

# HAMPTON VA

## Grant Routing Sheet

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

Date Routing Initiated: 8/30/21 Application Due Date: 7/1/21

Originating Department: Hampton Sheriff's Office Department No.: \_\_\_\_\_

Submitter's Name: Erica McKeithan Direct Telephone No. (757) 727-6767

E-mail Address: elmckeithan@hampton.gov

Grant Title: Residential Substance Abuse Treatment Program for Prisoners Grant Program

Other Participating Departments: \_\_\_\_\_

### BEFORE COMPLETING AN APPLICATION:

1. READ THE GENERAL INSTRUCTIONS. EM (Submitter's Initials)
2. COMPLETE GRANT PROPOSAL OVERVIEW. EM (Submitter's Initials)
3. DEPARTMENT HEAD  
ORIGINATING DEPT. Karen Bowden *Karen Bowden* 8/31/2021  
Print Name Signature Date
4. ASSISTANT CITY  
MANAGER Steven Bond \_\_\_\_\_  
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). EM (Submitter's Initials)
6. COMPLETE APPLICATION EXCEPT NECESSARY SIGNATURES. EM (Submitter's Initials)
7. CITY ATTORNEY \_\_\_\_\_ *See attached* \_\_\_\_\_  
Print Name Signature Date
8. BUDGET DIVISION \_\_\_\_\_ *See attached* \_\_\_\_\_  
Print Name Signature Date
9. HUMAN RESOURCES \_\_\_\_\_  
Print Name Signature Date

10. FINANCE DEPARTMENT

\_\_\_\_\_

Print Name

See attached

Signature

\_\_\_\_\_

Date

11. RISK MANAGEMENT

\_\_\_\_\_

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.

## Green, Lori

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**From:** Green, Lori  
**Sent:** Thursday, October 14, 2021 10:25 AM  
**To:** Simmons, Felicia; Bond, Steven; Everard, Joshua; Clark, Nicole; Parker, Patricia; Kmetz, Veronica  
**Cc:** Mckeithan, Erica  
**Subject:** RE: Hampton Sheriff's Office RSAT Grant Award  
**Importance:** High

Good Morning, Budget Division approves. The grant match will be funded within the Sheriff's department's operating budget.

Grant award letter already received. Item is agenda ready. We just need review/approval of the application.

Thank you.

Lori Green | Budget Manager | Direct Dial: (757) 727-6870



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**From:** Simmons, Felicia  
**Sent:** Wednesday, October 13, 2021 4:35 PM  
**To:** Bond, Steven <sbond@hampton.gov>; Everard, Joshua <joshua.everard@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Ellsworth, Sybil <sellsworth@hampton.gov>  
**Cc:** Mckeithan, Erica <elmckeithan@hampton.gov>  
**Subject:** FW: Hampton Sheriff's Office RSAT Grant Award

Good Afternoon,

Please see the attached documentation for the RSAT grant awarded to the Hampton Sheriff's Office on July 13, 2021. I have just received notification that we need to have the routing sheet signed by all parties. I am not sure if we will make the October 15<sup>th</sup> deadline for agenda item 21-0233, but at your earliest convenience if you can please review, sign and forward the grant routing sheet to the next department, it would be greatly appreciated. Thank you.

**Green, Lori**

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**From:** Simmons, Felicia  
**Sent:** Monday, October 18, 2021 12:17 PM  
**To:** Green, Lori  
**Cc:** Mckeithan, Erica  
**Subject:** FW: Hampton Sheriff's Office RSAT Grant Award

**From:** Kmetz, Veronica  
**Sent:** Monday, October 18, 2021 12:15 PM  
**To:** Simmons, Felicia <felicia.simmons@hampton.gov>  
**Subject:** RE: Hampton Sheriff's Office RSAT Grant Award

Ms. Simmons,

Finance approves. Also, please, please, please add my name in OGMS under additional grantee contacts for this and all your DCJS grants. This is the only way I can submit quarterly financial reports and drawdown funds.

Thanks so much!

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

**From:** Simmons, Felicia <felicia.simmons@hampton.gov>  
**Sent:** Monday, October 18, 2021 8:56 AM  
**To:** Kmetz, Veronica <veronica.kmetz@hampton.gov>  
**Subject:** FW: Hampton Sheriff's Office RSAT Grant Award

**From:** Simmons, Felicia  
**Sent:** Wednesday, October 13, 2021 4:35 PM  
**To:** Bond, Steven <sbond@hampton.gov>; Everard, Joshua <joshua.everard@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Clark, Nicole <nmclark@hampton.gov>; Parker, Patricia <pparker@hampton.gov>; Ellsworth, Sybil <sellsworth@hampton.gov>  
**Cc:** Mckeithan, Erica <elmckeithan@hampton.gov>  
**Subject:** FW: Hampton Sheriff's Office RSAT Grant Award

Good Afternoon,

**Green, Lori**

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**From:** Mckeithan, Erica  
**Sent:** Tuesday, October 19, 2021 11:50 AM  
**To:** Green, Lori  
**Cc:** Simmons, Felicia  
**Subject:** FW: Hampton Sheriff's Office RSAT Grant Award

**From:** Law, Brandi  
**Sent:** Tuesday, September 14, 2021 11:46 AM  
**To:** Mckeithan, Erica <elmckeithan@hampton.gov>; Green, Lori <lgreen@hampton.gov>  
**Subject:** RE: Hampton Sheriff's Office RSAT Grant Award

Good morning. From a legal perspective, I approve this grant award.

Thanks!  
Brandi

**From:** Mckeithan, Erica <elmckeithan@hampton.gov>  
**Sent:** Tuesday, September 14, 2021 10:25 AM  
**To:** Law, Brandi <brandi.law@hampton.gov>; Green, Lori <lgreen@hampton.gov>  
**Subject:** FW: Hampton Sheriff's Office RSAT Grant Award

**From:** Mckeithan, Erica  
**Sent:** Wednesday, September 1, 2021 5:50 PM  
**To:** Law, Brandi <brandi.law@hampton.gov>  
**Subject:** Hampton Sheriff's Office RSAT Grant Award

Good Afternoon,

Attached are the documents for the Residential Substance Abuse Treatment Award Program that HSO was awarded for your review. Please let me know, if you have any questions.

Thank you,

*Captain E. McKeithan #9*  
**Director of Professional Standards, Training, and Intake**  
**Hampton Sheriff's Office**  
**757-727-6767**

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