

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 October, 2016:

Present:

Vote:

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

C-5

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

RESOLUTION; APPROPRIATION (\$38,795 LIBRARY OF VIRGINIA RECORDS PRESERVATION GRANTS)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 11th day of October, 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>		
0100-02-010-0202-43550	Clerk of Court – Record Preservation Svcs	\$38,795
 <u>Revenue:</u>		
0100-20-601-8205-323102	State Record Preservation Grants	\$38,795

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

September 30, 2016

To: Mr. Percy C. Ashcraft
County Administrator

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

Re: Appropriation of Library of Virginia – Records Preservation Grants

The Circuit Court Clerk received three grants from the Library of Virginia for Circuit Court Records Preservation totaling \$38,795. These grants are geared toward the preservation of historical Circuit Court records. There is no local match for these funds.

Please place on the Board of Supervisors agenda the approval of the appropriation below. I am available should you require further information. The Grant Award notices are attached for your review.

Revenue

0100-20-601-8205-323102 State Record Preservation Grants \$38,795

Expenditure

0100-02-010-0202-43550 Clerk of Court – Record Preservation Services \$38,795

CC Bishop Knott, Clerk of Circuit Court



LIBRARY OF VIRGINIA

Sandra Gioia Treadway
Librarian of Virginia

January 21, 2016

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: 2016A-66

Dear Mr. Knott,

The Circuit Court Records Preservation Grants Review Board met on December 14 to consider sixty-nine applications submitted from sixty-one localities, making it the most competitive cycle yet. It is our pleasure to inform you that your Preservation – Plat Cabinet grant application to the Virginia Circuit Court Records Preservation Program has been **approved at the full amount of \$3,195.00** by the review board, 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. 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

Chaz W. Haywood
President, Virginia Court Clerks' Association

MAILED
2/9/16

800 East Broad Street
Richmond, Virginia 23219

www.lva.virginia.gov

804.692.3500 phone
804.692.3976 v/tty


CCRP GRANTS PROGRAM APPLICATION CERTIFICATION

Locality: Prince George County

Date: December 14, 2015

~~Project Type: Preservation~~

~~Amount of Grant Request: \$3,195.00~~


Signature of Circuit Court Clerk

Bishop Kwott 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.

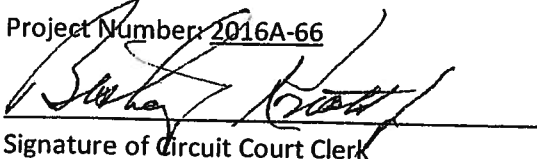
Statement regarding project status and financial expenditure reports:

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 2016A-66

Amount of Grant Award: \$3,195.00


Signature of Circuit Court Clerk

Date: 2/9/2016



LIBRARY OF VIRGINIA

Sandra Gioia Treadway
Librarian of Virginia

January 21, 2016

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: 2016A-50

Dear Mr. Knott,

The Circuit Court Records Preservation Grants Review Board met on December 14 to consider sixty-nine applications submitted from sixty-one localities, making it the most competitive cycle yet. 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 \$18,743.50 (conserve Plat Book 1)** by the review board, 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. 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

Chaz W. Haywood
President, Virginia Court Clerks' Association

800 East Broad Street
Richmond, Virginia 23219

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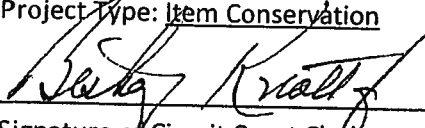
CCRP GRANTS PROGRAM APPLICATION CERTIFICATION

Locality: Prince George County

Date: December 14, 2015

Project Type: Item Conservation

Amount of Grant Request: \$49,271.50


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: 2016A-50

Amount of Grant Award: \$18,743.50


Signature of Circuit Court Clerk

Date: 2/9/2016

mailed 2/9/16



LIBRARY OF VIRGINIA

Sandra Gioia Treadway
Librarian of Virginia

May 31, 2016

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: 2016B-42

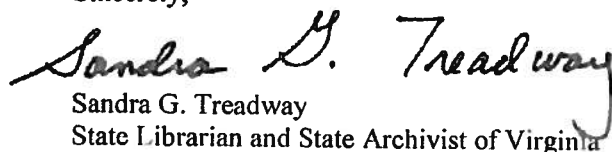
Dear Mr. Knott,

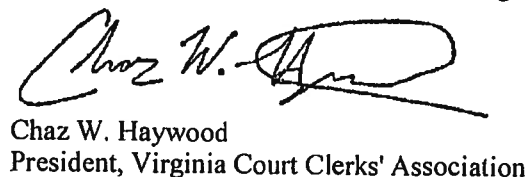
The Circuit Court Records Preservation Grants Review Board met on Monday May 23, 2016 to consider 79 applications submitted from 70 localities, making it the most competitive cycle yet. It is our pleasure to inform you that your Item Conservation grant application to the Virginia Circuit Court Records Preservation Program has been **approved at a reduced amount of \$16,856.50 (see detailed list of approved items, attached)** by the review board, 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.

In the coming months, CCRP consulting archivists Eddie Woodward or Tracy Harter will be contacting you to arrange a visit in order to discuss your preservation needs and provide assistance with item conservation projects for upcoming grant cycles. 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


Chaz W. Haywood
President, Virginia Court Clerks' Association

800 East Broad Street
Richmond, Virginia 23219

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804.692.3500 phone
804.692.3976 v/tty

Item Conservation Grants: Items Approved: 2016B Cycle

Prince George County

Amt Awarded: \$16,856.50

2016B-42 Plat Book 3, Part 1, 1913-1920

\$16,856.50 Approved

Totals: \$16,856.50

CCRP GRANTS PROGRAM APPLICATION CERTIFICATION

Locality: Prince George County

Date: May 26, 2016

Project Type: Item Conservation

Amount of Grant Request: \$34,122.00


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:

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

Project Number: 2016B-42

Amount of Grant Award: \$16,856.50


Signature of Circuit Court Clerk

Date: 6/7/2016