

HAMPTON VA

Grant Routing Sheet

COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED

Date Routing Initiated: March 15, 2018 Application Due Date: March 15, 2018

Originating Department: Fire & Rescue Department No.: 320

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

E-mail Address: thanger@hampton.gov

Grant Title: Rescue Squad Assistance Fund 16 iPads and accessories

Other Participating Departments: N/A

BEFORE COMPLETING AN APPLICATION:

- | | | |
|---|--|-------------------------------|
| 1. READ THE GENERAL INSTRUCTIONS. | <u>TLH</u> | (Submitter's Initials) |
| 2. COMPLETE GRANT PROPOSAL OVERVIEW. | <u>TLH</u> | (Submitter's Initials) |
| 3. DEPARTMENT HEAD
ORIGINATING DEPT. | <u>Jason Monk</u>
Print Name | <u>via email</u>
Signature |
| | | <u>3/15/18</u>
Date |
| 4. ASSISTANT CITY
MANAGER | <u>Steven Bond via email</u>
Print Name | <u>3/15/18</u>
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). | <u>TLH</u> | (Submitter's Initials) |
| 6. COMPLETE APPLICATION EXCEPT NECESSARY SIGNATURES. | <u>JET</u> | (Submitter's Initials) |
| 7. BUDGET DIVISION | <u>Tracy Hanger</u>
Print Name | <u>Brian DeProfio email for Lori Green</u>
Signature |
| | | <u>3/15/18</u>
Date |
| 8. FINANCE DEPARTMENT | <u>Karl Daughtrey email</u>
Print Name | <u>3/15/18</u>
Date |
| | | <u>Signature</u>
Date |
| 9. CITY ATTORNEY | <u>Brandi Law email</u>
Print Name | <u>3/15/18</u>
Date |
| | | <u>Signature</u>
Date |
| 10. SIGN and SUBMIT APPLICATION. | <u>JET 3/15/18</u> | (Submitter's Initials) |

AFTER GRANT AWARDED:

✓ 11. ADD AWARD LETTER TO DOCUMENTATION.	<u>CS</u>	(Submitter's Initials)	
✓ 12. ORIGINATING DEPT. (Approval as to Content)	Jason Monk _____ Print Name	<u>Jason</u> _____ Signature	<u>8.27.18</u> _____ Date
13. RISK MANAGEMENT	Joe Sanders _____ Print Name	_____ Signature	_____ Date
14. HUMAN RESOURCES	N/A _____ Print Name	_____ Signature	_____ Date
15. BUDGET DIVISION	Lori Green _____ Print Name	_____ Signature	_____ Date
16. FINANCE DEPARTMENT	Karl Daughtrey _____ Print Name	_____ Signature	_____ Date
17. CITY ATTORNEY	Brandy Law _____ Print Name	_____ Signature	_____ Date
✓ 18. CITY COUNCIL	COUNCIL FILE NO.: <u>18-0296</u>		
CREATE GRANICUS FILE	<u>Chris Gallagher</u> _____ Print Name	<u>Chris Gallagher</u> _____ Signature	<u>8/28/18</u> _____ Date
ATTACH GRANT DOCUMENTS	<u>Chris Gallagher</u> _____ Print Name	<u>Chris Gallagher</u> _____ Signature	<u>8/28/18</u> _____ Date
ROUTE FOR APPROVAL	<u>Chris Gallagher</u> _____ Print Name	<u>Chris Gallagher</u> _____ Signature	<u>8/28/18</u> _____ Date
✓ 19. ADD SIGNED RESOLUTION TO DOCUMENTATION.	<u>CS</u>	(Submitter's Initials)	
✓ 20. OBTAIN SIGNATURES	<u>Chris Gallagher</u> _____ Print Name	<u>Chris Gallagher</u> _____ Signature	<u>8/24/18</u> _____ Date
✓ 21. ORIGINATING DEPARTMENT TO RETAIN ORIGINAL DOCUMENTATION.	<u>CS</u>	(Submitter's Initials)	
22. DISSEMINATE <u>ELECTRONIC</u> COPIES TO (INITIAL WHEN DISSEMINATED):			
CITY ATTORNEY:	<u>CS</u>	(Submitter's Initials)	
FINANCE:	<u>CS</u>	(Submitter's Initials)	
OTHER PARTICIPATING DEPARTMENTS (LIST):	<u>Lori Green</u> _____	<u>CS</u> _____ (Submitter's Initials)	
		<u>CS</u> _____ (Submitter's Initials)	

AFTER GRANT AWARDED:

11. ADD AWARD LETTER TO DOCUMENTATION.

CE (Submitter's Initials)

12. ORIGINATING DEPT.

(Approval as to Content)

Jason Monk

Print Name

Signature

Date

✓ 13. RISK MANAGEMENT

Joe Sanders

Print Name

Signature

Date

14. HUMAN RESOURCES

N/A

Print Name

Signature

Date

15. BUDGET DIVISION

Lori Green

Print Name

Joe Sanders

Signature

08-23-2018

Date

16. FINANCE DEPARTMENT

Karl Daughtrey

Print Name

Signature

Date

17. CITY ATTORNEY

Brandy Law

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)

AFTER GRANT AWARDED:

11. ADD AWARD LETTER TO DOCUMENTATION. _____ (Submitter's Initials)

12. ORIGINATING DEPT. Jason Monk _____
(Approval as to Content) Print Name Signature Date

13. RISK MANAGEMENT Joe Sanders _____
Print Name Signature Date

14. HUMAN RESOURCES N/A _____
Print Name Signature Date

✓ 15. BUDGET DIVISION Lori Green Lori Green _____
Print Name Signature Date
Digitally signed by Lori Green
Date: 2018.08.23 16:36:01
+04'00'

16. FINANCE DEPARTMENT Karl Daughtrey _____
Print Name Signature Date

17. CITY ATTORNEY Brandy Law _____
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)

Gallagher, Chris

From: Law, Brandi
Sent: Thursday, August 23, 2018 4:56 PM
To: Gallagher, Chris; Monk, Jason H.; Green, Lori; Daughtrey, Karl
Cc: Tucker, John; Wilson, Maurice
Subject: RE: Rescue Squad Assistance Grant

I approve.

Thanks!
Brandi

From: Gallagher, Chris
Sent: Thursday, August 23, 2018 4:26 PM
To: Monk, Jason H. <jmonk@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; Law, Brandi <brandi.law@hampton.gov>
Cc: Tucker, John <jtucker@hampton.gov>; Wilson, Maurice <mwilson@hampton.gov>
Subject: RE: Rescue Squad Assistance Grant
Importance: High

I'm so sorry! The email was accidentally sent out before I had the chance to compose the email.

Information regarding the FY18 RSAF (Rescue Squad Assistance Fund) Grant is attached and needs your initials/approval so we can get it on the September Council Agenda.

The grant is for 16 Apple 9.7 iPad WiFi 128gb with a 50/50 match. The grant includes the iPads, the Cradlepoint router, software, mounting devices and installation. The RSAF Grant gives HDFR \$22,299.04 and the grant match will come from Capital Outlay funds from HDFR's FY19 budget.

Thank you for looking over our grant request. Please initial the routing list and return it to me.

Chris

Christina Gallagher | Fiscal Coordinator | [Hampton Division of Fire and Rescue](#) | O: 757.727.6420 | F: 757.727.6094

Our mission is to provide excellent service which exceeds customer expectations.



From: Gallagher, Chris
Sent: Thursday, August 23, 2018 4:06 PM
To: Monk, Jason H.; Sanders, Joe; Green, Lori; Daughtrey, Karl; Law, Brandi
Cc: Tucker, John; 'Wilson, Maurice' (mwilson@hampton.gov)
Subject: Rescue Squad Assistance Grant