

# HAMPTON VA

## Grant Routing Sheet

**\*COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED\***

Date Routing Initiated: 7/28/2020 Application Due Date: \_\_\_\_\_  
Originating Department: Community Development Department No.: 805  
Submitter's Name: Steve Shapiro Direct Telephone No. (757) 592-6720  
E-mail Address: sshapiro@hampton.gov  
Grant Title: Local Building Department Virtual Training Support  
Other Participating Departments: N/A

### BEFORE COMPLETING AN APPLICATION:

1. READ THE GENERAL INSTRUCTIONS. SS (Submitter's Initials)
2. COMPLETE GRANT PROPOSAL OVERVIEW. SS (Submitter's Initials)
3. DEPARTMENT HEAD  
ORIGINATING DEPT. Terry O'Neill Terry O'Neill 7/28/20  
Print Name Signature Date
4. ASSISTANT CITY  
MANAGER Brian DeProfo Brian DeProfo 7/30/20  
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). SS (Submitter's Initials)
6. COMPLETE APPLICATION **EXCEPT** NECESSARY SIGNATURES. SS (Submitter's Initials)
7. CITY ATTORNEY \_\_\_\_\_  
Print Name Signature Date
8. BUDGET DIVISION \_\_\_\_\_  
Print Name Signature Date
9. HUMAN RESOURCES \_\_\_\_\_  
Print Name Signature Date

10. FINANCE DEPARTMENT

Veronica Kmetz  
Print Name

Veronica Kmetz  
Signature

7/29/2020  
Date

11. RISK MANAGEMENT

Joe Sanders  
Print Name

Joe Sanders  
Signature

7-30-2020  
Date

**AFTER GRANT IS AWARDED:**

- ✓ After the grant award has been received, and if there 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.

## Graves, Kristie

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**From:** Graves, Kristie  
**Sent:** Wednesday, August 05, 2020 11:14 AM  
**To:** Graves, Kristie  
**Subject:** FW: Virginia DHCD Grant - Review & Approval

**From:** DeProfio, Brian  
**Sent:** Thursday, July 30, 2020 2:45 PM  
**To:** O'Neill, Terry <[toneill@hampton.gov](mailto:toneill@hampton.gov)>  
**Cc:** Green, Lori <[lgreen@hampton.gov](mailto:lgreen@hampton.gov)>  
**Subject:** Grant

Dear Terry,

I have signed off on the attached grant form with the understanding that replacement of any equipment bought under this grant when its useful life ends would be the responsibility of CDD and not the PC replacement program or other sources of funds not currently available in CDD's budget.

Thanks,  
Brian

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**From:** Brown, Bonnie <[bonnie.brown@hampton.gov](mailto:bonnie.brown@hampton.gov)>  
**Sent:** Monday, August 03, 2020 2:25 PM  
**To:** Graves, Kristie <[kristie.graves@hampton.gov](mailto:kristie.graves@hampton.gov)>  
**Cc:** Campana, Christina <[ccampana@hampton.gov](mailto:ccampana@hampton.gov)>; Shapiro, Steve <[sshapiro@hampton.gov](mailto:sshapiro@hampton.gov)>; Ivery, Cheran <[cheran.ivery@hampton.gov](mailto:cheran.ivery@hampton.gov)>  
**Subject:** RE: Virginia DHCD Grant - Review & Approval

Hi Kristie –

It doesn't look like I can electronically sign this, but I have reviewed and approve the grant package that you attached. I also just approved the Granicus item. Let me know if you need anything else.

Thanks,  
Bonnie

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**From:** Green, Lori <[lgreen@hampton.gov](mailto:lgreen@hampton.gov)>  
**Sent:** Thursday, July 30, 2020 11:01 AM  
**To:** Graves, Kristie <[kristie.graves@hampton.gov](mailto:kristie.graves@hampton.gov)>  
**Cc:** Shapiro, Steve <[sshapiro@hampton.gov](mailto:sshapiro@hampton.gov)>; Wilson, Shalanda <[swilson@hampton.gov](mailto:swilson@hampton.gov)>; Thomas, Genevieve <[genevieve.thomas@hampton.gov](mailto:genevieve.thomas@hampton.gov)>  
**Subject:** RE: Virginia DHCD Grant - Review & Approval

Hello,

The Budget Division approves of this grant application as no cash match is required.

Should the grant be awarded to the submitting department, the Budget Division requests that the grant award be placed on the City Council's agenda for acceptance and appropriation of funds within 30 days of receipt of the grant award or as soon as possible thereafter.

Thank you.

*Lori*

L. A. Green  
Budget Division

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**From:** Clark, Nicole <nmclark@hampton.gov>  
**Sent:** Thursday, July 30, 2020 2:08 PM  
**To:** Graves, Kristie <kristie.graves@hampton.gov>; Thornton, Laura <lthornton@hampton.gov>  
**Cc:** Shapiro, Steve <sshapiro@hampton.gov>  
**Subject:** RE: Virginia DHCD Grant - Review & Approval

Human Resources approves.

Nicole M. Clark MSHRM, SPHR, IPMA-SCP, SHRM-SCP  
Director of Human Resources  
City of Hampton  
22 Lincoln Street  
Hampton, Virginia 23669  
P: 757-727-6522 F:757-727-6449  


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**From:** Graves, Kristie <kristie.graves@hampton.gov>  
**Sent:** Wednesday, July 29, 2020 10:27 AM  
**Cc:** Graves, Kristie <kristie.graves@hampton.gov>; Huff, Shannon <shuff@hampton.gov>; Shapiro, Steve <sshapiro@hampton.gov>  
**Subject:** Virginia DHCD Grant - Review & Approval

Good morning,

Attached please find grant package for Virginia Department of Housing and Community Development (DHCD) – Local Building Department Virtual Training Support grant for the City Attorney's Office review and approval. The package includes the Grant Proposal Overview Form, Grant Routing Form, and Award Letter. Once approved, please sign the Grant Routing Form and return to me via email.

The Virginia Building Code Academy is now providing certification and continuing education classes online. Recognizing that in order for localities to participate in training through virtual means, many localities may be in need of equipment necessary to attend online training. The Virginia Department of Housing and Community Development (DHCD) is making funding available through the Virginia Code Academy – Local Building Department Virtual Training Support grant for jurisdictional building departments to purchase equipment needed to attend required virtual certification training and continuing education. The grant has been awarded and funds have been disbursed to the City on June 26, 2020.

This grant package is being routed simultaneously to all approving parties.

Should you have questions regarding the Virginia DHCD – Local Building Department Virtual Training Support grant, please contact Steve Shapiro or myself. Thank you.

*Kristie Graves*

Senior Administrative Assistant | Planning Commission Clerk/Recording Secretary  
**City of Hampton | Community Development Department | Support Services Division**  
City Hall, 22 Lincoln Street, 5<sup>th</sup> Floor | Hampton, VA 23669

Direct: 757.728.2035 | Main: 757.727.6140 | Fax: 757.728.2449

Email: [kristie.graves@hampton.gov](mailto:kristie.graves@hampton.gov)

Visit us on the web: [www.hampton.gov](http://www.hampton.gov)

**HAMPTON VA**

\*In accordance with the Governor's executive order, Hampton City Hall has re-opened to the public. Much of the Community Development staff is rotating days in the office in order to limit exposure and spread of Covid-19. If you wish to speak to a particular member of our team or inquire about a specific topic, we ask that you call ahead to schedule a time to meet and assure that the person best suited to work with you is available. If you do not have their direct contact information, you may schedule an appointment by calling 757-728-2444 or 757-727-8311. It is strongly encouraged to continue corresponding via telephone and email to limit person-to-person exposure, and please wear a mask within City Hall. All applications and plans can be submitted digitally to [dscpermits@hampton.gov](mailto:dscpermits@hampton.gov).