

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 8<sup>th</sup> day of August, 2017:

<u>Present:</u>	<u>Vote:</u>
William A. Robertson, Jr., Chairman	
Donald R. Hunter, Vice-Chairman	
Alan R. Carmichael	
Hugh G. Mumford	
T. J. Webb	
<hr/>	
C-5	

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

RESOLUTION; APPROPRIATION AND BUDGET TRANSFER (\$50,000  
SCHOOL RESOURCE OFFICER GRANT)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 8<sup>th</sup> day of August, 2017, does hereby authorize the following increase of funds and transfers among accounts within the 2017-2018 Budget, such line items increased and changed 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>
<b><u>Appropriation:</u></b>		
<b><u>Revenue</u></b>		
0100-20-601-8203-324104	SRO Grant	\$37,730
<b><u>Expenditure</u></b>		
0100-03-100-0601-41100	Police Department Salary & Wages	\$37,730

**Budget Transfer:**

***Expenditure – Transfer From / Reduce:***

0100-09-401-0917-49199	General Fund Contingency	\$12,270
------------------------	--------------------------	----------

***Expenditure – Transfer To / Increase:***

0100-03-100-0601-42100	PD FICA SS/Medicare	\$2,000
0100-03-100-0601-42210	PD VRS Retirement	\$5,000
0100-03-100-0601-42300	PD Health Insurance	\$5,000
0100-03-100-0601-42400	PD Group Life Insurance	\$ 270

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 21, 2017

To: Mr. Percy C. Ashcraft  
County Administrator

From: Betsy Drewry, Director of Finance 

Re: School Resource Officer Grant

The County has been awarded a *school resource officer (SRO) grant* (continuation) in the amount of \$50,000. This continuation award is for year 2 of a five-year grant program. Grant **18-B4020FR18** entitles the County to \$37,730 in state funds with a required local match of \$12,270. The appropriation is shown below. Also shown below is a budget transfer from contingency for the required local match. The award notice is attached for your review.

Please place on the Board of Supervisors agenda the appropriation and budget transfer. I am available should you require further information.

## **Appropriation:**

### **Revenue**

0100-20-601-8203-324104	SRO Grant	\$37,730
-------------------------	-----------	----------

### **Expenditure**

0100-03-100-0601-41100	Police Department Salary & Wages	\$37,730
------------------------	----------------------------------	----------

## **Budget Transfer:**

### ***Expenditure – Transfer From / Reduce:***

0100-09-401-0917-49199	General Fund Contingency	\$12,270
------------------------	--------------------------	----------

### ***Expenditure – Transfer To / Increase:***

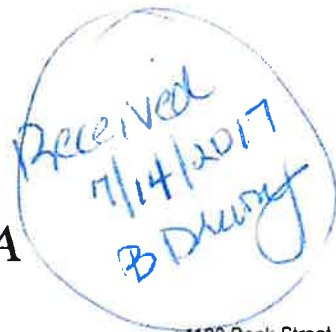
0100-03-100-0601-42100	Police Department FICA SS/Medicare	\$2,000
0100-03-100-0601-42210	Police Department VRS Retirement	\$5,000
0100-03-100-0601-42300	Police Department Health Insurance	\$5,000
0100-03-100-0601-42400	Police Department Group Life Insurance	\$ 270

cc: Keith Early, Chief of Police



# 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 26, 2017

Mr. Percy C. Ashcraft  
County Administrator  
Prince George County  
6602 Courts Drive  
Prince George, VA 23875

**Title: School Resource Officer/School Security Officer Grant Program**

Dear Mr. Ashcraft:

I am pleased to advise you that grant number **18-B4020FR18** for the above-referenced grant program has been approved in the amount of \$37,730.00 in State Special Funds and \$12,270.00 in Matching Funds for a total award of \$50,000.00.

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 contact Shellie Evers at (804) 678-8993 or by email at [shellie.evers@dcjs.virginia.gov](mailto:shellie.evers@dcjs.virginia.gov).

Sincerely,

Francine C. Ecker  
Director

Enclosures

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

Criminal Justice Services Board • Committee on Training • Advisory Committee on Juvenile Justice and Prevention  
Advisory Committee to the Court Appointed Special Advocate and Children's Justice Act Programs  
Advisory Committee on Sexual and Domestic Violence • Private Security Services Advisory Board

[www.dcjs.virginia.gov](http://www.dcjs.virginia.gov)

## Department of Criminal Justice Services

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

### Statement of Grant Award/Acceptance

**Subgrantee:** Prince George County

**Date:** June 26, 2017

**Grant Period:**

**Grant Number:**

**From:** 07/01/2017

**Through:** 06/30/2018

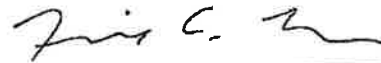
18-B4020FR18

Project Director	Project Administrator	Finance Officer
Chief W. Keith Early Chief of Police Prince George County 6600 Courts Drive Prince George, VA 23875  <b>Phone:</b> (804) 733-2773 <b>Email:</b> kearly@princegeorgecountyva.gov	Mr. Percy C. Ashcraft County Administrator Prince George County 6602 Courts Drive Prince George, VA 23875  <b>Phone:</b> (804) 722-8600 <b>Email:</b> pashcraft@princegeorgecountyva.gov	Ms. Betsy Drewry Finance Director Prince George County 6602 Courts Drive Prince George, VA 23875  <b>Phone:</b> (804) 722-8720 <b>Email:</b> bdrewry@princegeorgecountyva.gov

### 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
<b>Totals</b>	\$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, 12<sup>th</sup> Floor  
Richmond, Virginia 23219

## School Resource Officer Grant Program – Localities

Subgrantee: Prince George County

Grant Number: 18-B4020FR18

Title: School Resource Officer/School Security Officer  
Grant Program

Date: June 26, 2017

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 and 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. The deadline for all budget amendments to be submitted will be 45 days prior to the end of the grant period.
9. The subgrantee agrees to forward to the DCJS a copy of the scheduled audit of this grant award.

10. The grantee agrees to comply with the Virginia Public Procurement Act <http://eva.virginia.gov/pages/eva-vppa.htm>. 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 the DCJS. Permission to make sole source procurements 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; and 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) Resubmit Goal and Objectives form(s) after rewriting objective(s) in SMART format.