

Gina W. Hartsfield
Chair

Emory B. Williams
Founder

Daniel E. Stump
President and CEO

June 25, 2024

Captain Erica McKeithan
Hampton Sheriff's Office
1928 W Pembroke Ave
Hampton, VA 23661

Dear Ms. McKeithan:

Thank you for your recent response to the Building Bridges Implementation Funding Application, issued by the Institute for Intergovernmental Research (IIR) on behalf of the U.S. Department of Justice, Bureau of Justice Assistance. It is my pleasure to inform you that your team has been selected to receive subaward funding in the amount of up to \$230,000 to participate in this initiative. This funding may be used to support your efforts to launch a project planned during the Building Bridges fellowship, implement a new initiative, or enhance an existing initiative that aligns with the allowable funding categories outlined in the solicitation. Congratulations on being selected to participate in this exciting program!

This funding is provisional pending entering into a fully executed subaward agreement with IIR that sets forth the specific terms and conditions of this project. Please review the information below and that contained in the attached award package in its entirety to ensure timely initiation of your project.

Contracting Process

Attached are documents related to the subaward between IIR and Hampton, VA for the **Building Bridges Implementation Funding** project under the Comprehensive Opioid, Stimulant, and Substance Use Program (COSSUP). All documents should be completed and returned to COSSUP@iir.com no later than July 12th, 2024. Attached are the following:

- Draft Subaward Agreement with attachments—These documents are in draft form to provide your agency with the opportunity to review, provide information, and, if necessary, propose revisions. There are various items highlighted within the agreement and attachments that require information from your agency. After your review is completed, the redline documents should be returned to IIR. A final version of the Subaward Agreement with attachments will be sent for signature after IIR receives/reviews the redline documents and discussions are completed.
- Attachment D (Subcontractor Reporting Data Sheet)

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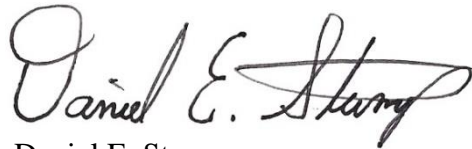
If you have questions regarding the contract process and/or financial requirements, please contact Ms. Mary Jo Dodd at mdodd@iir.com or (850) 300-7796. Ms. Kim Bianco, IIR subaward administrative coordinator, may also reach out to you for additional documentation, as needed.

Project Activity Requirements

As part of this implementation grant, please plan for your project team to participate in monthly calls with the Building Bridges coaches and staff. These calls will be mandatory and will be scheduled for 1 hour each. Building Bridges sites are also expected to submit monthly reports to provide updates on the performance and status of their projects.

IIR and its federal partners look forward to partnering with you on this important initiative. Please do not hesitate to contact us, via Ben Ekelund, with any questions at bekelund@iir.com.

Sincerely,

A handwritten signature in black ink that reads "Daniel E. Stump". The signature is written in a cursive, flowing style.

Daniel E. Stump
President and Chief Executive Officer

DES:be

Attachments