

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 24th day of January, 2017:

Present:

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

Vote:

C-4

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

RESOLUTION; APPROPRIATION (\$46,912 JOHN RANDOLPH FOUNDATION GRANT – CENTRAL WELLNESS CENTER FITNESS EQUIPMENT) AND TRANSFER FROM CONTINGENCY AND APPROPRIATION OF LOCAL MATCH (\$15,644 – CENTRAL WELLNESS CENTER FITNESS EQUIPMENT)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 24th day of January, 2017, 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>
APPROPRIATION:	
Expenditures:	
0311-07-211-3152-48240	CIP – CWC Fitness Equipment \$46,912.00
0311-07-211-3152-48240	CIP – CWC Fitness Equipment (Local Match) \$15,644.00
Revenues:	
0311-10-509-8205-319502	John Randolph Foundation Grant \$46,912.00
0311-90-901-8207-399100	Transfer from General Fund (Local Match) \$15,644.00

TRANSFER OF LOCAL MATCH FROM GENERAL FUND CONTINGENCY:

Expenditure Transfer:

Decrease	0100-09-401-0917-49199	General Fund Contingency	\$15,644.00
Increase	0100-09-401-0917-49172	General Fund Transfer to CIP	\$15,644.00

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

MEMORANDUM

To: Mr. Percy C. Ashcraft, County Administrator

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

Date: January 12, 2017

Re: John Randolph Foundation Grant Appropriation & Transfer of General Fund Contingency

The Prince George County Department of Parks and Recreation received notice of award of a John Randolph Foundation Grant in the amount of \$46,912 for the purchase of exercise equipment for the Central Wellness Center. The Director of Parks and Recreation received board approval to apply for this grant at the October 11, 2016 meeting. The Board authorized acceptance of the grant on January 11, 2017. The grant has a \$15,644 local match. Staff recommends the transfer and use of General Fund Contingency for the local match.

Please place on the next Board of Supervisor's agenda the appropriation of funds and transfer of general fund contingency for local match. I am available at your convenience if you have any questions.

Appropriation: Capital Improvement Fund (0311)

Expenditures:

0311-07-211-3152-48240	CIP – CWC Fitness Equipment	\$46,912.00
0311-07-211-3152-48240	CIP – CWC Fitness Equipment (Local Match)	\$15,644.00

Revenues:

0311-10-509-8205-319502	John Randolph Foundation Grant	\$46,912.00
0311-90-901-8207-399100	Transfer from General Fund (Local Match)	\$15,644.00

Transfer of Local Match from General Fund Contingency

Expenditure Transfer:

Decrease	0100-09-401-0917-49199	General Fund Contingency	\$15,644.00
Increase	0100-09-401-0917-49172	General Fund Transfer to CIP	\$15,644.00

cc: Keith Rotzoll, Director of Parks & Recreation



LETTER OF AGREEMENT

January 4, 2017

Mr. Keith B. Rotzoll
Prince George Parks and Recreation
Post Office Box 68
Prince George, Virginia 23875

Dear Mr. Rotzoll:

Congratulations! The John Randolph Foundation (JRF) has awarded Prince George Parks and Recreation a Fall 2016 grant in the amount of **\$46,912** for the creation of an exercise room at the Central Wellness Center to promote active and healthy lifestyles for residents of Prince George County.

This *Letter of Agreement* sets forth the terms and conditions of your grant. Please read the terms carefully to ensure that you, as the grantee, fully understand and accept the terms prior to signing. Questions regarding any portion of this binding agreement should be directed to Kevin Foster at (804) 458-2239 or kfoster@johnrandolphfoundation.org.

Terms of Agreement

Grant Period

The grant shall be effective for one year, January 1, 2017 through December 31, 2017. **Any modification or amendment to this agreement shall be made only in writing, approved by JRF and signed by authorized representatives of both parties.**

Acceptance and Payment

After you have signed this letter indicating your acceptance, make a copy for your records and **please return all three pages of the original to JRF as soon as possible, but no later than 4:00 p.m. on Friday, January 13, 2017.**

Grantee will receive a payment at an awards reception to be held on Thursday, January 19, 2017, from 8:30 a.m. - 10:30 a.m. at our offices, 112 N. Main Street in Hopewell, VA. An invitation will be mailed separately.

Healthy Communities. Bright Futures.

Please RSVP as requested for no more than two representatives of your organization. Also, in the interest of time, we ask that you have only one designee to accept the award and speak on your behalf.

Use of Funds

This grant award is designated for the purpose(s) stated and may be used only in accordance with the specific project referenced herein and described in your proposal, as revised or amended. The funds may not be used for any other purpose without advanced written request from the grantee and approval by JRF.

Violation of this term could result in revocation of the entire grant award.

Reporting Requirements

Grantee will be required to complete a JRF Grant Progress Report assessing the status of your project at the six-month (*interim*) and the twelve-month (*final*) intervals. Grantee's reports should focus on quantitative and qualitative indicators of the following specific performance objectives provided in your application for this grant period.

- Complete construction of the exercise room at the Central Wellness Center.
- Purchase equipment as outlined in the formal proposal.
- Actively market the facility to residents of Prince George County.
- Work to expand the hours available to the public from the minimum of 25 hours/week.
- Collect and report program performance data in accordance with the below reporting requirements.

The reporting schedule is delineated below. You will utilize the online grant portal to complete these reports.

<u>Reporting Interval</u>	<u>Grant Period</u>	<u>Due Date</u>
Interim	01/01/17 – 06/30/17	08/01/17
Final*	07/01/17 – 12/31/17	02/01/18

** If your project will conclude prior to the end of the final reporting period above, then you may forego the interim report and only submit a final report at the time of completion.

*****Important Requirement for Re-application: If you intend to seek a consecutive grant for the Fall 2017 cycle, then your final report for your Fall 2016 grant must be received no later than 12/01/17.***

Page 3

Grantee is solely responsible for monitoring the reporting schedule. Failure to adhere to these requirements may result in disqualification from any future consideration for JRF funding.

Public Relations, Communications, and Acknowledgement

JRF requires citation indicating that we are a source of support for your project. Therefore, all press releases, interviews, exhibits, radio or television announcements, flyers, posters or other means of communication regarding the activities or achievements of this grant shall acknowledge JRF's support. Please also invite JRF to any public or special events highlighting achievements related to the grant.

Grantee's signature below permits JRF to use any photographs, motion pictures, recordings or other media related to this grant for any legitimate purpose.

Limit of Commitment

Unless otherwise stipulated in writing, this grant is awarded with the understanding that JRF has no obligation to provide other or additional support to Grantee.

Applicable Law

All grant funds are awarded and must be used in accordance with current and applicable laws and pursuant to the Internal Revenue Code, as amended, and the regulations issued there under.

I trust this *Letter of Agreement* reflects your understanding of the terms of your JRF grant. We look forward to seeing you on January 19th!

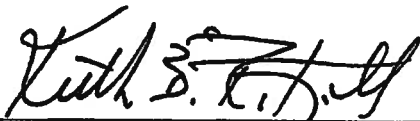
Sincerely,



Kevin S. Foster
Director of Programs

Acceptance

I understand and agree to all the terms and conditions set forth in *this Letter of Agreement*. I also understand that the funds will be disbursed only in accordance with the terms described herein.



Keith B. Rotzoll, Director
Prince George Parks and Recreation

1/12/17
Date