

Fugere, Mary

From: Dawn Cuello <Dawn.Cuello@horne.com>
Sent: Wednesday, January 4, 2023 2:53 PM
To: Hierstein, Brooks
Cc: Fugere, Mary; Kim Fernandes
Subject: [EXTERNAL] RE: Application # 1004 for USA Artistic Swimming Junior Olympics

Good Afternoon Brooks,

As requested, I have updated the primary contact information. Best of luck to you on your new endeavors.

Dawn Cuello

From: Hierstein, Brooks <bhierstein@hampton.gov>
Sent: Wednesday, January 4, 2023 9:34 AM
To: Dawn Cuello <Dawn.Cuello@horne.com>
Cc: Fugere, Mary <mary@hamptoncvb.com>
Subject: RE: Application # 1004 for USA Artistic Swimming Junior Olympics

Hi Dawn, thanks for talking with me. As I mentioned on the phone I will be leaving employment with the City of Hampton, effective January 10, 2023. I would like to change the primary point of contact for the ARPA Grant to our Executive Director, Mary Fugere. I have copied Mary on this e-mail and included her contact information below:

Mary Fugere
Executive Director
757-728-5327
Mary@hamptoncvb.com

Respectfully,

Brooks

Brooks Hierstein, CSEE
Senior Sales Manager
Hampton Convention & Visitor Bureau

 [757.728.5315](tel:757.728.5315)
 1919 Commerce Dr, Suite 290,
Hampton, VA 23666
SportsHampton.com
 [\[sportshampton.com\]](http://[sportshampton.com]) |
[@VisitHamptonVA](https://twitter.com/VisitHamptonVA) [\[linktr.ee\]](https://www.linkedin.com/company/visit-hampton-va)



visithampton.com

From: Dawn Cuello <Dawn.Cuello@horne.com>
Sent: Tuesday, December 27, 2022 12:03 PM
To: Hierstein, Brooks <bhierstein@hampton.gov>
Subject: [EXTERNAL] RE: Application # 1004 for USA Artistic Swimming Junior Olympics

Good Afternoon Brooks,

VTC has deemed this allowable, and your application has been noted.

Thanks!

From: Hierstein, Brooks <bhierstein@hampton.gov>
Sent: Monday, December 19, 2022 2:30 PM
To: Dawn Cuello <Dawn.Cuello@horne.com>
Subject: RE: Application # 1004 for USA Artistic Swimming Junior Olympics

Hi Dawn, if other expenses arise, for example, we will now need to provide EMS on-site during the competition, can this expense be submitted for reimbursement as long as we do not exceed the \$30,000 that we were awarded?

Respectfully,

Brooks

Brooks Hierstein, CSEE
Senior Sales Manager
Hampton Convention & Visitor Bureau

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From: Dawn Cuello <Dawn.Cuello@horne.com>
Sent: Thursday, July 14, 2022 4:09 PM
To: Hierstein, Brooks <bhierstein@hampton.gov>
Subject: [EXTERNAL] Application # 1004 for USA Artistic Swimming Junior Olympics
Importance: High

July 14, 2022

Greetings Brooks Hierstein.

We are pleased to inform you that your ARPA Sports Marketing Incentive Program Application # 1004 for USA Artistic Swimming Junior Olympics has been approved in the amount of \$30,000 for the following expenses:

- Catering
- Pipe & drape
- Promotional items

- Shuttle bus
- Airport transportation
- Facility rental
- A/V equipment/services
- Police/security

Successful applicants are strongly encouraged to attend a webinar on Monday, July 18, 2022, at 10:00 a.m. to learn about the documentation and receipts required in order to receive the funds approved for reimbursement. Register to attend at this link: https://hornellp.zoom.us/webinar/register/WN_tvR119BHRsCnNG6pJcf8wg [hornellp.zoom.us]. The webinar will be recorded and shared within a couple of days for viewing if you are unable to join on July 18th.

Please note the following deadlines and important reminders:

- Sports Events must be contracted by **December 31, 2022**. Submit a copy of the contract once signed. If no contract is signed by deadline and submitted soon thereafter, the awarded funds will be released back into the VTC ARPA Incentive Account.
- Sports Events MUST be held in Virginia no later than **June 30, 2024**.
- You MUST notify us immediately at support@vatourismarpa.com if the event is not confirmed and contracted in Virginia.
- You MUST notify us immediately at support@vatourismarpa.com if the contracted event is canceled, rescheduled or downsized.
- Expense receipts MUST be submitted for reimbursement within 60 days after the event. Only approved expenses listed above will be reimbursed. Approval of the application does not guarantee payment. The funds will be paid on a reimbursement basis, once sufficient expense documentation is provided to show expense incurred and proof of payment.
- Bid/Host fee must be clearly outlined in the RFP/Bid document or the signed contract. If not, then a separate signed agreement with the rights holder and applicant, indicating the request for a bid/host fee, is required.
- Proof of event being held within the state of Virginia and prior to June 30, 2024, will be required.
- Alcohol is not eligible. Deduct alcohol from any food & beverage receipts.

If you have any questions, please feel free to contact us at support@vatourismarpa.com

Thank You.

Virginia Tourism Corporation

Dawn Cuello

Grants Management Coordinator | [HORNE](#)

O: 601.326.1000 D: 213.556.0731

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