

HAMPTON VA

Grant Routing Sheet

COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED

Date Routing Initiated: November 1, 2017 Application Due Date: November 11, 2017

Originating Department: Fire and Rescue Department No.: 320

Submitter's Name: Tracy Hanger Direct Telephone No. (757) 727-6444

E-mail Address: thanger@hampton.gov

Grant Title: FY2017 Hampton Roads Urban Area Security Initiative

Other Participating Departments: _____
This grant was submitted in June, 2017. The allocation letter is attached. The award letter will be received after completing the on-line grant application packet.

BEFORE COMPLETING AN APPLICATION:

1. READ THE GENERAL INSTRUCTIONS. TLH (Submitter's Initials)
2. COMPLETE GRANT PROPOSAL OVERVIEW. TLH (Submitter's Initials)
3. DEPARTMENT HEAD ORIGINATING DEPT. Jason Monk 11/1/17
Print Name Signature Date
4. ASSISTANT CITY MANAGER Steven Bond via email 11/3/17
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). TLH (Submitter's Initials)
6. COMPLETE APPLICATION **EXCEPT** NECESSARY SIGNATURES. TLH (Submitter's Initials)
7. BUDGET DIVISION Brian DeProfio via email 11/10/17
Print Name Signature Date
8. FINANCE DEPARTMENT Jacky Green via email 1/31/18
Print Name Signature Date
9. CITY ATTORNEY Kimberly Karle 11/15/17
Print Name Signature Date
10. SIGN and SUBMIT APPLICATION. _____ (Submitter's Initials)
Submitted in June, 2017 JB

AFTER GRANT AWARDED:

11. ADD AWARD LETTER TO DOCUMENTATION. TLH (Submitter's Initials)
12. ORIGINATING DEPT. Jason Monk via email 1/30/18
(Approval as to Content) Print Name Signature Date
13. RISK MANAGEMENT Joe Sanders 1/30/18
Print Name Signature Date
14. HUMAN RESOURCES N/A
Print Name Signature Date
15. BUDGET DIVISION Lori Green via email 1/31/18
Print Name Signature Date
16. FINANCE DEPARTMENT Jacky Green via email 1/31/18
Print Name Signature Date
17. CITY ATTORNEY Brandi Law via email 1/30/18
Print Name Signature Date
18. CITY COUNCIL COUNCIL FILE NO.: _____
- CREATE GRANICUS FILE _____
Print Name Signature Date
- ATTACH GRANT DOCUMENTS _____
Print Name Signature Date
- ROUTE FOR APPROVAL _____
Print Name Signature Date
19. ADD SIGNED RESOLUTION TO DOCUMENTATION. _____ (Submitter's Initials)
20. OBTAIN SIGNATURES _____
Print Name Signature Date
21. ORIGINATING DEPARTMENT TO RETAIN ORIGINAL DOCUMENTATION. _____ (Submitter's Initials)
22. DISSEMINATE ELECTRONIC COPIES TO (INITIAL WHEN DISSEMINATED):
- CITY ATTORNEY: _____ (Submitter's Initials)
 FINANCE: _____ (Submitter's Initials)
 OTHER PARTICIPATING DEPARTMENTS (LIST):
 _____ (Submitter's Initials)
 _____ (Submitter's Initials)