

Issue Analysis Form



Date: February 28, 2023
Appropriation – Library of Virginia Records Preservation Grant
Item: County Finance & Clerk of Court
Lead Department(s):
Contact Person(s): Betsy Drewry; Joyce Jackson

Description and Current Status

The Circuit Court Clerk anticipates receiving a grant from the Library of Virginia for Circuit Court Records Preservation totaling \$49,833.00. This grant is geared toward the preservation of historical Circuit Court records. There is no local match for these funds. The Circuit Court Clerk typically applies for and receives these funds annually.

Please see attached supporting documentation provided by the Clerk of Court (Verification Form and Vendor Invoice) – **ATTACHMENT A**.

Board Action Requested:

Approve appropriation of Library of Virginia Records Preservation Grant - \$49,833.00

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

Appropriation Increase and Transfer Entry for FY2022-23 is:

Revenues:

Increase:

0100-20-601-8205-323102 – State Records Preservation Grant - \$49,833.00

Expenditures:

Increase:

0100-02-010-0202-43550 – Clerk of Court – Record Preservation Svcs - \$49,833.00

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 \$49,833.00; there is no local match or fiscal impact.

Total Increase in FY2022-23 Appropriation = \$49,833.00

County Impact

These grant funds allow for preservation of historical records.

Notes

CCRP GRANTS PROGRAM AWARD CERTIFICATION FORM

Locality: Prince George CountyDate of Award: 12/16/2021Grant No: 2022FY-027Amount of Grant Award:
\$49,833.00Grant Category: Item ConservationAmount of Grant Request: \$49,833.00

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


Signature of Circuit Court Clerk

Bishop Kwatt 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.



Washington, Michelle <michelle.washington@lva.virginia.gov>

CCRP Grants Certification Form

1 message

Joyce B Jackson <jbjackson@vacourts.gov>

Tue, Dec 21, 2021 at 3:47 PM

To: "Michelle.Washington@lva.virginia.gov" <Michelle.Washington@lva.virginia.gov>

Please see the attached signed CCRP Grants Program Award Certification Form from Prince George Circuit Court.

Thanks, Joyce

Joyce B. Jackson
Chief Deputy Clerk
Prince George Circuit Court
[6601 Courts Drive](#)
P.O. Box 98
Prince George, VA 23875
(804) 733-2640



Grant Library of Virginia Dec 21.pdf

137K



LIBRARY OF VIRGINIA

Sandra Gioia Treadway
 Librarian of Virginia

Dec. 16, 2021

Grant Agreement Number: 2022FY-027

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

Dear Mr. Knott,

The Circuit Court Records Preservation Grants Review Board met on Thursday, Dec. 16th, 2021 to consider 115 applications submitted from 101 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 in the full amount of \$49,833.00**. The following item(s) have been approved by the Review Board: **Deed Book 31, Pages 1-378, 1876-1878; Deed Book 31, Pages 379-End, 1878-1879; Marriage Licenses 1879-1881; Marriage Licenses 1882-1885; Marriage Licenses 1886-1890; Plat Book 5, Pages 1-51; Plat Book 5, Pages 51-101; Will Book 2, 1898-1926**. 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 Award Certification form included with this letter. 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 electronically **within fifteen days of receipt** to Michelle Washington at the Library of Virginia (Michelle.Washington@lva.virginia.gov). 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 2022FY application. We appreciate your interest in preserving Virginia's documentary heritage and extend our best wishes for a successful project. We will look forward to working with you next year in preparation for the 2023FY grant cycle.

Sincerely,



Kathleen S. Jordan
 Director of Government Records Services



Kristin N. Nelson
 President, Virginia Court Clerks' Association



ATTACHMENT A
Invoice

INV-KT-008898
Invoice Date :11/17/2022
Due Date :12/17/2022
Terms :Net 30

Bill To

Joyce Jackson
Prince George Circuit Court
PO Box 98
Prince George VA 23875

Ship To

Joyce Jackson
Prince George Circuit Court
6601 Courts Drive
Prince George VA 23875

AMOUNT DUE

\$49,833.00

SEE NEW REMITTANCE INFORMATION

Sales Order Number	PO #	Sales Rep	Shipping Method
Sales Order #SO151751	LVA RECORDS 2022FY	Greg Brooks	

Quantity	Item	Rate	Amount
1	PS20020 Deed Book 31 Pgs 1-378 - Preservation	\$3,290.00	\$3,290.00
1	PS20005 Deed Book 31 Pgs 1-378 - Imaging	\$214.00	\$214.00
1	PS20020 Deed Book 31 - Preservation	\$2,855.00	\$2,855.00
1	PS20005 Deed Book 31 - Imaging	\$185.00	\$185.00
1	PS20020 Will Book 2 - Preservation	\$5,163.00	\$5,163.00
1	PS20005 Will Book 2 - Imaging	\$299.00	\$299.00
1	PS20020 Plat Book 5 Pgs 51-101 - Preservation	\$6,205.00	\$6,205.00
1	PS20005 Plat Book 5 Pgs 51-101 - Imaging	\$1,007.50	\$1,007.50
1	PS20020 Plat Book 5 Pgs 1-51 - Preservation	\$6,421.00	\$6,421.00
1	PS20005 Plat Book 5 Pgs 1-51 - Imaging	\$877.50	\$877.50
1	PS20020 Marriage Licenses 1879-1881 - Preservation	\$7,712.00	\$7,712.00
1	PS20020 Marriage Licenses 1882-1885 - Preservation	\$7,768.00	\$7,768.00
1	PS20020 Marriage Licenses 1886-1890 - Preservation	\$7,836.00	\$7,836.00

NEW Remittance Address

Kofile
PO Box 676184
Dallas, TX 75267-6184

Bank Details for ACH Payments

Bank Name:Capital One, NA
Routing Number: 111901014
Account Name: Kofile
Account Number: 4670265868
Please send remittance advice to: AR@kofile.com



ATTACHMENT A
Invoice

INV-KT-008898
Invoice Date :11/17/2022
Due Date :12/17/2022
Terms :Net 30

MEMO

Subtotal	\$49,833.00
Tax Total (%)	\$0.00
Shipping Cost(\$)	
Invoice Total	\$49,833.00
Less Payments/Credits:	-\$0.00
Total Amount Due:	\$49,833.00

NEW Remittance Address

Kofile
PO Box 676184
Dallas, TX 75267-6184

Bank Details for ACH Payments

Bank Name:Capital One, NA
Routing Number: 111901014
Account Name: Kofile
Account Number: 4670265868
Please send remittance advice to: AR@kofile.com

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 28th day of February, 2023:

Present:

Vote:

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

C-3

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

RESOLUTION; APPROPRIATION (\$49,833.00 STATE LIBRARY OF VIRGINIA RECORDS PRESERVATION GRANT)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 28th day of February, 2023, does hereby authorize the following increase of funds within the 2022-2023 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>
GENERAL FUND		
<u>Expenditure:</u>		
0100-02-010-0202-43550	Clerk of Court Records Preservation Services	\$49,833.00
<u>Revenue:</u>		
0100-20-601-8205-323102	State Records Preservation Grant	\$49,833.00

A Copy Teste:

Jeffrey D. Stoke
County Administrator