

HAMPTON VA

Grant Routing Sheet

COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED

Date Routing Initiated: 04/14/2020 Application Due Date: 06/12/2020

Originating Department: Parks, Recreation & Leisure Services Department No.: _____

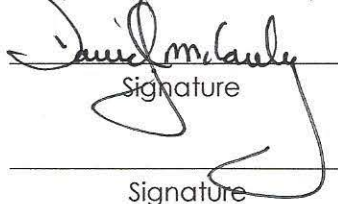
Submitter's Name: Nicole Dennis Direct Telephone No. (757) 825-4805

E-mail Address: ndennis@hampton.gov

Grant Title: USDA Summer Food Service Program

Other Participating Departments: _____

BEFORE COMPLETING AN APPLICATION:

- | | | | |
|---|----------------|--|----------------|
| 1. READ THE GENERAL INSTRUCTIONS. | ND | (Submitter's Initials) | |
| 2. COMPLETE GRANT PROPOSAL OVERVIEW. | ND | (Submitter's Initials) | |
| 3. DEPARTMENT HEAD
ORIGINATING DEPT. | David McCauley |  | <u>4/16/20</u> |
| | Print Name | Signature | Date |
| 4. ASSISTANT CITY
MANAGER | Brian DeProfio | | |
| | 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). ND (Submitter's Initials)
6. COMPLETE APPLICATION **EXCEPT** NECESSARY SIGNATURES. ND (Submitter's Initials)
7. BUDGET DIVISION _____
Print Name Signature Date
8. FINANCE DEPARTMENT _____
Print Name Signature Date
9. CITY ATTORNEY _____
Print Name Signature Date
10. SIGN and SUBMIT APPLICATION. ND (Submitter's Initials)

AFTER GRANT AWARDED:

11. ADD AWARD LETTER TO DOCUMENTATION.	<u>ND</u> (Submitter's Initials)		
12. ORIGINATING DEPT. (Approval as to Content)	_____	_____	_____
	Print Name	Signature	Date
13. RISK MANAGEMENT	<u>Joe Sanders</u>	<u>Joe Sanders</u>	<u>04-29-2020</u>
	Print Name	Signature	Date
14. HUMAN RESOURCES	<input checked="" type="checkbox"/>	_____	_____
	Print Name	Signature	Date
15. BUDGET DIVISION	<input checked="" type="checkbox"/>	_____	_____
	Print Name	Signature	Date
16. FINANCE DEPARTMENT	<input checked="" type="checkbox"/>	_____	_____
	Print Name	Signature	Date
17. CITY ATTORNEY	<input checked="" type="checkbox"/>	_____	_____
	Print Name	Signature	Date
18. CITY COUNCIL	COUNCIL FILE NO.: _____		
CREATE GRANICUS FILE	_____	_____	_____
	Print Name	Signature	Date
ATTACH GRANT DOCUMENTS	_____	_____	_____
	Print Name	Signature	Date
ROUTE FOR APPROVAL	_____	_____	_____
	Print Name	Signature	Date
19. ADD SIGNED RESOLUTION TO DOCUMENTATION.	<u>ND</u> (Submitter's Initials)		
20. OBTAIN SIGNATURES	_____	_____	_____
	Print Name	Signature	Date
21. ORIGINATING DEPARTMENT TO RETAIN ORIGINAL DOCUMENTATION.	<u>ND</u> (Submitter's Initials)		
22. DISSEMINATE ELECTRONIC COPIES TO (INITIAL WHEN DISSEMINATED):			
CITY ATTORNEY:	_____	(Submitter's Initials)	
FINANCE:	_____	(Submitter's Initials)	
OTHER PARTICIPATING DEPARTMENTS (LIST):	_____	(Submitter's Initials)	
	_____	(Submitter's Initials)	

Bullock, Tamara

From: DeProfio, Brian
Sent: Wednesday, June 05, 2019 8:55 AM
To: Bullock, Tamara
Cc: McCauley, David
Subject: RE: USDA SFSP 2019 Grant Approval

Thanks. Also, legal and Finance will want to see the complete grant application, award letter and grant agreement.

From: Bullock, Tamara
Sent: Wednesday, June 05, 2019 8:52 AM
To: DeProfio, Brian <bdeprofio@hampton.gov>
Cc: McCauley, David <david.mccauley@hampton.gov>
Subject: Re: USDA SFSP 2019 Grant Approval

Ok I understand and will do.

Thank You

Tamara Bullock, MPA, CPRP
Hampton Parks, Recreation & Leisure Services
Unit Operations Manager
757-727-8319

On Jun 5, 2019, at 8:29 AM, DeProfio, Brian <bdeprofio@hampton.gov> wrote:

... also, once you complete those sections, you can send it to all people who need to approve the grant at the same time to keep it moving. Thanks!

From: Bullock, Tamara
Sent: Tuesday, June 04, 2019 12:17 PM
To: DeProfio, Brian <bdeprofio@hampton.gov>
Cc: McCauley, David <david.mccauley@hampton.gov>
Subject: FW: USDA SFSP 2019 Grant Approval

Good Afternoon Mr. DeProfio,
Attached is the grant proposal overview for the USDA grant, did you have an opportunity to review the document for approval or denial?

Thanks

Tamara Bullock, MPA, CPRP | Unit Operations Manager | Parks, Recreation & Leisure Services | O:
757-727-8319

From: Bullock, Tamara
Sent: Monday, May 20, 2019 10:54 AM
To: DeProfio, Brian <bdeprofio@hampton.gov>

Cc: McCauley, David <david.mccauley@hampton.gov>

Subject: USDA SFSP 2019 Grant Approval

Good Morning Mr. DeProfio,

Attached is the grant proposal overview for the USDA Summer Feeding Service Program (SFSP). This begins the approval process for Nicole Dennis to apply for the grant. Please review for approval or denial. The grant has been approved by Dave, and his approval is listed below.

Thanks!

<image001.png>

Tamara Bullock, MPA, CPRP | Unit Operations Manager | **Parks, Recreation & Leisure Services** | O: 757-727-8319

<image002.png>

From: McCauley, David <david.mccauley@hampton.gov>

Sent: Friday, May 17, 2019 5:26 PM

To: Bullock, Tamara <tamara.bullock@hampton.gov>

Subject: RE: USDA SFSP 2019 Grant Approval

Approved.

<image001.png>

David J. McCauley | Director | **Parks, Recreation & Leisure Services** | O: 757-727-6348

<image002.png>

Bullock, Tamara

From: Clark, Nicole
Sent: Wednesday, April 29, 2020 12:19 PM
To: Bullock, Tamara; Kmetz, Veronica; Green, Lori; Perkins, Lola; Sanders, Joe
Cc: McCauley, David; DeProfio, Brian
Subject: RE: USDA Summer Feeding Service Program Grant

Human Resources approves.

Nicole M. Clark MSHRM, SPHR, IPMA-SCP, SHRM-SCP
Director of Human Resources
City of Hampton
22 Lincoln Street
Hampton, Virginia 23669
P: 757-727-6522 F: 757-727-6449

HAMPTON VA

From: Bullock, Tamara <tamara.bullock@hampton.gov>
Sent: Wednesday, April 29, 2020 12:09 PM
To: Clark, Nicole <nmclark@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Perkins, Lola <lperkins@hampton.gov>; Sanders, Joe <jsanders@hampton.gov>
Cc: McCauley, David <david.mccauley@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>
Subject: USDA Summer Feeding Service Program Grant

Good Morning,

We are working to apply for the USDA Summer Feeding Service Program Grant again this year, and need your approval. Attached is the grant proposal overview requesting approval to apply for this year's funding. This grant **does not** require matching funds. The grant proposal has been approved by Dave McCauley (PRLS Director) and Brian DeProfio (ACM).

Thanks in advance for your review. And please stay safe!

Tamara Bullock, MPA, CPRP | Business Services Administrator | Parks, Recreation & Leisure Services | O: 757-727-8319

HAMPTON VA

Bullock, Tamara

From: Green, Lori
Sent: Wednesday, April 29, 2020 3:42 PM
To: Bullock, Tamara; Clark, Nicole; Kmetz, Veronica; Perkins, Lola; Sanders, Joe
Cc: McCauley, David; DeProfio, Brian
Subject: RE: USDA Summer Feeding Service Program Grant

Hello,

The Budget Division approves of the CY 2020 USDA Summer Feeding Service Program Grant application as it requires no cash match. However, the section was not completed on whether there is any future funding obligations.

Please be advised that in the event the grant is awarded, the Budget Division requests that the submitting department places this grant item on the City Council's agenda for acceptance/appropriation of grant funds as soon as it is reasonable possible. Given the City Attorney's ruling pursuant to the Governor's order regarding COVID-19, it is my understanding that the earliest grant-related items can be placed on the Council's agenda is for June 10th meeting.

Thank you.

Lori

L. A. Green
Budget Division

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: Bullock, Tamara <tamara.bullock@hampton.gov>
Sent: Wednesday, April 29, 2020 12:09 PM
To: Clark, Nicole <nmclark@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Perkins, Lola <lperkins@hampton.gov>; Sanders, Joe <jsanders@hampton.gov>
Cc: McCauley, David <david.mccauley@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>
Subject: USDA Summer Feeding Service Program Grant

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Tamara Bullock, MPA, CPRP | Business Services Administrator | **Parks, Recreation & Leisure Services** | O: 757-727-8319

HAMPTON VA

Bullock, Tamara

From: Kmetz, Veronica
Sent: Wednesday, April 29, 2020 3:56 PM
To: Bullock, Tamara; Clark, Nicole; Green, Lori; Perkins, Lola; Sanders, Joe
Cc: McCauley, David; DeProfio, Brian
Subject: RE: USDA Summer Feeding Service Program Grant

Finance approves.

Thanks.


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


From: Bullock, Tamara <tamara.bullock@hampton.gov>
Sent: Wednesday, April 29, 2020 12:09 PM
To: Clark, Nicole <nmclark@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Perkins, Lola <lperkins@hampton.gov>; Sanders, Joe <jsanders@hampton.gov>
Cc: McCauley, David <david.mccauley@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>
Subject: USDA Summer Feeding Service Program Grant

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Thanks in advance for your review. And please stay safe!

Tamara Bullock, MPA, CPRP | Business Services Administrator | **Parks, Recreation & Leisure Services** | O: 757-727-8319


Bullock, Tamara

From: Perkins, Lola
Sent: Wednesday, April 29, 2020 3:46 PM
To: Bullock, Tamara; Clark, Nicole; Kmetz, Veronica; Green, Lori; Sanders, Joe
Cc: McCauley, David; DeProfio, Brian
Subject: RE: USDA Summer Feeding Service Program Grant

Legal approves.

HAMPTON VA

Lola Rodriguez Perkins
Senior Deputy City Attorney
City of Hampton
22 Lincoln Street
Hampton, VA 23669
P: (757) 727-6127
F: (757) 727-6788

CONFIDENTIALITY NOTICE: This email message, including any attachments, is for the sole use of the intended recipient(s) and may contain information that is legally privileged, confidential and/or otherwise legally exempt from disclosure. If you are not an intended recipient, you are not authorized to read, print, use, copy, disclose or disseminate this message or any part of the information contained in this message. If you have received this communication in error, please notify the sender immediately by email and destroy all copies of this message and any attachments. Unintended transmission shall not constitute waiver of the attorney-client or any other privilege.

From: Bullock, Tamara <tamara.bullock@hampton.gov>
Sent: Wednesday, April 29, 2020 12:09 PM
To: Clark, Nicole <nmclark@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Perkins, Lola <lperkins@hampton.gov>; Sanders, Joe <jsanders@hampton.gov>
Cc: McCauley, David <david.mccauley@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>
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Thanks in advance for your review. And please stay safe!

Tamara Bullock, MPA, CPRP | Business Services Administrator | **Parks, Recreation & Leisure Services** | O: 757-727-8319

HAMPTON VA



Grant Proposal Overview

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

Grant Title: USDA Summer Food Service Program 2020

- 1. PRIMARY OR SUB-AWARD:** Application will be submitted to ☐ the agency that is the primary source of funding (City = Primary Awardee); ☐ to an 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 2021 or ☐ in the future fiscal year(s) of _____.

- 3. PREVIOUS APPLICATIONS:** (Not including the current application) This grant was previously applied for during June 2018-2019 fiscal year(s); and was previously awarded during 2020 fiscal year(s).

If previously awarded, provide all prior agenda items numbers and dates of Council approval.

16-0155/ 2016 17-0171/2017

18-02228/2018

19-0257/2019

- 4. BACKGROUND/PURPOSE:** The City of Hampton Department of Parks, Recreation & Leisure Services have served as a Sponsor for USDA Summer Food Service Program since 1969. In the past, the City has obtained SFSP funds to continue feeding students age 17 and under that attend any organized summer program that is educational, cultural and recreational. The objective of SFSP is to ensure that during the summer, children are able to continue receiving the same high quality and nourishing meals that are provided during the school year through the National School Lunch Program. Generally, fifty percent of participating children qualify for free or reduced priced meals under the National Summer Lunch Program.

5. TYPE OF GRANT EXPECTED TO BE AWARDED:

☒ **Cash Amount \$** 179,358.61

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**

Amount: Cash \$ _____

☐ **Required Match – IN KIND**

*Value of In-Kind \$ _____

* Description: _____

- 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 Overview.

- 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.

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.

Federal \$ _____
Pass Through \$ _____
State \$ _____
Foundation \$ _____
Private \$ _____

Federal Catalog No. _____
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.*

8. Proposed Budget:

<u>City Department-Match</u>			<u>Other Match(es)</u>		
	Grant Total	Cash	In-Kind	Cash	In-Kind
Personnel Svcs	\$9,528.25				
Operating Exp.	\$174,943.84				
Capital Outlay					
Column Totals	\$184,472.09				

Grand Total: \$184,472.09

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

The USDA Summer Food Service Program only operates during the summer months; it is designed to serve youth and teens that are eligible for the National School Lunch Program during the school year.

We anticipate that more than 1,500 students will participate in the Summer Food Service Program due to the recent COVID-19 pandemic; which represents more than 34,180 meals plus 32,945 supplements/snacks to be served.

As the summer season progresses, daily participation at "host sites" traditionally decrease due to different factors such as family vacations or students enrolling in programs outside of the USDA parameters.

The direct cost of the Summer Food Service Program is 100% funded by USDA. The Parks, Recreation & Leisure Services Department supplements the grant through coordination and indirect program cost.

This year 2020, due to the COVID-19 Pandemic, the City of Hampton Parks, Recreation & Leisures Department are projecting to start Summer Camps and Summer Food Service Program, July 6- August 28, 2020.

The Virginia Department of Education will be conducting a series of workshops and trainings for sponsorship staff and site personnel, to ensure a quality program following guidelines and regulation adherence.

The City of Hampton Parks, Recreation & Leisure Service Department sponsored approximately 27 youth/teen servicing Agencies during the 2018-2019 fiscal year.

In conclusion, The USDA Summer Food Service Program is very vital to the Community. Parks, Recreation and Leisure Services is committed to maintaining continued success by offering the USDA Summer feeding Service Program to the community.

2019 - 2020 Application Packet

4136 Status: Active

Hampton Parks And Recreation

22 Lincoln Street
 5th Floor, City Hall
 Hampton, VA 23669-3522

Packet Submitted Date: 06/15/2020

Packet Approved Date: 06/15/2020

Packet Original Approval Date: 06/15/2020

Packet Status: Approved

Action	Form Name	Latest Version	Status
Details	✓ Management Plan	Original	Approved
View Revise	✓ Sponsor Application	Original	Approved
Details	✗ Food Production Facility List (2)		
Details	Site Field Trip List		
View Revise	✓ Budget Detail	Original	Approved
Details	✓ Checklist Summary (5)		
View	Application Packet Notes for Sponsor (1)		
Details	Attachment List (6)		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	13	1	0	0	2	0	16

[Show Packet History](#)

**SFSP Sponsor Application
For School Year: 2019 - 2020**

4136 Status: Active

Hampton Parks And Recreation

22 Lincoln Street
5th Floor, City Hall
Hampton, VA 23669-3522

Code	Warning Description
201264	Since you received \$750,000 or more in TOTAL federal funds, you must complete the Annual Audit request form located under the Applications menu.

Version: Original

Sponsor Type

1. Type of Agency: Government Agency
2. Type of SFSP Organization: Unit of Government

Street Address

3. Address Line 1: 22 Lincoln Street
- Address Line 2: 5th Floor, City Hall
4. City: Hampton
5. State: VA Zip: 23669-3522

Mailing Address

6. Address Line 1: 22 Lincoln Street 5th Floor, City Hall
- Address Line 2:
7. City: Hampton
8. State: VA Zip: 23669

Summer Food Service Contact

- | | Salutation | First Name | M.I. | Last Name |
|--------------------|----------------|---------------------|------|-----------|
| 9. Name: | | Nicole | | Dennis |
| 10. Email Address: | | ndennis@hampton.gov | | |
| 11. Phone: | (757) 727-6648 | Ext: 6648 | Fax: | |
| 12. Title: | Administrator | | | |

Director for Government Agency

- | | Salutation | First Name | M.I. | Last Name |
|--------------------|----------------|----------------------------|------|----------------|
| 13. Name: | Mr. | David | J | McCauley |
| 14. Email Address: | | david.mccauley@hampton.gov | | |
| 15. Phone: | (757) 727-6474 | Ext: 6474 | Fax: | (757) 727-8313 |
| 16. Title: | Director | | | |

Reimbursement Claims Official

- | | Salutation | First Name | M.I. | Last Name |
|--------------------|-------------------------|---------------------|------|----------------|
| 17. Name: | Ms. | Nicole | E | Dennis |
| 18. Date of Birth: | 04/12/1975 (mm/dd/yyyy) | | | |
| 19. Email Address: | | ndennis@hampton.gov | | |
| 20. Phone: | (757) 825-4805 | Ext: 4805 | Fax: | (757) 825-4806 |
| 21. Title: | Program Coordinator | | | |

Monitoring Contact

	Salutation	First Name	M.I.	Last Name
22. Name:	Mrs.	Karen		Stowers
23. Date of Birth:	07/21/1957 (mm/dd/yyyy)			
24. Email Address:	karen.stowers@hampton.gov			
25. Phone:	(757) 727-1160	Ext: 1160	Fax:	(757) 727-1602
26. Title:	Food Program Leader			

Alternate Contact

	Salutation	First Name	M.I.	Last Name
27. Name:	Ms.	Nicole		Dennis
28. Date of Birth:	04/12/1975 (mm/dd/yyyy)			
29. Email Address:	ndennis@hampton.gov			
30. Phone:	(757) 825-4805	Ext: 4805	Fax:	(757) 825-4806
31. Title:	Administrator			

Training

32. Name of person conducting training for administrative personnel: Nicole Dennis & Karen Stowers
 Dates of administrative personnel training: 06/06/2020
33. Name of person conducting training for site personnel: Karen Stowers
 Dates of site personnel training: varies

Ethnicity Data

Provide the ethnic makeup of the participants served by the Sponsor's service area.

34. Geographic Area (enter percentages):

To obtain the racial/ethnic data for your geographical area please click [HERE](#)

Hispanic or Latino:	5.70 %
Non-Hispanic or Latino:	94.30 %

Racial Data

Provide the racial makeup of the participants served by the Sponsor's service area.

35. Geographic Area (enter percentages):

To obtain the racial/ethnic data for your geographical area please click [HERE](#)

American Indian or Alaskan Native:	0.50 %
Asian:	2.40 %
Black or African American:	50.80 %
Native Hawaiian or Pacific Islander:	0.10 %
White:	46.20 %

36. Describe efforts to assure that minority populations have equal opportunity to participate in the program.
 Presentation of information to City schools, libraries, churches and daycares
37. Describe efforts to contact minority and grassroots organizations about the opportunity to participate in the program.
 City schools, libraries, churches and daycares will receive fliers and phone calls. Hampton City School food nutrition Director distributed letter to all students. Hampton Parks, Recreation & Leisure Services sent letters to all past participants. Information will be sourced out to local newspaper and television media companies.

General Questions

Contracting Organization Costs (Sponsoring Organization Only)	\$	0.00
Total Operating Costs		\$282,366.92

Projected Administrative Costs

Facilities and Space	\$	0.00
Supplies and Equipment	\$	2,500.00
Purchased Services	\$	0.00
Financial Costs	\$	0.00
Media Costs	\$	0.00
Contracting Organization Cost	\$	0.00
Professional Memberships/Training/Conferences	\$	0.00
Projected Administrative Costs		\$6,414.77

Cost Reimbursement Summary

Total SFSP Costs		\$288,781.69
Total SFSP Reimbursement		\$272,753.44
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)	\$	16,028.25
Other funding resources general fund		
Balance		\$0.00

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: 5/18/2020 11:54:28 AM Modified By: nicole.dennis on: 6/3/2020 6:22:09 PM

38. Will the Sponsor be requesting Advance Payments? ☐ Yes ☒ No
39. Does this Sponsor wish to receive USDA Foods? (Eligibility is determined by State agency.) ☐ Yes ☒ No
40. Does your agency provide year round public services to the community(ies) other than operating the SFSP? ☒ Yes ☐ No

If **Yes**, then list the services provided: Kids Cafe Food Bank

If **No**, which of the following circumstance applies?

If **Other**, please describe.

41. Was your organization ever terminated or determined to have been seriously deficient in its operation of the SFSP or any other Child Nutrition Program? ☒ Yes ☐ No
42. Describe the method used to secure corrective action if problems are observed at a site, including plans and timeframes for follow up and an explanation of when a site would be closed.
- On site training will be conducted for locations that have issues and daily monitoring by staff to ensure compliance. Sites that are continually inconsistent with not following standards over two-weeks monitoring the staff will be change/removed of personnel or maybe shutdown and no longer be able to operate.
43. Has the Sponsor expended \$750,000 or more in TOTAL federal funds for any programs administered? ☒ Yes ☐ No
44. List any federal agency providing financial support to your agency or enter "None".
- Audit report attached or sent by email, Community Development Block Grant (CDBG) Entitlement Grant (HUD) and Grassroots Mini Grant

Certification

45. ☒ I hereby certify that neither the Sponsor nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the state agency any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The state agency may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of the Sponsor, I hereby agree to comply with all state and federal laws and regulations governing the Child Nutrition Programs administered by the state agency. In accordance with Federal law and U.S. Department of Agriculture policy, this Sponsor does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

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2019 - 2020 SFSP Budget Detail

4136 Status: Active
Hampton Parks And 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	15	54,135	\$203,547.60
Snack	13	51,150	\$44,500.50
Supper	4	530	\$1,992.80
Sub Total			\$250,040.90

Administrative Reimbursement

Meal	Sites	Total Meals	Total
Breakfast	0	0	\$0.00
Lunch	15	54,135	\$18,072.41
Snack	13	51,150	\$4,466.55
Supper	4	530	\$173.58
Sub Total			\$22,712.54

Projected Operating Costs: Labor

Executive Staff	\$0.00
Management Staff	\$0.00
Staff	\$5613.48
Total Projected Operating Costs: Labor	\$5,613.48

Projected Administrative Costs: Labor

Executive Staff	\$1881.00
Management Staff	\$2033.77
Staff	\$0.00
Total Projected Administrative Costs: Labor	\$3,914.77

Projected Operating Costs

Total Food Expenses	\$	272,753.44
Facilities and Space	\$	0.00
Supplies and Equipment	\$	3,500.00
Purchased Services	\$	0.00
Financial Costs	\$	0.00
Media Costs	\$	500.00

Contracting Organization Costs (Sponsoring Organization Only)	\$	0.00
Total Operating Costs		\$282,366.92

Projected Administrative Costs

Facilities and Space	\$	0.00
Supplies and Equipment	\$	2,500.00
Purchased Services	\$	0.00
Financial Costs	\$	0.00
Media Costs	\$	0.00
Contracting Organization Cost	\$	0.00
Professional Memberships/Training/Conferences	\$	0.00
Projected Administrative Costs		\$6,414.77

Cost Reimbursement Summary

Total SFSP Costs		\$288,781.69
Total SFSP Reimbursement		\$272,753.44
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)	\$	16,028.25
Other funding resources general fund		
Balance		\$0.00

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.

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