

**VIRGINIA FOUNDATION FOR HEALTHY YOUTH  
STANDARD CONTRACT**

Contract Number: 8521039

This contract entered into this 1st day of July, 2015, by the City of Hampton, Department of Parks and Recreation, 22 Lincoln Street, Hampton, VA 23669 hereinafter called the "Contractor" and Virginia Foundation for Healthy Youth, 701 E. Franklin Street, Suite 500, Richmond, Virginia 23219 called the "Purchasing Agency".

WITNESSETH that the Contractor and the Purchasing Agency, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF CONTRACT: The Contractor shall provide the services to the Purchasing Agency as set forth in the Contract Documents that shall consist of:

- (1) This signed form;
- (2) The Request for Proposals, #852P017 dated August 13, 2014;
- (3) The Contractor's Proposal and the negotiated modifications to the Proposal, all of which documents are incorporated herein by reference.

Contractor agrees to obtain all necessary releases for photographic images of program participants.

COMPENSATION: The VFHY shall issue funding to the Contractor on a reimbursement basis, via an invoice generated by the Contractor, utilizing a form provided by the VFHY. Compensation shall not exceed \$46,762 in Year One, \$45,872 in Year Two and \$45,649 in Year Three. Total compensation shall not exceed \$138,283.

Invoices shall be sent to the Regional Grants Administrator assigned to the Contractor's grant program.

Failure of the Contractor to submit a final invoice within 15 days after the contract end date may forfeit the Contractor's right to payment from the VFHY.

PERIOD OF PERFORMANCE: From July 1, 2015 through June 30, 2018.

TERMINATION: This contract may be terminated by either party upon thirty (30) days notice or immediately by VFHY in the event of a change in appropriations by the Commonwealth of Virginia or Master Settlement Agreement (MSA) with tobacco manufacturers.

POLICY REQUIREMENT: The Contractor certifies that it will comply with Section 32.1-361 of the Code of Virginia that requires contractors to establish and maintain policies restricting or preventing tobacco use by minors. The Contractor expressly acknowledges that Virginia law requires the establishment and maintenance of such policies by the Contractor as a condition precedent to the release or payment of any money from the Virginia Tobacco Settlement Fund to the Contractor under this agreement.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

CITY OF HAMPTON, DEPARTMENT OF  
PARKS AND RECREATION

By:   
(signature)

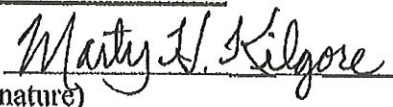
James T. Wilson  
(printed name)

Title: Director Parks & Recreation

Date: April 13, 2015

FEL/FIN 54 6001 336

VIRGINIA FOUNDATION FOR  
HEALTHY YOUTH

By:   
(signature)

Marty Kilgore

Title: Executive Director

Date: 4-15-15



# City of Hampton

22 Lincoln Street  
Hampton, VA 23669  
www.hampton.gov

## Official Record

Resolution-Budget: 16-0250

File Number: 16-0250

**Resolution Approving the City of Hampton, Virginia's Participation In and Appropriation of Funds for the 2016 Tobacco Use Prevention for Children received from the Virginia Foundation of Healthy Youth**

**WHEREAS**, the City of Hampton has applied for Tobacco Use Prevention Program for Children grant and awarded the amount of \$48,872 in State funds; and

**WHEREAS**, participation in the Tobacco Use Prevention Program fluctuates, either decreasing or increasing the final amount; and

**WHEREAS**, the grant application covers the period July 1, 2016 through June, 30, 2017;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Hampton accepts and appropriates the Tobacco Use Prevention Program for Children grant in the amount of \$45,872, and any related supplemental funding, made by the Virginia Foundation of Healthy Youth in accordance with the grant agreement.

**BE IT FURTHER RESOLVED** that the City Council authorizes the City Manager, or her designee, to take the necessary steps to implement this grant award.

approved by the Hampton City Council on 7/13/2016.

Aye: 7 Vice Mayor Curtis, Councilmember Gray, Councilmember Hobbs, Councilmember Snead, Mayor Tuck, Councilmember Moffett and Councilmember Schmidt

Signed by: \_\_\_\_\_

Donnie R. Tuck

Date \_\_\_\_\_

JUL 13 2016

Attested by: \_\_\_\_\_

Katherine K. Glass

Date \_\_\_\_\_

JUL 13 2016

# HAMPTON VA

## Grant Proposal Overview

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

Grant Title: Tobacco Use Prevention Programs

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 2015 fiscal year(s); and was previously awarded during 2016 fiscal year(s).

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

6/11/15

7/13/16

4. **BACKGROUND/PURPOSE:** Virginia Foundation for Healthy Youth (VFHY) established in 1999 by the Virginia General Assembly empowers Virginia's youth to make healthy choices by reducing and preventing tobacco use, substance use, and childhood obesity. The program reaches about 50,000 youths each year including youths from Hampton, Virginia through classroom based prevention programs in public schools, after-school programs, community centers, and community groups.

### 5. TYPE OF GRANT EXPECTED TO BE AWARDED:

Cash Amount \$ 46,193

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: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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 \$ <sup>x</sup> \_\_\_\_\_  
 Private \$ \_\_\_\_\_

Federal Catalog No. \_\_\_\_\_  
 Federal Grant No. \_\_\_\_\_  
 State Grant No. VFHY RFP #852P017 \_\_\_\_\_

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.*



# HAMPTON VA

## Grant Routing Sheet

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

Date Routing Initiated: 12/15/17 Application Due Date: NA  
Originating Department: Parks, Recreation & Leisure Services Department No.: 710  
Submitter's Name: Mr. Richard Asante Direct Telephone No. (757) -329-3313  
E-mail Address: rasante@hampton.k12.va.us  
Grant Title: Tobacco Use Prevention Program  
Other Participating Departments: NA

### BEFORE COMPLETING AN APPLICATION:

1. READ THE GENERAL INSTRUCTIONS. RAA (Submitter's Initials)
2. COMPLETE GRANT PROPOSAL OVERVIEW. RAA (Submitter's Initials)
3. DEPARTMENT HEAD ORIGINATING DEPT. KAY Trotter (for Kevin Myers) RAA 14 Dec 17  
Print Name Signature Date
4. ASSISTANT CITY MANAGER \_\_\_\_\_  
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). RAA (Submitter's Initials)
6. COMPLETE APPLICATION **EXCEPT** NECESSARY SIGNATURES. \_\_\_\_\_ (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. RAA (Submitter's Initials)

**AFTER GRANT AWARDED:**

**11. ADD AWARD LETTER TO DOCUMENTATION.** \_\_\_\_\_ (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.** \_\_\_\_\_ (Submitter's Initials)

**20. OBTAIN SIGNATURES**

\_\_\_\_\_ Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date

**21. ORIGINATING DEPARTMENT TO RETAIN ORIGINAL DOCUMENTATION.**

\_\_\_\_\_ (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)