

HAMPTON VA

Grant Routing Sheet

COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED

Date Routing Initiated: June 17, 2019 Application Due Date: August 14, 20

Originating Department: Hampton-Newport News Crim Department No.: 390

Submitter's Name: Marcus Dennis /Cathe Direct Telephone No. (757) 926-69671

E-mail Address: mdennis@hampton.gov/cat

Grant Title: Hampton Newport News Criminal Justice Agency FY2020

Other Participating Departments: none

BEFORE COMPLETING AN APPLICATION:

1. READ THE GENERAL INSTRUCTIONS.

MD (Submitter's Initials)

2. COMPLETE GRANT PROPOSAL OVERVIEW.

MD (Submitter's Initials)

3. DEPARTMENT HEAD
ORIGINATING DEPT.

Marcus Dennis

Print Name

Marcus Dennis

Signature

7/15/19
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).

MD (Submitter's Initials)

6. COMPLETE APPLICATION EXCEPT NECESSARY SIGNATURES.

MD (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.