

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 9th day of August, 2016:

<u>Present:</u>	<u>Vote:</u>
William A. Robertson, Jr., Chairman	
Jerry J. Skalsky, Vice-Chairman	
Alan R. Carmichael	
Donald R. Hunter	
T. J. Webb	

C-7

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

RESOLUTION; APPROPRIATION (\$100,000 SCHOOL RESOURCE OFFICER GRANTS)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9th day of August, 2016, does hereby authorize the following increase of funds within the 2016-2017 Budget, such line items increased as follows, which monies to be expended in accordance with Section 2-2 (11) of the County Code 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>	
0100-03-100-0601-4XXXX Various Personnel Codes	
Salaries & Benefits	\$100,000
 <u>Revenue:</u>	
0100-20-601-8203-324104 SRO Grant	\$ 75,461
0100-40-900-8208-399999 <u>Fund Balance</u>	<u>\$ 24,539</u>
TOTAL	<u>\$100,000</u>

A Copy Teste:

Percy C. Ashcraft
County Administrator



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

July 14, 2016

To: Mr. Percy C. Ashcraft
County Administrator

From: Betsy Drewry, Director of Finance *B. Drewry*

Re: School Resource Officer Grants (2)

The County has been awarded *two school resource officer (SRO) grants* in the amount of **\$50,000 each**. One [17-D3073FR17] is in the fourth of a five-year grant program AND one [17-A4020FR17] is newly awarded (year one of five). Grant 17-D3073FR17 entitles the County to \$37,730 in state funds with a required local match of at least \$12,270. Grant 17-A4020FR17 entitles the County to \$37,731 in state funds with a required local match of at least \$12,269. The combined appropriation of these grant proceeds is shown below.

I am available should you require further information.

Revenue

0100-20-601-8203-324104	SRO Grant	\$ 75,461 [\$37,730 + \$37,731]
0100-40-900-8208-399999	Fund Balance	<u>\$ 24,539</u> [\$12,270 + \$12,269]
	TOTAL	<u>\$100,000</u>

Expenditure

0100-03-100-0601 Police Department - Various Personnel \$100,000
(Salary & Benefits Codes)

cc: Chief Early



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Francine C. Ecker
Director

1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
TDD (804) 786-8732

June 28, 2016

Mr. Percy C. Ashcraft
County Administrator
Prince George County
P. O. Box 68
Prince George, VA 23875-2555

Title: School Resource Officer/School Security Officer Grant Program

Dear Mr. Ashcraft:

I am pleased to advise you that grant number **17-A4020FR17** for the above-referenced grant program has been approved for in the amount of \$37,731 in State Special Funds and \$12,269 in Matching Funds for a total award of \$50,000.

Enclosed you will find a Statement of Grant Award and a Statement of Grant Award Special Conditions. To indicate your acceptance of the award and conditions, please sign the award acceptance and return it to Janice Waddy, Grants Administrator, at the Department of Criminal Justice Services (DCJS). Please review the conditions carefully; as some require action on your part before we will disburse grant funds.

Also, enclosed are the Post Award Instructions and Reporting Requirements. Please refer to and read this information carefully as it contains details on processing financial and progress reports, as well as requesting awarded funds. ***Remember all financial and progress reports, budget amendment requests and request for funds must be processed through our online Grants Management Information System (GMIS).***

We appreciate your interest in this grant program and will be happy to assist you in any way we can to assure your project's success. If you have any questions, please call Heather Smolka at (804) 371-0635.

Sincerely,

A handwritten signature in blue ink, appearing to read "Francine C. Ecker".

Francine C. Ecker
Director

Enclosures

cc: W. Keith Early, Chief of Police
Ms. Betsy Drewry, Finance Director
Ms. Heather Smolka, DCJS Monitor

Department of Criminal Justice Services

1100 Bank Street, 12th Floor, Richmond, VA 23219

Statement of Grant Award/Acceptance

Subgrantee: Prince George County

Date: June 28, 2016

Grant Period:

Grant Number:

From: 07/01/2016

Through: 06/30/2017

17-A4020FR17

Project Director	Project Administrator	Finance Officer
Chief W. Keith Early Chief of Police Prince George County 6600 Courthouse Road Prince George, VA 23875 Phone: (804) 733-2770 Email: kcarly@princegeorgecova.gov	Mr. Percy C. Ashcraft County Administrator Prince George County P. O. Box 68 Prince George, VA 23875-2555 Phone: (804) 722-8600 Email: pashcraft@princegeorgecountyva.g	Ms. Betsy Drewry Finance Director Prince George County P. O. Box 68 Prince George, VA 23875-2555 Phone: (804) 722-8720 Email: bdrewry@princegeorgecountyva.g

Grant Award Budget

Budget Categories	DCJS Funds			Local	TOTALS
	Federal	General	Special		
Travel	\$0	\$0	\$0	\$0	\$0
Supplies/Other	\$0	\$0	\$0	\$0	\$0
Personnel	\$0	\$0	\$37,731	\$12,269	\$50,000
Indirect Cost	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0
Consultant	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$37,731	\$12,269	\$50,000

This grant is subject to all rules, regulations, and criteria included in the grant guidelines and the special conditions attached thereto.



Francine C. Ecker, Director

The undersigned, having received the Statement of Grant Award/Acceptance and the Conditions attached thereto, does hereby accept this grant and agree to the conditions pertaining thereto, this _____ day of _____, 20_____.

Signature: _____

Title: _____

STATEMENT OF GRANT AWARD SPECIAL CONDITIONS

Department of Criminal Justice Services
1100 Bank Street
Richmond, Virginia 23219

School Resource Officer/School Security Officer Grant Program -- Localities

Subgrantee: Prince George County

Grant Number: 17-A4020FR17

**Title: School Resource Officer –
North Elementary School**

Date: June 28, 2016

The following conditions are attached to and made a part of this grant award:

1. Where the Statement of Grant Award reflects a required cash match contribution, the grantee agrees, by accepting the award, to provide the non-federal cash match as shown.
2. By signing the Statement of Grant Award/Acceptance, the grant recipient agrees:
 - to use the grant funds to carry out the activities described in the grant application, as modified by the terms and conditions attached to this award or by subsequent amendments approved by DCJS;
 - to adhere to the approved budget contained in this award and amendments made to it in accord with these terms and conditions;
 - and to comply with all terms, conditions and assurances either attached to this award or submitted with the grant application;
3. The Subgrantee agrees to submit such reports as requested by DCJS. Funds from this grant will not be disbursed, if any of the required Financial or Progress reports are overdue by more than 30 days unless you can show good cause for missing the reporting deadline.
4. Grant funds, including matching funds, may only be expended and/or obligated during the grant period. All legal obligations must be fulfilled no later than 90 days after the end of the grant period.
5. By accepting this grant, the recipient assures that funds made available through it will not be used to replace state or local funds that would, in the absence of this grant, be made available for the same purposes.
6. Subgrantee may follow their own established travel rates if they have an established travel policy. If a subgrantee does not have an established policy, then they must adhere to state travel policy. The state allows reimbursement for actual reasonable expenses. Please refer to the following IRS website for the most current mileage rate:
<http://www.irs.gov/taxpros/article/0,,id=156624,00.html>: Transportation costs for air and rail must be at coach rates.
7. Within 60 days of the starting date of the grant, the subgrantee must initiate the project funded. If not started during this period, the subgrantee must report to the DCJS, by letter, the steps taken to initiate the project, the reasons for the delay, and the expected starting date. If the project is not operational within 90 days of the start date, the subgrantee must receive approval in writing from the DCJS for a new implementation date or the DCJS may cancel and terminate the project and redistribute the funds to another program.
8. **No amendment to the approved budget may be made without the prior approval of DCJS. No more than two (2) budget amendments will be permitted during the grant period. Budget amendments must be requested using the online Grants Management Information System, (GMIS), accompanied with a narrative. No budget amendments will be allowed after April 30, 2017.**
9. The subgrantee agrees to forward to the DCJS a copy of the scheduled audit of this grant award.

10. All purchases for goods and services must comply with the Virginia Public Procurement Act. Procurement transactions, whether negotiated or advertised and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. An exemption to this regulation requires the prior approval of the DCJS and is only given in unusual circumstances. Any request for exemption must be submitted in writing to DCJS. Permission to make sole source procurement must be obtained from DCJS in advance.
11. Acceptance of this grant award by the local government applicant constitutes its agreement that it assumes full responsibility for the management of all aspects of the grant and the activities funded by the grant, including assuring proper fiscal management of and accounting for grant funds; assuring that personnel paid with grant funds are hired, supervised and evaluated in accord with the local government's established employment and personnel policies; assuring that all terms, conditions and assurances—those submitted with the grant application, and those issued with this award—are complied with.
12. Any delegation of responsibility for carrying out grant-funded activities to an office or department not a part of the local government must be pursuant to a written memorandum of understanding by which the implementing office or department agrees to comply with all applicable grant terms, conditions and assurances. Any such delegation notwithstanding, the applicant acknowledges by its acceptance of the award its ultimate responsibility for compliance with all terms, conditions and assurances of the grant award.
13. **PROJECT INCOME:** Any funds generated as a direct result of DCJS grant funded projects are deemed project income. Project income must be reported on forms provided by DCJS. The following are examples of project income: Service fees; Client fees; Usage or Rental fees; sales of materials; income received from sale of seized and forfeited assets (cash, personal or real property included).
14. Prior to DCJS disbursing funds, the Subgrantee must comply with the following special conditions:
 - a. Per grant guidelines, the new SRO must complete the DCJS SRO training within 4 months of the July 1, 2016 grant start date. By September 1, 2016, submit the training completion certificate to verify the dates SRO attended a DCJS-approved training or submit the DCJS registration confirmation to verify registration.



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Francine C. Ecker
Director

1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
TDD (804) 786-8732

June 28, 2016

Mr. Percy C. Ashcraft
County Administrator
Prince George County
P. O. Box 68
Prince George, VA 23875-2555

Title: School Resource Officer/School Security Officer Grant Program

Dear Mr. Ashcraft:

I am pleased to advise you that grant number **17-D3073FR17** for the above-referenced grant program has been approved for in the amount of \$37,730 in State Special Funds and \$12,270 in Matching Funds for a total award of \$50,000.

Enclosed you will find a Statement of Grant Award and a Statement of Grant Award Special Conditions. To indicate your acceptance of the award and conditions, please sign the award acceptance and return it to Janice Waddy, Grants Administrator, at the Department of Criminal Justice Services (DCJS). Please review the conditions carefully; as some require action on your part before we will disburse grant funds.

Also, enclosed are the Post Award Instructions and Reporting Requirements. Please refer to and read this information carefully as it contains details on processing financial and progress reports, as well as requesting awarded funds. ***Remember all financial and progress reports, budget amendment requests and request for funds must be processed through our online Grants Management Information System (GMIS).***

We appreciate your interest in this grant program and will be happy to assist you in any way we can to assure your project's success. If you have any questions, please call Heather Smolka at (804) 371-0635.

Sincerely,

A handwritten signature in blue ink, appearing to read "Francine C. Ecker".

Francine C. Ecker
Director

Enclosures

cc: Ms. Denise P. Johnson, Public Safety Info. Sys. Spec.
Ms. Betsy Drewry, Finance Director
Ms. Heather Smolka, DCJS Monitor

Department of Criminal Justice Services

1100 Bank Street, 12th Floor, Richmond, VA 23219

Statement of Grant Award/Acceptance

Subgrantee: Prince George County

Date: June 28, 2016

Grant Period:

Grant Number:

From: 07/01/2016

Through: 06/30/2017

17-D3073FR17

Project Director	Project Administrator	Finance Officer
Ms. Denise P. Johnson Public Safety Info. Systems Specialist Prince George County 6600 Courts Drive Prince George, VA 23875 Phone: (804) 863-1875 Email: djohnson@princegeorgecountyva.	Mr. Percy C. Ashcraft County Administrator Prince George County P. O. Box 68 Prince George, VA 23875-2555 Phone: (804) 722-8600 Email: pashcraft@princegeorgecountyva.g	Ms. Betsy Drewry Finance Director Prince George County P. O. Box 68 Prince George, VA 23875-2555 Phone: (804) 722-8720 Email: bdrewry@princegeorgecountyva.g

Grant Award Budget

Budget Categories	DCJS Funds			Local	TOTALS
	Federal	General	Special		
Travel	\$0	\$0	\$0	\$0	\$0
Supplies/Other	\$0	\$0	\$0	\$0	\$0
Personnel	\$0	\$0	\$37,730	\$12,270	\$50,000
Indirect Cost	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0
Consultant	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$37,730	\$12,270	\$50,000

This grant is subject to all rules, regulations, and criteria included in the grant guidelines and the special conditions attached thereto.



Francine C. Ecker, Director

The undersigned, having received the Statement of Grant Award/Acceptance and the Conditions attached thereto, does hereby accept this grant and agree to the conditions pertaining thereto, this _____ day of _____, 20_____.

Signature: _____

Title: _____

STATEMENT OF GRANT AWARD SPECIAL CONDITIONS

Department of Criminal Justice Services
1100 Bank Street
Richmond, Virginia 23219

School Resource Officer/School Security Officer Grant Program -- Localities

Subgrantee: Prince George County

Grant Number: 17-D3073FR17

**Title: School Resource Officer – David A. Harrison
Elementary School**

Date: June 28, 2016

The following conditions are attached to and made a part of this grant award:

1. Where the Statement of Grant Award reflects a required cash match contribution, the grantee agrees, by accepting the award, to provide the non-federal cash match as shown.
2. By signing the Statement of Grant Award/Acceptance, the grant recipient agrees:
 - to use the grant funds to carry out the activities described in the grant application, as modified by the terms and conditions attached to this award or by subsequent amendments approved by DCJS;
 - to adhere to the approved budget contained in this award and amendments made to it in accord with these terms and conditions;
 - and to comply with all terms, conditions and assurances either attached to this award or submitted with the grant application;
3. The Subgrantee agrees to submit such reports as requested by DCJS. Funds from this grant will not be disbursed, if any of the required Financial or Progress reports are overdue by more than 30 days unless you can show good cause for missing the reporting deadline.
4. Grant funds, including matching funds, may only be expended and/or obligated during the grant period. All legal obligations must be fulfilled no later than 90 days after the end of the grant period.
5. By accepting this grant, the recipient assures that funds made available through it will not be used to replace state or local funds that would, in the absence of this grant, be made available for the same purposes.
6. Subgrantee may follow their own established travel rates if they have an established travel policy. If a subgrantee does not have an established policy, then they must adhere to state travel policy. The state allows reimbursement for actual reasonable expenses. Please refer to the following IRS website for the most current mileage rate:
<http://www.irs.gov/taxpros/article/0,,id=156624,00.html>: Transportation costs for air and rail must be at coach rates.
7. Within 60 days of the starting date of the grant, the subgrantee must initiate the project funded. If not started during this period, the subgrantee must report to the DCJS, by letter, the steps taken to initiate the project, the reasons for the delay, and the expected starting date. If the project is not operational within 90 days of the start date, the subgrantee must receive approval in writing from the DCJS for a new implementation date or the DCJS may cancel and terminate the project and redistribute the funds to another program.
8. No amendment to the approved budget may be made without the prior approval of DCJS. No more than two (2) budget amendments will be permitted during the grant period. Budget amendments must be requested using the online Grants Management Information System, (GMIS), accompanied with a narrative. No budget amendments will be allowed after April 30, 2017.
9. The subgrantee agrees to forward to the DCJS a copy of the scheduled audit of this grant award.

10. All purchases for goods and services must comply with the Virginia Public Procurement Act. Procurement transactions, whether negotiated or advertised and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. An exemption to this regulation requires the prior approval of the DCJS and is only given in unusual circumstances. Any request for exemption must be submitted in writing to DCJS. Permission to make sole source procurement must be obtained from DCJS in advance.
11. Acceptance of this grant award by the local government applicant constitutes its agreement that it assumes full responsibility for the management of all aspects of the grant and the activities funded by the grant, including assuring proper fiscal management of and accounting for grant funds; assuring that personnel paid with grant funds are hired, supervised and evaluated in accord with the local government's established employment and personnel policies; assuring that all terms, conditions and assurances—those submitted with the grant application, and those issued with this award—are complied with.
12. Any delegation of responsibility for carrying out grant-funded activities to an office or department not a part of the local government must be pursuant to a written memorandum of understanding by which the implementing office or department agrees to comply with all applicable grant terms, conditions and assurances. Any such delegation notwithstanding, the applicant acknowledges by its acceptance of the award its ultimate responsibility for compliance with all terms, conditions and assurances of the grant award.
13. **PROJECT INCOME:** Any funds generated as a direct result of DCJS grant funded projects are deemed project income. Project income must be reported on forms provided by DCJS. The following are examples of project income: Service fees; Client fees; Usage or Rental fees; sales of materials; income received from sale of seized and forfeited assets (cash, personal or real property included).
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