

## Town of Windsor

### Memorandum

July 14, 2015

**TO:** The Honorable Mayor and Town Council  
**FROM:** Michael Stallings, Town Manager *MS*  
**SUBJECT:** Appropriation of Byrne JAG Block Grant Funds

We have been awarded a Byrne JAG Block Grant from the Department of Criminal Justice Services in the amount of \$2,131 with a required match of \$237.00.

I have attached a memorandum from Interim Chief Riddle requesting that Council accept the grant and explaining what the grant proceeds would be used for as well as the grant paperwork.

I have enclosed a resolution that would accept the grant and appropriate the grant funds and the match into the Police Department's equipment line item for the 2015-16 fiscal year.

#### **Recommended Motion**

Move that Council adopt the resolution entitled:

A Resolution Accepting A Grant Award From The Department of Criminal Justice Services Of The Commonwealth of Virginia And Appropriating The Grant Funds Along With The Required Local Match From The Unappropriated Fund Balance Of The General Fund To The Town's Operating Budget For Fiscal Year 2015-2016

**Resolution**

A Resolution Accepting A Grant Award From The Department of Criminal Justice Services Of The Commonwealth of Virginia And Appropriating The Grant Funds Along With The Required Local Match From The Unappropriated Fund Balance Of The General Fund To The Town's Operating Budget For Fiscal Year 2015-2016

**BE IT RESOLVED** by the Council of the Town of Windsor Virginia as follows:

Section 1. That the Town hereby accepts the grant award from the Department of Criminal Justice Services, grant number 15-A3188LO14 dated March 27, 2015, in the amount of \$2,131 in State funds for the Windsor Police Department.

Section 2. That the sum of \$2,131 in State grant funds, along with the sum of \$237 from the Unappropriated Fund Balance of the General Fund for the required local match, be, and the same hereby is, appropriated to the General Fund Expenditure portion of the Town's Operating Budget for Fiscal Year 2015-2016 for implementation of this \$2,368 grant program.

Section 3. That the Town Manager is hereby authorized and directed to do all things necessary to implement this grant.

Section 4. This resolution shall be in effect on and after its adoption.

Adopted: \_\_\_\_\_

A True Copy, Teste:

\_\_\_\_\_  
Town Clerk



**WINDSOR POLICE DEPARTMENT**  
56 EAST WINDSOR BOULEVARD, P.O. BOX 307, WINDSOR, VIRGINIA 23487  
PHONE: 757.242.6799 FAX: 757.242.0328

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**To:** Michael Stallings, Town Manger

**From:** R.D. Riddle, Interim Chief of Police

**Date:** 6/3/2015

**Ref:** Byrne JAG Grant 15-A3188LO14

On March 27<sup>th</sup>, 2015 the Town of Windsor received notice from the Department of Criminal Justice Services that we had been awarded a Byrne JAG Block Grant in the amount of \$2,131.00 with required matching funds from the town in the amount of \$237.00 for a total award of \$2,368.00.

It is my recommendation that we accept this grant award and that the \$2,368.00 be placed into the police department's equipment line item for FY 15-16. This grant will be utilized for the purchase of the following equipment:

- 1 Patrol Rifle - \$880.00
- 2 Aim-Point Sight Systems- \$345.00 each
- 1 Vivue Body Worn Camera- \$ 899.00

This equipment will cost \$2,469.00 leaving a balance of \$101.00 that will be covered from the equipment line item. Should you have any questions or concerns please let me know.

Respectfully,

R.D. Riddle  
Interim Chief of Police



# COMMONWEALTH of VIRGINIA

## Department of Criminal Justice Services

Francine C. Ecker  
Director

March 27, 2015

1100 Bank Street  
Richmond, Virginia 23219  
(804) 786-4000  
TDD (804) 386-8732

Mr. Michael Stallings  
Town Manager  
Town of Windsor  
P. O. Box 307  
Windsor, VA 23487

Title: Byrne Justice Assistance Grant, 15-A3188LO14

Dear Mr. Stallings:

The Byrne Justice Assistance Grant Program (JAG) makes federal funds available to localities to help support their efforts to reduce crime and improve public safety. The Department of Criminal Justice Services has been designated to administer a portion of the JAG funds reserved for Virginia and to make those funds available to local units of government. I am pleased to advise you that we are awarding your locality \$2,131.00 in federal funds. With the required local cash matching funds of \$237.00, your total award is \$2,368.00.

Enclosed you will find a *Statement of Grant Award and a Statement of Grant Award Special Conditions*. To indicate your acceptance of the award and conditions, please complete and sign the award acceptance and return it to Janice Waddy, General Administration Manager II, Office of Grants Management, at the Department of Criminal Justice Services (DCJS). Please review the conditions carefully; as they include specific requirements about how the grant funds must be managed once you receive them. We are required to provide the entire federal portion of your award in one distribution. Please refer to the enclosed "Post Award Instructions and Reporting Requirements" for details on how to request funds using our online Grants Management Information System (GMIS). *All financial reports and request for funds must be submitted through GMIS.*

In order to complete the award acceptance, you must also provide information on how your locality will use the awarded federal funds. Instructions are attached.

We appreciate your interest in this grant program and will be happy to assist you in any way we can to assure your project's success. If you have any questions, please contact Heather Smolka at (804) 371-0635 or by email at [heather.smolka@dcjs.virginia.gov](mailto:heather.smolka@dcjs.virginia.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Francine C. Ecker".

Francine C. Ecker

Enclosures

cc: Sgt. Arlis Reynolds, Chief of Police  
Ms. Christy Newsome, Town Treasurer  
Ms. Heather Smolka, DCJS Monitor

Criminal Justice Service Board • Committee on Training • Advisory Committee on Juvenile Justice  
Advisory Committee to Court Appointed Special Advocate and Children's Justice Act Programs  
Private Security Services Advisory Board • Criminal Justice Information Systems Committee

[www.dcjs.virginia.gov](http://www.dcjs.virginia.gov)

# Department of Criminal Justice Services


1100 Bank Street, 12<sup>th</sup> Floor, Richmond, VA 23219

## Byrne Justice Assistance Grant Statement of Award/Acceptance

<b>Subgrantee:</b> Town of Windsor	<b>Date:</b> March 27, 2015 <b>Grant No:</b> 15-A3188LO14	<b>Grant Period:</b> April 1, 2015 – December 31, 2015
<b>Project Director</b>	<b>Project Administrator</b>	<b>Finance Officer</b>
Sgt. Arlis Reynolds Chief of Police Town of Windsor 56 East Windsor Blvd  Windsor, VA 23487  Phone No: (757) 242-6799	Mr. Michael Stallings Town Manager Town of Windsor P. O. Box 307  Windsor, VA 23487  Phone No: (757) 242-4288	Ms. Christy Newsome Town Treasurer Town of Windsor P. O. Box 307  Windsor, VA 23487  Phone No: (757) 242-4288

	<b>Federal</b>	<b>Subgrantee Cash Match</b>	<b>TOTAL</b>
<b>TOTAL PROJECT</b>	\$2,131	\$ 237	\$2,368

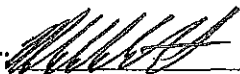
This grant is subject to all rules, regulations, and special conditions included in this award.

  
Francine C. Ecker, Director

Please provide the information requested below. See attached instructions for completing the award acceptance. Enter the amount of Federal funds you plan to spend in each category below. The total of Federal funds entered must equal the total of Federal funds awarded in this grant. Please round to the nearest dollar.

Purpose Areas	Federal Amount	Category
<b>1. Law Enforcement</b>		
a. Hiring	\$	# Current Officers _____
b. Overtime	\$	# Officers to Hire _____
c. Equipment:		# Current Support Personnel _____
(1) Traditional Law Enforcement Equipment	\$ 2,131.00	# Support Personnel to Hire _____
(2) Information Technology	\$	Sworn <input type="checkbox"/> Civilian <input type="checkbox"/>
<b>2. Prosecution &amp; Courts</b>	\$	
<b>3. Prevention &amp; Education</b>	\$	
<b>4. Corrections &amp; Community Corrections</b>	\$	
<b>5. Drug Treatment</b>	\$	
<b>6. Planning, Education &amp; Technology Improvement</b>	\$	

The undersigned, having received the Statement of Grant Award/Acceptance and the Conditions attached thereto, does hereby accept this grant and agree to the conditions pertaining thereto, this 8 day of July, 2015.

Signature of Project Administrator:  Title: Town Manager