

Contracting Organization Costs (Sponsoring Organization Only)	\$	0.00
Total Operating Costs		\$335,134.63

Projected Administrative Costs

Facilities and Space	\$	0.00
Supplies and Equipment	\$	2,500.00
Purchased Services	\$	0.00
Financial Costs	\$	0.00
Media Costs	\$	500.00
Contracting Organization Cost	\$	0.00
Professional Memberships/Training/Conferences	\$	0.00
Projected Administrative Costs		\$16,801.91

Cost Reimbursement Summary

Total SFSP Costs		\$351,936.54
Total SFSP Reimbursement		\$289,208.51
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)	\$	92,186.46
Other funding resources	Department of Agriculture	
Balance		\$29,458.43

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: 4/16/2018 3:34:08 PM Modified By: nicole.dennis on: 5/16/2018 9:51:53 AM

2017 - 2018 SFSP Budget Detail

4136 Status: Active
Hampton Parks & 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	29	59,470	\$211,118.50
Snack	29	60,750	\$50,422.50
Supper	7	1,025	\$3,638.75
Sub Total			\$265,179.75

Administrative Reimbursement

Meal	Sites	Total Meals	Total
Breakfast	0	0	\$0.00
Lunch	29	59,470	\$18,707.84
Snack	29	60,750	\$4,989.50
Supper	7	1,025	\$331.42
Sub Total			\$24,028.76

Projected Operating Costs: Labor

Executive Staff	\$48,525.20	
Management Staff	\$214.45	
Staff	\$23,144.90	
Total Projected Operating Costs: Labor		\$71,884.55

Projected Administrative Costs: Labor

Executive Staff	\$2,312.00	
Management Staff	\$1,881.00	
Staff	\$9,608.91	
Total Projected Administrative Costs: Labor		\$13,801.91

Projected Operating Costs

Total Food Expenses	\$	259,750.08
Facilities and Space	\$	0.00
Supplies and Equipment	\$	2,500.00
Purchased Services	\$	0.00
Financial Costs	\$	0.00
Media Costs	\$	1,000.00

2017 - 2018 SFSP Application Packet Notes for Sponsor

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

6/11/2018 **FY18 Approval**

The Virginia Department of Education is pleased to inform the Hampton Parks & Recreation that its 2018 Summer Food Service Program application has been approved.

Please remember that the following must be submitted in a timely manner:

- Advance Requests
- Field Trips
- Site Adds, Changes and Deletes

If you have any questions regarding your application, please contact me at 804-225-3342 or kennra.buyalos@doe.virginia.gov.

Thank you for your continued partnership in our efforts to end childhood hunger.

Sincerely,

Kennra Buyalos
 Child Nutrition Programs Specialist

Created By: kennra.buyalos on: 06/11/2018 9:24:45 AM Modified By: kennra.buyalos on: 06/11/2018 9:25:02 AM

6/05/2018 **3rd Return for Correction**

Media Release -

- The closed enrolled media release must contain the Income Guidelines (please refer to the sample document)
- The nondiscrimination statement must appear as it does on the sample media release, including the spacing and formatting (please refer to the sample document)

Created By: kennra.buyalos on: 06/05/2018 2:46:00 PM Modified By: kennra.buyalos on: 06/05/2018 2:46:26 PM

6/01/2018 **2nd Return for Correction**

Media Release:

- The closed enrolled media release must contain the Income Guidelines (please refer to the sample document)
- The nondiscrimination statement must appear as it does on the sample media release, including the spacing and formatting (please refer to the sample document)

Site Applications:

There were 2 site applications returned. Please see each for notes on what to correct.

Created By: kennra.buyalos on: 06/01/2018 8:31:21 AM Modified By: kennra.buyalos on: 06/01/2018 8:33:08 AM

5/14/2018 **Return for Corrections**

The items below require correction before the application can be approved:

1. Sponsor Application:

#27-31: The alternative contact cannot be the same individual listed as the SFSP Contact.

2. Site Applications:

There were many site applications returned for corrections. Please see the comments in each application for items requiring correction. Some of the common findings were: incorrect designation of geographic location, incorrect total of days of operation, and eligibility.

3. Budget:

Projected Operating and Administrative Labor:

Nicole Dennis is listed under both administrative and operating sections. Please make sure the time is pro-rated to

reflect time spent under each category. For example, if work is 5 hours total, 3 might be spend directly in food service and 2 might be spend in administrative.

Please be more specific with duties performed, especially for staff that oversee the operation. Who handles claims, application, and training? Who handles meal service, site operations, delivery, etc?

Checklist:

Media Release - there are many errors on the document that was submitted. First, the nondiscrimination statement must have the same format as that on the sample. It must contain exactly the same language and formatting, so please copy it onto the media release you are using. Next, the media release must state that meals will be served on a first come, first serve basis. And lastly, the following are specific errors in meal times:

- Fort Monroe Center - incorrect Snack meal time
- West Hampton Center - incorrect Snack meal time
- Agape Counselling - incorrect Lunch meal time
- Antioch Baptist Church - incorrect Supper meal time and not Mon-Fri.
- Hampton Main Library - incorrect date range and Snack meal time must include start and end time
- Little Tin Soldiers - incorrect date range
- New Mt. Olive - incorrect Snack meal time
- Phoebus Library - Snack meal time must include start and end time
- Greater Emmanuel Temple - incorrect date range, Lunch, and Snack meal times
- North Hampton library - incorrect date range and Snack meal time must include start and end time
- Lacross Presbyterian Church - incorrect Snack meal time
- Willow Oaks Library - incorrect end date, and Snack meal time must include start and end time

The following sites were not submitted as part of the application, so they must be removed from the media release:

- Little Zion Baptist
- Kenny Wallace Neighborhood Center
- First Presbyterian Church
- (EYMS) Marching Elites Association

Attachments:

The Permanent Agreement and Free/Reduced Price Policy Statement must be signed by the person with final authority over the program, and must be the person indicated in the Management Plan.

Please let me know if you have any questions related to this application.

Kenndra Buyalos
kenndra.buyalos@doe.virginia.gov
804-225-3342

Created By: kenndra.buyalos on: 05/14/2018 10:16:54 AM Modified By: kenndra.buyalos on: 05/14/2018 4:02:41 PM