



Grant Routing Sheet

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

Date Routing Initiated: \_\_\_\_\_ Application Due Date: \_\_\_\_\_

Originating Department: \_\_\_\_\_ Department No.: \_\_\_\_\_

Submitter's Name: \_\_\_\_\_ Direct Telephone No. (\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Grant Title: \_\_\_\_\_

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

**BEFORE COMPLETING AN APPLICATION:**

- 1. READ THE GENERAL INSTRUCTIONS. \_\_\_\_\_ (Submitter's Initials)
2. COMPLETE GRANT PROPOSAL OVERVIEW. \_\_\_\_\_ (Submitter's Initials)
3. DEPARTMENT HEAD ORIGINATING DEPT. \_\_\_\_\_ Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date
4. ASSISTANT CITY MANAGER \_\_\_\_\_ 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). \_\_\_\_\_ (Submitter's Initials)
6. COMPLETE APPLICATION EXCEPT NECESSARY SIGNATURES. \_\_\_\_\_ (Submitter's Initials)
7. CITY ATTORNEY \_\_\_\_\_ Print Name \_\_\_\_\_ Signature \_\_\_\_\_ 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.



## Grant Proposal Overview

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

Grant Title: \_\_\_\_\_

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

3. **PREVIOUS APPLICATIONS:** (Not including the current application) This grant was previously applied for during \_\_\_\_\_ fiscal year(s); and was previously awarded during \_\_\_\_\_ fiscal year(s).

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

4. **BACKGROUND/PURPOSE:**

**5. TYPE OF GRANT EXPECTED TO BE AWARDED:**

Cash Amount \$ \_\_\_\_\_

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

Required Match – IN KIND

Amount: Cash \$ \_\_\_\_\_

\*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					
Operating Exp.					
Capital Outlay					
<b>Column Totals</b>					

**Grand Total:** \_\_\_\_\_

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



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**From:** [Drewry, Tim](#)  
**To:** [Bryson, Jasmine](#)  
**Subject:** RE: RE: 2021 Virginia Community Flood Preparedness Fund Grant Packet for Review & Approval: North Armistead Road Raising & Lake Hampton Project, Big Bethel Blueway Project, Billy Wood Canal Project, and the Sunset Creek Urban  
**Date:** Channel Naturalization Project Friday, November 05, 2021 2:29:10 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)

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I reviewed as to legal matters and I approve.

-- Tim



*Timothy W. Drewry  
Deputy City Attorney  
City of Hampton  
22 Lincoln Street  
Hampton, VA 23669  
P: (757) 727-6127  
F: (757) 727-6788*

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**From:** Bryson, Jasmine <[jbryson@hampton.gov](mailto:jbryson@hampton.gov)>  
**Sent:** Wednesday, November 3, 2021 9:06 AM  
**To:** Drewry, Tim <[tim.drewry@hampton.gov](mailto:tim.drewry@hampton.gov)>  
**Subject:** Re: 2021 Virginia Community Flood Preparedness Fund Grant Packet for Review & Approval: North Armistead Road Raising & Lake Hampton Project, Big Bethel Blueway Project, Billy Wood Canal Project, and the Sunset Creek Urban Channel Naturalization Project

Good Morning Tim,

Just checking in to see if you approve of our grant proposals. I made all the changes you suggested and Bonnie is already helping us with the letter for Mary to sign. I am out of the office, but watching my email, so please let me know as soon as you can. The deadline is today at 3pm.

Thank you,

Jasmine Bryson  
Grant Writer/ PR  
Public Works Department  
City of Hampton

Mary's signature before the deadline on Sept . 3<sup>rd</sup> at 3pm. It is a very tight time frame, but I just narratives back from Engineering. I hope you can help me push this along, so let me know what you think.

Thank you,

*Jasmine Bryson*  
**Grant Writer/PR**  
**Public Works Department**  
**City of Hampton**  
**22 Lincoln Street**  
**Hampton, VA 23669**  
**(757) 755-1851**  
**#choosehampton**





**From:** [Drewry, Tim](#)  
**To:** [Bryson, Jasmine](#)  
**Subject:** RE: 2021 Virginia Community Flood Preparedness Fund Grant Packet for Review & Approval: North Armistead Road Raising & Lake Hampton Project, Big Bethel Blueway Project, Billy Wood Canal Project, and the Sunset Creek Urban Channel Naturalization Project  
**Date:** Wednesday, November 03, 2021 12:02:22 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)

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Jasmine,

There appears to be info missing. I noted that Carolyn commented on several items to include. Is there a final coming out to review without redlines/comments? Just checking to see if this is a complete application.

-- Tim



*Timothy W. Drewry*  
*Deputy City Attorney*  
*City of Hampton*  
*22 Lincoln Street*  
*Hampton, VA 23669*  
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**From:** Bryson, Jasmine <jbryson@hampton.gov>  
**Sent:** Tuesday, November 2, 2021 4:31 PM  
**To:** Daughtrey, Karl <kdaughtrey@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Drewry, Tim <tim.drewry@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>  
**Cc:** Mitchell, Jason L. <jmitchell@hampton.gov>; Smith, Scott <scott.smith@hampton.gov>; Lewis, Brian <brian.lewis@hampton.gov>; Heaps, Carolyn <carolyn.heaps@hampton.gov>; Green, Jennifer <jcgreen@hampton.gov>  
**Subject:** 2021 Virginia Community Flood Preparedness Fund Grant Packet for Review & Approval: North Armistead Road Raising & Lake Hampton Project, Big Bethel Blueway Project, Billy Wood Canal Project, and the Sunset Creek Urban Channel Naturalization Project

Good Afternoon All,

Public Works and Community Development would like to submit applications/proposals for the second round of the Department of Conservation & Recreation 2021 Virginia Community Flood Preparedness Grant funding. We have included all four projects on this email in an attempt to not bombard you with multiple emails and to save time. Please review them via this Google Drive link provided,

[https://drive.google.com/drive/folders/1ucLvLiMP0XXxgEeVJpv71xIU8qhI3xWg?](https://drive.google.com/drive/folders/1ucLvLiMP0XXxgEeVJpv71xIU8qhI3xWg?usp=sharing)

[usp=sharing](https://drive.google.com/drive/folders/1ucLvLiMP0XXxgEeVJpv71xIU8qhI3xWg?usp=sharing). The projects include: The North Armistead Road Raising & Lake Hampton Project, the Big Bethel Blueway Project, the Billy Wood Canal Project, and the Sunset Creek Urban Channel Naturalization Project.

Once you have reviewed and approved of everything on the GoogleDrive, please sign the Grant Routing Form and return it to me via email. You may also give your written approval via email to save time. **Also, please approve and sign before November 4, 2021 (The deadline is November 5, 2021 and we wish to have time to make any changes if advised by you the approvers).** Should you have any questions regarding the applications and proposals for the 2021 Virginia Community Flood Preparedness Fund (CFPF) listed above please contact myself, Carolyn Heaps, or Scott Smith.

Thank you for your time and assistance given the short turnaround time!

*Jasmine Bryson*

**Grant Writer/PR**

**Public Works Department**

**City of Hampton**

**22 Lincoln Street**

**Hampton, VA 23669**

**(757) 755-1851**

**#choosehampton**



**From:** [DeProfio, Brian](#)  
**To:** [Bryson, Jasmine](#)  
**Cc:** [Daughtrey, Karl](#); [Drewry, Tim](#); [Green, Lori](#); [Kmetz, Veronica](#); [Mitchell, Jason L.](#); [Smith, Scott](#); [Lewis, Brian](#); [Heaps, Carolyn](#); [Green, Jennifer](#)  
**Subject:** Re: 2021 Virginia Community Flood Preparedness Fund Grant Packet for Review & Approval: North Armistead Road Raising & Lake Hampton Project, Big Bethel Blueway Project, Billy Wood Canal Project, and the Sunset Creek Urban Channel Naturalization Project  
**Date:** Tuesday, November 02, 2021 9:11:57 PM  
**Attachments:** [image001.png](#)

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I am fine with submitting for these grants.

Sent from my iPad

On Nov 2, 2021, at 4:31 PM, Bryson, Jasmine <[jbryson@hampton.gov](mailto:jbryson@hampton.gov)> wrote:

Good Afternoon All,

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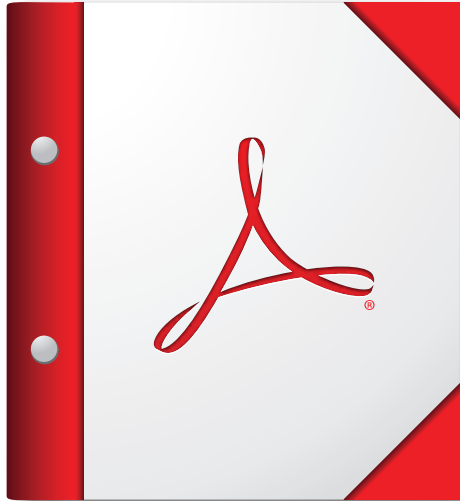
Once you have reviewed and approved of everything on the GoogleDrive, please sign the Grant Routing Form and return it to me via email. You may also give your written approval via email to save time. **Also, please approve and sign before November 4, 2021 (The deadline is November 5, 2021 and we wish to have time to make any changes if advised by you the approvers).** Should you have any questions regarding the applications and proposals for the 2021 Virginia Community Flood Preparedness Fund (CFPF) listed above please contact myself, Carolyn Heaps, or Scott Smith.

Thank you for your time and assistance given the short turnaround time!

*Jasmine Bryson*

**Grant Writer/PR  
Public Works Department  
City of Hampton**

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<image001.png>



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