

HAMPTON VA

Grant Routing Sheet

COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED

Date Routing Initiated: August 10, 2018 Application Due Date: Aug 17, 2018

Originating Department: HPRLS - Clean City Commission Department No.: _____

Submitter's Name: Debbie Blanton Direct Telephone No. (757) 727-1199

E-mail Address: hccc@hampton.gov

Grant Title: Waste Management Think Green Grant

Other Participating Departments: None

BEFORE COMPLETING AN APPLICATION:

1. READ THE GENERAL INSTRUCTIONS. DLB (Submitter's Initials)
2. COMPLETE GRANT PROPOSAL OVERVIEW. DLB (Submitter's Initials)
3. DEPARTMENT HEAD ORIGINATING DEPT. David J. McAuley David J. McAuley 8.14.18
Print Name Signature Date
4. ASSISTANT CITY MANAGER Brian DeProio Brian DeProio 8/14/18
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). DLB (Submitter's Initials)
6. COMPLETE APPLICATION EXCEPT NECESSARY SIGNATURES. DLB (Submitter's Initials)
7. BUDGET DIVISION LGreen LGreen 10/29/18
Print Name Signature Date
8. FINANCE DEPARTMENT Veronica Kmetz Veronica Kmetz 11/5/18
Print Name Signature Date
9. CITY ATTORNEY VERONICA MEADE Veronica Meade 11.09.2018
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)
_____ (Submitter's Initials)

Green, Lori

From: Bullock, Tamara
Sent: Wednesday, October 31, 2018 4:34 PM
To: Green, Lori
Subject: FW: Quick Question

Hi Mrs. Lori,
Please see Debbie's response listed below.

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

From: Blanton, Debbie
Sent: Wednesday, October 31, 2018 4:24 PM
To: Bullock, Tamara <tamara.bullock@hampton.gov>
Subject: RE: Quick Question

No, it does not. I thought I filled in that bubble on the original paperwork.

Debbie Blanton | Clean City Coordinator | Hampton Clean City Commission | O: 757-727-1130



From: Bullock, Tamara
Sent: Wednesday, October 31, 2018 4:23 PM
To: Blanton, Debbie
Subject: RE: Quick Question

Hi Debbie,
Lori from the Budget office contacted me and before she can proceed with the grant she has a question. She would like to know if this grant requires matching funds. On the paperwork it is checked, but she wanted to be sure.

Thanks

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

From: Blanton, Debbie
Sent: Monday, October 22, 2018 6:05 PM
To: Bullock, Tamara <tamara.bullock@hampton.gov>
Subject: FW: Quick Question

Hi Tamara,

I need to get Think Green to City Council – Waste Management is holding a press release for us.

Debbie

HAMPTON VA

Grant Proposal Overview

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

Grant Title: Waste Management Think Green Grant

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 _____ or in the future fiscal year(s) of _____.

3. **PREVIOUS APPLICATIONS:** (Not including the current application) This grant was previously applied for during n/a fiscal year(s); and was previously awarded during _____ fiscal year(s).

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

4. **BACKGROUND/PURPOSE:** The Hampton Clean City Commission needs funding to provide signs to recognize the efforts of Adopt-A-Spot program participants at the sites they choose. The signs not only recognize the volunteers who clean the spots, but they also remind passersby and others to keep the site clean.

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

Cash Amount \$ 2500

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

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 \$ 2500 _____
 Private \$ _____

Federal Catalog No. _____
 Federal Grant No. _____
 State Grant No. _____


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

Department: n/a
 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.*

[View Email History](#)

[Print](#)

[Required Actions](#) 

[x Close](#)

Adopt-A-Spot Program

Status: No: Completed

Date:

In-kind and Cash

Contact Info

Organization Name (Legal Name)	Hampton Clean City Commission
If your organization goes by a different name than your legal name, enter it here	City of Hampton
If your organization is a subsidiary, please list the parent organization	City of Hampton
Website URL of event or requesting organization, if available	www.hampton.gov/hccc
What type of non-profit/charity/501c or governmental organization is this?	Other non-profit, tax exempt, or governmental organization
If Other, please provide	
Your organization's federal taxpayer ID number	54-6001336
Your Canadian Government issue non-profit registration number	
(CRA) Charity Status	
(CRA) Charity Name	
(CRA) Address	
(CRA) City	
(CRA) Province	
(CRA) Country	
(CRA) Postal Code/Zip Code	
Organization Address (line 1)	1296 Thomas St
Organization Address (line 2)	Hampton Clean City Commission
Organization City	Hampton
Organization State/Province	Virginia
Organization Zip/Postal Code	23669
Organization Country	U.S.A
Organization Phone Number	757-727-1130
Extension # (if applicable):	
Organization Fax Number	hccc@hampton.gov
Contact Salutation	Ms.
Contact First Name	Debbie
Contact Last Name	Blanton
Contact Job Title	Clean City Coordinator
Contact Phone Number	757-727-1199
Extension # (if applicable)	
Contact Email Address	hccc@hampton.gov
Were you referred by an employee or executive of our company?	Yes
First Name of WM Referring Employee	Rob

Last Name of WM Referring Employee	Clendenin
Email Address of WM Referring Employee	rcledenin@wm.com
Organization Info	
Please describe your organization's mission and purpose.	The purpose of the Commission is to improve and enhance the physical environment of the City of Hampton (the "City") through: a. Beautification and community improvement programs; b. Litter awareness, prevention, and abatement programs; c. Solid waste management education; d. Water quality programs; e. Urban forestry programs; f. Encouragement of ordinance enforcement, and g. Education of citizens and encouragement of their participation in these areas.
Current Annual Operating Budget	194,459.00
What are your organization's general & administrative costs, including fundraising, as a percentage of total revenue?	96
Is your organization a current Waste Management customer?	No
If so, please provide account information and details.	
Do any WM employees currently involved or volunteer with your organization?	Yes
Please provide full name(s) of the WM employee(s) and type of affiliation(s) with your organization.	Greg Enterline, advisor, a participant in some activities.
Describe the service(s) your organization provides.	The Hampton Clean City Commission provides a structure for citizens to plan and implement programs and activities that improve the physical environment of the City of Hampton. We maintain cleanup and beautification supplies (litter sticks, safety vests, work gloves, shovels, rakes, trash bags, safety signs, etc) for volunteers; we recognize the efforts of volunteers through social media website, newspaper, and a volunteer recognition event; and we educate people about keeping Hampton clean and green through social media, the website, adult and youth presentations, television segments, special tours, and signage, among other instruments.
What is the reach of your organization?	Local
How many people does your organization serve annually?	136000
Who is eligible for your services?	Anyone willing to volunteer receives support with equipment, advice, and education. All citizens in Hampton benefit from the cleaner and more beautiful public areas that result from volunteer efforts.
How does your organization measure impact?	We conduct an annual community appearance and litter index, which is a tool from Keep America Beautiful that measures the amount of visible litter, abandoned vehicles, graffiti, illegal signs, and outdoor storage. We used the index format idea to formulate a Schools Index, in which we measure landscaping, solid waste management, and infrastructure at our schools. We complete the Keep America Beautiful cost/benefit analysis annually. We provide our results to the Virginia Department of Environmental Quality's Litter Prevention and Recycling Fund annually.
Have you received previous funding from WM?	Yes
Please list dates and amounts of previous funding	We received three Think Green/Keep America Beautiful grants: one in 2008 for school recycling containers, one in 2012 for automated litter collection containers, and one in 2015 for a youth engagement program. Each was \$10,000.
Please list your current major corporate, trust and individual donors, including level of support.	We receive funding from: City of Hampton Solid Waste Enterprise Fund, \$60,166 City of Hampton Stormwater Fund, \$52,281 City of Hampton General Fund, \$62,042 Virginia Litter Prevention and Recycling Fund grant, last year \$20,736. The FY2019 amount has not been determined yet.
Program Info	
Name of the program or event	Adopt-A-Spot Program
Please provide a description of the program or event.	The Hampton Clean City Commission Adopt-A-Spot program has been a part of our organization since the 1980s. We provide cleanup supplies (litter sticks, safety vests, work gloves, trash bags, buckets, safety signs, shovels, rakes, brooms, and other equipment) to volunteers who agree to clean up a spot at least five times a year for two years. In return for adopting a spot, the individual or group will receive a sign indicating their adoption of the spot for as long as they maintain it. In addition, we established awards to encourage additional cleanups. Those who clean up 10 - 19 times a year receive an Extra Mile Award at our Volunteer Recognition Event, and those who clean up 20+ times a year receive a Golden Litter Stick Award. We currently have about 125 groups who clean up regularly each year. In addition, we have 20 - 30 groups who sign up for the program each year. We requested \$4600 for the program this year. We received so little funding that we had to cut the program budget to \$1000.
Total Program or Event Budget (in USD)	1,000.00
What type of contribution are you asking for?	Charitable Contribution - Cash
What is the amount you are requesting?	2,500.00

For what specific purpose(s) will WM funding be used (staff position, program materials, food, etc)? We are requesting funding to provide the signs for new adoptions for FY2019. \$2500 will provide approximately 35 signs for our program. The signs recognize the adopting groups, but they also remind passersby to keep Hampton beautiful. The ownership attached to an area by these signs lets others know that someone cares about the area and is watching over it. In most cases, the sign combined with regular cleaning reduces the amount of litter on a given street or other public areas anecdotally speaking

Are you requesting support for an event? No

Type of event

If Other, please provide.

Date of event

Location of Event

Please provide a date you need WM to respond by.

Please note: Services may not be available in your area, or for your event. Once your proposal is received, it will be reviewed by local WM staff to determine service availability.

Please note: All requests require a minimum of a 2-month lead time prior to event day.

In-Kind Request	Item Description	Quantity	Frequency	Special Request/Additional Information
-----------------	------------------	----------	-----------	--

Are you requesting something that is not listed in the drop-down menu in In-Kind service request question.

In-Kind Request (Other)	Item Description	Quantity	Frequency	Special Request/Additional Information
-------------------------	------------------	----------	-----------	--

Date Service/Product is Needed?

Pick-Up Date

Will there be a contact available to receive the product on a weekday?

What day is the contact available?

What time should the product be delivered?

Product Install Location

If the service/product is needed in a specific location, please attach an image to specify where exactly the product is needed.

Additional Delivery Notes

Delivery Contact First Name

Delivery Contact Last Name

Delivery Contact Cell Phone Number

Delivery Contact Extension # (if applicable)

Delivery Contact Email Address

Delivery Destination Address Line 1

Delivery Destination Address Line 2

Delivery Destination City

Delivery Destination State

Delivery Destination Zip

Volunteer Opportunities

Are there volunteer opportunities for WM employees? Yes

Please select the number of potential WM volunteers/participants 5-25 employees

What will participants be doing during this activity? Waste Management already participates in the Adopt-A-Spot program, but employees could join other cleanups such as waterway cleanups in the fall and early summer, or monthly community cleanups that are held monthly except for December.

Volunteer Contact First Name Debbie

Volunteer Contact Last Name Blanton

Volunteer Contact Job Title Clean City Coordinator

Volunteer Contact Email	hccc@hampton.gov
Volunteer Contact Phone Number Extension (if applicable)	
Volunteer Contact Phone Number	757-727-1199
Any additional comments regarding the volunteer opportunity	<p>Volunteers should dress appropriately for the weather. No special skills are provided. HCCC provides cleanup equipment and supplies, and water during hot weather.</p> <p>Right now, what we need most is the funding to provide the signs. We have fairly high visibility in our community and many inquiries the Adopt-A-Spot program. The sign is important to the volunteer groups and to the areas that are cleaned by them. They seem to make a difference in the communities by reminding people that someone cares about the sites. We would very much appreciate your support of the Adopt-A-Spot signs.</p>
Media & Advertising	
Are logo/promotional opportunities available for sponsors?	Yes
Please provide specifications	Waste Management's logo can be placed on the Adopt-A-Spot signs. It will not be large, because the signs are not large, but it would be there for people to see. We can also have a photo opportunity with the signs and one of the receiving groups that can be posted on social media and our web page.
Please provide submission deadline	11/1/2018
Please provide the email address where submission is to be sent to	hccc@hampton.gov
Please indicate how you plan to promote this program/event.	<input type="checkbox"/> Print <input type="checkbox"/> Social media site(s) <input type="checkbox"/> TV <input type="checkbox"/> Web site(s) <input type="checkbox"/> Other
How many impressions do you expect?	1,001 - 9,999 impressions
Additional Request Details	
Please note: All requests require a minimum of a 2-month lead time for our review process.	Acknowledge
Please note: Any cash donations awarded may require a minimum of 45 days to process once all paperwork is complete.	Acknowledge
Check Payee First Name	City of Hampton
Check Payee Last Name	
Check Mailing Address (line 1)	1296 Thomas Street
Check Mailing Address (line 2)	Hampton Clean City Commission
Check Payee City	Hampton
Check Payee State	Virginia
Check Payee Zip Code	23669
Billing Address Line 1	
Billing Address Line 2	
Billing City	
Billing State	
Billing Zip Code	
Billing Phone Number	
Billing Email Address	
Billing Contact Name	
Attachments	
Additional Comments	<p>The Hampton Clean City Commission has had a strong partnership with Bethel Landfill in educating people about the landfill and proper solid waste management. Waste Management has been very supportive of special programs like school recycling, placement of litter containers, and support of youth education. We look forward to this needed support of our Adopt-A-Spot program, which is critical for encouraging additional spot adoptions and educating people about the problem of litter.</p> <p>Attached are our FY2018 Budget, a draft of the sign design that we currently use, and two quotes showing the costs from spring 2017.</p>
501(c)3 Verification Attachment	
Copy of organization W9	City of Hampton Completed W-9.pdf

Additional documentation to support your request (optional 1)	FY19 Budget Award.xls
Additional documentation to support your request (optional 2)	FastSigns Quote 2017.pdf
Additional documentation to support your request (optional 3)	QUOTE Hampton Adopt a Spot #5441.pdf
Additional documentation to support your request (optional 4)	Adopt-A-Spot Sign, Final Design 2017 WM LOGO.pdf

Terms and Conditions

Your organization does not discriminate on any unlawful basis in either hiring or employment practices, or in the administration of programs or services

Your organization does not discriminate on the basis of sexual orientation in hiring or employment practices, or in the administration of programs or services

This grant will be designated for service programs open to all persons regardless of religion and will not be used for religious instruction

(i) Your organization may receive this donation under its own policy and applicable laws and regulations; (ii) this donation will not negatively impact WM's current or future ability to do business with my organization; and (iii) this donation will not be used to corruptly influence any government official to obtain or retain business or any improper advantage

Would representatives of the organization be willing to discuss the charitable giving with the media, including press conferences, press releases, radio, etc.?

Would your organization be willing to publicize and acknowledge the donation from WM, including WM signage, putting an article in internal newsletters or any other internal communications with photos that include WM staff and recipients when applicable, radio, press releases, etc.?

Would a representative from your organization be willing to write a letter to Mayor, Council Member(s) or members of the Board of Supervisors thanking WM for their assistance?

Would Representatives of the organization attend public meetings to testify about WM being a good corporate community partner if requested?

x Close popup

From: [Meade, Veronica](#)
To: [Blanton, Debbie](#)
Subject: FW: Grant Application - Think Green Grant - DEADLINE AUGUST 17
Date: Friday, August 17, 2018 12:18:00 PM
Attachments: [image001.png](#)
[image002.png](#)

FYI

Veronica E. Meade
Deputy City Attorney
City Attorney's Office
22 Lincoln Street
Hampton, VA 23669
Tel: (757) 727-6120
Fax: (757) 727-6144

CONFIDENTIALITY NOTICE: This email message, including any attachments, is for the sole use of the intended recipient(s) and may contain information that legally is 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: Meade, Veronica
Sent: Friday, August 17, 2018 11:53 AM
To: Meade, Veronica <vmcade@hampton.gov>
Cc: Godfrey, Kellie <kellie.godfrey@hampton.gov>
Subject: RE: Grant Application - Think Green Grant - DEADLINE AUGUST 17

Debbie and Kellie:

This grant application is acceptable.

Thanks,

Veronica E. Meade
Deputy City Attorney
City Attorney's Office
22 Lincoln Street
Hampton, VA 23669
Tel: (757) 727-6120
Fax: (757) 727-6144

CONFIDENTIALITY NOTICE: This email message, including any attachments, is for the sole use of the intended recipient(s) and may contain information that legally is 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: Meade, Veronica
Sent: Friday, August 17, 2018 11:47 AM
To: Blanton, Debbie <hccc@hampton.gov>
Subject: RE: Grant Application - Think Green Grant - DEADLINE AUGUST 17

Debbie:

I'm getting nervous. What do I need to do to move this grant forward?

Veronica E. Meade
Deputy City Attorney
City Attorney's Office
22 Lincoln Street
Hampton, VA 23669

Tel: (757) 727-6120
Fax: (757) 727-6144

CONFIDENTIALITY NOTICE: This email message, including any attachments, is for the sole use of the intended recipient(s) and may contain information that legally is 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: Blanton, Debbie
Sent: Thursday, August 16, 2018 6:44 PM
To: Meade, Veronica <vmeade@hampton.gov>
Subject: Re: Grant Application - Think Green Grant - DEADLINE AUGUST 17

I did the best I could from home. I hope it works.

From: Meade, Veronica
Sent: Thursday, August 16, 2018 6:30 PM
To: Blanton, Debbie
Subject: RE: Grant Application - Think Green Grant - DEADLINE AUGUST 17

I see Lori asked the same question. Please correct and resend.

Thanks,

Veronica E. Meade
Deputy City Attorney
City Attorney's Office
22 Lincoln Street
Hampton, VA 23669
Tel: (757) 727-6120
Fax: (757) 727-6144

CONFIDENTIALITY NOTICE: This email message, including any attachments, is for the sole use of the intended recipient(s) and may contain information that legally is 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: Meade, Veronica
Sent: Thursday, August 16, 2018 6:29 PM
To: Blanton, Debbie <hccc@hampton.gov>
Subject: RE: Grant Application - Think Green Grant - DEADLINE AUGUST 17

No. 6(a) states the grant will require matching funds/contributions, but the required match is not identified.

Veronica E. Meade
Deputy City Attorney
City Attorney's Office
22 Lincoln Street
Hampton, VA 23669
Tel: (757) 727-6120
Fax: (757) 727-6144

CONFIDENTIALITY NOTICE: This email message, including any attachments, is for the sole use of the intended recipient(s) and may contain information that legally is 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: Blanton, Debbie
Sent: Thursday, August 16, 2018 5:54 PM
To: Meade, Veronica <vmeade@hampton.gov>
Subject: Fwd: Grant Application - Think Green Grant - DEADLINE AUGUST 17

Hi Veronica,

Here's what I sent to Kellie Godfrey I HPRLS. I don't think we need to meet about it.

Debbie
Get [Outlook for iOS](#)

From: Blanton, Debbie <hccc@hampton.gov>
Sent: Monday, August 13, 2018 10:55 AM
To: Godfrey, Kellie
Subject: Grant Application - Think Green Grant - DEADLINE AUGUST 17

Hi Kellie,

Here's a grant application to pay for our Adopt-A-Spot signs. Unfortunately it's due August 17th. Would you make that clear to everyone when you distribute it?

Thanks!

Debbie

Debbie Blanton | Clean City Coordinator | [Hampton Clean City Commission](#) | O: 757-727-1130



From: [Green, Lori](#)
To: [Blanton, Debbie](#); [Bailey, Brenda](#); [Daughtrey, Karl](#); [Meade, Veronica](#)
Cc: [Green, Lori](#); [Futrell, Nicole](#); [DeProfio, Brian](#)
Subject: RE: Waste Management Think Green Grant Routing
Date: Thursday, August 16, 2018 5:48:44 PM
Attachments: [image001.png](#)
[image002.png](#)

The Budget Division approves of this grant application. Thanks!

From: Blanton, Debbie
Sent: Wednesday, August 15, 2018 11:34 AM
To: Green, Lori <lgreen@hampton.gov>; Bailey, Brenda <bbailey@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Meade, Veronica <vmeade@hampton.gov>
Cc: Futrell, Nicole <nicole.futrell@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>
Subject: RE: Waste Management Think Green Grant Routing

There's no cash match involved. I must have colored in the wrong blank. Shall I re-do it?

Debbie

Debbie Blanton | Clean City Coordinator | [Hampton Clean City Commission](#) | O: 757-727-1130



From: Green, Lori
Sent: Wednesday, August 15, 2018 11:29 AM
To: Bailey, Brenda; Daughtrey, Karl; Meade, Veronica
Cc: Futrell, Nicole; Blanton, Debbie; DeProfio, Brian
Subject: RE: Waste Management Think Green Grant Routing

Hello Debbie,

Under 6. Financial Obligations, you indicate that a cash match is required.

However, under 9. Additional Information ... you indicate that the "grant has no requirements other than recognizing the organization."

For our records, would you kindly confirm as to whether or not a cash match is required for this grant.

Thanks-! Lori

From: Bailey, Brenda
Sent: Tuesday, August 14, 2018 3:30 PM
To: Green, Lori <lgreen@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Meade, Veronica <vmeade@hampton.gov>
Cc: Futrell, Nicole <nicole.futrell@hampton.gov>; Blanton, Debbie <hccc@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>
Subject: Waste Management Think Green Grant Routing
Importance: High

Good afternoon,

At Brian DeProfio's request, I've attached the Hampton Clean City Commission Waste Management Think Green Grant application with routing sheet for your review and **electronic** approval.

Kindly send all approval responses to hccc@hampton.gov

Thanks!

Brenda Bailey

Executive Assistant

City of Hampton

City Manager's Office

D: 757-727-6454

O: 757-727-6392

F: 757-728-3037

From: [Kmetz, Veronica](#)
To: [Blanton, Debbie](#)
Subject: RE: Waste Management Think Green Grant
Date: Thursday, August 16, 2018 3:39:53 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

Debbie,

Finance signs off on the application. Just keep a copy of this email with the paperwork. I don't know Kellie's last name, so if you could forward her this email, I would appreciate it.

Thanks!

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

HAMPTON VA

From: Blanton, Debbie
Sent: Thursday, August 16, 2018 3:37 PM
To: Kmetz, Veronica
Subject: RE: Waste Management Think Green Grant

OK! I guess I don't know how Kellie in PRLS does it. She'll need a copy of whatever you do, though.

Debbie Blanton | Clean City Coordinator | [Hampton Clean City Commission](#) | O: 757-727-1130

HAMPTON VA

From: Kmetz, Veronica
Sent: Thursday, August 16, 2018 3:35 PM
To: Blanton, Debbie
Subject: RE: Waste Management Think Green Grant

No. Alyson at HPD usually sends an email with the files attached to it. That's how I review them and approve the applications for Finance. Give me a minute to review this and I'll email you back.

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

HAMPTON VA

From: Blanton, Debbie
Sent: Thursday, August 16, 2018 3:28 PM
To: Kmetz, Veronica
Subject: RE: Waste Management Think Green Grant

Do you usually get a paper copy? I wonder if the city manager's office gave it to me in error? I can't scan the already signed routing sheet (my scanner is down), but David McCauley and Brian DeProfio signed it.

Debbie Blanton | Clean City Coordinator | [Hampton Clean City Commission](#) | O: 757-727-1130

HAMPTON VA

From: Kmetz, Veronica
Sent: Thursday, August 16, 2018 3:24 PM
To: Blanton, Debbie
Subject: RE: Waste Management Think Green Grant

Ok. I don't see those in Granicus. Karl gets that. Can you send me a copy of it so I can look at it and send you back my reply via email?

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

HAMPTON VA

From: Blanton, Debbie
Sent: Thursday, August 16, 2018 3:19 PM
To: Kmetz, Veronica
Subject: RE: Waste Management Think Green Grant

It should be – I sent it to Kellie in Parks & Rec, and she sent it out.

Debbie

Debbie Blanton | Clean City Coordinator | [Hampton Clean City Commission](#) | O: 757-727-1130

HAMPTON VA

From: Kmetz, Veronica
Sent: Thursday, August 16, 2018 3:19 PM
To: Blanton, Debbie
Subject: RE: Waste Management Think Green Grant

It's in Granicus?

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

HAMPTON VA

From: Blanton, Debbie
Sent: Thursday, August 16, 2018 3:15 PM
To: Kmetz, Veronica
Subject: Waste Management Think Green Grant

Hi Veronica,

Just checking to see if you had looked at the Think Green Grant application I have in the system. I got a copy back, but it only had the department head and city manager's office signatures on it.

Wouldn't bug you, but it's due tomorrow.

Debbie

Debbie Blanton | Clean City Coordinator | [Hampton Clean City Commission](#) | O: 757-727-1130

HAMPTON VA



Grant Proposal Overview

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

Grant Title: Waste Management Think Green Grant

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 _____ or in the future fiscal year(s) of _____.

3. **PREVIOUS APPLICATIONS:** (Not including the current application) This grant was previously applied for during n/a fiscal year(s); and was previously awarded during _____ fiscal year(s).

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

4. **BACKGROUND/PURPOSE:** The Hampton Clean City Commission needs funding to provide signs to recognize the efforts of Adopt-A-Spot program participants at the sites they choose. The signs not only recognize the volunteers who clean the spots, but they also remind passersby and others to keep the site clean.

5. TYPE OF GRANT EXPECTED TO BE AWARDED:

Cash Amount \$ 2500

Non-Cash (Describe): _____

6. FINANCIAL OBLIGATIONS:

a. **Current Financial Obligations:** This grant will will not **require** matching funds/contributions. If so, please indicate in the space below the amount and whether the match is cash or in-kind, or both.

Required Match – CASH

Required Match – IN KIND

Amount: Cash \$ _____

*Value of In-Kind \$ _____

* Description: _____

b. **Future Financial Obligations:** This proposal 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 \$ 2500 _____
 Private \$ _____

Federal Catalog No. _____
 Federal Grant No. _____
 State Grant No. _____

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

Department: n/a
 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.*

From: [Holquin, Stephany](#)
To: [Blanton, Debbie](#)
Cc: [Clendenin, Rob](#); [Enterline, Greg](#)
Subject: Think Green Grants
Date: Wednesday, September 05, 2018 4:00:14 PM
Attachments: [Photo and Video Release.pdf](#)
[2018 Think Green Grants - Final Report - West Virginia.docx](#)

Hi Debbie,

I hope this email finds you well. I wanted to let you know that Waste Management has selected Hampton Clean City Commission's "Adopt -a-Spot Program" as a recipient of a WM Think Green Grant this year.

To receive the grant, all we ask is that you complete the attached "2018 Think Green Grants – Final Report" and submit back to me by Dec.3, 2018. It's a very short form. In addition, if there is a photo opportunity, or photos from your events, that we may be able to use them in our marketing material (print or social media). I've attached our simple photo/video release form as well.

Rob, Greg and I would welcome the opportunity to present a check to your organization along with the distribution of a press release. If you are open to this idea, I'd be happy to draft the release and send it to you for final approval.

Please let us know if you have any questions. We are very excited about your program and know it will be a huge value to the state.

Thank you!


Stephany Holquin
Public Affairs Coordinator, Virginia, D.C., and Maryland
sholgui1@wm.com

Waste Management
1405 Gordon Ave.,
Richmond, VA 23224
Tel 804 230 8282
Cell 804 363 1229

Recycling is a good thing. Please recycle any printed emails.

[View Email History](#)

[Print](#)

[Required Actions](#) 

[x Close](#)

Adopt-A-Spot Program

Status: Not Completed

Date:

In-kind and Cash

Contact Info	
Organization Name (Legal Name)	Hampton Clean City Commission
If your organization goes by a different name than your legal name, enter it here	City of Hampton
If your organization is a subsidiary, please list the parent organization	City of Hampton
Website URL of event or requesting organization, if available	www.hampton.gov/hccc
What type of non-profit/charity/501c or governmental organization is this?	Other non-profit, tax exempt, or governmental organization
If Other, please provide	
Your organization's federal taxpayer ID number	54-6001336
Your Canadian Government issue non-profit registration number	
(CRA) Charity Status	
(CRA) Charity Name	
(CRA) Address	
(CRA) City	
(CRA) Province	
(CRA) Country	
(CRA) Postal Code/Zip Code	
Organization Address (line 1)	1296 Thomas St
Organization Address (line 2)	Hampton Clean City Commission
Organization City	Hampton
Organization State/Province	Virginia
Organization Zip/Postal Code	23669
Organization Country	U.S.A.
Organization Phone Number	757-727-1130
Extension # (if applicable):	
Organization Fax Number	hccc@hampton.gov
Contact Salutation	Ms.
Contact First Name	Debbie
Contact Last Name	Blanton
Contact Job Title	Clean City Coordinator
Contact Phone Number	757-727-1199
Extension # (if applicable)	
Contact Email Address	hccc@hampton.gov
Were you referred by an employee or executive of our company?	Yes
First Name of WM Referring Employee	Rob

Last Name of WM Referring Employee	Clendenin
Email Address of WM Referring Employee	rclenden@wm.com
Organization Info	
Please describe your organization's mission and purpose.	The purpose of the Commission is to improve and enhance the physical environment of the City of Hampton (the "City") through: a. Beautification and community improvement programs; b. Litter awareness, prevention, and abatement programs; c. Solid waste management education; d. Water quality programs; e. Urban forestry programs; f. Encouragement of ordinance enforcement; and g. Education of citizens and encouragement of their participation in these areas.
Current Annual Operating Budget	194,489.00
What are your organization's general & administrative costs, including fundraising, as a percentage of total revenue?	96
Is your organization a current Waste Management customer?	No
If so, please provide account information and details.	
Do any WM employees currently involved or volunteer with your organization?	Yes
Please provide full name(s) of the WM employee(s) and type of affiliation(s) with your organization.	Greg Enterline, advisor, a participant in some activities.
Describe the service(s) your organization provides.	The Hampton Clean City Commission provides a structure for citizens to plan and implement programs and activities that improve the physical environment of the City of Hampton. We maintain cleanup and beautification supplies (litter sticks, safety vests, work gloves, shovels, rakes, trash bags, safety signs, etc) for volunteers; we recognize the efforts of volunteers through social media, website, newspaper, and a volunteer recognition event; and we educate people about keeping Hampton clean and green through social media, the website, adult and youth presentations, television segments, special tours, and signage, among other instruments.
What is the reach of your organization?	Local
How many people does your organization serve annually?	136000
Who is eligible for your services?	Anyone willing to volunteer receives support with equipment, advice, and education. All citizens in Hampton benefit from the cleaner and more beautiful public areas that result from volunteer efforts.
How does your organization measure impact?	We conduct an annual community appearance and litter index, which is a tool from Keep America Beautiful that measures the amount of visible litter, abandoned vehicles, graffiti, illegal signs, and outdoor storage. We used the index format idea to formulate a Schools Index, in which we measure landscaping, solid waste management, and infrastructure at our schools. We complete the Keep America Beautiful cost/benefit analysis annually. We provide our results to the Virginia Department of Environmental Quality's Litter Prevention and Recycling Fund annually.
Have you received previous funding from WM?	Yes
Please list dates and amounts of previous funding	We received three Think Green/Keep America Beautiful grants, one in 2008 for school recycling containers, one in 2012 for automated litter collection containers, and one in 2015 for a youth engagement program. Each was \$10,000.
Please list your current major corporate, trust and individual donors, including level of support.	We receive funding from: City of Hampton Solid Waste Enterprise Fund, \$60,166 City of Hampton Stormwater Fund, \$52,281 City of Hampton General Fund, \$62,042 Virginia Litter Prevention and Recycling Fund grant, last year \$20,736. The FY2019 amount has not been determined yet.
Program Info	
Name of the program or event	Adopt-A-Spot Program
Please provide a description of the program or event.	The Hampton Clean City Commission Adopt-A-Spot program has been a part of our organization since the 1990s. We provide cleanup supplies (litter sticks, safety vests, work gloves, trash bags, buckets, safety signs, shovels, rakes, brooms, and other equipment) to volunteers who agree to clean up a spot at least five times a year for two years. In return for adopting a spot, the individual or group will receive a sign indicating their adoption of the spot for as long as they maintain it. In addition, we established awards to encourage additional cleanups. Those who clean up 10 - 19 times a year receive an Extra Mile Award at our Volunteer Recognition Event, and those who clean up 20+ times a year receive a Golden Litter Stick Award. We currently have about 125 groups who clean up regularly each year. In addition, we have 20 - 30 groups who sign up for the program each year. We requested \$4600 for the program this year. We received so little funding that we had to cut the program budget to \$1000.
Total Program or Event Budget (In USD)	1,000.00
What type of contribution are you asking for?	Charitable Contribution - Cash
What is the amount you are requesting?	2,500.00

For what specific purpose(s) will WM funding be used (staff position, program materials, food, etc)? We are requesting funding to provide the signs for new adoptions for FY2019. \$2500 will provide approximately 35 signs for our program. The signs recognize the adopting groups, but they also remind passersby to keep Hampton beautiful. The ownership attached to an area by these signs lets others know that someone cares about the area and is watching over it. In most cases, the sign combined with regular cleaning reduces the amount of litter on a given street or other public areas, anecdotally speaking.

Are you requesting support for an event? No

Type of event

If Other, please provide.

Date of event

Location of Event

Please provide a date you need WM to respond by.

Please note: Services may not be available in your area, or for your event. Once your proposal is received, it will be reviewed by local WM staff to determine service availability.

Please note: All requests require a minimum of a 2-month lead time prior to event day.

In-Kind Request	Item Description	Quantity	Frequency	Special Request/Additional Information
Are you requesting something that is not listed in the drop-down menu in In-Kind service request question.				
In-Kind Request (Other)	Item Description	Quantity	Frequency	Special Request/Additional Information

Date Service/Product is Needed?

Pick-Up Date

Will there be a contact available to receive the product on a weekday?

What day is the contact available?

What time should the product be delivered?

Product Install Location

If the service/product is needed in a specific location, please attach an image to specify where exactly the product is needed.

Additional Delivery Notes

Delivery Contact First Name

Delivery Contact Last Name

Delivery Contact Cell Phone Number

Delivery Contact Extension # (if applicable)

Delivery Contact Email Address

Delivery Destination Address Line 1

Delivery Destination Address Line 2

Delivery Destination City

Delivery Destination State

Delivery Destination Zip

Volunteer Opportunities

Are there volunteer opportunities for WM employees? Yes

Please select the number of potential WM volunteers/participants 5-25 employees

What will participants be doing during this activity? Waste Management already participates in the Adopt-A-Spot program, but employees could join other cleanups, such as waterway cleanups in the fall and early summer, or monthly community cleanups that are held monthly except for December.

Volunteer Contact First Name Debbie

Volunteer Contact Last Name Blanton

Volunteer Contact Job Title Clean City Coordinator

Volunteer Contact Email	hccc@hampton.gov
Volunteer Contact Phone Number Extension (if applicable)	
Volunteer Contact Phone Number	757-727-1199
Any additional comments regarding the volunteer opportunity	<p>Volunteers should dress appropriately for the weather. No special skills are provided. HCCC provides cleanup equipment and supplies, and water during hot weather.</p> <p>Right now, what we need most is the funding to provide the signs. We have fairly high visibility in our community and many inquiries the Adopt-A-Spot program. The sign is important to the volunteer groups and to the areas that are cleaned by them. They seem to make a difference in the communities by reminding people that someone cares about the sites. We would very much appreciate your support of the Adopt-A-Spot signs.</p>
Media & Advertising	
Are logo/promotional opportunities available for sponsors?	Yes
Please provide specifications	Waste Management's logo can be placed on the Adopt-A-Spot signs. It will not be large, because the signs are not large, but it would be there for people to see. We can also have a photo opportunity with the signs and one of the receiving groups that can be posted on social media and our web page.
Please provide submission deadline	11/1/2018
Please provide the email address where submission is to be sent to	hccc@hampton.gov
Please indicate how you plan to promote this program/event.	<input type="checkbox"/> Print <input type="checkbox"/> Social media site(s) <input type="checkbox"/> TV <input type="checkbox"/> Web site(s) <input type="checkbox"/> Other
How many impressions do you expect?	1,001 – 9,999 impressions
Additional Request Details	
Please note: All requests require a minimum of a 2-month lead time for our review process.	Acknowledge
Please note: Any cash donations awarded may require a minimum of 45 days to process once all paperwork is complete.	Acknowledge
Check Payee First Name	City of Hampton
Check Payee Last Name	
Check Mailing Address (line 1)	1296 Thomas Street
Check Mailing Address (line 2)	Hampton Clean City Commission
Check Payee City	Hampton
Check Payee State	Virginia
Check Payee Zip Code	23669
Billing Address Line 1	
Billing Address Line 2	
Billing City	
Billing State	
Billing Zip Code	
Billing Phone Number	
Billing Email Address	
Billing Contact Name	
Attachments	
Additional Comments	<p>The Hampton Clean City Commission has had a strong partnership with Bethel Landfill in educating people about the landfill and proper solid waste management. Waste Management has been very supportive of special programs like school recycling, placement of litter containers, and support of youth education. We look forward to this needed support of our Adopt-A-Spot program, which is critical for encouraging additional spot adoptions and educating people about the problem of litter.</p> <p>Attached are our FY2018 Budget, a draft of the sign design that we currently use, and two quotes showing the costs from spring 2017.</p>
501(c)3 Verification Attachment	
Copy of organization W9	City of Hampton Completed W-9.pdf

Additional documentation to support your request (optional 1)	FY19 Budget Award.xls
Additional documentation to support your request (optional 2)	FastSigns Quote 2017.pdf
Additional documentation to support your request (optional 3)	QUOTE Hampton Adopt a Spot #5441.pdf
Additional documentation to support your request (optional 4)	Adopt-A-Spot Sign, Final Design 2017 WM LOGO.pdf
Terms and Conditions	
Your organization does not discriminate on any unlawful basis in either hiring or employment practices, or in the administration of programs or services	
Your organization does not discriminate on the basis of sexual orientation in hiring or employment practices, or in the administration of programs or services	
This grant will be designated for service programs open to all persons regardless of religion and will not be used for religious instruction	
(I) Your organization may receive this donation under its own policy and applicable laws and regulations; (ii) this donation will not negatively impact WM's current or future ability to do business with my organization; and (iii) this donation will not be used to corruptly influence any government official to obtain or retain business or any improper advantage	
Would representatives of the organization be willing to discuss the charitable giving with the media, including press conferences, press releases, radio, etc.?	
Would your organization be willing to publicize and acknowledge the donation from WM, including WM signage, putting an article in internal newsletters or any other internal communications with photos that include WM staff and recipients when applicable, radio, press releases, etc.?	
Would a representative from your organization be willing to write a letter to Mayor, Council Member(s) or members of the Board of Supervisors thanking WM for their assistance?	
Would Representatives of the organization attend public meetings to testify about WM being a good corporate community partner if requested?	

× Close popup