HAMPTON VA

Grant Routing Sheet

COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED

Date Routing Initiated: 10-1-21 **Application Due Date:** 11-10-21

Originating Department: Commonwealth's Attorney's Office **Department No.:** _____

Submitter's Name: K. Reaves **Direct Telephone No. (** 757 **)** 592-5201

E-mail Address: kreaves@hampton.gov

Grant Title: VSDVVF -Sexual Assault

Other Participating Departments: _____

BEFORE COMPLETING AN APPLICATION:

1. **READ THE GENERAL INSTRUCTIONS.** KCR (Submitter's Initials)
2. **COMPLETE GRANT PROPOSAL OVERVIEW.** KCR (Submitter's Initials)
3. **DEPARTMENT HEAD ORIGINATING DEPT.** Anton Bell (Print Name) _____ (Signature) 10-1-21 (Date)
4. **ASSISTANT CITY MANAGER** Steve Bond (Print Name) _____ (Signature) 10-1-21 (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).** KCR (Submitter's Initials)
6. **COMPLETE APPLICATION EXCEPT NECESSARY SIGNATURES.** KCR (Submitter's Initials)
7. **CITY ATTORNEY** _____ (Print Name) _____ (Signature) _____ (Date)
8. **BUDGET DIVISION** _____ (Print Name) Lori A Green Digitally signed by Lori A Green Date: 2021.10.19 15:23:30 -04'00' (Signature) _____ (Date)
9. **HUMAN RESOURCES** Nicole M. Clark (Print Name) Nicole M. Clark Digitally signed by Nicole M. Clark Date: 2021.10.19 14:17:07 -04'00' (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 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.