

# HAMPTON VA

## Grant Routing Sheet

**\*COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED\***

Date Routing Initiated: 11/2/2022 Application Due Date: 11/14/2022  
Originating Department: Police Department No.: 310  
Submitter's Name: Lt. John Harrison Direct Telephone No. (757) 727-6502  
E-mail Address: jharrison@hampton.gov  
Grant Title: ARPA Law Enforcement Equipment and Technology Grant Program  
Other Participating Departments: N/A

### BEFORE COMPLETING AN APPLICATION:

- |   |                  |                        |                  |  |
|---|------------------|------------------------|------------------|--|
| 1. READ THE GENERAL INSTRUCTIONS.       | <u>JH</u>        | (Submitter's Initials) |                  |  |
| 2. COMPLETE GRANT PROPOSAL OVERVIEW.    | <u>JH</u>        | (Submitter's Initials) |                  |  |
| 3. DEPARTMENT HEAD<br>ORIGINATING DEPT. | <u>M. Talbot</u> | <u>By EMAIL</u>        | <u>10/21/22</u>  |  |
|   | Print Name       | Signature              | Date             |  |
| 4. ASSISTANT CITY<br>MANAGER            | <u>S. Bond</u>   | <u>By EMAIL</u>        | <u>11/2/2022</u> |  |
|   | 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). | <u>JH</u>              | (Submitter's Initials) |                  |  |
| 6. COMPLETE APPLICATION <b>EXCEPT</b> NECESSARY SIGNATURES.   | <u>JH</u>              | (Submitter's Initials) |                  |  |
| 7. CITY ATTORNEY  | <u>B. Law</u>          | <u>By EMAIL</u>        | <u>11/9/2022</u> |  |
|   | Print Name             | Signature              | Date             |  |
| 8. BUDGET DIVISION  | <u>L. Green</u>        | <u>By EMAIL</u>        | <u>11/2/2022</u> |  |
|   | Print Name             | Signature              | Date             |  |
| 9. HUMAN RESOURCES  | <u>No HR Component</u> | <u>N/A</u>             | <u>N/A</u>       |  |
|   | Print Name             | Signature              | Date             |  |

10. FINANCE DEPARTMENT	<u>V. Kmetz</u> Print Name	<u>By EMAIL</u> Signature	<u>11/2/2022</u> Date
11. RISK MANAGEMENT	<u>P. Parker</u> Print Name	<u>By EMAIL</u> Signature	<u>11/2/2022</u> 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.