

HAMPTON VA

Grant Routing Sheet

COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED

Date Routing Initiated: 5/29/19 Application Due Date: as soon as possible
Originating Department: Healthy Families/ITC Department No.: 02-552
Submitter's Name: Cindy Burgess Direct Telephone No. (757) 727-2716
E-mail Address: cburgess@hampton.gov

Grant Title: Early Intervention Services for Infants and Toddlers with Disabilities and their Families (Part C of IDEA)

Other Participating Departments: n/a

BEFORE COMPLETING AN APPLICATION:

- | | | |
|---|-----------------------------------|--|
| 1. READ THE GENERAL INSTRUCTIONS. | <u>CB</u> | (Submitter's Initials) |
| 2. COMPLETE GRANT PROPOSAL OVERVIEW. | <u>CB</u> | (Submitter's Initials) |
| 3. DEPARTMENT HEAD
ORIGINATING DEPT. | <u>Wanda Rogers</u>
Print Name | <u> </u>
Signature |
| | | <u> </u>
Date |
| 4. ASSISTANT CITY
MANAGER | <u>Steven Bond</u>
Print Name | <u> </u>
Signature |
| | | <u> </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>CB</u> | (Submitter's Initials) |
| 6. COMPLETE APPLICATION EXCEPT NECESSARY SIGNATURES. | <u>CB</u> | (Submitter's Initials) |
| 7. CITY ATTORNEY | <u>Kendall Bynum</u>
Print Name | <u> </u>
Signature |
| | | <u> </u>
Date |
| 8. BUDGET DIVISION | <u>Lori Green</u>
Print Name | <u> </u>
Signature |
| | | <u> </u>
Date |
| 9. HUMAN RESOURCES | <u>Nicole Clark</u>
Print Name | <u> </u>
Signature |
| | | <u>6.17.19</u>
Date |

From: Rogers, Wanda
Sent: Wednesday, June 05, 2019 5:55 AM
To: Burgess, Cynthia
Cc: Rogers, Wanda (VDSS) (Wanda.Rogers@dss.virginia.gov); Hayden, Chenequa
Subject: Re: Approval for SFY20 IDEA Grant

I approve.
Wanda

Sent from my iPhone

From: Bond, Steven
Sent: Wednesday, June 05, 2019 9:48 AM
To: Burgess, Cynthia; Green, Lori; Daughtrey, Karl; Bynum, Kendall
Subject: RE: Approval for SFY20 IDEA Grant

I approve

Steven D. Bond, Esq.
Assistant City Manager
City of Hampton, VA
Phone: 757-727-6392
Fax: 757-728-3037

From: Bynum, Kendall
Sent: Monday, June 10, 2019 8:54 AM
To: Burgess, Cynthia; Green, Lori
Subject: RE: Approval for SFY20 IDEA Grant

I don't have any questions and my approval hasn't changed. When are we trying to get this through Granicus?

Kendall E. Bynum
Sr. Assistant City Attorney
City of Hampton | 22 Lincoln Street | Hampton, VA 23669
P: (757) 727-6127 | F: (757) 727-6788
HAMPTON VA

From: Green, Lori
Sent: Monday, June 10, 2019 10:07 AM
To: Burgess, Cynthia; Bond, Steven; Daughtrey, Karl; Bynum, Kendall
Cc: Green, Lori
Subject: RE: Approval for SFY20 IDEA Grant

Good Morning, the Budget Division approves of this grant application as there is no match required.

Thank you.

L. A. Green
Budget Division

-----Original Message-----

From: Sanders, Joe
Sent: Tuesday, June 18, 2019 3:31 PM
To: Burgess, Cynthia; Parker, Patricia
Cc: Hayden, Chenequa
Subject: Re: Approval for SFY20 IDEA Grant

Patti was out last week. I was here all last week. I'm not in the office this afternoon. Can I do this tomorrow morning? If not I will state now that this has my approval.

Joe Sanders
Risk Manager
City of Hampton, Virginia
757-727-6473
