

Issue Analysis Form



Date: September 11, 2018
Appropriation – Library of Virginia Records Preservation Grant
Item: Clerk of Court & County Finance
Lead Department(s):
Contact Person(s): Bishop Knott; Betsy Drewry

Description and Current Status

The Circuit Court Clerk received a grant from the Library of Virginia for Circuit Court Records Preservation totaling \$10,058.50. This grant is geared toward the preservation of historical Circuit Court records. There is no local match for these funds.

Please see attached supporting documentation received by the Clerk of Court.

Board Action Requested:

Approve appropriation of Library of Virginia Records Preservation Grant - \$10,058.50

A draft resolution for budget amendment / appropriation is attached for Board consideration.

Appropriation Increase and Transfer Entry for FY2018-19 is:

Revenues:

Increase:

0100-20-601-8205-323102 – State Records Preservation Grant - \$10,058.50

Expenditures:

Increase:

0100-02-010-0202-43550 – Clerk of Court – Record Preservation Svcs - \$10,058.50

Government Path

Does this require IDA action?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does this require BZA action?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does This require Planning Commission Action?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does this require Board of Supervisors action?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does this require a public hearing?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If so, before what date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Fiscal Impact Statement

Increases in appropriation of state grant \$10,058.50

Total Increase in FY2018-19 Appropriation = \$10,058.50

County Impact

Will allow for completion of needed records preservation.

Notes



LIBRARY OF VIRGINIA

Sandra Gioia Treadway
Librarian of Virginia

July 25, 2018

The Honorable Bishop Knott, Jr.
Clerk of the Circuit Court
Prince George County
P.O. Box 98
Prince George, VA 23875-0098

Grant Agreement Number: 2019FY-51

Dear Mr. Knott, Jr.,

The Circuit Court Records Preservation Grants Review Board met on Tuesday, July 24th, 2018 to consider eighty-nine applications submitted from eighty-seven localities. It is our pleasure to inform you that your Item Conservation grant application to the Virginia Circuit Court Records Preservation Program has been **approved at a reduced amount of \$10,058.50**, due to funding requests for this cycle exceeding the award amount available. The following item(s) have been approved by the Review Board: **Deed Book 27, 1866; Surveyor's Record 1794-1824**. We encourage you to resubmit items that were not approved this cycle during the next grant cycle. This grant is subject to the stated amount, availability of funds, and any provisos listed in this letter or on the enclosed CCRP Grants Program Application Certification form. Please review these provisos carefully to determine the scope and/or limitations of the project.

You will find the Application Certification form enclosed. This agreement, along with the original grant application details the term of your project, the portion of your project supported with grant funds, and the specific work that is to be accomplished. It will also indicate your fiscal and program reporting requirements. Please read the agreement carefully and return it to Michelle Washington at the Library of Virginia in the prepaid envelope included in this mailing. Contact your item conservation vendor representative to make arrangements for them to collect the approved items. If you have any questions regarding this award or agreement, please contact Greg Crawford at (804) 692-3505.

Please accept our congratulations on the approval of your application. We appreciate your interest in preserving Virginia's documentary heritage and extend our best wishes for a successful project.

Sincerely,

Sandra G. Treadway
State Librarian and State Archivist of Virginia

Paul F. Ferguson
President, Virginia Court Clerks' Association

CCRP GRANTS PROGRAM APPLICATION CERTIFICATION

Locality: Prince George County

Date: July 31, 2018

Project Type: Item Conservation

Amount of Grant Request: \$21,584.50


Signature of Circuit Court Clerk

Bishop Knott, Jr.

Typed or Printed Name of Circuit Court Clerk

Statement regarding expenditure of funds:

I will abide by applicable state and local procurement rules and agree that funds granted under the Virginia Circuit Court Records Preservation Program will be spent only in accordance with the plan of work and budget statement presented in this application, and that any changes in the submitted proposal of work and/or budget will be submitted in writing to the grants office for approval in advance. I understand that grant funds will only be released upon receipt of verification form indicating that the proposal of work has been fully completed. I will ensure that any agreements for goods or services to be paid for with grant funds will be consistent with the project requirements set forth in the CCRP Program Manual.

Statement regarding archival and records management policies and procedures:

I agree to comply with all policies and procedures required by the *Code of Virginia*, and the decisions of the Circuit Court Records Preservation Grants Review Board and the Library of Virginia concerning the management, preservation, reproduction, and storage of public records, as well as those pertaining to the official recording of such records in government offices, whether on paper, microfilm, digital image, or any other medium.

Statement regarding project status and financial expenditure reports:

I agree to submit program status and financial expenditure reports as required by the Library of Virginia. I also agree to account for all grant funds, to maintain separate financial and programmatic records on this project, and to retain such source documentation as canceled checks, paid bills, payroll, or other accounting documentation, in conjunction with the fiscal office of this locality, that would facilitate an audit. I understand that failure to submit the status and financial reports will result in grant funds not being released and this office becoming ineligible to receive future grant funding, until such time that the delinquent reports have been successfully submitted.

By signing below I agree to the three statements above as well as the decision of the CCRP Grants Review Board:

Project Number: 2019FY-51

Amount of Grant Award: \$10,058.50


Signature of Circuit Court Clerk

Date: August 13, 2018

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 11th day of September, 2018:

Present:

Vote:

Alan R. Carmichael, Chairman
Donald R. Hunter, Vice-Chairman
Floyd M. Brown, Jr.
Marlene J. Waymack
T. J. Webb

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

RESOLUTION; APPROPRIATION (\$10,058.50 STATE LIBRARY OF VIRGINIA RECORDS PRESERVATION GRANT)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 11th day of September, 2018, does hereby authorize the following increase of funds within the 2018-2019 Budget, such line items increased as follows, which monies shall 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>		
0100-02-010-0202-43550	General Fund: Clerk of Court Records Preservation Services	\$10,058.50

Revenue:

0100-20-601-8205-323102 General Fund; State Records Preservation Grant \$10,058.50

A Copy Teste:

Percy C. Ashcraft
County Administrator