



Grant Routing Sheet

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

Date Routing Initiated: 12/28/2023 Application Due Date: 01/01/2024

Originating Department: Human Services Department No.: 520

Submitter's Name: Tamara Temoney-Porter Direct Telephone No. (757) 727-1955

E-mail Address: tamara.temoney@hampton.gov

Grant Title: Continuum of Care (CoC) Planning Project Grant

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. Tamara Temoney-Porter (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). (Submitter's Initials)
6. COMPLETE APPLICATION EXCEPT NECESSARY SIGNATURES. (Submitter's Initials)
7. CITY ATTORNEY Cheran Cordell Ivery (Print Name, Signature, Date)
8. BUDGET DIVISION Lori Green (Print Name, Signature, Date)
9. HUMAN RESOURCES (Print Name, Signature, Date)

10. FINANCE DEPARTMENT	<b>Karl Daughtrey</b> <hr/> Print Name	<hr/> Signature	<hr/> Date
11. RISK MANAGEMENT	<hr/> Print Name	<hr/> Signature	<hr/> 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.