

10. FINANCE DEPARTMENT

Veronica Kmetz

Print Name

Approved as per email dated 2/5/25
Signature Date

11. RISK MANAGEMENT

Patricia Parker

Print Name

Approved as per email dated 2/6/25
Signature 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.

Shenk, Angelique

From: King, Angela
Sent: Wednesday, February 5, 2025 5:35 PM
To: Shenk, Angelique; Kmetz, Veronica; Parker, Patricia; Clark, Nicole; Budget Department Email Account
Cc: Walker, Hui-Shan
Subject: RE: BASC Subaward - Grant Routing & Proposal Overview

Thanks, Angelique! Legal approves.

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: Shenk, Angelique <angelique.shenk@hampton.gov>
Sent: Wednesday, February 5, 2025 4:30 PM
To: King, Angela <angela.king@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Budget Department Email Account <budget@hampton.gov>
Cc: Walker, Hui-Shan <hui-shan.walker@hampton.gov>
Subject: BASC Subaward - Grant Routing & Proposal Overview

Good Afternoon,

On behalf of the City Manager's Office, I am sending this request through for your review and approval. In September 2023, the City of Hampton applied to be a participating city in the Bloomberg American Sustainable Cities (BASC) Program. The program is a three-year initiative to turbocharge 25 U.S. cities' efforts in to address climate change and build racial wealth equity in disadvantaged communities. Selected cities receive a Bloomberg Philanthropies-funded Innovation Team (i-team) with expertise in data analysis, human-centered design, systems thinking, and project management to bolster city capacity in driving progress on climate mitigation and promoting equitable outcomes. Participants will also receive multi-year, in-depth, customized policy and technical assistance in collaboration with community-based organizations and local stakeholders to mobilize public, private, and philanthropic investments to achieve their goals.

Shenk, Angelique

From: Budget Department Email Account
Sent: Thursday, February 6, 2025 10:18 AM
To: Shenk, Angelique; King, Angela; Kmetz, Veronica; Parker, Patricia; Clark, Nicole
Cc: Walker, Hui-Shan
Subject: RE: BASC Subaward - Grant Routing & Proposal Overview

Good Morning,

The Budget Division approves of the Bloomberg American Sustainable Cities (BASC) Subaward grant as it requires no cash match and no future funding obligations.

Thanks,

Kenneth

From: Shenk, Angelique <angelique.shenk@hampton.gov>
Sent: Wednesday, February 5, 2025 4:30 PM
To: King, Angela <angela.king@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Budget Department Email Account <budget@hampton.gov>
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The City was officially selected as a BASC partner in September 2024. We worked closely with the City Attorney's Office on the MOU, and we are now ready to execute the Subaward Agreement, which provides operating funds to support the i-team's work. Unfortunately, I am unable to locate any documents from September 2023 related to the grant review process for this project, so I have prepared them now for your review. Please let me know if you have any questions or comments. Thank you in advance for your time!



Angelique Shenk
Management Analyst
City Manager's Office
Office: 757-728-5127

Shenk, Angelique

From: Clark, Nicole
Sent: Thursday, February 6, 2025 8:28 AM
To: Shenk, Angelique; King, Angela; Kmetz, Veronica; Parker, Patricia; Budget Department Email Account
Cc: Walker, Hui-Shan
Subject: RE: BASC Subaward - Grant Routing & Proposal Overview

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: Shenk, Angelique <angelique.shenk@hampton.gov>
Sent: Wednesday, February 5, 2025 4:30 PM
To: King, Angela <angela.king@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Budget Department Email Account <budget@hampton.gov>
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Shenk, Angelique

From: Kmetz, Veronica
Sent: Wednesday, February 5, 2025 9:22 PM
To: Shenk, Angelique; King, Angela; Parker, Patricia; Clark, Nicole; Budget Department Email Account
Cc: Walker, Hui-Shan
Subject: RE: BASC Subaward - Grant Routing & Proposal Overview

Finance approves.

Thanks.

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

To recognize exceptional service from anyone in the Finance Department or the Procurement Department, please click the link below or email COHfinance@hampton.gov. Thank you!!

<https://form.jotform.com/222680144247150>

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To: King, Angela <angela.king@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Budget Department Email Account <budget@hampton.gov>
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Shenk, Angelique

From: Parker, Patricia
Sent: Thursday, February 6, 2025 7:04 AM
To: Shenk, Angelique; King, Angela; Kmetz, Veronica; Clark, Nicole; Budget Department Email Account
Cc: Walker, Hui-Shan
Subject: RE: BASC Subaward - Grant Routing & Proposal Overview

Risk approves. Thank you!

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



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Grant Proposal Overview

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

Grant Title: _____

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 _____ or ☐ in the future fiscal year(s) of _____.

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

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

4. BACKGROUND/PURPOSE:

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**

☐ **Required Match – IN KIND**

Amount: Cash \$

*Value of In-Kind \$

* Description:

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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:

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 \$ _____
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 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					
Operating Exp.					
Capital Outlay					
Column Totals					

Grand Total: _____

9. Additional information that will be helpful to reviewers: