

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 11<sup>th</sup> day of October 2016:

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| <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                          | _____        |

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A-2

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, which \_\_\_\_\_, the following resolution was adopted:

**AUTHORIZE THE FIRE, EMS & EMERGENCY SERVICES DEPARTMENT TO COMPLETE A GRANT APPLICATION TO THE VIRGINIA DEPARTMENT OF EMERGENCY MANAGEMENT / FEMA AND PROVIDE LOCAL FINANCIAL MATCH FOR A PORTION OF THE SALARY OF THE EMERGENCY MANAGEMENT DEPUTY COORDINATOR**

WHEREAS, the Prince George Fire, EMS and Emergency Management Department is requesting approval of the Prince George County Board of Supervisors to apply for a grant of \$25,231 through The Virginia Department of Emergency Management / FEMA, which was due for submission by September 22, 2016 and was submitted; and

WHEREAS, the total award of \$25,231 will be utilized for the salary of the Emergency Management Deputy Coordinator; and

WHEREAS, the grant requires a fifty percent (50%) match of \$25,231, which was appropriated as part of the Prince George County FY2016-2017 budget adoption and appropriation.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 11<sup>th</sup> day of October, 2016, does hereby authorize the (previous) submission of a grant application for \$25,231 and a local match of \$25,231 for the salary of the Emergency Management Deputy Coordinator.

BE IT FURTHER RESOLVED, That a copy of this Resolution shall be retained as support authorizing the grant application to The Virginia Department of Emergency Management.

A Copy Teste:

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Percy C. Ashcraft  
County Administrator

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 11<sup>th</sup> day of October 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                          | _____        |

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A-2

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, which \_\_\_\_\_, the following resolution was adopted:

AUTHORIZE THE PARKS & RECREATION DEPARTMENT TO COMPLETE A GRANT APPLICATION TO THE JOHN RANDOLPH FOUNDATION AND PROVIDE LOCAL FINANCIAL MATCH (THROUGH CIP / DEBT ISSUANCE) FOR EXERCISE EQUIPMENT FOR THE CENTRAL WELLNESS CENTER

WHEREAS, the Parks & Recreation Department is requesting approval of the Prince George County Board of Supervisors to apply for a grant of \$46,912 through The John Randolph Foundation, due for submission by October 17, 2016; and

WHEREAS, the total award of \$46,912 will be utilized for exercise equipment for The Central Wellness Center; and

WHEREAS, the grant requires a twenty-five percent (25%) match of \$15,638 (maximum), which will be part of "Parks & Recreation Projects" debt issuance if approved and will be appropriated upon approval.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 11<sup>th</sup> day of October, 2016, does hereby authorize the submission of a grant application for \$46,912 and a local match of \$15,638 (maximum) for the purchase of exercise equipment at the Central Wellness Center.

BE IT FURTHER RESOLVED, That a copy of this Resolution shall be retained as support authorizing the grant application to The John Randolph Foundation.

A Copy Teste:

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Percy C. Ashcraft  
County Administrator



**PRINCE GEORGE COUNTY BOARD OF SUPERVISORS GRANT APPLICATION SUMMARY**

MEETING DATE: **October 11, 2016**

| # | GRANT NAME  | APPLYING DEPARTMENT  | DEPT HEAD     | GRANTING AGENCY                             | GRANT AMOUNT | LOCAL MATCH AMOUNT | MATCHING NOTES  | COUNTY FUND    | APPLICATION DEADLINE | CURRENT STATUS                                   | ATTACHMENT REFERENCE | RESOLUTION # |
|---|---|----------------------|---------------|---|--------------|--------------------|---|----------------|----------------------|--|----------------------|--------------|
| 1 | Exercise Equipment - Central Wellness Center                  | Parks & Recreation   | Keith Rutzoll | John Randolph Foundation                    | \$ 46,912.00 | \$ 15,638.00       | 25% Local Match Required  | CIP - 0311     | 10/17/16             | Letter of Interest Approved; Application Pending | A                    |              |
| 2 | Local Emergency Management Performance Grants Program (LEMPG) | Emergency Management | Brad Owens    | Virginia Department of Emergency Management | \$ 25,231.00 | \$ 25,231.00       | 50/50; Local Match is already included in County's Adopted / Appropriated FY2017 Budget | General - 0100 |                      | Application Submitted 9/27/2016                  | B                    |              |
|   |   |                      |               |   |              |                    |   |                |                      |  |                      |              |
|   |   |                      |               |   |              |                    |   |                |                      |  |                      |              |
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|   |   |                      |               |   |              |                    |   |                |                      |  |                      |              |
|   |   |                      |               |   |              |                    |   |                |                      |  |                      |              |
|   |   |                      |               |   |              |                    |   |                |                      |  |                      |              |


**Summary of grant applications for Board of Supervisors approval**

Attachments are provided giving more grant details; See Reference Letter for each attachment

\*\* To be completed after meeting

**Staff recommendation - approval of grant applications listed above**

Prince George County  
 Notice of Grant Application  
 COMPLETION REQUIRED FOR ALL GRANT APPLICATIONS

|   |   |
|---|---|
| Prince George Department Name   | Parks and Recreation  |
| Department Contact  | Keith Rotzoll   |
| Contact E-Mail  | <a href="mailto:krotzoll@princegeorgecountyva.gov">krotzoll@princegeorgecountyva.gov</a>  |
| Contact Phone Number  | (804) 458-6164  |
| Name of Grant   | Responsive Grant  |
| Granting State/Federal/Not-for-Profit Agency  | John Randolph Foundation  |
| \$ Amount of Grant  | Up to 75% of total cost...requested \$46,912  |
| Brief Description of the Grant (Nature of the grant and planned use of funds)                                     | Assist in funding an exercise facility in the Central Wellness Center. The facility would be more accessible to residents in the southern part of the County. |
| Does this grant require a Cash Match? (Yes / No)  | Yes   |
| If cash match is required, provide amount and percentage of match   | A minimum of 25% dependent upon grant amount.   |
| Does this grant require an In-Kind Match? (Yes / No)  | No  |
| If In-Kind Match is required provide a description and dollar value of services/personnel/materials match         |   |
| Will award of this grant result in additional funded FTE? Yes or No and specify Full-Time; Part-Time and # of FTE | No  |
| Has Prince George received this grant award in prior years (is this a recurring grant)?                           | we have received the grant twice for exercise room expansion at the Community Center. One award of \$30,000 and one of \$20,000.                              |
| If yes, provide most recent previous award date   | 1-Jul-13  |
| Grant Application Deadline Date   | 7/31/2016   |
| Requested Board of Supervisor meeting agenda date to present application  |   |
| Expected Date of Grant Award (if known)   | January, 2017   |
| Department Head Signature   |   |

**Attach**

Memo(s) from granting state/federal agency with grant information  
 Application (if complete) including a budget summary and narrative

**Provide this completed form and attachments to:**

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Prince George County  
Notice of Grant Application  
COMPLETION REQUIRED FOR ALL GRANT APPLICATIONS

Finance Director - Note a copy of this form will be provided to County Administrator by Finance Director

|                                      | FOR FINANCE USE:                    |
|--------------------------------------|-------------------------------------|
| Date Received:                       | 9/19/2016                           |
| Received by:                         | [Signature]                         |
| General Fund or Special Revenue Fund | CIP Funds; Project approval pending |
| G/L Notes (if recurring)             |                                     |
| Revenue Code                         |                                     |
| Expenditure Code                     |                                     |

(A) p2/n

requests

Applicant Dashboard  
Apply

tools

Fax to File  
View Organization History

LOI

Public Profile

LOI Packet

Question List

Contact: Mr. Keith Rotzoll  
P.O. Box 68  
Prince George, VA 23875 United States  
804-458-6164  
krotzoll@princegeorgecountyva.gov

If your organization information does not appear correct, please contact the funder. Thank you.

Organization: Prince George Parks and Recreation  
P.O. Box 68  
Prince George, Virginia 23875 United States  
804-458-6164  
54-6001528  
http://princegeorgeva.org/Index.aspx?page=80

Request Documents 0

Fields with an asterisk (\*) are required.

Project Information

John Randolph Foundation (JRF) categorizes applicants into two basic profiles, Profile A or B.

Profile A applicants are considered to be: new applicants; previously declined applicants; returning applicants with a new or different project request; and, previous grantees completing a minimum 12-month moratorium.

Profile B applicants are those seeking to renew funding for a consecutive year for the same project.

Applicant Profile\*

Please select the appropriate applicant profile (A or B). Profile A applicants are considered new applicants. Profile B applicants are renewing for consecutive funding for the same project.

- Profile A - New Applicant
- Profile B - Renewing Applicant

Organization Eligibility\*

Select which designation applies to the applicant organization.

- IRS-Designated 501(c)(3) Public or Private Charity
- Public or Private Foundation Operating Under 501(c)(3) and 4940(d)(2)
- Governmental Instrumentality or Political Subdivision
- Agency or Organization Fiscally Sponsored By an IRS-Designated 501(c)(3) Organization
- Faith-Based Organization

John Randolph Foundation Funding Priority\*

John Randolph Foundation's (JRF) funding priorities are as follows: Health, Quality of Life, and Education. Select which JRF funding priority the project aligns with.

Quality of Life

A  
P3/17



**Project Name\***

Central Wellness Center Fitness Room

**Funding Cycle\***

State the responsive grant funding cycle (Spring or Fall) and the year.

Fall

**Project Purpose\***

Briefly describe the purpose of the project. Be sure to state the specific community need to be addressed.

Prince George Parks and Recreation would like to open an exercise room at the Central Wellness Center. The n

**Project Management\***

Please list the names and titles of the individual(s) who will be primarily responsible for managing the project

Keith Rotzoll, Parks and Recreation Director

✓ 956 characters left of 1,000

**Target Population\***

Specify who the project currently serves or intends to serve; in addition to the specific locations within John Randolph Foundation's service area in which programmatic activities will occur

Residents of all ages will have the opportunity to exercise in a safe, well maintained facility, which will aid in attaining a healthy lifestyle. Given the location of the new facility, the exercise room should be very well attended and will greatly aid in the general wellness of the community. Membership would be limited to Prince George County residents.

✓ 1,640 characters left of 2,000

**Service Area**

John Randolph Foundation's service area encompasses Hopewell, Virginia and surrounding areas. The service area is divided into three tiers, including, but not limited to the following zip codes:

**Primary:** Hopewell, Prince George, and the Enon area of Chesterfield County, lying south of the James River and east of I95. (U.S. Postal Codes: 23860, 23875, 23842, 23836)

**Secondary:** Petersburg, Colonial Heights, Ft. Lee, Charles City County, and the area of Chesterfield County lying south of Route 288 and east of Courthouse Road. (U.S. Postal Codes: 23831, 23803, 23804, 23805, 23806, 23834, 23801, 23030, 23832)

**Tertiary:** Dinwiddie County, Surry, Sussex and the Vanna area of southeast Henrico County, lying south of Route 60. (U.S. Postal Codes: 23830, 23841, 23883, 23884, 23231)

**Service Area\***

What percentage of the target population served resides in John Randolph Foundation's **PRIMARY** service area? Note: The sum of each percentage given for each service area must equal to 100%.

# 100

**Service Area\***

What percentage of the target population served resides in John Randolph Foundation's **SECONDARY** service area? Note: The sum of each percentage given for each service area must equal to 100%.

# 0

A  
P 4/7

**Service Area\***

What percentage of the target population served resides in John Randolph Foundation's **TERTIARY** service area?

Note: The sum of each percentage given for each service area must equal to 100%.

# 0

**Performance Objectives\***

List the project performance objectives. Please be specific and quantify as much as possible when applicable.

To provide an environment where Prince George County residents can be more active and lose weight. Educate participants on how to better attain a healthy lifestyle. Partner with Prince George Police department by providing an outlet for officers to deal with the physical and emotional stress that comes with being a Police Officer. Increase our exercise program memberships for citizens in other vectors of the County who have been hesitant to travel to our current Community Center Exercise facility.

✓ 995 characters left of 1,500

**Implementation Time Frame\***

State the project implementation time frame. Be sure to indicate whether or not the project duration is the full length of the program year or less; and, whether or not it is intended to be an ongoing project.

The proposed exercise facility would be open at the beginning of January, 2017. This time frame takes into account the estimated needed renovation at the Central Wellness Center and the grant disbursement date. The exercise equipment would be available for County residents throughout the week.

✓ 1,704 characters left of 2,000

**Mission Alignment\***

Describe how the project specifically advances John Randolph Foundation's mission.

One of the listed John Randolph Foundation stated goals is to "invest in a healthy, productive, safe and vibrant community. We believe that quality of life, as it pertains to health, is an important factor in the overall health, well-being and future of our region." The current exercise facility, partially funded by the John Randolph Foundation, located at the Prince George Community Center has over 1,300 members. The members have the opportunity to improve their physical and mental health through exercise. Prince George County covers a very large geographic area. The one consistent complaint about our facility is the distances some citizens must travel to participate. Placing another facility at the Central Wellness Center, located near the center of the County, would encourage more participation.

✓ 1,183 characters left of 2,000

**Total Project Cost\***

\$ 62,550.00

**Amount Requested from John Randolph Foundation\***

\$ 46,912.00

**Other Project Funders\***

Please list any other funders supporting this project and the respective funding amounts (may be estimated).

The additional monies would be through County funding. In addition to the listed equipment costs, the planned exercise room will have extensive work done prior to installation.

✓ 822 characters left of 1,000

**John Randolph Foundation Funding History\***

Please list any past John Randolph Foundation responsive grants awarded by year - beginning with the most recent - and include the corresponding grant amounts.

(A)  
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✓ 959 characters left of 1,000

▼ Required Documents

**Tax-Exempt Status**

Upload documentary evidence of IRS tax-exemption, for example, IRS 501c(3) Letter of Determination; or fiscal sponsorship by an IRS-designated tax exempt organization. Government entities or instrumentalities and faith-based organizations that do not possess separate tax-exempt status are excluded. Applications that fail to meet this requirement will not be considered.

Upload a file [25 MIB allowed]

Tax Exempt Form JRF 2016-07-280001.pdf [573.5KIB]

▼ Electronic Signature

Enter your full name, job title, and date of LOI submission.

**Name\***

Keith B. Rotzoll

**Title\***

Prince George Parks and Recreation, Director

**Date\***

07/29/2016

**Confirmation\***

By entering your signature information above and clicking "I Agree" below, you certify that the statements contained in this LOI are true and correct to the best of your knowledge and belief.

- I Agree
- I Do Not Agree

Grant Management Software  
provided by  FOUNDANT  
teetools@foundant.com

Ⓐ P6/7

## **Betsy Drewry**

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**From:** Keith Rotzoll  
**Sent:** Tuesday, September 20, 2016 11:06 AM  
**To:** Percy Ashcraft; Betsy Drewry  
**Subject:** FW: John Randolph Foundation LOI Approved

Good news! I will submit this formal proposal, do you have any suggestions for the requested three letters of Community Support? Thanks.

Keith

Keith B. Rotzoll, MPA, CPRP, CPSI  
Director of Parks and Recreation  
Prince George County, Virginia

[krotzoll@princegeorgecountyva.gov](mailto:krotzoll@princegeorgecountyva.gov)

(804) 458-6164

(804) 458-5021 - fax

Prince George County....A global community where families thrive and businesses prosper.

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**From:** Administrator [administrator@grantinterface.com]  
**Sent:** Sunday, September 18, 2016 6:26 PM  
**To:** Keith Rotzoll  
**Cc:** [lsharpe@johnrandolphfoundation.org](mailto:lsharpe@johnrandolphfoundation.org)  
**Subject:** John Randolph Foundation LOI Approved

Dear Applicant,

Congratulations! Your Letter Of Inquiry (LOI) has been approved by the John Randolph Foundation Grant Committee. You are invited to complete a formal application for further consideration of your proposal. Please log back into your account and complete the entire application. Also, please be aware that an invitation to the formal application phase does not guarantee funding approval. Your formal proposal is due by October 17, 2016. Again, we thank you for your interest in John Randolph Foundation and our grant programs.

Sincerely,

John Randolph Foundation Grant Committee

Prince George County  
 Notice of Grant Application  
 COMPLETION REQUIRED FOR ALL GRANT APPLICATIONS

|   |  |
|---|--|
| Prince George Department Name   | Fire/EMS   |
| Department Contact  | Donald Hunter  |
| Contact E-Mail  | <a href="mailto:dhunter@princegeorgecountyva.gov">dhunter@princegeorgecountyva.gov</a> |
| Contact Phone Number  | 804 722-8616   |
| Name of Grant   | 2016 Local Emergency Management Performance Grant                                      |
| Granting State/Federal/Not-for-Profit Agency  | FEMA/VDEM  |
| \$ Amount of Grant  | \$ 25,231.00   |
| Brief Description of the Grant (Nature of the grant and planned use of funds)                                     | Salary for Deputy Emergency Management Coordinator                                     |
| Does this grant require a Cash Match? (Yes / No)  | Yes  |
| If cash match is required, provide amount and percentage of match   | 50/50  |
| Does this grant require an In-Kind Match? (Yes / No)  | Yes  |
| If In-Kind Match is required provide a description and dollar value of services/personnel/materials match         | Portion of Fire Directors Salary   |
| Will award of this grant result in additional funded FTE? Yes or No and specify Full-Time; Part-Time and # of FTE | No; existing FTE   |
| Has Prince George received this grant award in prior years (is this a recurring grant)?                           | Yes  |
| If yes, provide most recent previous award date   | Numerous years   |
| Grant Application Deadline Date   | Filed already  |
| Requested Board of Supervisor meeting agenda date to present application  | ASAP   |
| Expected Date of Grant Award (if known)   | Unknown  |
| Department Head Signature   |  |

**Attach**

Memo(s) from granting state/federal agency with grant information  
 Application (if complete) including a budget summary and narrative

**Provide this completed form and attachments to:**

Finance Director - Note a copy of this form will be provided to County Administrator by Finance Director

(B)  
P/4

Prince George County  
Notice of Grant Application  
COMPLETION REQUIRED FOR ALL GRANT APPLICATIONS

| FOR FINANCE USE:                     |                         |
|--------------------------------------|-------------------------|
| Date Received:                       | 9/27/2016               |
| Received by:                         | Betsy Drenny            |
| General Fund or Special Revenue Fund | General                 |
| G/L Notes (if recurring)             |                         |
| Revenue Code                         | 0100-30-601-8305-332061 |
| Expenditure Code                     | 0100-03-500-0612-41100  |

ⓑ P 2/4

**FY2016 GRANT APPLICATION: PRINCE GEORGE DEPARTMENT OF FIRE, EMS AND EMERGENCY MANAGEMENT - FY 2016 LOCAL EMERGENCY MANAGEMENT PERFORMANCE GRANT**

**APPLICATION HISTORY**

|                               |                           |               |
|-------------------------------|---------------------------|---------------|
| Rejected by VDEM              | 09/27/2016 09:29 AM (EST) | Anna Walker   |
| Application submitted to VDEM | 09/27/2016 09:26 AM (EST) | Donald Hunter |
| General comments addressed    | 09/27/2016 09:26 AM (EST) | Donald Hunter |
| Rejected by VDEM              | 09/27/2016 09:06 AM (EST) | Anna Walker   |
| Application submitted to VDEM | 09/22/2016 02:58 PM (EST) | Donald Hunter |
| Application created           | 09/22/2016 01:56 PM (EST) | Donald Hunter |

**GENERAL APPLICATION COMMENTS**

| Submitted By | Date/Time Submitted | Comment  |
|--------------|---------------------|--|
| Anna Walker  | 09/27/2016 09:05 AM | Please distinguish your federal allocation from your match requirement when you cost out your project. |

**CONTACT INFORMATION**

**Primary Contact**

Title  
(Mr./Mrs./Ms./Dr.):  
 First Name: Donald  
 Middle Name/Initial: R  
 Last Name: Hunter  
 Title/Position: Deputy Emergency Management Coordinator  
 Phone: 804 722-8614  
 Cell Phone: 804 894-0433  
 Fax: 804 733-2768  
 Email: dhunter@princegeorgecountyva.gov  
 Physical Address: 6602 Courts Drive  
 P.O. Box: PO Box 68  
 City: Prince George  
 State: VA  
 Zip: 23875

**Secondary Contact (Optional)**

Title  
(Mr./Mrs./Ms./Dr.):  
 First Name: James  
 Middle Name/Initial: Brad  
 Last Name: Owens  
 Title/Position: Director of Fire/EMS  
 Phone: 804 722-8614  
 Cell Phone: 804 586-2197  
 Fax: 804 733-2768  
 Email: BROwens@princegeorgecountyva.gov  
 Physical Address: 6602 Courts Drive  
 P.O. Box: Box 68  
 City: Prince George  
 State: VA  
 Zip: 23875

FEIN: 54-6001528

DUNS: 57884058

**BUDGET LINE ITEMS**

Total Amount Requested: \$50,462.00

**PROJECT: ESTABLISH/ENHANCE CITIZEN AWARENESS OF EMERGENCY PREPAREDNESS, PREVENTION, AND RESPONSE MEASURES**

Update and develop plans and training of emergency awareness

Total for this project: **\$50,462.00**

**Investment Justification:** FY 16 Emergency Management Performance Grant

**Target Category:** Prevention

**Target Capability:** Planning

Planning: \$50,462.00

**1. Salary**

**APPROVED**

*Function:* Planning

*Category:* Develop and Enhance Plans and Protocols

*Discipline:* Emergency Management

*Description/Rationale:*

Deputy Emergency Management

Coordinators Salary

*Quantity:* 1 *Unit Cost:* \$25,231.00

*Total:* \$25,231.00

**Line Item Log**

| Action            | User          | Date/Time           | Comment | Q | Unit Cost   | Total       |
|-------------------|---------------|---------------------|---------|---|-------------|-------------|
| Line item updated | Donald Hunter | 09/27/2016 09:20 AM |         | 1 | \$25,231.00 | \$25,231.00 |
| Line item updated | Donald Hunter | 09/27/2016 09:14 AM |         | 1 | \$50,462.00 | \$50,462.00 |
| Line item created | Donald Hunter | 09/22/2016 02:54 PM |         | 1 | \$50,462.00 | \$50,462.00 |

**2. Match-EM Salary**

**APPROVED**

*Function:* Planning

*Category:* Develop and Enhance Plans and Protocols

*Discipline:* Emergency Management

*Description/Rationale:*

Funding for match EM Salary

*Quantity:* 1 *Unit Cost:* \$25,231.00

*Total:* \$25,231.00

**Line Item Log**

| Action            | User          | Date/Time           | Comment | Q | Unit Cost   | Total       |
|-------------------|---------------|---------------------|---------|---|-------------|-------------|
| Line item created | Donald Hunter | 09/27/2016 09:24 AM |         | 1 | \$25,231.00 | \$25,231.00 |

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