

HAMPTON VA

Grant Routing Sheet

COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED

Date Routing Initiated: 8/7/2019 Application Due Date: 8/9/2019

Originating Department: Hampton Commonwealth's Attorney Office Department No.: 01-220-450

Submitter's Name: Anton Bell Direct Telephone No. (757) 727-6442

E-mail Address: abell@hampton.gov

Grant Title: Byrne Justice Assistance Grant

Other Participating Departments: _____

BEFORE COMPLETING AN APPLICATION:

1. READ THE GENERAL INSTRUCTIONS. Ab (Submitter's Initials)

2. COMPLETE GRANT PROPOSAL OVERVIEW. Ab (Submitter's Initials)

3. DEPARTMENT HEAD ORIGINATING DEPT. Anton A. Bell (Print Name) [Signature] (Signature) 08/07/19 (Date)

4. ASSISTANT CITY MANAGER Steve Bond (Print Name) [Signature] (Signature) 8/8/19 (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). Ab (Submitter's Initials)

6. COMPLETE APPLICATION EXCEPT NECESSARY SIGNATURES. _____ (Submitter's Initials)

7. CITY ATTORNEY Brandi Law (Print Name) [Signature] (Signature) 8-7-19 (Date)

8. BUDGET DIVISION _____ (Print Name) _____ (Signature) _____ (Date)

9. HUMAN RESOURCES _____ (Print Name) _____ (Signature) _____ (Date)

10. FINANCE DEPARTMENT

Print Name

Signature

Date

11. RISK MANAGEMENT

Print Name

Signature

Date

AFTER GRANT IS AWARDED:

- ✓ After the grant award has been received, and if there 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.