



Grant Routing Sheet

COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED

Date Routing Initiated: 5/1/2024 FB Application Due Date: 6/15/2024

Originating Department: Parks, Recreation & Leisure Services Department No.: 02-700

Submitter's Name: Nicole Dennis Direct Telephone No. (757) 726-6973

E-mail Address: ndennis@hampton.gov

Grant Title: USDA SFSP

Other Participating Departments: _____

BEFORE COMPLETING AN APPLICATION:

1. READ THE GENERAL INSTRUCTIONS. ND (Submitter's Initials)
2. COMPLETE GRANT PROPOSAL OVERVIEW. ND (Submitter's Initials)
3. DEPARTMENT HEAD
ORIGINATING DEPT. David McCauley Approved via email 5/2/24
Print Name Signature Date
4. ASSISTANT CITY
MANAGER Brian DeProffio Approved via email 5/1/24
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). ND (Submitter's Initials)
6. COMPLETE APPLICATION **EXCEPT** NECESSARY SIGNATURES. ND (Submitter's Initials)
7. CITY ATTORNEY Angela King Approved via email 5/8/24
Print Name Signature Date
8. BUDGET DIVISION Lori Green Approved via email 5/8/24
Print Name Signature Date
9. HUMAN RESOURCES Nicole Clark Approved via email 5/7/24
Print Name Signature Date

10. FINANCE DEPARTMENT	<u>Veronica Kmetz</u> Print Name	<u>Approved via Email</u> Signature	<u>5/7/24</u> Date
11. RISK MANAGEMENT	<u>Patricia Parker</u> Print Name	<u>Approved via Email</u> Signature	<u>5/7/24</u> Date

AFTER GRANT IS AWARDED:

- ✓ After the grant award has been received, and if there are no changes to the application or condition(s), the grant may now be placed in Granicus for City Council action.
- ✓ Reference "Quick Tips for Submitting Grants - City Council Agenda"



If there are **ANY** changes to **ANY** component of the grant, consult with your department's City Attorney for advice on whether to re-route the grant for second approval or continue with the placement of the grant on the Council agenda.



Grant Proposal Overview

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

Grant Title: USDA Summer Food Service Program 2023-2024

1. **PRIMARY OR SUB-AWARD:** Application will be submitted to: the agency that is the primary source of funding (City = Primary Awardee); the agency that has received the funds from another awarding agency (City = Sub-Awardee).

If the City is a Sub-Awardee, the agreement between the Primary Awardee and the agency to which the City is making application must be attached to this Overview.

2. **GRANT AWARD PERIOD:** If awarded, funds are expected to be received: in the current fiscal year only; in the current fiscal year and the future fiscal year(s) of 2025 or in the future fiscal year(s) of _____.

3. **PREVIOUS APPLICATIONS:** (Not including the current application) This grant was previously applied for during June 2022-2023 fiscal year(s); and was previously awarded during 2024 fiscal year(s).

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

16-0155/2016,17-0171/2017,18-02228/2018,19-0257/2019,20-0200/2020,21-0229, 22-0256,23-0217

4. **BACKGROUND/PURPOSE:**

The City of Hampton, Department of Parks, Recreation & Leisure Services, has served as a Sponsor for SFSP SINCE 1969. The City has obtained SFSP funds to continue feeding students under 18 years who attend any organized summer programs that are educational, cultural, and recreational. The objective of SFSP is to ensure that during the summer, children can continue receiving the same high-quality and nourishing meals provided during the school year through the National School Lunch Program. Generally, fifty percent of participating children qualify for free or reduced-priced meals under the National Summer Lunch Program.

5. TYPE OF GRANT EXPECTED TO BE AWARDED:

Cash Amount \$ \$176,619.20

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:

This is a reimbursable grant.

b. **Future Financial Obligations:** This proposal and/or the submitting department will will not incur or request commitments or financial obligations for/from the City beyond the grant period.

If it will, in the description box, please elaborate on the future financial obligation(s) for the grant:

Provide the future financial obligation amount(s) for the appropriate expenditure category below:

* Amount: \$ _____

Personnel Services

* Amount: \$ _____

Operating Expenses

* Amount: \$ _____

Capital Outlay

Provide information on the duration of the obligation and other relevant details below:

* Description:

* Grants with future financial obligations must be approved by the City Manager or her designee:

Approve

Disapprove

Signature _____

If it will not, please provide a description of how activities, programs, or positions funded by the grant will be addressed at the conclusion of the grant period:

* Description:

The food vendor, staff, and supplies utilized for the summer feeding program are submitted for reconciliation through the SNPWeb system as a reimbursement claim to the City.

c. **Resource Obligations:** This proposal will will not require special facilities, equipment and/or services provided by the City. If it will, summarize arrangements in a separate memorandum and attach to this Overview.

Description:

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.

a. **Source of Grant Funds** (Please check all that apply.)

Federal	\$ 176,619.20	Federal Catalog No.	_____
Pass Through	\$ _____	Federal Grant No.	_____
State	\$ _____	State Grant No.	_____
Foundation	\$ _____		
Private	\$ _____		

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

Department:	_____	Amount:	_____
Budget Line-Item:	_____	Amount:	_____
Budget Line-Item:	_____	Amount:	_____
Budget Line-Item:	_____	Amount:	_____

**If you are listing a funding source from a department other than your own, the Budget Division will need written authorization of agreement from the funding department.*

8. Proposed Budget:

	<u>City Department-Match</u>			<u>Other Matches</u>	
	Grant Total	Cash	In-Kind	Cash	In-Kind
Personnel Svcs	\$26,666.00				
Operating Exp.	\$149,953.20				
Capital Outlay					
Column Totals	\$176,619.20				

Grand Total: \$176,619.20

9. Additional information that will be helpful to reviewers:

The USDA Summer Food Service Program, only operates during the summer months; designed to serve youth and teens eligible for the National School Lunch Program during the school year. We anticipate that more than 1,500 students will participate in the Summer Food Service Program daily, representing more than 34,180 meals plus 32,945 supplements/snacks served.

As the summer season progresses, daily participation at "host sites" traditionally decreases due to factors such as family vacations or students enrolling in programs outside of the USDA parameters. The above factors and many different scenarios may cause initial meal/snack projections to be less towards the conclusion of the Summer Food Service Program.

The City of Hampton, School Service Division currently has over 15,000 youth/teens who qualify for free or reduced lunches under the National School Lunch Program. The City of Hampton Parks, Recreation & Leisure Service Department sponsored approximately 13 youth/teen servicing Agencies during the 2022-2023 fiscal year. The direct cost of the Summer Food Service Program is 100% funded by USDA. The Parks, Recreation & Leisure Services Department supplements the grant through coordination and indirect program cost.

The City of Hampton Parks, Recreation & Leisure Department is projecting to start Summer Camps and Summer Food Service Program, June 17- August 25, 2024. The Virginia Department of Education will conduct workshops and training for sponsorship staff and site personnel to ensure a quality program following guidelines and regulation adherence. In conclusion, The Summer Food Service Program is vital to the Community; it's the commitment of the Parks, Recreation & Leisure Service Department to continue soliciting partnership opportunities for growth.

Bullock, Tamara

From: McCauley, David
Sent: Thursday, May 2, 2024 4:50 PM
To: Bullock, Tamara
Subject: Re: USDA SFSP FY24-25 Grant Proposal

Approved

Sent from my iPhone

On May 2, 2024, at 3:35 PM, Bullock, Tamara <tamara.bullock@hampton.gov> wrote:

Dave,
Attached is the updated proposal. Please let me know if you approve.

Thanks

Tamara Bullock, MPA, CPRP
Business Services Administrator
(757)727-8319
<image001.png>

From: Bullock, Tamara
Sent: Thursday, May 2, 2024 1:04 PM
To: McCauley, David <david.mccauley@hampton.gov>
Subject: RE: USDA SFSP FY24-25 Grant Proposal

That is a document from SNPWeb, we can have Nicole make the changes in the system. Ordinarily she is the Director for the program and authorized rep.

Thanks

Tamara Bullock, MPA, CPRP
Business Services Administrator
(757)727-8319
<image001.png>

From: McCauley, David <david.mccauley@hampton.gov>
Sent: Thursday, May 2, 2024 12:21 PM
To: Bullock, Tamara <tamara.bullock@hampton.gov>
Subject: RE: USDA SFSP FY24-25 Grant Proposal

I noticed one error on the form. On page 11, it has Nicole listed as the Director for Authorized Representative.

<image002.png>

<image003.png>

From: Bullock, Tamara <tamara.bullock@hampton.gov>

Sent: Thursday, May 2, 2024 12:02 PM

To: McCauley, David <david.mccauley@hampton.gov>

Subject: USDA SFSP FY24-25 Grant Proposal

Dave,

Attached is the USDA grant proposal for this upcoming summer at the centers. Please review and approve. Once you approve I will route to the grant committee for approval.

Thanks

Tamara Bullock, MPA, CPRP

Business Services Administrator

Parks, Recreation & Leisure Services

(757)727-8319

<image001.png>

<PRLS - USDA SFSP Grant Proposal FY24-25.rev.tb.pdf>

Bullock, Tamara

From: Kmetz, Veronica
Sent: Tuesday, May 7, 2024 3:34 PM
To: Bullock, Tamara; DeProfio, Brian; Green, Lori; King, Angela; Clark, Nicole; Parker, Patricia
Cc: McCauley, David
Subject: RE: PRLS USDA SFSP Grant Proposal

Finance approves.

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



From: Bullock, Tamara <tamara.bullock@hampton.gov>
Sent: Tuesday, May 7, 2024 2:50 PM
To: DeProfio, Brian <bdeprofio@hampton.gov>; Green, Lori <lgreen@hampton.gov>; King, Angela <angela.king@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
Cc: McCauley, David <david.mccauley@hampton.gov>
Subject: PRLS USDA SFSP Grant Proposal

Good Afternoon All,

Attached is the grant proposal for the USDA Summer Feeding Service Program (SFSP) for this summer. This is an annual grant that the department utilizes to feed youth in the community and youth in our summer programs. Please review for approval to apply. Dave has approved this grant for routing. Please let us know if you have any questions.

Thanks

Tamara Bullock, MPA, CPRP
Business Services Administrator
Parks, Recreation & Leisure Services
(757)727-8319



Bullock, Tamara

From: Clark, Nicole
Sent: Tuesday, May 7, 2024 4:40 PM
To: Bullock, Tamara; DeProfio, Brian; Green, Lori; King, Angela; Kmetz, Veronica; Parker, Patricia
Cc: McCauley, David
Subject: RE: PRLS USDA SFSP Grant Proposal

Human Resources approves

Nicole M. Clark, Director (she/her)
MSHRM, SPHR, IPMA-SCP, SHRM-SCP
City of Hampton
22 Lincoln Street
Hampton, Virginia 23669
P: 757-727-6522 F:757-727-6449



From: Bullock, Tamara <tamara.bullock@hampton.gov>
Sent: Tuesday, May 7, 2024 2:50 PM
To: DeProfio, Brian <bdeprofio@hampton.gov>; Green, Lori <lgreen@hampton.gov>; King, Angela <angela.king@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
Cc: McCauley, David <david.mccauley@hampton.gov>
Subject: PRLS USDA SFSP Grant Proposal

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Thanks

Tamara Bullock, MPA, CPRP
Business Services Administrator
Parks, Recreation & Leisure Services
(757)727-8319



Bullock, Tamara

From: Parker, Patricia
Sent: Tuesday, May 7, 2024 5:38 PM
To: Bullock, Tamara; DeProfio, Brian; Green, Lori; King, Angela; Kmetz, Veronica; Clark, Nicole
Cc: McCauley, David
Subject: RE: PRLS USDA SFSP Grant Proposal

Risk approves. Thank you!

*Patricia L. Parker, ARM
Risk Manager
City of Hampton
Department of Risk Management
(757) 727-6386*



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From: Bullock, Tamara
Sent: Tuesday, May 7, 2024 2:50 PM
To: DeProfio, Brian <bdeprofio@hampton.gov>; Green, Lori <lgreen@hampton.gov>; King, Angela <angela.king@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
Cc: McCauley, David <david.mccauley@hampton.gov>
Subject: PRLS USDA SFSP Grant Proposal

Good Afternoon All,

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Thanks

Tamara Bullock, MPA, CPRP
Business Services Administrator
Parks, Recreation & Leisure Services
(757)727-8319

Bullock, Tamara

From: DeProfio, Brian
Sent: Tuesday, May 7, 2024 6:39 PM
To: Bullock, Tamara
Cc: Green, Lori; King, Angela; Kmetz, Veronica; Clark, Nicole; Parker, Patricia; McCauley, David
Subject: RE: PRLS USDA SFSP Grant Proposal

10-4. I approve. Thanks

From: Bullock, Tamara <tamara.bullock@hampton.gov>
Sent: Tuesday, May 7, 2024 6:09 PM
To: DeProfio, Brian <bdeprofio@hampton.gov>
Cc: Green, Lori <lgreen@hampton.gov>; King, Angela <angela.king@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; McCauley, David <david.mccauley@hampton.gov>
Subject: Re: PRLS USDA SFSP Grant Proposal

Hi Brian,

The box for "will not" require a match should be checked. This grant does not require a match, however it is reimbursable. I will make this update, include Angela's suggestions and re-route the proposal with the changes.

Thanks

Tamara Bullock, MPA, CPRP
Business Services Administrator
Hampton Parks, Recreation & Leisure Services
757-727-8319

On May 7, 2024, at 5:55 PM, DeProfio, Brian <bdeprofio@hampton.gov> wrote:

Does this require a match? Both does and does not appear to be checked. Thanks

Sent from my iPad

On May 7, 2024, at 2:49 PM, Bullock, Tamara <tamara.bullock@hampton.gov> wrote:

Good Afternoon All,

Attached is the grant proposal for the USDA Summer Feeding Service Program (SFSP) for this summer. This is an annual grant that the department utilizes to feed youth in the community and youth in our summer programs. Please review for approval to apply. Dave has approved this grant for routing. Please let us know if you have any questions.

Thanks

Tamara Bullock, MPA, CPRP
Business Services Administrator

Bullock, Tamara

From: King, Angela
Sent: Wednesday, May 8, 2024 3:07 PM
To: Bullock, Tamara
Cc: Dennis, Nicole
Subject: Re: PRLS USDA SFSP Grant Proposal

Thanks - I'm fine with 2016 (how long have we been getting this funding for?). I asked, because instead of listing out multiple years, you might be able to just say something like "annually since x year".

With these changes, legal approves.
Sent from my iPhone

On May 8, 2024, at 2:57 PM, Bullock, Tamara <tamara.bullock@hampton.gov> wrote:

Hi Angela,
I finally had a chance to review, and no we didn't need to add additional years. If so, which years do you suggest? Going back to 2016 may suffice. I have added the amount to #7a, without the Federal Catalog No. As stated to Brian, I will re-route the proposal with the updated information.

Thanks

Tamara Bullock, MPA, CPRP
Business Services Administrator
(757)727-8319
<image001.png>

From: Bullock, Tamara
Sent: Tuesday, May 7, 2024 5:51 PM
To: King, Angela <angela.king@hampton.gov>
Cc: Dennis, Nicole <ndennis@hampton.gov>
Subject: Re: PRLS USDA SFSP Grant Proposal

I will have to look at it from my computer for the resolution numbers, I'm responding from my phone. The document that I looked at earlier that was routed didn't list the amount in federal and it could have been added after your review last year. We can add it if need be. I looked at 2022, not last year.

Tamara Bullock, MPA, CPRP
Business Services Administrator
Hampton Parks, Recreation & Leisure Services
757-727-8319

On May 7, 2024, at 5:46 PM, King, Angela <angela.king@hampton.gov> wrote:

I'm not asking you take years out of Section 3, I'm actually asking if there should be additional years included. And, we have listed the federal dollar amount in Section 7. I'm attaching a document from a previous year to show what I mean. Thanks.

Angela King
Deputy City Attorney
City of Hampton
22 Lincoln Street
Hampton, VA 23669
P: (757) 727-6754
F: (757) 727-6144
angela.king@hampton.gov

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From: Bullock, Tamara <tamara.bullock@hampton.gov>
Sent: Tuesday, May 7, 2024 5:43 PM
To: King, Angela <angela.king@hampton.gov>
Cc: Dennis, Nicole <ndennis@hampton.gov>
Subject: Re: PRLS USDA SFSP Grant Proposal

Understood, no we have never listed an amount in the Federal section. And I will take the years out before we submit it to Granicus.

Thanks
Tamara Bullock, MPA, CPRP
Business Services Administrator
Hampton Parks, Recreation & Leisure Services
757-727-8319

On May 7, 2024, at 5:39 PM, King, Angela <angela.king@hampton.gov> wrote:

Thanks, some notes below in red.

Angela King

Deputy City Attorney
City of Hampton
22 Lincoln Street
Hampton, VA 23669
P: (757) 727-6754
F: (757) 727-6144
angela.king@hampton.gov

<image001.png>

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From: Bullock, Tamara <tamara.bullock@hampton.gov>
Sent: Tuesday, May 7, 2024 5:08 PM
To: King, Angela <angela.king@hampton.gov>; Dennis, Nicole <ndennis@hampton.gov>
Subject: RE: PRLS USDA SFSP Grant Proposal

Please see responses below and the packet has been updated.

1. Title: No, the year is correct; last year it was 2022-2023. It's not our FY but USDA's year. It overlaps fiscal years 2023 and 2024.
Okay, thanks!
2. #3: The form stated to list all prior agenda item numbers and the dates. *Yes, I think the agenda items should be listed – it's more the first two blanks (June 2022-2023 and then 2024), should those list more years than what is currently listed? And, one of the listed agenda items (18-02228/2018) seems to have an extra number in it.*
3. #6: Please find the proposal attached and it should be "will not require". *Great, thanks!*
4. #7: We have never completed this section in the past. However, I will defer this question to Nicole to see if she is able to provide the Federal Catalog No. *I think you've usually put the dollar amount in there (for Federal \$) but not the catalogue number.*
5. #9: Yes, the change was made. And words were missing behind the word during in the 3rd paragraph. *Great, thanks!*

Thanks
Tamara Bullock, MPA, CPRP
Business Services Administrator
(757)727-8319

From: King, Angela <angela.king@hampton.gov>
Sent: Tuesday, May 7, 2024 4:21 PM

To: Bullock, Tamara <tamara.bullock@hampton.gov>; Dennis, Nicole <ndennis@hampton.gov>

Subject: RE: PRLS USDA SFSP Grant Proposal

Attached with some questions/notes in red font. Thanks!

Angela King
Deputy City Attorney
City of Hampton
22 Lincoln Street
Hampton, VA 23669
P: (757) 727-6754
F: (757) 727-6144
angela.king@hampton.gov

<image001.png>

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From: Bullock, Tamara <tamara.bullock@hampton.gov>

Sent: Tuesday, May 7, 2024 3:41 PM

To: Kmetz, Veronica <veronica.kmetz@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Green, Lori <lgreen@hampton.gov>; King, Angela <angela.king@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Parker, Patricia <pparker@hampton.gov>

Cc: McCauley, David <david.mccauley@hampton.gov>

Subject: RE: PRLS USDA SFSP Grant Proposal

Thank you!

Tamara Bullock, MPA, CPRP

Business Services Administrator

(757)727-8319

From: Kmetz, Veronica <veronica.kmetz@hampton.gov>

Sent: Tuesday, May 7, 2024 3:34 PM

To: Bullock, Tamara <tamara.bullock@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Green, Lori <lgreen@hampton.gov>; King, Angela <angela.king@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Parker, Patricia <pparker@hampton.gov>

Cc: McCauley, David <david.mccauley@hampton.gov>

Subject: RE: PRLS USDA SFSP Grant Proposal

Finance approves.

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

From: Bullock, Tamara <tamara.bullock@hampton.gov>
Sent: Tuesday, May 7, 2024 2:50 PM
To: DeProfio, Brian <bdeprofio@hampton.gov>; Green, Lori <lgreen@hampton.gov>; King, Angela <angela.king@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
Cc: McCauley, David <david.mccauley@hampton.gov>
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Thanks
Tamara Bullock, MPA, CPRP
Business Services Administrator
Parks, Recreation & Leisure Services
(757)727-8319

<PRLS USDA Grant Proposal Overview.Updated(TB).pdf>

Bullock, Tamara

From: Kmetz, Veronica
Sent: Wednesday, May 8, 2024 3:35 PM
To: Bullock, Tamara; DeProfio, Brian; Green, Lori; King, Angela; Clark, Nicole; Parker, Patricia
Cc: McCauley, David
Subject: RE: PRLS USDA SFSP Grant Proposal

Finance approves.

Thanks.

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



From: Bullock, Tamara <tamara.bullock@hampton.gov>
Sent: Wednesday, May 8, 2024 3:15 PM
To: DeProfio, Brian <bdeprofio@hampton.gov>; Green, Lori <lgreen@hampton.gov>; King, Angela <angela.king@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
Cc: McCauley, David <david.mccauley@hampton.gov>
Subject: RE: PRLS USDA SFSP Grant Proposal

Good Afternoon All,
Attached is the updated Grant Proposal Overview, with changes to #6 – this grant “will not” require a match; however it is reimbursable. The fund amount was added to #7. And this grant will service summer camp programs for FY24. And Legal approves, thanks Angela!

Thanks
Tamara Bullock, MPA, CPRP
Business Services Administrator
(757)727-8319



From: Bullock, Tamara
Sent: Tuesday, May 7, 2024 8:05 PM
To: DeProfio, Brian <bdeprofio@hampton.gov>
Cc: Green, Lori <lgreen@hampton.gov>; King, Angela <angela.king@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; McCauley, David <david.mccauley@hampton.gov>
Subject: Re: PRLS USDA SFSP Grant Proposal

Thank you!

Tamara Bullock, MPA, CPRP
Business Services Administrator
Hampton Parks, Recreation & Leisure Services
757-727-8319

On May 7, 2024, at 6:38 PM, DeProfio, Brian <bdeprofio@hampton.gov> wrote:

10-4. I approve. Thanks

From: Bullock, Tamara <tamara.bullock@hampton.gov>
Sent: Tuesday, May 7, 2024 6:09 PM
To: DeProfio, Brian <bdeprofio@hampton.gov>
Cc: Green, Lori <lgreen@hampton.gov>; King, Angela <angela.king@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; McCauley, David <david.mccauley@hampton.gov>
Subject: Re: PRLS USDA SFSP Grant Proposal

Hi Brian,
The box for "will not" require a match should be checked. This grant does not require a match, however it is reimbursable. I will make this update, include Angela's suggestions and re-route the proposal with the changes.

Thanks
Tamara Bullock, MPA, CPRP
Business Services Administrator
Hampton Parks, Recreation & Leisure Services
757-727-8319

On May 7, 2024, at 5:55 PM, DeProfio, Brian <bdeprofio@hampton.gov> wrote:

Does this require a match? Both does and does not appear to be checked. Thanks

Sent from my iPad

On May 7, 2024, at 2:49 PM, Bullock, Tamara <tamara.bullock@hampton.gov> wrote:

Good Afternoon All,
Attached is the grant proposal for the USDA Summer Feeding Service Program (SFSP) for this summer. This is an annual grant that the department utilizes to feed youth in the community and youth in our summer programs. Please review for approval to apply. Dave has approved this grant for routing. Please let us know if you have any questions.

Thanks

Tamara Bullock, MPA, CPRP

Business Services Administrator

Parks, Recreation & Leisure Services

(757)727-8319



<PRLS - USDA SFSP Grant Proposal FY24-25.rev.tb.pdf>

<image001.png>

Bullock, Tamara

From: Green, Lori
Sent: Wednesday, May 8, 2024 6:07 PM
To: Bullock, Tamara; DeProfio, Brian; King, Angela; Kmetz, Veronica; Clark, Nicole; Parker, Patricia
Cc: McCauley, David
Subject: RE: PRLS USDA SFSP Grant Proposal

Hello, the Budget Division approves the grant application. Thank you.

From: Bullock, Tamara <tamara.bullock@hampton.gov>
Sent: Wednesday, May 8, 2024 3:15 PM
To: DeProfio, Brian <bdeprofio@hampton.gov>; Green, Lori <lgreen@hampton.gov>; King, Angela <angela.king@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
Cc: McCauley, David <david.mccauley@hampton.gov>
Subject: RE: PRLS USDA SFSP Grant Proposal

Good Afternoon All,
Attached is the updated Grant Proposal Overview, with changes to #6 – this grant “will not” require a match; however it is reimbursable. The fund amount was added to #7. And this grant will service summer camp programs for FY24. And Legal approves, thanks Angela!

Thanks

Tamara Bullock, MPA, CPRP
Business Services Administrator
(757)727-8319



From: Bullock, Tamara
Sent: Tuesday, May 7, 2024 8:05 PM
To: DeProfio, Brian <bdeprofio@hampton.gov>
Cc: Green, Lori <lgreen@hampton.gov>; King, Angela <angela.king@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; McCauley, David <david.mccauley@hampton.gov>
Subject: Re: PRLS USDA SFSP Grant Proposal

Thank you!

Tamara Bullock, MPA, CPRP
Business Services Administrator
Hampton Parks, Recreation & Leisure Services
757-727-8319

On May 7, 2024, at 6:38 PM, DeProfio, Brian <bdeprofio@hampton.gov> wrote:

10-4. I approve. Thanks

From: Bullock, Tamara <tamara.bullock@hampton.gov>
Sent: Tuesday, May 7, 2024 6:09 PM
To: DeProfio, Brian <bdeprofio@hampton.gov>
Cc: Green, Lori <lgreen@hampton.gov>; King, Angela <angela.king@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; McCauley, David <david.mccauley@hampton.gov>
Subject: Re: PRLS USDA SFSP Grant Proposal

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Business Services Administrator
Hampton Parks, Recreation & Leisure Services
757-727-8319

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Thanks
Tamara Bullock, MPA, CPRP
Business Services Administrator
Parks, Recreation & Leisure Services
(757)727-8319

Bullock, Tamara

From: Dennis, Nicole
Sent: Thursday, May 30, 2024 1:51 PM
To: Bullock, Tamara
Subject: FW: [EXTERNAL] SNPWeb Application Packet Notification

Thanks!

Nicole Dennis | Community Center Manager | **Parks, Recreation & Leisure Services** | O: 757-825-4676



From: VDOE School Nutrition (No Reply) <vdoe_do_not_reply@cnpus.com>
Sent: Thursday, May 30, 2024 12:37 PM
To: Dennis, Nicole <ndennis@hampton.gov>
Subject: [EXTERNAL] SNPWeb Application Packet Notification

NOTIFICATION EMAIL FOR SFSP APPLICATION PACKET

SNPWeb
Virginia Department of Education
Office of School Nutrition Programs

Thank you for submitting your Application Packet for the Summer Food Service Program. Your application packet has been APPROVED.

Sponsor Name: Hampton Parks And Recreation
Sponsor ID: 4136
Program Year: 2023/2024
Program: Summer Food Service Program (SFSP)
Application Packet Status: Approved

2023 - 2024 SFSP Budget Detail

4136 Status: Active

Hampton Parks And Recreation

22 Lincoln Street 5th Floor, City Hall
Hampton, VA 23669

Budget Version: Original

Operating Reimbursement

Meal	Sites	Total Meals	Total
Breakfast	0	0	\$0.00
Lunch	11	18,950	\$89,444.00
Snack	11	18,491	\$20,340.10
Supper	3	650	\$3,068.00
Sub Total			\$112,852.10

Administrative Reimbursement

Meal	Sites	Total Meals	Total
Breakfast	0	0	\$0.00
Lunch	11	18,950	\$7,769.50
Snack	11	18,491	\$1,941.56
Supper	3	650	\$266.50
Sub Total			\$9,977.56

Projected Operating Costs: Labor

Executive Staff	\$0.00
Management Staff	\$0.00
Staff	\$7150.00
Total Projected Operating Costs: Labor	
	\$7,150.00

Projected Administrative Costs: Labor

Executive Staff	\$13544.00
Management Staff	\$5972.00
Staff	\$0.00
Total Projected Administrative Costs: Labor	
	\$19,516.00

Projected Operating Costs

Total Food Expenses	\$ 122,829.66
Facilities and Space	\$ 0.00
Supplies and Equipment	\$ 5,000.00
Purchased Services	\$ 0.00
Financial Costs	\$ 0.00

Media Costs	\$	1,000.00
Contracting Organization Costs (Sponsoring Organization Only)	\$	0.00
Total Operating Costs		\$135,979.66

Projected Administrative Costs

Facilities and Space	\$	0.00
Supplies and Equipment	\$	0.00
Purchased Services	\$	0.00
Financial Costs	\$	0.00
Media Costs	\$	0.00
Contracting Organization Cost	\$	0.00
Professional Memberships/Training/Conferences	\$	0.00
Projected Administrative Costs		\$19,516.00

Cost Reimbursement Summary

Total SFSP Costs		\$155,495.66
Total SFSP Reimbursement		\$122,829.66
Excess SFSP revenue amount from the prior program year or previous participation in SFSP	\$	0.00
Amount from other funding resources (e.g. grant, donations)	\$	32,666.00
Other funding resources	CARES FUNDS/GENERAL FUNDS	
Balance		\$0.00

Misc.

Identify how excess funds will be used:

- Used to improve the meal service or other aspects of the SFSP
- Kept for next year's SFSP operations
- Pay for allowable costs of the other child nutrition programs

Is there a rental agreement, lease, or contract associated for any of the non-food costs listed above? Yes No

Certification

- I certify that the information on this form, and supporting documents, is true and correct and that I will immediately report to the Virginia Department of Education any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The Virginia Department of Education may verify information; and the deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

**SFSP Sponsor Application
For School Year: 2023 - 2024**

4136 Status: Active

Hampton Parks And Recreation

22 Lincoln Street 5th Floor, City Hall
Hampton, VA 23669

Code Warning Description

201264 Since you received \$750,000 or more in TOTAL federal funds, you must complete the Annual Audit request form located under the Applications menu.

Version: Original

Sponsor Type

1. Type of Agency: Government Agency
2. Type of SFSP Organization: Unit of Government

Street Address

3. Address Line 1: 22 Lincoln Street 5th Floor, City Hall
Address Line 2:
4. City: Hampton
5. State: VA Zip: 23669

Mailing Address

6. Address Line 1: 22 Lincoln Street 5th Floor, City Hall
Address Line 2:
7. City: Hampton
8. State: VA Zip: 23669

Summer Food Service Contact

- | | Salutation | First Name | M.I. | Last Name |
|--|----------------|---------------------|------|-----------|
| 9. Name: | | Nicole | | Dennis |
| 10. Email Address:  | | ndennis@hampton.gov | | |
| 11. Phone: | (757) 727-6648 | Ext: 6648 | Fax: | |
| 12. Title: | Administrator | | | |

Director for Government Agency

- | | Salutation | First Name | M.I. | Last Name |
|--|----------------|----------------------------|------|----------------|
| 13. Name: | Mr. | David | J | McCauley |
| 14. Email Address:  | | david.mccauley@hampton.gov | | |
| 15. Phone: | (757) 727-6474 | Ext: 6474 | Fax: | (757) 727-8313 |
| 16. Title: | Director | | | |

Reimbursement Claims Official

- | | Salutation | First Name | M.I. | Last Name |
|--|--------------------------|---------------------|------|----------------|
| 17. Name: | Ms. | Nicole | | Dennis |
| 18. Date of Birth: | 04/12/1975 (mm/dd/yyyy) | | | |
| 19. Email Address:  | | ndennis@hampton.gov | | |
| 20. Phone: | (757) 726-6973 | Ext: 6973 | Fax: | (757) 727-8318 |
| 21. Title: | Community Center Manager | | | |

Monitoring Contact

	Salutation	First Name	M.I.	Last Name
22. Name:	Mrs.	Karen		Stowers
23. Date of Birth:		07/21/1957 (mm/dd/yyyy)		
24. Email Address:		karen.stowers@hampton.gov		
25. Phone:	(757) 727-1160	Ext: 1160	Fax:	(757) 727-1602
26. Title:	Food Program Director			

Alternate Contact

	Salutation	First Name	M.I.	Last Name
27. Name:	Mrs.	Tamara		Bullock
28. Date of Birth:		09/25/1974 (mm/dd/yyyy)		
29. Email Address:		Tamara.bullock@hampton.gov		
30. Phone:	(757) 727-8319	Ext:	Fax:	(757) 727-8314
31. Title:	Administrator			

Training

32. Name of person conducting training for administrative personnel: Nicole Dennis
Dates of administrative personnel training: 05/16/2024
33. Name of person conducting training for site personnel: Karen Stowers
Dates of site personnel training: 05/16/2024

Ethnicity Data

Provide the ethnic makeup of the participants served by the Sponsor's service area.

34. Geographic Area (enter percentages):

To obtain the racial/ethnic data for your geographical area please click [HERE](#)

Hispanic or Latino:	6.60 %
Non-Hispanic or Latino:	93.40 %

Racial Data

Provide the racial makeup of the participants served by the Sponsor's service area.

35. Geographic Area (enter percentages):

To obtain the racial/ethnic data for your geographical area please click [HERE](#)

American Indian or Alaskan Native:	0.30 %
Asian:	2.10 %
Black or African American:	49.00 %
Native Hawaiian or Pacific Islander:	0.10 %
White:	38.70 %

36. Describe efforts to assure that minority populations have equal opportunity to participate in the program.

We offer presentations to schools, libraries, churches, and daycare facilities to share valuable information.

37. Describe efforts to contact minority and grassroots organizations about the opportunity to participate in the program.

We will distribute information through social media, Hampton City Schools, Libraries, Churches, and Daycare, and also send all students an internal Hampton City School Director. We will utilize local newspapers and media companies to distribute information.

General Questions

38. Will the Sponsor be requesting Advance Payments? Yes No
39. Does this Sponsor wish to receive USDA Foods? (Eligibility is determined by State agency.) Yes No
40. Does your agency provide year round public services to the community(ies) other than operating the SFSP? Yes No

If **Yes**, then list the services provided: Kids Cafe, Hampton Food Bank

If **No**, which of the following circumstance applies?

If **Other**, please describe.

41. Was your organization ever terminated or determined to have been seriously deficient in its operation of the SFSP or any other Child Nutrition Program? Yes No
42. Describe the method used to secure corrective action if problems are observed at a site, including plans and timeframes for follow up and an explanation of when a site would be closed.

We will conduct on-site training for locations with issues and daily staff monitoring to ensure compliance. Over two weeks of monitoring, sites continually inconsistent with the following standards will be changed/removed from personnel or maybe shut down.

43. Has the Sponsor expended \$750,000 or more in TOTAL federal funds for any programs administered? Yes No
44. List any federal agency providing financial support to your agency or enter "None".

Attached is the Audit Report, the Community Block Grant, Entitlement Grant (HUD), and Grassroot Mini Grants.

Certification

45. I hereby certify that neither the Sponsor nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the state agency any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The state agency may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of the Sponsor, I hereby agree to comply with all state and federal laws and regulations governing the Child Nutrition Programs administered by the state agency. In accordance with Federal law and U.S. Department of Agriculture policy, this Sponsor does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

**SFSP Sponsor Application
For School Year: 2023 - 2024**

4136 Status: Active

Hampton Parks And Recreation

22 Lincoln Street 5th Floor, City Hall
Hampton, VA 23669

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25. Phone:	(757) 727-1160	Ext: 1160	Fax:	(757) 727-1602
26. Title:	Food Program Director			

Alternate Contact

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28. Date of Birth:	09/25/1974 (mm/dd/yyyy)			
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2023 - 2024 SFSP Management Plan

4136 Status: Active

Hampton Parks And Recreation

22 Lincoln Street 5th Floor, City Hall
Hampton, VA 23669

Management Plan Version: Original

Authorized Representative

	Salutation	First Name	Last Name
Name:	Mr.	David	McCauley
Date of Birth:	06/24/1961 (mm/dd/yyyy)		
Title:	Director		
Email Address:	david.mccauley@hampton.gov		
Phone:	(757) 727-6474	Ext:	Fax:

Please list all the names you've gone by in the last 10 years if different from the one listed on this application:

Mailing Address

Address Line 1: 22 Lincoln Street 5th Floor
 Address Line 2: 249 West Chamberlin Street
 City: Hampton
 State: VA Zip: 23669 [USPS Zip Code Lookup](#)

Administrative Staff - These personnel include the office staff (assistants, clerks, bookkeepers, and secretaries), area supervisors, and monitors.

Name: Nicole Dennis Position title: Community Center Manager
 Has this person attended the mandatory SFSP training provided by VDOE this program year? Yes No
 If this is a returning Sponsor, is this person performing the same function in SFSP as last year? Yes No N/A

Name: Karen Stowers Position title: Summer Lunch Program Director
 Has this person attended the mandatory SFSP training provided by VDOE this program year? Yes No
 If this is a returning Sponsor, is this person performing the same function in SFSP as last year? Yes No N/A

Name: Richard Hall Position title: Food Monitor
 Has this person attended the mandatory SFSP training provided by VDOE this program year? Yes No
 If this is a returning Sponsor, is this person performing the same function in SFSP as last year? Yes No N/A

Name: Sabrina Green Position title: Food Monitor
 Has this person attended the mandatory SFSP training provided by VDOE this program year? Yes No
 If this is a returning Sponsor, is this person performing the same function in SFSP as last year? Yes No N/A

Name: Position title:
 Has this person attended the mandatory SFSP training provided by VDOE this program year? Yes No
 If this is a returning Sponsor, is this person performing the same function in SFSP as last year? Yes No N/A

Administrative Personnel

Duties performed	Number of personnel in this position	Training Date
Overall Management	2	03/28/2024

Claims Preparation	2	03/28/2024
Accounting	2	03/28/2024
Training/Monitoring	4	05/16/2024

Operational Personnel

Duties performed	Number of personnel in this position	Training Date (Sponsor provided training)
Site Supervision	14	05/16/2024
Food Service	3	05/16/2024
Volunteer		

Sponsor Monitoring Plan

Have you developed a plan to ensure all required monitoring visits will be conducted?

Yes

No

Created By: nicole.dennis on: 2/5/2024 12:44:06 PM Modified By: nicole.dennis on: 5/2/2024 2:55:37 PM