



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:

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	\$ _____	Federal Catalog No.	_____
Pass Through	\$ _____	Federal Grant No.	_____
State	\$ _____	State Grant No.	_____
Foundation	\$ _____		
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: _____

9. Additional information that will be helpful to reviewers:



Grant Routing Sheet

COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED

Date Routing Initiated: 11/6/2023 Application Due Date: 11/12/2023

Originating Department: CDD Department No.: _____

Submitter's Name: Olivia Askew Direct Telephone No. (757) 727-6301

E-mail Address: olivia.askew@hampton.gov

Grant Title: Resilient Hampton: Fox Hill, Grandview, & Harris Creek Water Plan

Other Participating Departments: PW, PRLS, EMO

BEFORE COMPLETING AN APPLICATION:

- 1. READ THE GENERAL INSTRUCTIONS. OMA (Submitter's Initials)
- 2. COMPLETE GRANT PROPOSAL OVERVIEW. OMA (Submitter's Initials)
- 3. DEPARTMENT HEAD Bonnie Brown
ORIGINATING DEPT. _____
Print Name Signature Date
- 4. ASSISTANT CITY Brian DeProfio
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). OMA (Submitter's Initials)
- 6. COMPLETE APPLICATION **EXCEPT** NECESSARY SIGNATURES. OMA (Submitter's Initials)
- 7. CITY ATTORNEY Angela King [Signature] 11/09/23
Print Name Signature Date
- 8. BUDGET DIVISION Lori Green _____
Print Name Signature Date
- 9. HUMAN RESOURCES Nicole Clark _____
Print Name Signature Date

10. FINANCE DEPARTMENT

Karl Daughtrey

Print Name

Signature

Date

11. RISK MANAGEMENT

Patricia Parker

Print Name

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.



November 09, 2023

Virginia Department of Conservation and Recreation
Attention: Virginia Community Flood Preparedness Fund
Division of Dam Safety and Floodplain Management
600 East Main Street, 24th Floor
Richmond, Virginia 23219

To whom it may concern:

On behalf of the City of Hampton, I authorize the request for funding the grant proposal submissions to the Virginia Community Flood Preparedness Fund, for the following projects: Fox Hill, Grandview, and Harris Creek Water Plan, Honor Park Resilience Project, ADAPT-LongCreek Blueway, Citywide Stormwater Model .

If awarded and subject to execution of a grant agreement, the City of Hampton pledges its commitment to provide funding to meet the match requirement established by the 2023 Grant Manual for the fund. City funds have been budgeted for Fiscal Year 2024 ending June 30, 2024. As the City's grant application provides, such matching fund will be provided the project in the following amount:

- **Fox Hill, Grandview, and Harris Creek Water Plan:** The City of Hampton will provide \$240,000, in unobligated 2019 Bond Funds, a 40 percent match based on the project total cost of \$600,000.
- **Honor Park Resilience Project;** The City will provide \$1,640,000, in unobligated 2019 Bond Funds, a 40 percent match based on the total project cost of \$4,100,000.
- **ADAPT - Long Creek Blueway:** The City of Hampton will provide \$775,000, in unobligated 2019 Bond Funds, a 50 percent match based on the project total cost of \$1,550,000.
- **Citywide Stormwater Model;** The City will provide \$214,800, in unobligated 2019 Bond Funds, a 10 percent match based on the total project cost of \$2,148,000.

We appreciate this opportunity to seek funding in support of our ongoing efforts to increase Hampton's resilience and preparedness for flooding impacts.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian DeProfio", written over a white background.

Brian DeProfio,
Assistant City Manager, City of Hampton

From: [Parker, Patricia](#)
To: [Askew, Olivia](#); [Daughtrey, Karl](#); [King, Angela](#); [DeProfio, Brian](#); [Green, Lori](#); [Kmetz, Veronica](#); [Brown, Bonnie](#); [Clark, Nicole](#)
Cc: [Smith, Scott](#); [Bryson, Jasmine](#); [Sabo, Hannah](#); [Green, Jennifer](#)
Subject: RE: Time Sensitive Grant Review for VA Community Flood Preparedness Fund
Date: Wednesday, November 8, 2023 1:21:55 PM
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)

Risk approves. Thank you!

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



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From: Askew, Olivia <olivia.askew@hampton.gov>
Sent: Wednesday, November 8, 2023 1:10 PM
To: Daughtrey, Karl <kdaughtrey@hampton.gov>; King, Angela <angela.king@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Brown, Bonnie <bonnie.brown@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
Cc: Smith, Scott <scott.smith@hampton.gov>; Bryson, Jasmine <jbryson@hampton.gov>; Sabo, Hannah <hmsabo@hampton.gov>; Green, Jennifer <jcgreen@hampton.gov>
Subject: Time Sensitive Grant Review for VA Community Flood Preparedness Fund

Importance: High

Good Afternoon,

Attached you will find the (1) grant routing form, (2) grant proposal overview form, and (3) the combined grant application for the *Resilient Hampton: Fox Hill, Grandview, and Harris Creek Water Plan* to the VA DCR's Community Flood Preparedness Fund program.

Applications are due on November 12, 2023 by midnight. Please **have reviews completed by 11/10 COB.**

The project total is \$600,000. The grant does include a match requirement, the value of which would be 40% of the total project cost (\$240,000 from GOB19). No new positions are proposed to be

From: [Green, Lori](#)
To: [Askew, Olivia](#)
Subject: RE: Time Sensitive Grant Review for VA Community Flood Preparedness Fund
Date: Thursday, November 9, 2023 4:29:01 PM
Attachments: [image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)

Thanks Olivia,
Budget approves.

From: Askew, Olivia <olivia.askew@hampton.gov>
Sent: Thursday, November 9, 2023 4:28 PM
To: Green, Lori <lgreen@hampton.gov>
Subject: Time Sensitive Grant Review for VA Community Flood Preparedness Fund

Good Afternoon Lori,

I am checking in to see if you have had the opportunity to review the grant sent below. Application are due on Sunday. You are the last remaining reviewer.

Thank you!

Olivia Askew | Resiliency Specialist

City of Hampton | Community Development Department

22 Lincoln St, 5th Floor, Hampton, VA 23669

Phone: 757.727.6301

Visit us on the web: www.hampton.gov



From: Askew, Olivia
Sent: Wednesday, November 8, 2023 4:24 PM
To: King, Angela <angela.king@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Brown, Bonnie <bonnie.brown@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
Cc: Smith, Scott <scott.smith@hampton.gov>; Bryson, Jasmine <jbryson@hampton.gov>; Sabo, Hannah <hmsabo@hampton.gov>; Green, Jennifer <jcgreen@hampton.gov>
Subject: RE: Time Sensitive Grant Review for VA Community Flood Preparedness Fund

Thank you Angela.

An updated Grant Proposal Overview form with edits to Section 3 and 6(a) is attached.

Olivia Askew | Resiliency Specialist

City of Hampton | Community Development Department

22 Lincoln St, 5th Floor, Hampton, VA 23669

Phone: 757.727.6301

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From: King, Angela <angela.king@hampton.gov>
Sent: Wednesday, November 8, 2023 4:03 PM
To: Askew, Olivia <olivia.askew@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>;

From: [Kmetz, Veronica](#)
To: [Askew, Olivia](#); [Daughtrey, Karl](#); [King, Angela](#); [DeProfio, Brian](#); [Green, Lori](#); [Brown, Bonnie](#); [Clark, Nicole](#); [Parker, Patricia](#)
Cc: [Smith, Scott](#); [Bryson, Jasmine](#); [Sabo, Hannah](#); [Green, Jennifer](#)
Subject: RE: Time Sensitive Grant Review for VA Community Flood Preparedness Fund
Date: Wednesday, November 8, 2023 1:23:30 PM
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)

Finance approves.

Thanks.

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



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>

From: Askew, Olivia <olivia.askew@hampton.gov>

Sent: Wednesday, November 8, 2023 1:10 PM

To: Daughtrey, Karl <kdaughtrey@hampton.gov>; King, Angela <angela.king@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Brown, Bonnie <bonnie.brown@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Parker, Patricia <pparker@hampton.gov>

Cc: Smith, Scott <scott.smith@hampton.gov>; Bryson, Jasmine <jbryson@hampton.gov>; Sabo, Hannah <hmsabo@hampton.gov>; Green, Jennifer <jcgreen@hampton.gov>

Subject: Time Sensitive Grant Review for VA Community Flood Preparedness Fund

Importance: High

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The project total is \$600,000. The grant does include a match requirement, the value of which would be 40% of the total project cost (\$240,000 from GOB19). No new positions are proposed to be funded by the application. Work on the project will be conducted by a consultant.

Please let me know if you have any questions!

Olivia Askew | Resiliency Specialist

City of Hampton | Community Development Department

22 Lincoln St, 5th Floor, Hampton, VA 23669

Phone: 757.727.6301

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