

# HAMPTON VA

## Grant Routing Sheet

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

Date Routing Initiated: 9/17/2021 Application Due Date: Awarded

Originating Department: Youth & Young Adult Opportunities Office Department No.: 571

Submitter's Name: Latiesha Handie Direct Telephone No. (757) 915-7423

E-mail Address: latiesha.handie@hampton.gov

Grant Title: DCJS- Hampton Gun Violence Intervention Program

Other Participating Departments: \_\_\_\_\_

### BEFORE COMPLETING AN APPLICATION:

1. READ THE GENERAL INSTRUCTIONS. L.H. (Submitter's Initials)
2. COMPLETE GRANT PROPOSAL OVERVIEW. L.H. (Submitter's Initials)
3. DEPARTMENT HEAD  
ORIGINATING DEPT. Latiesha Handie  
Print Name *Latiesha W. Handie* Signature 9/17/21 Date
4. ASSISTANT CITY  
MANAGER Steve Bond  
Print Name via email Signature 9/17/2021 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). L.H. (Submitter's Initials)
6. COMPLETE APPLICATION **EXCEPT** NECESSARY SIGNATURES. L.H. (Submitter's Initials)
7. CITY ATTORNEY Olivia Wiggins  
Print Name via email Signature 9/20/2021 Date
8. BUDGET DIVISION Lori Green  
Print Name via email Signature 9/20/2021 Date
9. HUMAN RESOURCES Nicole Clark  
Print Name via email Signature 9/17/2021 Date

10. FINANCE DEPARTMENT	<u>Veronica Kmetz</u> Print Name	<u>Via email</u> Signature	<u>9/17/2021</u> Date
11. RISK MANAGEMENT	<u>Patti Parker</u> Print Name	<u>via email</u> Signature	<u>9/17/2021</u> 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.

## Handie, Latiesha

---

**From:** Bond, Steven  
**Sent:** Friday, September 17, 2021 3:41 PM  
**To:** Handie, Latiesha; Kmetz, Veronica; Daughtrey, Karl; Green, Lori; Clark, Nicole; Parker, Patricia; Wiggins, Olivia  
**Cc:** Walker, Hui-Shan  
**Subject:** RE: RE: Grant Routing Form & Grant Proposal Overview package for the Department of Criminal Justice Services – Hampton Gun Violence Intervention Program

I approve

Steven D. Bond, Esq.  
Assistant City Manager  
City Manager's Office  
P: (757) 727-6392  
F: (757) 728-3037  
22 Lincoln Street  
Hampton, VA 23669

**From:** Handie, Latiesha  
**Sent:** Friday, September 17, 2021 12:53 PM  
**To:** Bond, Steven <sbond@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Wiggins, Olivia <olivia.wiggins@hampton.gov>  
**Cc:** Walker, Hui-Shan <hui-shan.walker@hampton.gov>  
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This will not occur again in the future; I want to ensure we get all the documents in place for this grant. I am also working on getting this on the Oct. 13th Council agenda for appropriation, and some of you will need to review and sign off again in Granicus when it comes to you for approval. The deadline to include this item on the Council's agenda is noon on October 1. However, I must receive signoffs on the Grant Routing Form as soon as possible to start entering the grant information into Granicus to initiate the submission of the approval routing before the agenda deadline.

**There is no local match required for this grant.** If possible, please, I was hoping you could respond as soon as you can via email to complete the routing and application process.

Thank you for your attention and support, and let me know if you have any questions.

## Handie, Latiesha

---

**From:** Wiggins, Olivia  
**Sent:** Monday, September 20, 2021 10:13 AM  
**To:** Handie, Latiesha; Bond, Steven; Kmetz, Veronica; Daughtrey, Karl; Green, Lori; Clark, Nicole; Parker, Patricia  
**Cc:** Walker, Hui-Shan  
**Subject:** RE: RE: Grant Routing Form & Grant Proposal Overview package for the Department of Criminal Justice Services – Hampton Gun Violence Intervention Program

I do not see any changes to the grant requirements from when we submitted the application to when the grant was awarded. Assuming that is correct and there have been no changes to the grant requirements since we submitted the application, I renew my approval as to form and legal sufficiency. Thx!

**From:** Handie, Latiesha  
**Sent:** Friday, September 17, 2021 12:53 PM  
**To:** Bond, Steven <sbond@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Wiggins, Olivia <olivia.wiggins@hampton.gov>  
**Cc:** Walker, Hui-Shan <hui-shan.walker@hampton.gov>  
**Subject:** RE: Grant Routing Form & Grant Proposal Overview package for the Department of Criminal Justice Services – Hampton Gun Violence Intervention Program

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**There is no local match required for this grant.** If possible, please, I was hoping you could respond as soon as you can via email to complete the routing and application process.

Thank you for your attention and support, and let me know if you have any questions.

Latiesha D. Handie

## Handie, Latiesha

---

**From:** Green, Lori  
**Sent:** Friday, September 17, 2021 1:18 PM  
**To:** Handie, Latiesha; Bond, Steven; Kmetz, Veronica; Daughtrey, Karl; Clark, Nicole; Parker, Patricia; Wiggins, Olivia  
**Cc:** Walker, Hui-Shan  
**Subject:** RE: RE: Grant Routing Form & Grant Proposal Overview package for the Department of Criminal Justice Services – Hampton Gun Violence Intervention Program

Hello Latiesha,

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

Thank you.

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



**CONFIDENTIALITY NOTICE:** This communication and any files or attachments transmitted with it may contain information that is confidential, privileged and exempt from disclosure under applicable law. It is intended solely for the use of the intended recipient. If you are not the intended recipient, you are hereby notified that any unauthorized review, use, disclosure, dissemination, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify the sender by reply e-mail and destroy all copies of the original message. Additionally, we will take the appropriate action to avoid sending you an unintended e-mail in the future. Thank you for your cooperation.

**From:** Handie, Latiesha  
**Sent:** Friday, September 17, 2021 12:53 PM  
**To:** Bond, Steven <sbond@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Wiggins, Olivia <olivia.wiggins@hampton.gov>  
**Cc:** Walker, Hui-Shan <hui-shan.walker@hampton.gov>  
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Latiesha D. Handie

**Handie, Latiesha**

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**From:** Clark, Nicole  
**Sent:** Friday, September 17, 2021 2:12 PM  
**To:** Handie, Latiesha; Bond, Steven; Kmetz, Veronica; Daughtrey, Karl; Green, Lori; Parker, Patricia; Wiggins, Olivia  
**Cc:** Walker, Hui-Shan  
**Subject:** RE: RE: Grant Routing Form & Grant Proposal Overview package for the Department of Criminal Justice Services – Hampton Gun Violence Intervention Program

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:** Handie, Latiesha <latiesha.handie@hampton.gov>  
**Sent:** Friday, September 17, 2021 12:53 PM  
**To:** Bond, Steven <sbond@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Wiggins, Olivia <olivia.wiggins@hampton.gov>  
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Latiesha D. Handie



## Handie, Latiesha

---

**From:** Kmetz, Veronica  
**Sent:** Friday, September 17, 2021 1:09 PM  
**To:** Handie, Latiesha  
**Subject:** RE: RE: Grant Routing Form & Grant Proposal Overview package for the Department of Criminal Justice Services – Hampton Gun Violence Intervention Program

Finance approves. The only error I saw, and it's minor, but on your Grant Proposal Overview Form under 7a, the State Grant number is 21-A8708GV21.

Thanks.

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


**From:** Handie, Latiesha <latiesha.handie@hampton.gov>  
**Sent:** Friday, September 17, 2021 12:53 PM  
**To:** Bond, Steven <sbond@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Wiggins, Olivia <olivia.wiggins@hampton.gov>  
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## Handie, Latiesha

---

**From:** Parker, Patricia  
**Sent:** Friday, September 17, 2021 2:29 PM  
**To:** Handie, Latiesha  
**Subject:** RE: RE: Grant Routing Form & Grant Proposal Overview package for the Department of Criminal Justice Services – Hampton Gun Violence Intervention Program

Hi Latiesha! Risk approves

----- Original message -----

**From:** "Handie, Latiesha" <latiesha.handie@hampton.gov>  
**Date:** 9/17/21 2:22 PM (GMT-05:00)  
**To:** "Clark, Nicole" <nmclark@hampton.gov>, "Bond, Steven" <sbond@hampton.gov>, "Kmetz, Veronica" <veronica.kmetz@hampton.gov>, "Daughtrey, Karl" <kdaughtrey@hampton.gov>, "Green, Lori" <lgreen@hampton.gov>, "Parker, Patricia" <pparker@hampton.gov>, "Wiggins, Olivia" <olivia.wiggins@hampton.gov>  
**Cc:** "Walker, Hui-Shan" <hui-shan.walker@hampton.gov>  
**Subject:** RE: RE: Grant Routing Form & Grant Proposal Overview package for the Department of Criminal Justice Services – Hampton Gun Violence Intervention Program

Thank you all for your diligent responses.

I would like to correct my statement about the previous routing process of this grant. The highlighted portion in the email chain was not accurate - the internal city signoff process was followed. Based on the information I had at the time I was unaware or may have missed it in any previous guidance. My sincere apologies.

It has been confirmed that the application was routed electronically for approval by the previous director. However, since the coordinator of this grant has since changed I have been advised that it will be helpful to list me on all forms as the current responsible party.

My apologies again for any confusion this may have caused.

Latiesha

**From:** Clark, Nicole  
**Sent:** Friday, September 17, 2021 2:12 PM  
**To:** Handie, Latiesha <latiesha.handie@hampton.gov>; Bond, Steven <sbond@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Wiggins, Olivia <olivia.wiggins@hampton.gov>  
**Cc:** Walker, Hui-Shan <hui-shan.walker@hampton.gov>  
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Director  
City of Hampton  
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Hampton, Virginia 23669  
P: 757-727-6522 F:757-727-6449



From: Handie, Latiesha <[latiesha.handie@hampton.gov](mailto:latiesha.handie@hampton.gov)>  
Sent: Friday, September 17, 2021 12:53 PM  
To: Bond, Steven <[sbond@hampton.gov](mailto:sbond@hampton.gov)>; Kmetz, Veronica <[veronica.kmetz@hampton.gov](mailto:veronica.kmetz@hampton.gov)>; Daughtrey, Karl <[kdaughtrey@hampton.gov](mailto:kdaughtrey@hampton.gov)>; Green, Lori <[lgreen@hampton.gov](mailto:lgreen@hampton.gov)>; Clark, Nicole <[nmclark@hampton.gov](mailto:nmclark@hampton.gov)>; Parker, Patricia <[pparker@hampton.gov](mailto:pparker@hampton.gov)>; Wiggins, Olivia <[olivia.wiggins@hampton.gov](mailto:olivia.wiggins@hampton.gov)>  
Cc: Walker, Hui-Shan <[hui-shan.walker@hampton.gov](mailto:hui-shan.walker@hampton.gov)>  
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Latiesha D. Handie

# HAMPTON VA

## Grant Proposal Overview

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

Grant Title: DCJS - DCJS Hampton Gun Violence Intervention Program

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.

N/A

#### 4. BACKGROUND/PURPOSE:

The City's Gun Violence Intervention Program has three major components. First, having been funded by the city for a supervisor and three outreach workers, we will develop a cadre of members of the community who have established relationships with a diverse population and are considered credible messengers. Both the outreach staff and these individuals will be trained in evidence based violence interruption processes. Credible messengers will be compensated to approach and engage those already involved in gun violence or at great risk to become involved. The purpose of this outreach and engagement will be to interrupt cycles of violence and lower the incidents of retaliatory violence. Second, using the contacts made in the violence interruption program, we will also identify those affected by violence and use the contact opportunity to get necessary mental health support for them to reduce the effects of the trauma they have experienced. Many families are also separated due to incarceration after involvement in the criminal justice system. Parenting and family classes that are designed to support family reunification will also be a program component. The city will also strengthen Youth Connect, an existing prevention program to engage more young people in positive structured activities and/or necessary support opportunities before they become engaged in negative, high risk, or violent behaviors. There will be intentional efforts to outreach to those who have a relationship with others who have been affected by violence.

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

**Cash Amount** \$500,000 \_\_\_\_\_

**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 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:

At the end of this grant project the positions that have been hired will end and the individuals hired will be advised upfront that their positions are grant funded. However, the city will continue to apply for future grant opportunities to continue the projects/program started with this initial grant.

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	\$ _____	Federal Catalog No.	_____
Pass Through	\$ _____	Federal Grant No.	_____
State	\$ 500,000	State Grant No.	27-A8708GV21
Foundation	\$ _____		21-A8708GV21
Private	\$ _____		

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: \$500,000

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

This grant period ends June 30, 2023.