



# COUNTY OF PRINCE GEORGE

Finance Department

P.O. Box 68

Prince George, VA 23875

Phone (804) 722-8710 Fax (804) 732-1966

*Betsy Drewry*  
Director of Finance

September 28, 2017

To: Mr. Percy C. Ashcraft  
County Administrator

From: Betsy Drewry, Director of Finance 

Re: Appropriation of Virginia Department of Fire Programs – Burn Building Grant

The Director of Fire & EMS applied for grant funding through the Virginia Department of Fire Programs to construct a burn building as a prop to assist in fire services training. The award to Prince George County was made on March 4, 2016. After addressing board cost and scope concerns and making the Virginia Fire Service Board aware of construction issues, the Director of Fire & EMS sought and received a one year no cost extension for this grant. The award and extension notices are attached for your review.

Please place on the Board of Supervisors agenda the approval of the appropriation below. I am available should you require further information.

**Revenue**

0311-20-600-8200-326049 Burn Building Grant - VDFP \$480,000

**Expenditure**

0311-03-200-3170-48130 CIP – Burn Building Project \$480,000

CC Brad Owens, Director of Fire & EMS



## COMMONWEALTH of VIRGINIA

Melvin D Carter  
EXECUTIVE DIRECTOR

### Virginia Department of Fire Programs

Finance Branch  
1005 Technology Park Drive  
Glen Allen, VA 23059-4500  
Phone: 804/ 371-0220  
Fax: 804/ 371-3358

March 4, 2016

Director James B. Owens  
Prince George  
6602 Courts Drive  
Prince George, VA 23875

Dear Mr. Owens:

On behalf of the Virginia Fire Services Board, we are pleased to advise **Prince George County, Virginia** of a **grant award of up to \$480,000 for the new construction** of a burn building as a prop to assist in training the fire service for its jurisdiction. As outlined in the Virginia Department of Fire Programs Burn Building Policy the grant award is allocated as up to \$450,000 for the new construction and up to \$30,000 for architect and/or engineering services, totaling \$480,000.

According to the application submitted, the County has elected to construct its burn building according to the minimum standards specified in Prototype I, Class A.

This award is effective: FY2016

Accordingly, the County **has until March 3, 2017 to submit a valid building permit and begin construction** consistent with the terms and conditions of the mutually executed Disbursement Agreement. Following such date, the County will have an additional twelve (12) months to complete construction and collect the balance of their award. **The project expiration date is marked as March 1, 2018.**

Be advised that all documents are available on our website at [www.vafire.com](http://www.vafire.com) under the Grants and Local Aid: Burn Building link, including the VFSB Burn Building Policy which is effective as of November 7, 2015. The County is required to review these documents very carefully in order to progress with its project in compliance with the terms and conditions of this grant award and the Policy that governs the Burn Building Grant Program.

In accordance with the Burn Building Policy, the County will be required to attend an Orientation Meeting at the Division 1 Office in Glen Allen, Virginia that must be held within thirty (30) days of award notification. The purpose of this meeting is to introduce VDFP staff to new grants recipients, provide an overview of the Burn Building Grant Program, and offer an opportunity for grants recipients to ask questions about the grants process. **The County must schedule the Orientation Meeting by April 4, 2016.**

Two originals of the Burn Building Disbursement Agreement are included. The County Manager must sign both originals and have them sent to my attention. Both originals will be counter signed by the Virginia Department of Fire Programs. One original will be returned to the County for Local file retention. **No funds disbursements will be authorized or released without the executed disbursement Agreement.**

Funds disbursement for new construction projects will be made in five (5) installments upon notification by the jurisdiction to the Agency. Once a valid building permit has been submitted and an executed Agreement is on file, the jurisdiction is eligible to draw the first 25% of the construction grant. Once A/E services are complete, jurisdictions may also request reimbursement for such services up to the amount awarded by the VFSB not to exceed \$30,000. Remaining funds disbursements for the construction grant will be made upon jurisdiction request on the percentage of completion method at 50%, 75% and 100% completion. In order to be eligible for final payment, the prop must be placed in operation. It is the responsibility of the jurisdiction to maintain all such records subject to audit by this Agency or its assignees for a period of five (5) years following the date of the last transfer of award funds to the grant recipient.

If you have any questions, feel free to contact me at my office 804/249-1958, or via email at [Theresa.Hunter@vdfp.virginia.gov](mailto:Theresa.Hunter@vdfp.virginia.gov).

Respectfully,

*Theresa Hunter*

Theresa Hunter  
Budget and Grants Manager

Enclosure

c: Percy C. Ashcraft, County Manager  
Walter Bailey, Chair, Virginia Fire Services Board  
Robert Miner, Chair, Burn Building Subcommittee  
Melvin D Carter, Executive Director, Virginia Department of Fire Programs  
Tom Berry, Division Manager, Virginia Department of Fire Program



COMMONWEALTH of VIRGINIA

**Melvin D. Carter**  
EXECUTIVE DIRECTOR

**Virginia Department of Fire Programs**

**Finance Branch**  
1005 Technology Park Drive  
Glen Allen, VA 23059-4500  
Phone: 804/ 371-0220  
Fax: 804/ 371-3358

December 9, 2016

Director James B. Owens  
Prince George  
6602 Courts Drive  
Prince George, VA 23875

Dear Mr. Owens:

The Virginia Fire Service Board reviewed your Burn Building construction issues at the November 18, 2016 Board meeting. The Board has approved a one year no cost extension to your Burn Building Grant Project.

Your new project deadlines are as follows:

- The County must submit a valid building permit and begin construction by **March 3, 2018.**
- The new project completion date is now **March 1, 2019.**

If you have any questions, feel free to contact me at my office 804-249-1958 or via email at [Theresa.hunter@vdfp.virginia.gov](mailto:Theresa.hunter@vdfp.virginia.gov).

Respectfully,

A handwritten signature in black ink that reads 'Theresa Hunter'.

Theresa Hunter  
Budget and Grants Manager

c: Walter Bailey, Chair, Virginia Fire Services Board  
Robert Miner, Chair, Burn Building Subcommittee  
Melvin Carter, Executive Director, Virginia Department of Fire Programs

Board of Supervisors  
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 10<sup>th</sup> day of October, 2017:

Present:

Vote:

William A. Robertson, Jr., Chairman  
Donald R. Hunter, Vice-Chairman  
Alan R. Carmichael  
Hugh G. Mumford  
T. J. Webb

A-3

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, which carried unanimously, the following Resolution was adopted:

RESOLUTION; APPROPRIATION (\$480,000 VIRGINIA  
DEPARTMENT OF FIRE PROGRAMS BURN BUILDING GRANT)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 10<sup>th</sup> day of October, 2017, does hereby authorize the following increase of funds within the 2017-2018 Budget, such line items increased as follows, which monies to be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>	<u>AMOUNT</u>
<u>Expenditure:</u>	
0311-03-200-3170-48130 CIP – Burn Building Project	\$480,000
<u>Revenue:</u>	
0311-20-600-8200-326049 Burn Building Grant - VDFP	\$480,000

A Copy Teste:

\_\_\_\_\_  
Percy C. Ashcraft  
County Administrator