

HAMPTON VA

Grant Routing Sheet

COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED

Date Routing Initiated: 6/15/2021 Application Due Date: 06/11/2021

Originating Department: Parks, Recreation & Leisure Services Department No.: 01-710

Submitter's Name: Nicole Dennis Direct Telephone No. (757) 825-4676

E-mail Address: ndennis@hampton.gov

Grant Title: USDA Summer Food Service Program

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
Print Name Signature Date
- 4. ASSISTANT CITY MANAGER Brian DeProfto Approved via email
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. BUDGET DIVISION Lori Green Approved via email
Print Name Signature Date
- 8. FINANCE DEPARTMENT Veronica Metz Approved via email
Print Name Signature Date
- 9. CITY ATTORNEY Angela King Approved via email
Print Name Signature Date
- 10. SIGN and SUBMIT APPLICATION. ND (Submitter's Initials)

AFTER GRANT AWARDED:

11. ADD AWARD LETTER TO DOCUMENTATION. ND (Submitter's Initials)

12. ORIGINATING DEPT. _____
(Approval as to Content) Print Name Signature Date

13. RISK MANAGEMENT _____
Print Name Signature Date

14. HUMAN RESOURCES _____
Print Name Signature Date

15. BUDGET DIVISION _____
Print Name Signature Date

16. FINANCE DEPARTMENT _____
Print Name Signature Date

17. CITY ATTORNEY _____
Print Name Signature Date

18. CITY COUNCIL COUNCIL FILE NO.: _____

CREATE GRANICUS FILE _____
Print Name Signature Date

ATTACH GRANT DOCUMENTS _____
Print Name Signature Date

ROUTE FOR APPROVAL _____
Print Name Signature Date

19. ADD SIGNED RESOLUTION TO DOCUMENTATION. ND (Submitter's Initials)

20. OBTAIN SIGNATURES _____
Print Name Signature Date

21. ORIGINATING DEPARTMENT TO RETAIN ORIGINAL DOCUMENTATION.
ND (Submitter's Initials)

22. DISSEMINATE ELECTRONIC COPIES TO (INITIAL WHEN DISSEMINATED):

CITY ATTORNEY: _____ (Submitter's Initials)

FINANCE: _____ (Submitter's Initials)

OTHER PARTICIPATING DEPARTMENTS (LIST): _____ (Submitter's Initials)

_____ (Submitter's Initials)



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 2021

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

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

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

3. **PREVIOUS APPLICATIONS:** (Not including the current application) This grant was previously applied for during June 2019-2020 fiscal year(s); and was previously awarded during 2020 fiscal year(s).

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

<u>16-0155/ 2016</u>	<u>17-0171/2017</u>
<u>18-02228/2018</u>	<u>19-0257/2019</u>
<u>20-0200/2020</u>	

4. **BACKGROUND/PURPOSE:** The City of Hampton Department of Parks, Recreation & Leisure Services have served as a Sponsor for SFSP SINCE 1969. The City has obtained SFSP funds to continue feeding students under the age of 18 years who attends any organized summer programs that are educational, cultural and recreational. The objective of SFSP is to ensure that during the summer, children are able to continue receiving the same high quality and nourishing meals that are 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 \$ _____

Non-Cash (Describe): _____

6. FINANCIAL OBLIGATIONS:

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

Required Match – CASH

Amount: Cash \$ _____

Required Match – IN KIND

*Value of In-Kind \$ _____

* Description: _____

b. **Future Financial Obligations:** This proposal will will not incur commitments or financial obligations for the City beyond the grant period. If it will, an authority memorandum from the City Manager's Office-Budget Division estimating future matching requirements and the time period must be attached to this Overview.

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

7. Sources of Grant and Matching Funds:

Please identify the funding source of your grant and any required or non-required matches.

- For Federal grants, please provide the Federal Catalog Number (CFDA) and the grant number.
- For State grants, the grant number must be supplied.
- All grant matches must be supplied by the submitting department, unless they have historically received a contribution/match from the City's Matching Funds Pool or a special arrangement has been made with the City Manager's Office-Budget Division.
- If another City department, other than the submitting department, will be providing a funding or in-kind match, documentation to that effect must be submitted along with this grant packet.

Federal \$ _____
 Pass Through \$ _____
 State \$ _____
 Foundation \$ _____
 Private \$ _____

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

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

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

**If you are listing a department funding source other than your department, the Budget Division will need written authorization of agreement to withdraw these funds.*

8. Proposed Budget:

City Department-Match

Other Match(es)

	Grant Total	Cash	In-Kind	Cash	In-Kind
Personnel Svcs	\$9,528.25				
Operating Exp.	\$174,943.84				
Capital Outlay					
Column Totals	\$184,472.09				

Grand Total: \$184,472.09

9. Additional information that will be helpful to reviewers: _____

The USDA Summer Food Service Program only operates during the summer months; it is design to serve youth and teens that are 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 on a daily base; which represents more than 34,180 meals plus 32,945 supplements/snacks to be served.

As the summer season progress daily participation at "host sites" traditionally decrease due to different factors such as family vacations or-students enrolling in programs outside of the USDA parameters.

The above factors along with many different scenarios, may cause initial meal/snack projections to be less, towards the conclusion of Summer Food Service Program.

Currently, The City of Hampton School Service Division, has more than 15,000 youth/ teen who qualifies for either free or reduced lunches under he National School Lunch Program.

The City of Hampton Parks, Recreation & Leisure Service Department sponsored approximately 27 youth/teen servicing Agencies during the 2019-2020 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.

Parks, Recreation & Leisures Department will operate summer programs and the Summer Food Service Program, June 21- August 27, 2021.

2019 - 2020 Application Packet

4136 Status: Active
Hampton Parks And Recreation
 22 Lincoln Street
 5th Floor, City Hall
 Hampton , VA 23669-3522

Packet Submitted Date: 08/12/2020
 Packet Approved Date: 08/21/2020
 Packet Original Approval Date: 06/15/2020
 Packet Status: Approved

Action	Form Name	Latest Version	Status
	Management Plan	Original	Approved
	Sponsor Application		Approved
	Food Production Facility List (3)		
	Site Field Trip List		
	Budget Detail	Original	Approved
	Checklist Summary (5)		
	Application Packet Notes for Sponsor (1)		
	Attachment List (7)		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
	15	0	0	0	2	0	17

**SFSP Sponsor Application
For School Year: 2019 - 2020**

4136 Status: Active
Hampton Parks And Recreation
 22 Lincoln Street
 5th Floor, City Hall
 Hampton, VA 23669-3522

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: Rev. 1

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
Address Line 2: 5th Floor, City Hall
- 4. City: Hampton
- 5. State: VA Zip: 23669-3522

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: | | ndennls@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 | E | Dennis |
| 18. Date of Birth: | 04/12/1975 (mm/dd/yyyy) | | | |
| 19. Email Address: | | ndennls@hampton.gov | | |
| 20. Phone: | (757) 825-4805 | Ext: 4805 | Fax: | (757) 825-4806 |
| 21. Title: | Program Coordinator | | | |

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 Leader		

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:		Business Administrator		

Training

32. Name of person conducting training for administrative personnel: Nicole Dennis & Karen Stowers
 Dates of administrative personnel training: 06/06/2020

33. Name of person conducting training for site personnel: Karen Stowers
 Dates of site personnel training: varies

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:	5.70 %
Non-Hispanic or Latino:	94.30 %

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:	0.50 %
Asian:	2.40 %
Black or African American:	50.80 %
Native Hawaiian or Pacific Islander:	0.10 %
White:	46.20 %

36. Describe efforts to assure that minority populations have equal opportunity to participate in the program.
 Presentation of information to City schools, libraries, churches and daycares

37. Describe efforts to contact minority and grassroots organizations about the opportunity to participate in the program.
 City schools, libraries, churches and daycares will receive fliers and phone calls. Hampton City School food nutrition Director distributed letter to all students. Hampton Parks, Recreation & Leisure Services sent letters to all past participants. Information will be sourced out to local newspaper and television media companies.

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: Klds Cafe 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.
- On site training will be conducted for locations that have issues and daily monitoring by staff to ensure compliance. Sites that are continually inconsistent with not following standards over two-weeks monitoring the staff will be change/removed of personnel or maybe shutdown and no longer be able to operate.
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". Audit report attached or sent by email, Community Development Block Grant (CDBG) Entitlement Grant (HUD) and Grassroots Mini Grant

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.

Created By: nicole.dennis on: 6/25/2020 5:20:18 PM Modified By: nicole.dennis on: 6/25/2020 5:22:32 PM

2019 - 2020 SFSP Budget Detail

4136 Status: Active
Hampton Parks And Recreation
 22 Lincoln Street
 5th Floor, City Hall
 Hampton , VA 23669-3522

Budget Version: Original

Operating Reimbursement

Meal	Sites	Total Meals	Total
Breakfast	0	0	\$0.00
Lunch	15	54,135	\$203,547.60
Snack	13	51,150	\$44,500.50
Supper	4	530	\$1,992.80
		Sub Total	\$250,040.90

Administrative Reimbursement

Meal	Sites	Total Meals	Total
Breakfast	0	0	\$0.00
Lunch	15	54,135	\$18,072.41
Snack	13	51,150	\$4,466.55
Supper	4	530	\$173.58
		Sub Total	\$22,712.54

Projected Operating Costs: Labor

Executive Staff		\$0.00
Management Staff		\$0.00
Staff		\$5613.48
	Total Projected Operating Costs: Labor	\$5,613.48

Projected Administrative Costs: Labor

Executive Staff		\$1881.00
Management Staff		\$2033.77
Staff		\$0.00
	Total Projected Administrative Costs: Labor	\$3,914.77

Projected Operating Costs

Total Food Expenses	\$	272,753.44
Facilities and Space	\$	0.00
Supplies and Equipment	\$	3,500.00
Purchased Services	\$	0.00
Financial Costs	\$	0.00
Media Costs	\$	500.00

Contracting Organization Costs (Sponsoring Organization Only)	\$	0.00
Total Operating Costs		\$282,366.92

Projected Administrative Costs

Facilities and Space	\$	0.00
Supplies and Equipment	\$	2,500.00
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		\$6,414.77

Cost Reimbursement Summary

Total SFSP Costs		\$288,781.69
Total SFSP Reimbursement		\$272,753.44
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)	\$	16,028.25
Other funding resources general fund		
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.

Created By: nicole.dennis on: 5/18/2020 11:54:28 AM Modified By: nicole.dennis on: 6/3/2020 6:22:09 PM

HAMPTON VA

Grant Routing Sheet

Date Routing Initiated: 04/19/2021 Application Due Date: 06/11/2021

Originating Department: Parks, Recreation & Leisure Services Department No.: _____

Submitter's Name: Nicole Dennis Direct Telephone No. (757) 825-4676

E-mail Address: ndennis@hampton.gov

Grant Title: USDA Summer Food Service Program

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. _____
Print Name Signature Date
4. ASSISTANT CITY
MANAGER _____
Print Name Signature Date

BEFORE SUBMITTING AN APPLICATION TO THE AWARDING AGENCY:

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6. COMPLETE APPLICATION NECESSARY SIGNATURES. ND (Submitter's Initials)
7. BUDGET DIVISION _____
Print Name Signature Date
8. FINANCE DEPARTMENT _____
Print Name Signature Date
9. CITY ATTORNEY _____
Print Name Signature Date
10. SIGN and SUBMIT APPLICATION. ND (Submitter's Initials)

Bullock, Tamara

From: DeProfio, Brian
Sent: Tuesday, June 15, 2021 8:04 PM
To: Bullock, Tamara
Subject: Re: PRLS USDA Grant FY22 Application

I approve

Sent from my iPad

> On Jun 15, 2021, at 5:15 PM, Bullock, Tamara <tamara.bullock@hampton.gov> wrote:
>
> Good Afternoon All,
> Attached is the PRLS USDA Summer Feeding Service Program Grant Application (SFSP) for FY22; and the SFSP approval
> correspondence. Please review the attached Grant Proposal for approval. The proposal has been reviewed and approved
> by Dave. Once all approvals are received, we will move forward to the next process for Council's approval.
>
>
> Thank you in advance for your review. Enjoy your evening!
> [HorizontalLineforEmail.png]
> Tamara Bullock, MPA, CPRP | Business Services Administrator | Parks, Recreation & Leisure Services | O: 757-727-8319
>
> [cid:image002.jpg@01D76209.1CBDD6B0]<https://hampton.gov/1187/Parks-Recreation>
>
>

Bullock, Tamara

From: King, Angela **CAO**
Sent: Friday, June 25, 2021 3:01 PM
To: Bullock, Tamara
Subject: RE: PRLS USDA Grant FY22 Application

Appreciate the additional detail, Tamara. Given the information below, legal approves. Thanks!

Angela

Angela King
Assistant City Attorney II
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
Sent: Friday, June 25, 2021 2:58 PM
To: King, Angela <angela.king@hampton.gov>
Subject: RE: PRLS USDA Grant FY22 Application

Hi Angela,

We have already been awarded this grant. I have to get it into Granicus for Council's approval – entering on Tuesday hopefully to meet Friday's deadline. But, I understand that this is your first go at this one so listed below are the answers to your questions.

- ✓ Yes, the date was correct. And we should have submitted this proposal earlier.
- ✓ The approvals are done as a part of the email chain to all. We receive Dave's approval first, then the chain email is sent. The following individuals have approved:
 - ACM, Finance, HR & Dave; still need CAO, Budget and Risk is normally last.
- ✓ We are the Awardee
- ✓ The grant period is FY22
- ✓ Yes, and it's located on page 5 (\$184,472.09); this was an oversight we should have listed the amount here as well.

Please let me know if you have any questions.

Bullock, Tamara

From: Kmetz, Veronica
Sent: Monday, June 21, 2021 10:06 AM
To: Bullock, Tamara; DeProfio, Brian; King, Angela; Parker, Patricia; Clark, Nicole; Green, Lori
Cc: McCauley, David
Subject: RE: PRLS USDA Grant FY22 Application

Finance approves.

Thanks.

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


From: Bullock, Tamara <tamara.bullock@hampton.gov>
Sent: Tuesday, June 15, 2021 5:16 PM
To: DeProfio, Brian <bdeprofio@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; King, Angela <angela.king@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Green, Lori <lgreen@hampton.gov>
Cc: McCauley, David <david.mccauley@hampton.gov>
Subject: PRLS USDA Grant FY22 Application

Good Afternoon All,
Attached is the PRLS USDA Summer Feeding Service Program Grant Application (SFSP) for FY22; and the SFSP approval correspondence. Please review the attached Grant Proposal for approval. The proposal has been reviewed and approved by Dave. Once all approvals are received, we will move forward to the next process for Council's approval.

Thank you in advance for your review. Enjoy your evening!

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

**HAMPTON VA**
PARKS, RECREATION & LEISURE SERVICES

Bullock, Tamara

From: Clark, Nicole
Sent: Wednesday, June 16, 2021 10:59 AM
To: Bullock, Tamara
Subject: RE: PRLS USDA Grant FY22 Application

Human Resources approves.

Nicole M. Clark MSHRM, SPHR, IPMA-SCP, SHRM-SCP
Director
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, June 15, 2021 5:16 PM
To: DeProfio, Brian <bdeprofio@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; King, Angela <angela.king@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Green, Lori <lgreen@hampton.gov>
Cc: McCauley, David <david.mccauley@hampton.gov>
Subject: PRLS USDA Grant FY22 Application

Good Afternoon All,
Attached is the PRLS USDA Summer Feeding Service Program Grant Application (SFSP) for FY22; and the SFSP approval correspondence. Please review the attached Grant Proposal for approval. The proposal has been reviewed and approved by Dave. Once all approvals are received, we will move forward to the next process for Council's approval.

Thank you in advance for your review. Enjoy your evening!

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



Bullock, Tamara

From: Parker, Patricia
Sent: Friday, July 02, 2021 12:41 PM
To: Bullock, Tamara
Subject: RE: PRLS USDA Grant FY22 Application

Hi Tamara! Sorry for the delay, Risk approves.

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



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From: Bullock, Tamara <tamara.bullock@hampton.gov>
Sent: Thursday, July 01, 2021 4:17 PM
To: Green, Lori <lgreen@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
Subject: FW: PRLS USDA Grant FY22 Application

Good Afternoon Ladies,

We have received approvals from the ACM, CAO, Finance and HR for the USDA SFSP grant. Can you please review and provide your approval. We have to get a resolution from Council.

Thanks

Tamara Bullock, MPA, CPRP | Business Services Administrator | **Parks, Recreation & Leisure Services** | O: 757-727-8319

From: Bullock, Tamara
Sent: Tuesday, June 15, 2021 5:16 PM
To: DeProfio, Brian <bdeprofio@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; King, Angela <angela.king@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Green, Lori <lgreen@hampton.gov>
Cc: McCauley, David <david.mccauley@hampton.gov>
Subject: PRLS USDA Grant FY22 Application

Bullock, Tamara

From: Green, Lori
Sent: Wednesday, July 21, 2021 12:39 PM
To: Bullock, Tamara
Subject: RE: PRLS USDA Grant FY22 Application

Approved.

Thank you.

Lori Green | Budget Manager | Direct Dial: (757) 727-6870



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From: Bullock, Tamara
Sent: Tuesday, July 20, 2021 10:58 PM
To: Green, Lori <lgreen@hampton.gov>
Subject: FW: PRLS USDA Grant FY22 Application
Importance: High

Hi Lori,

Can you please provide approval for this grant. We need to get it into Granicus for the 8/11 Council meeting. We have received all other approvals with the exception to Budget. Thanks

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

From: Bullock, Tamara
Sent: Thursday, July 1, 2021 4:17 PM
To: Green, Lori <lgreen@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
Subject: FW: PRLS USDA Grant FY22 Application

Good Afternoon Ladies,

We have received approvals from the ACM, CAO, Finance and HR for the USDA SFSP grant. Can you please review and provide your approval. We have to get a resolution from Council.

Dennis, Nicole

From: VDOE School Nutrition (No Reply) <vdoe_do_not_reply@vak12ed.edu>
Sent: Tuesday, June 15, 2021 12:15 PM
To: Dennis, Nicole
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: 2020/2021
Program: Summer Food Service Program (SFSP)
Application Packet Status: Approved

Dennis, Nicole

From: Parker, Maggie <maggie.parker@doe.virginia.gov>
Sent: Tuesday, June 15, 2021 12:15 PM
To: Stowers, Karen; Dennis, Nicole
Cc: Maureen Thomas
Subject: [EXTERNAL] FY 20-21 Summer Food Service Program Application Approval

Greetings:

The Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP) is pleased to inform you that your organization's FY 20-21 Summer Food Service Program (SFSP) application has been approved.

Current SFSP waivers can be found [here](#). As a reminder, these waivers are extended through September 30, 2021, with the exception of the meal pattern waiver, which expires on June 30, 2021.

For your reference, here is a [link](#) to the USDA's SFSP handbooks.

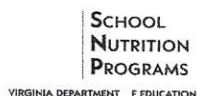
If you have any questions, please contact your SNP or CNP Regional Specialist.

On behalf of the VDOE-SNP, thank you for all the good work you do to ensure that children across the Commonwealth have access to nutritious meals during these uncertain times. We look forward to a continued partnership!

Best,

Maggie Parker, MSW
Child Nutrition Programs Manager
Office of School Nutrition Programs
Virginia Department of Education

(804) 786-1147



2020 - 2021 Application Packet

4136 Status: Active

Hampton Parks And Recreation22 Lincoln Street 5th Floor, City Hall
Hampton, VA 23669

Packet Submitted Date: 06/15/2021

Packet Approved Date: 06/15/2021

Packet Original Approval Date: 06/15/2021

Packet Status: Approved

Action	Form Name	Latest Version	Status				
	Management Plan	Rev. 2	Approved				
	Sponsor Application		Approved				
	Food Production Facility List (3)						
	Site Field Trip List						
	Budget Detail	Rev. 2	Approved				
	Checklist Summary (5)						
	Application Packet Notes for Sponsor (1)						
	Attachment List (5)						
Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
	15	0	0	0	0	0	15

SFSP Sponsor Application For School Year: 2020 - 2021

4136 Status: Active
Hampton Parks And Recreation
22 Lincoln Street 5th Floor, City Hall
Hampton, VA 23669

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.

Question 33: The dates must be entered.

Version: Rev. 1

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 | E | Dennis |
| 18. Date of Birth: | 04/12/1975 (mm/dd/yyyy) | | | |
| 19. Email Address: | | ndennis@hampton.gov | | |
| 20. Phone: | (757) 825-4805 | Ext: 4805 | Fax: | (757) 825-4806 |

21. Title: Program Coordinator

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 Leader			

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:	Business Administrator			

Training

32. Name of person conducting training for administrative personnel: Nicole Dennis & Karen Stowers
 Dates of administrative personnel training: 04/14/2021

33. Name of person conducting training for site personnel: Karen Stowers
 Dates of site personnel training: 5/13/2021

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

Hispanic or Latino:	5.70 %
Non-Hispanic or Latino:	94.30 %

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

American Indian or Alaskan Native:	0.50 %
Asian:	2.40 %
Black or African American:	50.80 %
Native Hawaiian or Pacific Islander:	0.10 %
White:	46.20 %

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

Presentation of information to City Schools, Libraries, Churches and Daycares

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

City schools, libraries, churches and daycares will receive fliers and phone calls. Hampton City School food nutrition Director will distribute letter to all students. Hampton Parks, Recreation & Leisure Services will send letters to all past

participants. Information will be sourced out to local newspaper and television media companies.

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 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. | | |

On site training will be conducted for locations that have issues and daily monitoring by staff to ensure compliance. Sites that are continually inconsistent with the following standards over two-weeks of monitoring will be change/removed of personnel or maybe shutdown.

- | | | |
|--|---|----|
| 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". | Audit report
attached or sent by
email, Community
Block Grant
(CDBG), Entitlement
Grant (HUD) and
Grassroots 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.

Created By: maureen.thomas on: 6/8/2021 12:16:56 PM Modified By: nicole.dennis on: 6/9/2021 8:57:16 AM

**Summer Food Service Program
Agreement to Furnish Food Service**

THIS AGREEMENT is made and entered into between (school) Hampton City School,
Food Nutrition Services, hereinafter referred to as the School Food Authority, and
(sponsor) City of Hampton Parks, Recreation & Leisure Services.

WHERE AS the School Food Authority agrees to supply unitized meals (inclusive/exclusive) of milk to the sponsoring organization, whose name appears above, with and for the rates herein listed:

Breakfast	\$ _____	each	Lunch	\$ <u>3.55</u>	each
Snacks	\$ <u>1.20</u>	each	Supper	\$ _____	each

It is further agreed that the School Food Authority, pursuant to the provisions of the Summer Food Service Program regulations, will assure that said meals meet the minimum meal pattern requirements as to components and portion sizes, and will maintain full and accurate records that the sponsoring organization will need to meet its responsibility including menu records containing the amount of food prepared and daily number of meal delivered by type.

These records must be reported to the sponsoring organization promptly at the end of the month. The School Food Authority also agrees to retain records required under the preceding clause for a period of three years from the date of receipt of final payment under this agreement (or longer, if an audit is in progress); and upon request, to make all accounts and records pertaining to the program available to representatives of the U.S. Department of Agriculture and the General Accounting Office for audit or administrative review at a reasonable time and place.

This agreement shall be effective as of (date) 6/22/2021 through (date) 08/27/2021.
It may be terminated by notice in writing given by either party hereto to the other, at least 30 days prior to the date of termination.

IN WITNESS WHERE OF, the parties hereto have executed this agreement as of the dates indicated below:



School official

Nicole Dennis

Sponsor

Director, Food & Nutrition Services 5/28/2021

Title Date

Recreation Coordinator 5/25/2021

Title Date

2020 - 2021 SFSP Budget Detail

4136 Status: Active

Hampton Parks And Recreation22 Lincoln Street 5th Floor, City Hall
Hampton, VA 23669**Budget Version:** Revision 2**Operating Reimbursement**

Meal	Sites	Total Meals	Total
Breakfast	0	0	\$0.00
Lunch	14	24,590	\$96,146.90
Snack	15	24,990	\$22,740.90
Supper	0	0	\$0.00
		Sub Total	\$118,887.80

Administrative Reimbursement

Meal	Sites	Total Meals	Total
Breakfast	0	0	\$0.00
Lunch	14	24,590	\$8,360.60
Snack	15	24,990	\$2,186.63
Supper	0	0	\$0.00
		Sub Total	\$10,547.23

Projected Operating Costs: Labor

	\$0.00
	\$0.00
	\$3825.27
Total Projected Operating Costs: Labor	\$3,825.27

Projected Administrative Costs: Labor

	\$1881.00
	\$2033.77
	\$0.00
Total Projected Administrative Costs: Labor	\$3,914.77

Projected Operating Costs

Total Food Expenses	\$	105,296.53
Facilities and Space	\$	0.00
Supplies and Equipment	\$	2,500.00
Purchased Services	\$	0.00
Financial Costs	\$	0.00

PERMANENT AGREEMENT TO PARTICIPATE IN THE SUMMER FOOD SERVICE PROGRAM
Between the Virginia Department of Education and the Sponsoring Organization

The City of Hampton Parks Recreation & Leisure Service 4136
Sponsoring Organization Agreement Number

In order to effectuate the purpose of Section 13 of the National School Lunch Act, as amended, and the regulations governing the Summer Food Service Program (SFSP) (CFDA #10.559) issued hereunder, the Virginia Department of Education, hereinafter referred to as VDOE, and the sponsoring organization whose name and agreement number appear above, acting on behalf of each site under its jurisdiction with a complete site application in the VDOE School Nutrition Programs Web system (SNPWeb), covenant and agree as follows:

VDOE AGREES:

1. To the extent of funds available, reimburse the sponsor in connection with meals served to children at approved sites during the period(s) stated in approved site applications.
2. To the extent administratively possible, it shall make advance payments by June 1, July 15, and August 15 for June, July, and August to sponsors which intend to operate at least ten days in the month and which have held training sessions for administrative and site personnel. Advance payments will subsequently be deducted from regular reimbursement payments.
3. To inform the sponsor of its right to request a review of decisions made by VDOE that affect the participation of the sponsor in the SFSP of the sponsor's Claim for Reimbursement.

THE SPONSORING ORGANIZATION represents and warrants that it is a nonprofit agency that is exempt from income tax under the Internal Revenue Code or 1986, as amended, and is (a) the governing body with the financial and administrative responsibility for the approved sites, or (b) it is an agency to which the approved sites have delegated authority for the operation of their food service, and in order to qualify for reimbursement under this Agreement in conducting the food service in the approved sites, it shall:

1. Operate a nonprofit food service during the periods specified below:
 - a. From May through September for children on school vacation;
 - b. At any time of the year in the case of sponsors administering the SFSP under a continuous school calendar system;
 - c. During the period from October through April, if it serves an area affected by an unanticipated school closure due to a natural disaster, major building repairs, court order relating to school safety or other issues, labor-management disputes, or, when approved by the State agency.
2. Serve meals which meet the requirements and provisions set forth in 7 CFR § 225.16 during times designated as meal service periods in the site applications in SNPWeb.
3. Serve meals without cost to all children, except that camps may charge for meals served to children who are not served meals under the SFSP.
4. Maintain children on site while meals are consumed.
5. Issue a free meal policy statement in accordance with 7 CFR § 225.6(c).
6. Meet the training requirement for administrative and site personnel, as required under 7 CFR § 225.15(d)(1).
7. Claim reimbursement only for the type or types of meals specified in the site applications in SNPWeb and served without charge to children at approved sites during the approved meal service period, except that camps shall claim reimbursement only for the type or types of meals specified in the site applications in SNPWeb and served without charge to children who meet the SFSP income standards.
8. Submit Claims for Reimbursement by the 30th day of the month following feeding operations based on accurate meal service records. 7 CFR § 225.5(d)(5) states that no payment shall be made for claims submitted later than 60 days after the month unless a corrective action plan is provided by the sponsor and approved by VDOE.

PERMANENT AGREEMENT TO PARTICIPATE IN THE SUMMER FOOD SERVICE PROGRAM
Between the Virginia Department of Education and the Sponsoring Organization

9. Notify VDOE via SNPWeb in advance of changes in program operations, such as but not limited to meal times, site closures, and site additions.
10. Notify VDOE via SNPWeb in advance when planning to take meals off site for field trips.
11. Conform to all applicable State and local laws and regulations in the storage, preparation and service of food; and maintain proper sanitation and health standards.
12. Accept and use, in quantities that may be efficiently utilized in the SFSP, such foods as may be offered as a donation by the Virginia Department of Agriculture and Consumer Services.
13. Have access to facilities necessary for storing, preparing, and serving food.
14. Maintain true and accurate records of the SFSP including records of costs incurred in the administration and operation of the SFSP, and income and reimbursement payments. Maintain on file documentation supporting donated goods. Retention of such records shall be for a period of three years following the end of the fiscal year to which they pertain, unless audit or investigative findings have not been resolved, in which case the records shall be retained until all issues raised by the audit or investigation have been resolved.
15. Maintain on file documentation of pre-operational visits, site visits, and reviews in accordance with 7 CFR § 225.15(d)(2) and 7 CFR § 225.15(d)(3).
16. Maintain on file documentation of daily meal counts in accordance with 7 CFR § 225.15(d)(1).
17. Upon request, make all accounts and records pertaining to the SFSP available to VDOE, United States Department of Agriculture (USDA), or other authorized officials for audit or administrative review, at a reasonable time and place.
18. Retain final financial and administrative responsibility for the SFSP. According to 7 CFR § 225.15(a)(3) sponsors may not contract out for the management responsibilities of the SFSP.
19. Agree to follow and ensure implementation of the USDA nondiscrimination policy as outlined in 7 CFR parts 15, 15a, and 15b, and to post the USDA Food and Nutrition Services (FNS) Nondiscrimination Statement on all SFSP materials.

The 2015 FNS Nondiscrimination Statement is as follows:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

PERMANENT AGREEMENT TO PARTICIPATE IN THE SUMMER FOOD SERVICE PROGRAM
Between the Virginia Department of Education and the Sponsoring Organization

20. Comply with FNS Civil Rights Instruction 113, which states: “The Program applicant hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by the regulations of the Department of Agriculture (7 CFR Part 15), DOJ (28) CFR Parts 42 and 50) and FNS directives or regulations issued pursuant to that Act and the regulations, to the effect that, no person in the United States shall, on the ground of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity for which the Program applicant received Federal financial assistance from USDA; and hereby gives assurance that it will immediately take any measures necessary to fulfill this agreement.”

“This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.”

“By accepting this assurance, the Program applicant agrees to compile data, maintain records, and submit reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review such records, books, and accounts as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Program applicant, its successors, transferees, and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on the behalf of the Program applicant.”

21. When procuring food, supplies, goods, and other services with SFSP funds, agree to comply with procurements standards set forth in Uniform Grant Guidance under 2 CFR § 200.318 through §200.326 and 7 CFR §225.17.
22. Under 7 CFR §225.6(h)(4) allow a representation from VDOE to be present at bid openings when the sponsor is expected to receive over \$100,000 in SFSP payments. The sponsor shall agree to notify VDOE a minimum of 14 days in advance of the time and place of the bid opening.

VDOE AND THE SPONSOR MUTUALLY AGREE THAT:

1. The completed SNPWeb online Agreement, site applications, and supporting documents are part of this Agreement.
2. VDOE shall promptly notify the Sponsor of any change in the minimum meal requirements or in the assigned rates of reimbursement.
3. This Agreement will be effective from the approval date in SNPWeb, until the sponsor withdrawals from the SFSP or VDOE terminates the Agreement. This Agreement is valid across SFSP fiscal years and will not be re-issued unless terms of the Agreement have changed.
4. This Agreement may be terminated upon 10 days of written notice on the part of either party hereto. VDOE may terminate this Agreement immediately upon receipt of evidence that the sponsors have not fully complied with the terms and conditions of this Agreement or of regulations governing the SFSP. Any termination of the Agreement by VDOE shall be in accordance with applicable laws and regulations.
5. The terms of this Agreement shall not be modified or changed in any way other than by the consent in writing of both parties hereto.

CORRECTIVE ACTION AND TERMINATION

1. The sponsor shall take corrective action if VDOE observes violations during the course of a review.

**PERMANENT AGREEMENT TO PARTICIPATE IN THE SUMMER FOOD SERVICE PROGRAM
Between the Virginia Department of Education and the Sponsoring Organization**

2. The sponsor understands that VDOE may disallow any portion of a Claim for Reimbursement and recover any payment to the sponsor not properly payable under 7 CFR § 225.10(c).
3. The sponsor agrees that if VDOE observes meal service violations during the course of a site review, VDOE may disallow all meals observed to be in violation.
4. VDOE may immediately terminate the participation of a site if over the course of a review it is determined that the health and/or safety of participating children is imminently threatened.

CERTIFICATION

By signing the document, I certify that I will ensure compliance with all provisions of this agreement and that all information entered in the SNPWeb online sponsor application, site applications, and supporting documents is true and accurate. I understand that SNPWeb online data, supporting documents, and paper attachments become an official part of this Agreement.

Sponsor Responsible Principal or Individual

Virginia Department of Education

Signature

Sandra Curwood
Director
School Nutrition Programs

Printed Name

Title

Date

Date