
Anthony George	Applicant requesting funding for a full-time Violent Crime Specialist position. The position is currently funded by VSGP and filled by Anthony George. The Violent Crime Specialist will provide direct services to victims to include assistance with applying for victim compensation, court accompaniment, and referrals to services. Additionally, this position will have myriad of other responsibilities including overseeing and expanding RESET, which is a community based program and coordinated effort that respond to the community in the event of a violent crime. 100% of the position is allowable VSGP work and so this request is not prorated.	The salary for this Victim Crime Specialist position is similar to all similar positions in our agency; the Violent Crime Specialist pay range is \$59,804 annually. According to Unitedforalice.org, a living wage for the city of Hampton is \$32,748 annually for one adult. Our proposed salary exceeds this living wage requirement. The victim advocacy service provided by this position will assist the organization with the following goals: providing direct services under 19.2-11.01, supporting victims' emotional and physical needs, helping to stabilize their lives after victimization; helping victims understand and participate in the criminal justice system, which are also purposes of VOCA funding.
Ayanna Virgin	Applicant requests funding for a full-time Victim Services Specialist position. The position is currently funded by VSGP and filled by Ayanna Virgin. This position will provide direct services to crime victims under 19.2-11.01. This position will be assigned to the A Team, which prosecutes adult cases of sexual assault, robbery, burglary, malicious wounding, homicides, human trafficking, and other crimes against persons. This position works along with the Violent Crime Specialist and assists with RESET. 100% of the position is allowable VSGP work and so this request is not prorated.	The salary for this Victim Services Specialist position is similar to all similar positions in our agency; the Victim Services Specialist pay range is \$49,285 annually. According to Unitedforalice.org, a living wage for the city of Hampton is \$32,748 annually for one adult. Our proposed salary exceeds this living wage requirement. The victim advocacy service provided by this position will assist the organization with the following goals: providing direct services under 19.2-11.01, supporting victims' emotional and physical needs, helping to stabilize their lives after victimization; helping victims understand and participate in the criminal justice system, which are also purposes of VOCA funding.

Personnel and Employee Fringe Benefits Totals

DCJS FUNDS

Federal Funds:	\$43,450.00
State Funds:	\$0.00

Special Funds: \$0.00

Match Funds

Cash Match: \$0.00

In-Kind Match: \$0.00

Personnel/Fringe Total

TOTAL: \$43,450.00

Consultants

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Are Consultant and/or Consultant Travel being requested?: No

Consultant

Table with 10 columns: Name of Consultant, Consultant Hourly Rate, Total Number of Hours, Total Consultant Cost, Federal Funds, State Funds, Special Funds, Cash Match, In-Kind Match, Consultant Total

No Data for Table

Consultant Subsistence (lodging + meals) & Travel

Table with 17 columns: Name of Consultant, Number of Nights, Lodging Rate, Total Number of Days, Per Diem Rate, Total Meals, Number of Miles, Mileage Rate, Total Other Travel, Other Subsistence/Travel, Total Travel, Total Other, Federal Funds, State Funds, Special Funds, Cash Match, In-Kind Match, Consultant Subsistence & Travel Total

No Data for Table

Consultant Role Description and Justification

Table with 3 columns: Name of Consultant, Description of Consultant's Role, Justification for Use of Consultant

No Data for Table

Consultant Subsistence & Travel Totals

DCJS FUNDS

Federal Funds: \$0.00

State Funds: \$0.00

Special Funds: \$0.00

Match Funds

Cash Match: \$0.00

In-Kind Match: \$0.00

Consultant Subsistence & Travel Total

TOTAL: \$0.00

Travel

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Is Travel being requested?*: No

Local Mileage

Number of Miles	Mileage Rate	Total Local Mileage	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Local Mileage Total
-----------------	--------------	---------------------	---------------	-------------	---------------	------------	---------------	---------------------

No Data for Table

Non-Local Mileage

Number of Miles	Mileage Rate	Total	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Non-Local Mileage Total
-----------------	--------------	-------	---------------	-------------	---------------	------------	---------------	-------------------------

No Data for Table

Mileage Description and Justification

Type	Description of Mileage	Justification for Mileage
------	------------------------	---------------------------

No Data for Table

Travel Totals

DCJS FUNDS

Federal Funds:	\$0.00
State Funds:	\$0.00
Special Funds:	\$0.00

Match Funds

Cash Match:	\$0.00
In-Kind Match:	\$0.00

Travel Total

TOTAL:	\$0.00
--------	--------

Subsistence/Other Travel Costs

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Are Subsistence/Other Travel Costs being requested?*: No

Subsistence

Event Title	Number of People Attending	Number of Nights	Lodging Rate Total	Number of Days	Per Diem Rate Total	Total Subsistence	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Subsistence Total
-------------	----------------------------	------------------	--------------------	----------------	---------------------	-------------------	---------------	-------------	---------------	------------	---------------	-------------------

No Data for Table

Subsistence Description and Justification

Event	Description of Costs	Justification for Costs
-------	----------------------	-------------------------

No Data for Table

Other Travel Costs

Event Title	Number of People Attending	Number of Airfare Tickets	Airfare Rate	Total Other Travel Airfare	Total Cost for Air and Other Fares	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Other Travel Costs Total
-------------	----------------------------	---------------------------	--------------	----------------------------	------------------------------------	---------------	-------------	---------------	------------	---------------	--------------------------

No Data for Table

Other Travel Costs Description and Justification

Event	Description of Other Costs	Justification for Other Costs
-------	----------------------------	-------------------------------

No Data for Table

Subsistence/Other Travel Costs Totals

DCJS FUNDS

Federal Funds: \$0.00
 State Funds: \$0.00
 Special Funds: \$0.00

Match Funds

Cash Match: \$0.00
 In-Kind Match: \$0.00

Subsistence/Other Travel Costs Total

TOTAL: \$0.00

Equipment

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Is Equipment being requested?: No

Equipment

Equipment Item	Cost Per Item/Monthly Rate	Total Number of Items/Number of Months	Total Cost	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Equipment Total
----------------	----------------------------	--	------------	---------------	-------------	---------------	------------	---------------	-----------------

No Data for Table

Equipment Description and Justification

Equipment Item	Description of Equipment	Justification for Equipment
----------------	--------------------------	-----------------------------

No Data for Table

Additional Documentation

Description	File Name	Type	Size	Upload Date
-------------	-----------	------	------	-------------

No files attached.

Equipment Totals

DCJS FUNDS

Federal Funds: \$0.00
 State Funds: \$0.00
 Special Funds: \$0.00

Match Funds

Cash Match: \$0.00
 In-Kind Match: \$0.00

Equipment Total

TOTAL: \$0.00

Supplies & Other Expenses

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Are Supplies & Other Expenses being requested?* No

Supplies & Other Expenses

Supply/Item Requested	Cost Per Item/Monthly Rate	Total Number of Items/Number of Months	Total Cost	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Supplies & Other Expenses Total
-----------------------	----------------------------	--	------------	---------------	-------------	---------------	------------	---------------	---------------------------------

No Data for Table

Supply/Item Requested Description and Justification

Supply/Item	Description of Supply/Item	Justification for Supply/Item
-------------	----------------------------	-------------------------------

No Data for Table

Supplies & Other Expenses Totals

DCJS FUNDS

Federal Funds: \$0.00
 State Funds: \$0.00
 Special Funds: \$0.00

Match Funds

Cash Match: \$0.00
 In-Kind Match: \$0.00

Supplies & Other Expenses Total

TOTAL: \$0.00

Indirect Costs

Requested

If this is not requested, please indicate that here and mark this form as complete.

Are Indirect Costs being requested?: No

Certification of De Minimis Indirect Cost Rate

Eligibility Criteria:

- o The award recipient has never received a Federally-negotiated indirect cost rate for any federal awards.
- o The award recipient has received less than \$35 million in direct federal funding for the fiscal year requested.
- o The de minimis rate approved will be applied to the MTDC. This base includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (subgrants and subcontracts).
- o The MTDC will exclude equipment, capital expenditures, and the portion of each subaward in excess of \$25,000. Other items will only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant federal agency for indirect costs.
- o The project costs will be consistently charged as either indirect or direct and will not be double charged or inconsistently charged as both.
- o The proper use and application of the de minimis rate is the responsibility of the award recipient. The Office of Justice Programs and/or the Virginia Department of Criminal Justice Services may perform a financial monitoring review to ensure compliance with 2 CFR Part 200.

Are you requesting De Minimis Indirect Cost? :

I certify that the above eligibility criteria has been met to use a de minimis indirect cost rate of up to 10%.

Certification:

Project Administrator: Name

Date:

Title:

Direct Expenditures

Category	Amount
Salaries and Wages	\$0.00
Fringe Benefits	\$0.00
Travel	\$0.00
Supplies and Other	\$0.00
Consultants/Contractual	\$0.00
Other Expenses (equipment, other)	\$0.00
Total	\$0.00

Tuition Remission

Amount: \$0.00

Contractual

Name	Amount	Excess Amount	Total Amount
------	--------	---------------	--------------

No Data for Table

Equipment and Capital Expenditures

Amount: \$0.00

Other Expenses

Category	Amount
Space/Rental Costs	\$0.00
Scholarships/Fellowships	\$0.00
Participant Support Cost	\$0.00
Patient Care	\$0.00
Total	\$0.00

Expenditure Totals

Total Direct Expenditures (Excluding Match):	\$0.00
Total Excluded Expenditures:	\$0.00
Base Expenditures:	\$0.00
Indirect Cost Rate (from ICRA or DE Minimis 10%):	0.00%
INDIRECT COSTS AMOUNT:	\$0.00

DCJS Funds

Federal Funds:	\$0.00
State Funds:	\$0.00
Special Funds:	\$0.00

Match Funds

Cash Match:	\$0.00
In-Kind Match:	\$0.00

Total

Total:	\$0.00
---------------	---------------

Indirect Cost Agreement:

Non-Supplantation

Non-Supplantation

Applicants under this grant program are required to certify to DCJS, that the funding requested in this application does not supplant or replace, in whole or in part, federal, state, or local funds already supporting current program services.

I certify that the grant funds requested under this grant program will be used to supplement existing funds and will not replace (supplant) funds that have been appropriated for the same purposes.

Certification*: Yes

Project Administrator*: Hui-Shan Walker
 First Name Last Name

Interim Assistant City Manager 02/29/2024
 Title Date

Civil Rights Certification of Compliance

Certification of Compliance - Project Information

Is This Applicable to Your Project?*

Yes

PERSON RESPONSIBLE FOR REPORTING CIVIL RIGHTS FINDINGS OF DISCRIMINATION

Name:

Karla Reaves
First Name Last Name

236 N. King Street
Address Line 1
Address Line 2

Hampton Virginia 23669-3522
City State Zip Code +4

Email Address:

kreaves@hampton.gov

Project Director Certification

Is This Applicable to Your Project?*

Yes

I acknowledge that I viewed the training on Civil Rights available on the DCJS website (Victims Services page) or at the [Office for Civil Rights Training for Grantees](#). I accept responsibility for ensuring that project staff understands their responsibilities as outlined in the presentations. I understand that if I have any questions about the material presented and my responsibilities as a grantee that I will contact my grant monitor.

Project Director Certification:

Yes

Project Director:

Karla Reaves 02/29/2024
First Name Last Name Date

Project Administrator Certification

Is This Applicable to Your Project?*

Yes

Certification:

Certification B

Therefore, I hereby certify that the funded entity will prepare an EEOC, keep it on file, and submit it to DCJS upon request.

Certification:

Yes

SIGNATURE AUTHORITY'S CERTIFICATION: As the Project Administrator for the above Grantee:

I certify that I have read and am fully cognizant of our duties and responsibilities under this Certification.

I certify that this agency will maintain data (and submit when required) to ensure that: our services are delivered in an equitable manner to all segments of the service population; our employment practices comply with Equal Opportunity Requirements, 28 CFR 42.207 and 42.301 et seq.; our projects and activities provide meaningful access for people with limited English proficiency as required by Title VI of the Civil Rights Act, (See also, 2000 Executive Order #13166).

I also certify that the person in this agency or unit of government who is responsible for reporting civil rights findings of discrimination will submit these findings, if any, to the DCJS within 45 days of the finding, and/or if the finding occurred prior to the grant award beginning date, within 45 days of the grant award beginning date.

Project Administrator Certification:

Yes

Project Administrator:

Hui-Shan Walker 02/29/2024
First Name Last Name Date

Title:

Interim Assistant City Manager

General Conditions and Assurances - Global

General Conditions and Assurances

I certify that all the information presented is correct, that there has been appropriate coordination with affected agencies, and that the applicant will comply with the provisions of all other federal and state laws and rules and regulations that apply to this award.

Certification*:

Yes

Authorized Official (Project Administrator)*:

Hui-Shan Walker 02/29/2024
First Name Last Name Date

Lobbying and Debarment Form OJP

DOJ Certifications Form

Unique Entity Identifier (UEI) number*: H43KALPESBT1

Place of Performance*: 236 N King St
Street Address

Hampton County **Virginia** 23669-3522
City State Zip Code

OR

Are there workplaces on file that are not identified here?* No

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Authorized Representative*: Hui-Shan Walker
First Name Last Name

Interim Assistant City Manager 02/29/2024
Title Date

SAM Registration

SAM Registration

Are you registered with SAM.gov?* Yes

Do you have any active Exclusions? No

Search the OIG Exclusions Database for more information: <https://exclusions.oig.hhs.gov/>

Provide a Screenshot/Documentation from SAM.gov that shows an active registration: [SAM Unique Entity ID expiring 022025.pdf](#)

If pending registration approval please explain :

Authority Certification

Authority Certification

Project Administrator*: Hui-Shan Walker
First Name Last Name

Interim Assistant City Manager 02/29/2024
Title Date

Attachments

Attachments Required?

Are additional attachments required by the funding opportunity?* Yes

Attachments

Description	File Name	Type	Size	Upload Date
Letter for Support from The Center for Sexual Assault Survivors	Letter of Recommendation 2024- The Center.pdf	pdf	124 KB	02/21/2024 10:42 AM
Letter of support from Hampton Commonwealth's Attorney	2024 VOCA VSGP Letter of Support.pdf	pdf	126 KB	02/15/2024 12:57 PM
Letter of Support from VVAN Homicide Support Group Coordinator	Hampton VW - Letter of Support.pdf	pdf	116 KB	02/13/2024 05:30 PM
Updated letter of signature authority	Designation Authority 1 2 2024.pdf	pdf	642 KB	02/01/2024 05:22 PM



Cease Using the Entity Management API for Reqs and Certs Information [Show Details](#)
Dec 13, 2023



[See All Alerts](#)

Entity Validation Processing [Show Details](#)
Feb 22, 2024



[Requests](#) [Notifications](#) [Workspace](#) [Sign Out](#)

[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)

[Core Data](#)

[Actions](#)

Entity Registration

Core Data

Business Information

Entity Types

Financial Information

Points of Contact

Assertions

Reps and Certs (FAR/DFARS)

Reps and Certs (Financial Assistance)

Exclusions

Responsibility / Qualification

CITY OF HAMPTON Active Registration

Unique Entity ID CAGE/NCAGE
H43KALPESBP1 32SP8

Expiration Date

Feb 20, 2025

Physical Address
**22 Lincoln ST
Hampton, Virginia
23669-3522, United States**

Mailing Address
**22 Lincoln Street
Hampton, Virginia
23669-3522, United States**

Purpose of Registration
All Awards

Version

Current Record

Entity Information

February 2024

To Whom it May Concern:

On behalf of The Center for Sexual Assault Survivors, I am Xiomara Harris, Executive Director. I wholeheartedly express my support for the Victim Services Unit of the Hampton Commonwealth’s Attorney. The significant work their office provides to victims of crimes through direct services and information/referral has been extremely beneficial to the surrounding community. The Center has worked with Hampton Victim Services Unit for decades, collaborating to ensure that survivors of traumatic crimes receive necessary assistance.

Hampton Victim Services Unit has continuously assisted victims with understanding the criminal justice process, advocating through accompaniment and case management services, and referring survivors to The Center for individual counseling, support groups, and additional advocacy. The Center’s programs have been greatly enhanced by working with the Hampton Victim Services Unit. The collaboration has allowed for more survivors to receive an increased amount of quality and effective services, which has improved the overall experience of survivors.

Initiatives through the Hampton Victim Services Unit have enhanced awareness in the community regarding understanding of sexual and domestic violence, and the availability of resources. In addition to direct services, Hampton Victim Services engages the community through events that promote education and information about trauma, crime, and victim rights.

Please do not hesitate to contact us with any questions you might have about our organization’s support of the Hampton Victim Services Unit.

Best Regards,

Xiomara Harris

Xiomara Harris
Executive Director
xharris@visitthecenter.org



Commonwealth's Attorney City of Hampton



Anton A. Bell
Commonwealth's Attorney

Chief Deputy
Karen A. Rucker

Director, Victim/Witness Services
Karla C. Reaves

February 15, 2024

Department of Criminal Justice Services
ATTN: Grants Administrator
1100 Bank Street
Richmond, Virginia 23219

RE: VOCA Grants

Dear Sir or Madam:

I am writing this letter to express my strong support for the Victim Services Unit within the Hampton Commonwealth's Attorney Office and its application for funding through the Victims of Crime Act (VOCA) Victim Services Grant Program (VSGP) offered by the Division of Criminal Justice Services (DCJS).

Our Victim Services department has a proven track record of dedicated service to victims of crime in our community. The organization has consistently demonstrated its commitment to providing comprehensive and compassionate support to individuals and families affected by crime. Through a range of programs and initiatives, the Hampton Commonwealth's Attorney Office Victim Services Unit has played a crucial role in addressing the immediate and long-term needs of victims, promoting healing, and contributing to the overall safety and well-being of our community.

For over thirty years, the Hampton Victim Services Unit has played a crucial role as a community ally in delivering victim services within our city. Recognized as one of the foremost victim advocates in the Commonwealth, our Victim Services Unit continually adapts its programs and endeavors to enhance support for the community. Our city has faced a surge in gun violence over the past decade, and in response, the unit has introduced initiatives such as R.E.S.E.T. (Rapid Engagement of Support in the Event of Trauma), the Homicide Support Group, Juvenile Restorative Justice Program, TriAGE, and numerous other outreach efforts. Through the implementation of TRIAGE, Victim Services latest initiative, the project will introduce an immediate support system and allocate resources to the elderly within the community. This will be achieved by leveraging the existing R.E.S.E.T program. The Hampton Victim Services Unit has not only made a lasting impact on the Peninsula but also set a precedent for other Victim Service Units across the Commonwealth.

The VOCA VSGP funding opportunity presents a unique chance to strengthen and expand the impactful work already being carried out by our team. The proposed project aligns seamlessly with the goals and objectives outlined in the funding opportunity, particularly in its focus on enhancing direct services for victims, increasing outreach efforts, and collaborating with other community stakeholders to create a more robust support network.

By investing in the Hampton Commonwealth's Attorney Office Victim Services Unit, you will be supporting an entity that not only understands the complexities of victim services but is also dedicated to staying at the forefront of best practices and innovations in the field. The impact of this funding will undoubtedly extend beyond the immediate beneficiaries to contribute significantly to the overall resilience and safety of our community.

I urge you to give careful consideration to the Hampton Commonwealth's Attorney Office Victim Services Unit's application for VOCA VSGP funding. The support provided will undoubtedly have a lasting and positive impact on the lives of those who have experienced the trauma of crime. If you require any additional information or would like to discuss this further, please do not hesitate to contact me at (757) 728-3059 or abell@hampton.gov.

Thank you for your time and consideration.

Yours truly,



Anton A. Bell

Hampton Commonwealth's Attorney

February 4, 2024

Re: Letter for funding support for Hampton Victim Witness Assistance Program

Greeting DCJS,

I am writing this letter of support on behalf of the Hampton Victim Witness Assistance Program with great enthusiasm and admiration for the outstanding work that this organization does for crime victims and witnesses. As one could imagine, grief does not just go away with time, you must work through it. One way to accomplish this is to connect with a person or group with whom you can talk freely and share your experience. When it comes to the Homicide Support Group, The Hampton Victim Assistance Advocates go above and beyond for the victims in their communities. For the past couple of years, they have co-facilitated the Hampton HSG program which has been one of the longest and one of the most attended homicide support groups in the Tidewater area. The Hampton HSG program connects victims with Licensed Mental Health Professionals who understand what they are experiencing and assist them in navigating through all stages of the grief process. When data is collected via pre and post surveys, well over 98% of the group participants describe the group and staff as informative, genuine, caring, safe, and compassionate just to name a few. Other survivors have shared that Hampton HSG is judgment free zone, and they feel as though their loved one was valued and not just another statistic.

The Victim Services Grant Program (VSGP) has been very instrumental in keeping the homicide support group to run effectively and allows the Hampton HSG to provide more streamline direct services to co-survivors. Survivors in the Hampton HSG often help each other to feel less isolated. They form bonds even outside of the HSG with others who have suffered a similar tragedy. They help each other gain an understanding of loss and grief. Additionally, the HSG helps to promote a better understanding of the criminal justice system that will lessen the burden on survivors of homicide victims. What this group provides for these victims is invaluable to their healing journey. Hampton HSG program promotes empathy, improves community engagement while subsequently improving the community's understanding of the criminal justice system as a whole and not just for their individual cases, which is why funding to keep these programs operable is very vital. Without any reservation, I highly recommend the Hampton Victim Witness Assistance Program be considered for the funding for which they are applying. Accordingly, please ensure that their application is given the utmost consideration.

Sincerely,

Scharnelle Hamlin

Scharnelle Hamlin, MA, M.Ed., CA

Homicide Survivor Support Group Coordinator

Virginia Victim Assistance Network

HAMPTON VA

OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor Donnie R. Tuck and Members of the Hampton City Council

FROM: Mary B. Bunting, City Manager *Mary B. Bunting*

DATE: January 2, 2024

SUBJECT: Signature Authority for Deeds and Contracts

There is currently a need to update the list of signature designees authorized in my absence. This is to advise you that pursuant to §2-11 and §2-12 of the Code of the City of Hampton, I have authorized Brian DeProfio and Hui-Shan Walker to accept, on behalf of the City of Hampton, deeds conveying real property to the City and execute contracts which have been approved as to Form by the City Attorney or one of her assistants. This designation is effective immediately.

This procedure is used throughout the Commonwealth and is in compliance with the Code of Virginia. It is hoped that the efficiency of the current process will be enhanced. I will, of course, continue to accept deeds and execute contracts on behalf of the City as set forth in §2-11 and §2-12. However, the authorized designees will be able to perform this duty in my absence or unavailability. Attached for your convenience is the previous designee authorization and section codes from the Code of the City of Hampton.

If you have any questions, I am available at your convenience.

Attachments

cc: Steve Bond, Interim City Attorney
Brian DeProfio, Assistant City Manager
Hui-Shan Walker, Interim Assistant City Manager
Jason Mitchell, Director of Public Works
Karl Daughtry, Director of Finance
Lavinia Whitley, Deputy Director of Finance and Purchasing

Sec. 2-11. Acceptance of deeds by city manager or his designee.

The city manager, or his designee, shall have the authority to accept, on behalf of the city, deeds purporting to convey real property to the city which have been approved as to form by the city attorney or one of his assistants.

(Ord. No. 1201, 12-10-97)

Sec. 2-12. Contract execution by city manager or his designee.


Except as otherwise provided by law, Charter or ordinance, the city manager or his designee shall be authorized to make and execute, during the ordinary course of business, within the limitations of the appropriation ordinance for any year, all contracts on behalf of the city and such other contracts as may be authorized by the city council. Such contracts shall be approved as to availability of funds by the director of finance, as to content by the director of the department and as to form and legal sufficiency by the city attorney.

(Ord. No. 1423, 5-24-06)

HAMPTON VA

MEMORANDUM

TO: Mayor Donnie R. Tuck and Members of the Hampton City Council

FROM: Mary B. Bunting, City Manager 

DATE: June 26, 2020

SUBJECT: Signature Authority for Deeds and Contracts

There is currently a need to update the list of signature designees authorized in my absence. This is to advise you that pursuant to §2-11 and §2-12 of the Code of the City of Hampton, I have authorized Steve Bond and Brian DeProfio to accept, on behalf of the City of Hampton, deeds conveying real property to the City and execute contracts which have been approved as to Form by the City Attorney or one of her assistants. This designation is effective immediately.

This procedure is used throughout the Commonwealth and is in compliance with the Code of Virginia. It is hoped that the efficiency of the current process will be enhanced. I will, of course, continue to accept deeds and execute contracts on behalf of the City as set forth in §2-11 and §2-12. However, the authorized designees will be able to perform this duty in my absence or unavailability. Attached for your convenience is the previous designee authorization and section codes from the Code of the City of Hampton.

If you have any questions, I am available at your convenience.

Attachments

cc: Cheran Cordell Ivery, City Attorney
Steve Bond, Assistant City Manager
Brian DeProfio, Assistant City Manager
Jason Mitchell, Director of Public Works
Karl Daughtrey, Director of Finance
Lavinia Whitley, Deputy Director of Finance and Purchasing

Sec. 2-11. - Acceptance of deeds by city manager or his designee.

The city manager, or his designee, shall have the authority to accept, on behalf of the city, deeds purporting to convey real property to the city which have been approved as to form by the city attorney or one of his assistants.

(Ord. No. 1201, 12-10-97)

Sec. 2-12. - Contract execution by city manager or his designee.

Except as otherwise provided by law, Charter or ordinance, the city manager or his designee shall be authorized to make and execute, during the ordinary course of business, within the limitations of the appropriation ordinance for any year, all contracts on behalf of the city and such other contracts as may be authorized by the city council. Such contracts shall be approved as to availability of funds by the director of finance, as to content by the director of the department and as to form and legal sufficiency by the city attorney.

(Ord. No. 1423, 5-24-06)