



Grant Proposal Overview Cover Sheet

Grant Title: Foster Grandparent Program

Submitting Department: Human Services (Social Services)

Department Head: Wanda E. Rogers

Grant Administrator: Gina L. Lewis

Grant Administrator Title: Family Services Manager (Foster Grandparent Program Director)

Grant Prepared by: Gina L. Lewis

Telephone Number: (757)727-1858 E-mail: Gina.Lewis@dss.virginia.gov

Date: 7/2/2019 Council Agenda Item No. _____
Budget Division Only

Agenda Statements (to include the following). *Please provide on a separate sheet:*

Purpose/Background: This section should provide a summary of the issue before the Council to include any past history that is pertinent to the subject.

Discussion: This section should include information such as the benefit to the community, financial implications/costs to the City, funding sources and where it is budgeted if applicable. Alternatives considered along with pros/cons of alternatives should also be highlighted where appropriate.

Impact: This section to describe how the action requested relates to Council policy initiatives, including but not limited to the Strategic Plan elements of the Community Plan, master plans, etc.

A completed grant packet is required for each grant item being placed on the City Council agenda. The Grant Packet is designed to provide an overview of sufficient information from which the City Council, along with the City Manager's Office-Budget Division and Finance Department can make a decision concerning the grant.

If you have any questions about the grant acceptance process, please contact Lori Green or Vahid Dejwakh in the City Manager's Office-Budget Division at (757) 727-6377.



Grant Packet for City Council Agenda

Grant Title: Foster Grandparent Program

1. Name of Awarding Agency: Corporation for National and Community Service

2. Name of Sub-recipient (if applicable): N/A

A. If applicable, is a Sub-recipient Agreement Attached? Yes (___) No (___)

B. If not, why?

3. Special Requirements:

a. **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 Matching Funds/Contributions**

Amount: Cash \$ 69,744

In-Kind \$ _____

✓ **Non-Required Matching Funds/Contributions**

Amount: Cash \$ 20,000

In-Kind \$ _____

b. **Future Financial Obligations:** This proposal will (___) will not (☒) incur commitments or financial obligations for the City beyond the grant period. If it will, an authority memorandum from the City Manager's Office-Budget Division estimating future matching requirements and the time period must be attached to this grant packet.

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 grant packet.



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4. 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 \$ 362,483
Pass Through \$ _____
State \$ _____
Foundation \$ _____
Private \$ _____

Federal Catalog No. 94.011 (Grant No. 19SF214031)
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 department funding source other than your department, the Budget Division will need written authorization of agreement to withdraw these funds.*

5. Grant Award Letter

Grant Period? **From:** 07/01/2019 **To:** 06/30/2020

Is the award letter provided? Yes (☒) No (☐)



If not, why?

7. Additional Comments: