

HAMPTON VA

Grant Routing Sheet

COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED

Date Routing Initiated: 9/1/2017 Application Due Date: 9/30/17
Originating Department: Youth, Educ., & Family Svcs Department No.: 570
Submitter's Name: Donald Rodil Direct Telephone No. (757) 727-2702
E-mail Address: drodil@hampton.gov
Grant Title: Maternal, Infant & Early Childhood Visitation Program (MIECHV)
Other Participating Departments: N/A

BEFORE COMPLETING AN APPLICATION:

1. READ THE GENERAL INSTRUCTIONS. dr (Submitter's Initials)
2. COMPLETE GRANT PROPOSAL OVERVIEW. dr (Submitter's Initials)
3. DEPARTMENT HEAD
ORIGINATING DEPT. Wanda Rogers Wanda E. Rogers 9/7/17
Print Name Signature Date
4. ASSISTANT CITY
MANAGER Steven Bond St. D. Bond 9/7/17
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). _____ (Submitter's Initials)
6. COMPLETE APPLICATION **EXCEPT** NECESSARY SIGNATURES. dr (Submitter's Initials)
7. BUDGET DIVISION Brian DeProfio _____
Print Name Signature Date
8. FINANCE DEPARTMENT Karl Daughtrey _____
Print Name Signature Date
9. CITY ATTORNEY Kim Karle _____
Print Name Signature Date
10. SIGN and SUBMIT APPLICATION. dr (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.
 dr _____ (Submitter's Initials)

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

CITY ATTORNEY: dr _____ (Submitter's Initials)

FINANCE: dr _____ (Submitter's Initials)

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

_____ (Submitter's Initials)

Rodil, Donald

From: DeProfio, Brian
Sent: Wednesday, September 13, 2017 11:57 AM
To: Daughtrey, Karl; Green, Lori; Karle, Kimberly; Green, Jacky; Kmetz, Veronica; Melochick, Patricia
Cc: Rodil, Donald; Rogers, Wanda
Subject: RE: MIECHV Grant for the September 27th Council Agenda

I am also good.

From: Daughtrey, Karl
Sent: Wednesday, September 13, 2017 11:36 AM
To: Green, Lori; Karle, Kimberly; DeProfio, Brian; Green, Jacky; Kmetz, Veronica; Melochick, Patricia
Cc: Rodil, Donald; Rogers, Wanda
Subject: RE: MIECHV Grant for the September 27th Council Agenda

I am good with this grant. As a general practice, Council should be approving grants that have been awarded (supported by a grant letter/agreement).

Karl

From: Green, Lori
Sent: Tuesday, September 12, 2017 12:41 PM
To: Karle, Kimberly <kimberly.karle@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Melochick, Patricia <patricia.melochick@hampton.gov>
Cc: Green, Lori <jgreen@hampton.gov>; Rodil, Donald <drodil@hampton.gov>; Rogers, Wanda <wrogers@hampton.gov>
Subject: MIECHV Grant for the September 27th Council Agenda
Importance: High

Hello Everyone,

Attached is the grant info for the "*Maternal, Infant and Early Childhood Home Visiting Program (MIECHV)* grant." This is a **renewal** grant.

The awarding agency will only send the award letter after they receive a signed agreement from the City Manager. **The Department has asked when should this grant go on the Council agenda? Before the Manager signs the agreement or after the Manager signs the agreement and the award letter is sent?**

For the Budget Division: There is no match required for this grant. However, the 2% GWI awarded for FY18 was not included in the original grant application and therefore is not part of the grant award. Donald did say that there is funding flexibility in the grant award so the grant should be able to cover the 2% GWI awarded for FY18.

Other questions were asked of the Department and you can see Donald's responses below.

Thanks-!

Lori Green
Senior Budget and Management Analyst

Rodil, Donald

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Cc: Green, Lori <lgreen@hampton.gov>; Rodil, Donald <drodil@hampton.gov>; Rogers, Wanda <wrogers@hampton.gov>
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Lori Green
Senior Budget and Management Analyst



City Manager's Office-Budget Division
22 Lincoln Street
Hampton, Virginia 23669
(757) 727-6870 (O); (757) 728-3037 (F)
www.hampton.gov

Rodil, Donald

From: Karle, Kimberly
Sent: Wednesday, September 13, 2017 12:05 PM
To: Daughtrey, Karl; DeProfio, Brian; Green, Jacky; Kmetz, Veronica; Melochick, Patricia; Green, Lori
Cc: Rodil, Donald; Rogers, Wanda
Subject: RE: MIECHV Grant for the September 27th Council Agenda

No objection from me.

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From: Green, Lori
Sent: Wednesday, September 13, 2017 12:02:46 PM
To: Daughtrey, Karl; Karle, Kimberly; DeProfio, Brian; Green, Jacky; Kmetz, Veronica; Melochick, Patricia
Cc: Rodil, Donald; Rogers, Wanda
Subject: RE: MIECHV Grant for the September 27th Council Agenda

My apologies, I misunderstood what Donald was communicating. They have already been awarded this multi-year grant. So unless anyone has any objections, Donald will proceed with the putting this in Granicus.

Thanks-!

Lori Green

Senior Budget and Management Analyst



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From: Green, Lori
Sent: Wednesday, September 13, 2017 11:38 AM
To: Daughtrey, Karl; Karle, Kimberly; DeProfio, Brian; Green, Jacky; Kmetz, Veronica; Melochick, Patricia
Cc: Rodil, Donald; Rogers, Wanda
Subject: RE: MIECHV Grant for the September 27th Council Agenda

Good Morning and thanks Karl-!

Per Donald, the awarding agency will not issue a grant award letter until the agreement was signed by the Manager, hence the dilemma.

Can one of the City Attorney's please weigh in on this?

Thanks so much-!

Lori Green

Senior Budget and Management Analyst

Rodil, Donald

From: Karle, Kimberly
Sent: Tuesday, September 12, 2017 3:21 PM
To: Green, Lori; DeProfio, Brian; Daughtrey, Karl; Green, Jacky; Kmetz, Veronica; Melochick, Patricia
Cc: Rodil, Donald; Rogers, Wanda
Subject: RE: MIECHV Grant for the September 27th Council Agenda

I will defer to other recipients of this email as to the Council agenda question. I just want to add that I have reviewed this grant agreement, as well as the underlying contract, which I also reviewed last year, and that I approve it for legal form and sufficiency. I have not seen the routing sheet yet but will sign when it comes to me.

From: Green, Lori
Sent: Tuesday, September 12, 2017 12:41 PM
To: Karle, Kimberly <kimberly.karle@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Melochick, Patricia <patricia.melochick@hampton.gov>
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From: Rodil, Donald
Sent: Wednesday, September 06, 2017 5:47 PM