

Grant Routing Sheet *COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING I	S INITIATED*
Date Routing Initiated: August 10, 2018 Application Due Date: Aug 1	
Originating Department: HPRLS - Clean City Commission Department No.:	
Submitter's Name: Debbie Blanton Direct Telephone No. (757)	Water Street Str
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 DIVID THE Carley Daine Stangture	8 · 14 · 18 Date
4. ASSISTANT CITY  MANAGER  Print Name  Signature	8/14/18
BEFORE SUBMITTING AN APPLICATION TO THE AWARDING AGENCY:	Date
5. PREPARE INITIAL DOCUMENTATION PACKAGE FOR REVIEW TO INCLUDE (EITHER HAI ELECTRONIC): ALL DOCUMENTS RELATED TO THE GRANT, INCLUDING, BUT NOT INSTRUCTIONS, ATTACHMENTS, EXHIBITS, GRANT DOCUMENTS, PRIMARY SUBAWARDEE).  DLB (Submitter's Initials)	LIMITED TO
6. COMPLETE APPLICATION EXCEPT NECESSARY SIGNATURES. DLB (Submit	tter's Initials)
7. BUDGET DIVISION  Print Name  Signature	10/29/19 Date
8. FINANCE DEPARTMENT Veronica Kunet Lewis Hamel Signature	11   5   18 Date
9. CITY ATTORNEY  VERONICA MEADE Gleme Signature  Signature	11.09·2018

10. SIGN and SUBMIT APPLICATION. (Submitter's Initials)

## **AFTER GRANT AWARDED:**

11. ADD AWARD LETTER TO DO	CUMENTATION.	(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			Y
	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		4	
	Print Name	Signature	Date
ROUTE FOR APPROVAL			•
	Print Name	Signature	Date
19. ADD SIGNED RESOLUTION T	O DOCUMENTATION.	(Submitter's Initia	als)
20. OBTAIN SIGNATURES			
	Print Name	Signature	Date
21. ORIGINATING DEPARTMENT	TO RETAIN ORIGINAL DOC	UMENTATION.	
		(Submi	tter's Initials)
22. DISSEMINATE ELECTRONIC C	COPIES TO (INITIAL WHEN D	ISSEMINATED):	
CITY ATTORNEY:			
FINANCE:		(Submitter's Initials) (Submitter's Initials)	
OTHER PARTICIPATING DEPA	RTMENTS (LIST):	,	
		(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



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

Gı	ant Title: Waste Management Think Green Grant
1.	<b>PRIMARY OR SUB-AWARD:</b> 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 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.
	TYPE OF GRANT EXPECTED TO BE AWARDED:
	■ Cash Amount \$ 2500 Non-Cash (Describe):

Rev. 7.19.2017

Required Match – CASH	Required Match – IN KIND
Amount: Cash \$	*Value of In-Kind \$
* Description:	
	proposal will O will not  incur commitments or financial
obligations for the City beyond the g	rant period. If it will, an authority memorandum from the City importance in the city importance in the city importance in the time period must importance in the city
attach to this Overview.	al will O will not  require special facilities, equipment and/o will, summarize arrangements in a separate memorandum and
7. Sources of Grant and Matchi	
	our grant and any required or non-required matches.
<ul> <li>For Federal grants, please provi</li> </ul>	ide the Federal Catalog Number (CFDA) and the grant number.
<ul> <li>For State grants, the grant num</li> </ul>	ber must be supplied.
<ul> <li>All grant matches must be sup received a contribution/match been made with the City Mana</li> </ul>	oplied by the submitting department, unless they have historically from the City's Matching Funds Pool or a special arrangement has ager's Office-Budget Division.
<ul> <li>If another City department, oth in-kind match, documentation</li> </ul>	ner than the submitting department, will be providing a funding or to that effect must be submitted along with this grant packet.
Federal \$Pass Through \$ State \$	Federal Grant No.
Foundation \$ 2500	
Private \$	
Private \$  D. Source of Matching Funds* (Plea	se check all that apply.)
Department: _n/a	
Department: n/a Budget Line-Item:	ase check all that apply.)  Amount: Amount:

8. Pro	posed	Budge	et:
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# City Department-Match Other Match(es)

	Grant Total	Cash	In-Kind	Cash	In-Kind
Personnel Svcs					in thing
Operating Exp.					
Capital Outlay					
Column Totals					

Grand Total:						
9. Additional information we apply for this grant. It is a simple	on that will grant that has no	be helpfu	I to reviewe	ers: Waste Mar	nagement Inc re	quested that
		100000000000000000000000000000000000000				

View Email History

Print

Required Actions 🔞

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# 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

City of Hampton

name, enter it here

If your organization is a subsidiary, please list the parent organization

City of Hampton

\_\_\_\_\_

www.hampton.gov/nece

Website URL of event or requesting organization, if available

Other non-profit, tax exempt, or governmental organization

What type of non-profit/charity/501c or governmental organization is this?

If Other, please provide

Your organization's federal taxpayer ID number

54-6001336

Your Canadian Government issue non-profit registration

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(CRA) Charity Status

(CRA) Charity Name

(CRA) Address

(CRA) City

(CRA) Province

(CRA) Country

Organization City

(CRA) Postal Code/Zip Code

Organization Address (line 1)

1296 Thomas St

Organization Address (line 2)

Hampton Clean City Commission

Organization Address (line

Hampton Virginia

Organization State/Province

Virginia 23669

Organization Zip/Postal Code
Organization Country

U.S.A

Organization Phone Number

767-727-1130

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)

hccc@hampton.gov

Contact Email Address

Were you referred by an employee or executive of our

Yes

company?

First Name of WM Referring Employee

Reb

Last Name of WM Referring Employee Clendenin Email Address of WM Referring Employee relenden@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. Reautification and community improvement programs; b. Litter awareness prevention and abatement programs Solid waste management aducation d. Water quality programs; 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** What are your organization's general & administrative costs, including fundraising, as a percentage of total revenue? 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? Please provide full name(s) of the WM employee(s) and type Greg Enterline advisor, a participant in some activities. of affiliation(s) with your organization. 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, shovals, 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, talevision segments, special tours, and signage, among other instruments, What is the reach of your organization? Local How many people does your organization serve annually? 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? 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 We receive funding from. donors, including level of support, 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 grent, 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?

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If Other, please provide.  Date of event	Are you requesting support for an event?	No			
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	Volunteer Contact Last Name		•	*** **	İ
Volunteer Contact Job Title Clean City Coordinator	·	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 Volunteers should dress appropriately for the weather. No special skills are provided. HCCC provides cleanup equipment and supplies, and water during hot weather. 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. Media & Advertising Are logo/promotional opportunities available for sponsors? 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 hccc@hamuton.gov sent to Please indicate how you plan to promote this program/event. Print Social media site(s) Web site(s) Other How many impressions do you expect? 1,001 - 9,999 interessions Additional Request Details Please note: All requests require a minimum of a 2-month Acknowledge lead time for our review process. Please note: Any cash donations awarded may require a Acknowledge minimum of 45 days to process once all paperwork is complete. Check Payee First Name City of Hampton Check Pavee Last Name Check Mailing Address (line 1) 1296 Thomas Street Check Mailing Address (line 2) Hampton Clean City Commission Check Payee City 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** 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. Attached are our FY2018 Budget, a draft of the sign design that we currently use, and two quotes showing the costs from spring 2017, 501(c)3 Verification Attachment Copy of organization W9 City of Hampton Completed W-9.pdf

Additional documentation to support your request (optional 1)

Additional documentation to support your request (optional 2)

Additional documentation to support your request (optional 3)

Additional documentation to support your request (optional 4)

### 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 newstetters 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

FY19 Budget Award.xls

FastSigns Quote 2017.pdf

QUOTE Hampton Adopt a Spot #5441.pdf

Adopt-A-Spot Sign, Final Design 2017 WM LOGO.pdf

Privacy Policy Terms Of Use ©2010-2018 Varsaid, All Rights Reserved 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

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From: Meade, Veronica

Sent: Friday, August 17, 2018 11:53 AM

To: Meade, Veronica <vmeade@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

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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

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From: Blanton, Debbie

Sent: Thursday, August 16, 2018 6:44 PM
To: Meade, Veronica < wmeade@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

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From: Meade, Veronica

Sent: Thursday, August 16, 2018 6:29 PM
To: Blanton, Debbie <a href="https://doi.org/blanton.gov/">https://doi.org/blanton.gov/</a>

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

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From: Blanton, Debbie

Sent: Thursday, August 16, 2018 5:54 PM
To: Meade, Veronica <<u>vmeade@hampton.gov</u>>

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 17<sup>th</sup>. 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: Subject: Green, Lori; Futrell, Nicole; DeProfio, Brian

Date:

RE: Waste Management Think Green Grant Routing 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 <a href="mailto:lgreen@hampton.gov">! Daughtrey, Karl <a href="mailto:kdaughtrey@hampton.gov">! Meade, Veronica</a>

<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 <a href="https://hccc@hampton.gov">hccc@hampton.gov</a>

### 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: Subject: Blanton, Debbie

Subject: Date: RE: Waste Management Think Green Grant 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



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





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

Gr	ant Title: Waste Management Think Green Grant
1.	<b>PRIMARY OR SUB-AWARD:</b> 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.	<b>PREVIOUS APPLICATIONS:</b> (Not including the current application) This grant was previously applied for during fiscal year(s); and was previously awarded during fiscal year(s).
	If previously awarded, provide all prior agenda 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):

Rev. 7.19.2017

so, please indicate in the space below t both.	will will not <u>require</u> matching funds/contributions. If the amount and whether the match is cash or in-kind, or
Required Match – CASH	Required Match – IN KIND
Amount: Cash \$	*Value of In-Kind \$
* Description:	
obligations for the City beyond the grant pe	al will O will not incur commitments or financial eriod. If it will, an authority memorandum from the City g future matching requirements and the time period must
C. <b>Resource Obligations</b> : This proposal will services provided by the City. If it will, sur attach to this Overview.	O will not • require special facilities, equipment and/or mmarize arrangements in a separate memorandum and
7. Sources of Grant and Matching Fu	nds:
Please identify the funding source of your gro	ant and any required or non-required matches.
For Federal grants, please provide the	e Federal Catalog Number (CFDA) and the grant number.
For State grants, the grant number mu	ust be supplied.
All grant matches must be supplied received a contribution/match from the been made with the City Manager's Contribution.	by the submitting department, unless they have historically the City's Matching Funds Pool or a special arrangement has Office-Budget Division.
If another City department, other the in-kind match, documentation to that	an the submitting department, will be providing a funding or teffect must be submitted along with this grant packet.
Federal \$	Federal Catalog NoFederal Grant NoState Grant No
b. Source of Matching Funds* (Please ch	eck all that apply.)
Department:	A marinh
Kuddet Line-liem:	Amount:
Budget Line-Item:	Amouni:

Rev. 7.19.2017

<ol><li>Proposed Budge</li></ol>
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# <u>City Department-Match</u> <u>Other Match(es)</u>

	Grant Total	Cash	In-Kind	Cash	In-Kind
Personnel Svcs					
Operating Exp.					
Capital Outlay					
Column Totals					

Grand Total:	
9. Additional information that will be how we apply for this grant. It is a simple grant that has no requirer	elpful to reviewers: Waste Management Inc requested that
we apply for this grant. It is a simple grant that has no require	Herits other than recognizing the organization.

From:

Holguin, 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 Holguin

Public Affairs Coordinator, Virginia, D.C., and Maryland <a href="mailto:sholgui1@wm.com">sholgui1@wm.com</a>

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

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# 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
lf 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.	and mannan tananganan menenggalahan menenggalahan Mantau Penertuan Penertuan Menertuan Menertuan Menertuan Men
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, shovets, 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			mine veetveeteleveetelelele	
Delivery Destination City				
Delivery Destination State				
Delivery Destination Zip				
/olunteer 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?		as waterway cleanups	the Adopt-A-Spot program s in the fall and early summ december.	
Volunteer Contact First Name	Debbie			
Volunteer Contact Last Name	Blanton			
Volunteer Contact Job Title	Clean City Coordinate			

Volunteer Contact Phone Number Any additional comments regarding the volunteer operations of the weather regarding the volunteer regarding the volunteer supported the page of the support of the weather. Pro appoint the page of the page of the support of the weather regarding to provide the signs. We have fairly for the weather regarding to provide the signs. We have fairly for the veather group and to the areas that are cleaned by them. They seem to make a difference in the community of the page of them. They seem to make a difference in the community of the page of the Autopet-A-Spot signs.  Wedde Management's Logo can be placed on the Autopet-A-Spot signs.  Wedde Management's Logo can be placed on the Autopet-A-Spot signs. We would very much appreciate your support of the Autopet-A-Spot signs.  Wedde Management's Logo can be placed on the Autopet-A-Spot signs. We would very much appreciate your support of the Autopet-A-Spot signs.  Wedde Management's Logo can be placed on the Autopet-A-Spot signs. We will not be large, because regarding the signs and case of the receiving proraps that can be provided individ an own web place.  Wedde Management's Logo can be placed on the Autopet-A-Spot signs. We can also have a photo opportunity with the signs and case of the receiving proraps that can be provided individ an own web place.  **Places provide subministration desidities**  **Introduction of the action of the receiving proraps that can be provided individ an own web place.  **Introduction of the action of the receiving proraps that can be provided individ an own web place.  **Introduction of the action of the receiving proraps that can be provided individually and the signs and case of the receiving proraps that can be provided individually and the signs and case of the receiving proraps that can be provided individually and the signs and case of the receiving proraps that can be provided individually and the signs and case of the receiving proraps that the signs and case of the receiving provided individually an	Mohinton Control Bhone Minner - Puternian Rt annit - 1-1-1	
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Check Payee Last Name Check Mailing Address (line 1) 1296 Thomas Street Check Mailing Address (line 2) Hampton Clean Gity Commission Check Payee City Hampton Check Payee State Virginia Check Payee State Virginia Check Payee Zip Code 23669 Billing Address Line 1 Billing Address Line 2 Billing City Billing State Billing City Billing Phone Number Billing Ip Code Billing Phone Number Billing Contact Name Attachments Additional Comments 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 you'th education, We look forward to have declarating people about the problem of litter Attached are our FY201B Budget, a draft of the sign design that we currently use, and two quotes showing the costs from spring 2017.	Please note: Any cash donations awarded may require a minimum of 45 days to process once all paperwork is	Acknowledge
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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?	

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