

RESUME

ADDITION TO PRINCE GEORGE COUNTY PERSONNEL POLICY MANUAL; SECTION 310.1 THROUGH 310.4, ENTITLED *GRANTS APPLICATIONS AND AWARDS*

Attached is a new section of the Personnel Policy Manual that establishes a policy outlining the process for notifying the Board of Supervisors of pending grant applications with a County fiscal impact prior to application. Additionally, the policy establishes procedures for grants management upon award.

A related form (*Notice of Grant Application*) that summarizes grant information is included for review and approval.

Requested Action – Approve policy 310.1 – 310.4 with related form, incorporating any Board requested modifications.

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 25th day of October, 2016:

Present:

Vote:

William A. Robertson, Jr., Chairman
Jerry J. Skalsky, Vice-Chairman
Alan R. Carmichael
Donald R. Hunter
T. J. Webb

A-1

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

RESOLUTION; PROPOSED REVISION; PRINCE GEORGE
COUNTY PERSONNEL POLICY; SECTION 310.1
THROUGH 310.4, ENTITLED *GRANTS APPLICATIONS AND
AWARDS*

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been determined that existing policy entitled *Grants Applications and Awards* requires modification; and

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George, this 25th day of October, 2016 does hereby amend the Prince George County Personnel Policy by revising the policy entitled *Grants Applications and Awards* as requested.

A Copy Teste:

Percy C. Ashcraft
County Administrator

COUNTY OF PRINCE GEORGE ADMINISTRATIVE POLICIES Prince George, Virginia	POLICY NUMBER: 310.1 through 310.4	Page 1 of 3
	SUPERSEDES:	DATE ISSUED: October 25, 2016
SUBJECT: Grant Applications and Awards	AUTHORIZATION: _____ Percy C. Ashcraft, County Administrator	

310.1 General Provisions

This policy establishes procedures for applying for grants (federal, state and private/not-for-profit) **requiring a local cash or in-kind match**, and procedures for internal communication when grants are awarded. This policy also establishes assignment and administration of grant management responsibilities. The County recognizes the need for grant programs and encourages staff to apply for all available grants / sources of funding. The County further recognizes the need to inform the Board of Supervisors (Board), *in advance of application*, of pending grant applications and of any potential County fiscal impact that may result (such as local cash or in-kind match requirements). Additionally the County recognizes the need to appropriate awarded grants in a timely manner and effectively manage all awarded grants.

310.2 Procedure – Grant Applications

Pending Grant applications **requiring a local cash or in-kind match**, if any, will be brought before the Board at each regular meeting.

The Finance Director will coordinate the communication of pending grant applications to the Board and placement on the meeting agenda. Department Heads or designee [Grant Program Manager] should complete “Grant Application Cover” Form for each grant application, regardless of the amount of the grant or whether the grant is applied for / received annually.

The completed form, with required attachments (as outlined on the form), should be approved by the Department Head and sent to the Finance Director to allow adequate time for placement on agenda and Board approval before application deadline.

The Finance Director will summarize pending grant applications and organize attachments to forward to the Board Clerk to place on the agenda by the required deadline.

SUBJECT: Grant Applications and Awards	POLICY NUMBER 310.1 through 310.4	DATE ISSUED: October 25, 2016	Page 2 of 3
--	---	---	-------------

Once the Board provides approval to apply, the Grant Program Manager may submit application to the Federal / State / Private granting agency.

310.3 Procedure – Grant Awards

Upon notification of a grant award, the Grant Program Manager shall notify the County Administrator and Finance Director *within five business days of award*, and provide a copy of the award letter/notification.

The Finance Director will discuss with Grant Program Manager whether new general ledger account codes need to be established to appropriately track grant revenues and expenditures.

The Finance Director will prepare an appropriation resume and draft appropriation resolution for submission to the Board Clerk for agenda placement. Formal Board appropriation is required before expenditure of any and all funds, regardless of the source of funds.

310.4 Procedure – Grants Management

The Department Head/Designee will be considered the **Grant Program Manager**.

At the time of award, the Department Head, Grant Program Manager and the Finance Director will discuss and agree upon whom will be responsible for:

- Filing grant reimbursements;
- Filing grant fund draws;
- Preparation of financial reports (monthly; quarterly; annual)

Access to any automated reimbursement and reporting systems will be discussed and assigned to allow for timely grant management.

The Grant Program Manager is responsible for insuring:

- All purchases are made in accordance with granting agency requirements;
- All purchases are allowable per granting agency requirements;
- All purchases are made within time constraints that will allow for invoice payment that will lend to meeting grant spending deadlines;
- Any needed grant budget changes are submitted to granting agency within a timely manner and in accordance with grant requirements

SUBJECT: Grant Applications and Awards	POLICY NUMBER 310.1 through 310.4	DATE ISSUED: October 25, 2016	Page 3 of 3
---	--	--	--------------------

All purchases shall be made in accordance with granting agency requirements, only for allowable items, and must remain within the grant award/appropriation. If non-allowable purchases are made, such expenditures will be coded to the Department's general fund operating budget. If purchases total more than the allowable grant award/appropriation, excess charges (amount that exceeds grant award) will be charged to the Department's general fund operating budget

At the time reimbursements are filed (either by Finance Staff or Department Designee), an email notification of reimbursement request with dollar amount should be sent to County Treasurer and Finance Director to allow for appropriate identification and coding of revenue upon receipt.

Reimbursement requests/funding draws should be made in accordance with grant requirements by established deadlines. Financial and outcomes-based reports should be prepared in accordance with grant requirements by established deadlines.

Upon completion of grant, any final financial reports should be prepared and submitted as required (by Department Staff or Finance Staff, as agreed upon). The Grant Program Manager is responsible for compiling and submitting any outcomes-based reporting to granting agency (regardless of whether Finance Staff is assisting with grant reimbursements/financial reports).

Prince George County
 Notice of Grant Application
 COMPLETION REQUIRED FOR ALL GRANT APPLICATIONS

Department Applying for Grant	
Department Contact	
Contact E-Mail	
Contact Phone Number	
Name of Grant	
Granting State/Federal/Not-for-Profit Agency	
\$ Amount of Grant	
Brief Description of the Grant (Nature of the grant and planned use of funds)	
Does this grant require a Cash Match? (Yes / No)	
If cash match is required, provide amount and percentage of match	
Does this grant require an In-Kind Match? (Yes / No)	
If In-Kind Match is required provide a description and dollar value of services/personnel/materials match	
Will award of this grant result in additional funded FTE? Yes or No and specify Full-Time; Part-Time and # of FTE	
Has Prince George received this grant award in prior years (is this a recurring grant)?	
If yes, provide most recent previous award date	
Grant Application Deadline Date	
Requested Board of Supervisor meeting agenda date to present application	
Expected Date of Grant Award (if known)	
Department Head Signature	

Attach

Memo(s) from granting state/federal agency with grant information
 Application (if complete) including a budget summary and narrative


Provide this completed form and attachments to:

Finance Director - Note a copy of this form will be provided to County Administrator by Finance Director

Prince George County
Notice of Grant Application
COMPLETION REQUIRED FOR ALL GRANT APPLICATIONS

FOR FINANCE USE:	
Date Received:	
Received by:	
General Fund or Special Revenue Fund	
G/L Notes (if recurring)	
Revenue Code	
Expenditure Code	
Will these program expenditures require an infrastructure (building or technology) enhancement? If yes, provide copy to IT Director and/or General Services Director	

Prince George County
 Notice of Grant Application
COMPLETION REQUIRED FOR ALL GRANT APPLICATIONS

Prince George Department Name	Parks and Recreation
Department Contact	Keith Rotzoll
Contact E-Mail	krotzoll@princegeorgecountyva.gov
Contact Phone Number	(804) 458-6164
Name of Grant	Responsive Grant
Granting State/Federal/Not-for-Profit Agency	John Randolph Foundation
\$ Amount of Grant	Up to 75% of total cost...requested \$46,912
Brief Description of the Grant (Nature of the grant and planned use of funds)	Assist in funding an exercise facility in the Central Wellness Center. The facility would be more accessible to residents in the southern part of the County.
Does this grant require a Cash Match? (Yes / No)	Yes
If cash match is required, provide amount and percentage of match	A minimum of 25% dependent upon grant amount.
Does this grant require an In-Kind Match? (Yes / No)	No
If In-Kind Match is required provide a description and dollar value of services/personnel/materials match	
Will award of this grant result in additional funded FTE? Yes or No and specify Full-Time; Part-Time and # of FTE	No
Has Prince George received this grant award in prior years (is this a recurring grant)?	we have received the grant twice for exercise room expansion at the Community Center. One award of \$30,000 and one of \$20,000.
If yes, provide most recent previous award date	1-Jul-13
Grant Application Deadline Date	7/31/2016
Requested Board of Supervisor meeting agenda date to present application	
Expected Date of Grant Award (if known)	January, 2017
Department Head Signature	

Attach

Memo(s) from granting state/federal agency with grant information
 Application (if complete) including a budget summary and narrative

Provide this completed form and attachments to:

(A) p 1/7

Prince George County
Notice of Grant Application
COMPLETION REQUIRED FOR ALL GRANT APPLICATIONS

Finance Director - Note a copy of this form will be provided to County Administrator by Finance Director

FOR FINANCE USE:	
Date Received:	9/19/2016
Received by:	B. Dwyer
General Fund or Special Revenue Fund	CIP Funds; Project approval pending
G/L Notes (if recurring)	
Revenue Code	
Expenditure Code	

(A)
p2/n

requests

Applicant Dashboard
Apply

tools

Fax to File
View Organization History

LOI

Public Profile LOI Packet Question List

Contact: Mr. Keith Rotzoll
P.O. Box 68
Prince George, VA 23875 United States
804-458-6164
krotzoll@princegeorgecountyva.gov

Organization: Prince George Parks and Recreation
P.O. Box 68
Prince George, Virginia 23875 United States
804-458-6164
54-6001528
http://princegeorgeva.org/Index.aspx? page=80

> Request Documents 0

Fields with an asterisk (*) are required.

Project Information

John Randolph Foundation (JRF) categorizes applicants into two basic profiles, Profile A or B.

Profile A applicants are considered to be: new applicants; previously declined applicants; returning applicants with a new or different project request; and, previous grantees completing a minimum 12-month moratorium.

Profile B applicants are those seeking to renew funding for a consecutive year for the same project.

Applicant Profile*
Please select the appropriate applicant profile (A or B). Profile A applicants are considered new applicants. Profile B applicants are renewing for consecutive funding for the same project.

Profile A - New Applicant
 Profile B - Renewing Applicant

Organization Eligibility*
Select which designation applies to the applicant organization.

IRS-Designated 501(c)(3) Public or Private Charity
 Public or Private Foundation Operating Under 501(c)(3) and 4940(d)(2)
 Governmental Instrumentality or Political Subdivision
 Agency or Organization Fiscally Sponsored By an IRS-Designated 501(c)(3) Organization
 Faith-Based Organization

John Randolph Foundation Funding Priority*
John Randolph Foundation's (JRF) funding priorities are as follows: Health, Quality of Life, and Education. Select which JRF funding priority the project aligns with.

Quality of Life

(A)
P3/17

Project Name*

Central Wellness Center Fitness Room

Funding Cycle*

State the responsive grant funding cycle (Spring or Fall) and the year

Fall

Project Purpose*

Briefly describe the purpose of the project. Be sure to state the specific community need to be addressed

Prince George Parks and Recreation would like to open an exercise room at the Central Wellness Center. The n

Project Management*

Please list the names and titles of the individual(s) who will be primarily responsible for managing the project

Keith Rotzoll, Parks and Recreation Director

✓ 956 characters left of 1,000

Target Population*

Specify who the project currently serves or intends to serve; in addition to the specific locations within John Randolph Foundation's service area in which programmatic activities will occur

Residents of all ages will have the opportunity to exercise in a safe, well maintained facility, which will aid in attaining a healthy lifestyle. Given the location of the new facility, the exercise room should be very well attended and will greatly aid in the general wellness of the community. Membership would be limited to Prince George County residents.

✓ 1,640 characters left of 2,000

Service Area

John Randolph Foundation's service area encompasses Hopewell, Virginia and surrounding areas. The service area is divided into three tiers, including, but not limited to the following zip codes:

Primary: Hopewell, Prince George, and the Enon area of Chesterfield County, lying south of the James River and east of I95. (U.S. Postal Codes: 23860, 23875, 23842, 23836)

Secondary: Petersburg, Colonial Heights, Ft. Lee, Charles City County, and the area of Chesterfield County lying south of Route 288 and east of Courthouse Road. (U.S. Postal Codes: 23831, 23803, 23804, 23805, 23806, 23834, 23801, 23030, 23832)

Tertiary: Dinwiddle County, Surry, Sussex and the Varina area of southeast Henrico County, lying south of Route 60. (U.S. Postal Codes: 23830, 23841, 23883, 23884, 23231)

Service Area*

What percentage of the target population served resides in John Randolph Foundation's PRIMARY service area? Note: The sum of each percentage given for each service area must equal to 100%.

100

Service Area*

What percentage of the target population served resides in John Randolph Foundation's SECONDARY service area? Note: The sum of each percentage given for each service area must equal to 100%.

0

A
P 4/n

Service Area*

What percentage of the target population served resides in John Randolph Foundation's TERTIARY service area?

Note: The sum of each percentage given for each service area must equal to 100%

0

Performance Objectives*

List the project performance objectives. Please be specific and quantify as much as possible when applicable

To provide an environment where Prince George County residents can be more active and lose weight Educate participants on how to better attain a healthy lifestyle. Partner with Prince George Police department by providing an outlet for officers to deal with the physical and emotional stress that comes with being a Police Officer Increase our exercise program memberships for citizens in other vectors of the County who have been hesitant to travel to our current Community Center Exercise facility.

✓ 995 characters left of 1,500

Implementation Time Frame*

State the project implementation time frame. Be sure to indicate whether or not the project duration is the full length of the program year or less and whether or not it is intended to be an ongoing project.

The proposed exercise facility would be open at the beginning of January, 2017 This time frame takes into account the estimated needed renovation at the Central Wellness Center and the grant disbursement date The exercise equipment would be available for County residents throughout the week.

✓ 1,704 characters left of 2,000

Mission Alignment*

Describe how the project specifically advances John Randolph Foundation's mission

One of the listed John Randolph Foundation stated goals is to "invest in a healthy productive, safe and vibrant community. We believe that quality of life, as it pertains to health, is an important factor in the overall health, well-being and future of our region." The current exercise facility, partially funded by the John Randolph Foundation located at the Prince George Community Center has over 1,300 members. The members have the opportunity to improve their physical and mental health through exercise. Prince George County covers a very large geographic area. The one consistent complaint about our facility is the distances some citizens must travel to participate. Placing another facility at the Central Wellness Center, located near the center of the County, would encourage more participation.

✓ 1,183 characters left of 2,000

Total Project Cost*

\$ 62,550.00

Amount Requested from John Randolph Foundation*

\$ 46,912.00

Other Project Funders*

Please list any other funders supporting this project and the respective funding amounts (may be estimated)

The additional monies would be through County funding. In addition to the listed equipment costs, the planned exercise room will have extensive work done prior to installation.

✓ 822 characters left of 1,000

John Randolph Foundation Funding History*

Please list any past John Randolph Foundation responsive grants awarded by year beginning with the most recent - and include the corresponding grant amounts

(A)
P5/7

✓ 959 characters left of 1,000

▼ Required Documents

Tax-Exempt Status

Upload documentary evidence of IRS tax-exemption, for example, IRS 501c(3) Letter of Determination; or fiscal sponsorship by an IRS-designated tax exempt organization. Government entities or instrumentalities and faith-based organizations that do not possess separate tax-exempt status are excluded. Applications that fail to meet this requirement will not be considered.

Upload a file [25 MIB allowed]

Tax Exempt Form JRF 2016-07-280001 pdf [573.5KIB]

▼ Electronic Signature

Enter your full name, job title, and date of LOI submission.

Name*

Keith B. Rotzoll

Title*

Prince George Parks and Recreation, Director

Date*

07/29/2016

Confirmation*

By entering your signature information above and clicking "I Agree" below, you certify that the statements contained in this LOI are true and correct to the best of your knowledge and belief.

- I Agree
- I Do Not Agree

Grant Management Software
provided by 

Ⓐ P6/7

Betsy Drewry

From: Keith Rotzoll
Sent: Tuesday, September 20, 2016 11:06 AM
To: Percy Ashcraft; Betsy Drewry
Subject: FW: John Randolph Foundation LOI Approved

Good news! I will submit this formal proposal, do you have any suggestions for the requested three letters of Community Support? Thanks.

Keith

Keith B. Rotzoll, MPA, CPRP, CPSI
Director of Parks and Recreation
Prince George County, Virginia

krotzoll@princegeorgecountyva.gov

(804) 458-6164
(804) 458-5021 - fax

Prince George County....A global community where families thrive and businesses prosper.

From: Administrator [administrator@grantinterface.com]
Sent: Sunday, September 18, 2016 6:26 PM
To: Keith Rotzoll
Cc: lsharpe@johnrandolphfoundation.org
Subject: John Randolph Foundation LOI Approved

Dear Applicant,

Congratulations! Your Letter Of Inquiry (LOI) has been approved by the John Randolph Foundation Grant Committee. You are invited to complete a formal application for further consideration of your proposal. Please log back into your account and complete the entire application. Also, please be aware that an invitation to the formal application phase does not guarantee funding approval. Your formal proposal is due by October 17, 2016. Again, we thank you for your interest in John Randolph Foundation and our grant programs.

Sincerely,

John Randolph Foundation Grant Committee