

Town of Windsor

Memorandum

July 12, 2016

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 \$2,031 with federal funding of \$1,828 and a required match of \$203.

I have attached a memorandum from 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 2016-17 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 2016-2017

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 2016-2017

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 16-B3188L015 dated April 1, 2016, in the amount of \$2,031 with federal funding of \$1,828 and a local match of \$203 for the Windsor Police Department.

Section 2. That the sum of \$1,828 in grant funds, along with the sum of \$203 from the Unappropriated Fund Balance of the General Fund for the required local match, be, and the same hereby is, appropriated to the Police Department's Equipment Line Item in the General Fund Expenditure portion of the Town's Operating Budget for Fiscal Year 2016-2017 for implementation of this \$2,031 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: July 12, 2016

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



May 11th, 2016

Virginia Department of Criminal Justice Services
Attn: Janice Waddy
Office of Grants Management
1100 Bank St. 12th Floor
Richmond, VA 23219

Re: Byrne Justice Assistance Grant Program
Grant #: 16-B3188L015

Mrs. Waddy,

The Windsor Police Department accepts the JAG Block Grant in the amount \$2,031.00 with federal funding of \$1828.00 and a local match of \$203.00. The Windsor Police Department will utilize this grant to purchase a portable ballistic shield and breaching equipment to increase the department's ability to respond to active shooter incidents.

Respectfully,

A handwritten signature in black ink, appearing to read "R.D. Riddle".

R.D. Riddle
Chief of Police
Windsor Police Department
rriddle@windsor-va.gov

CC: M. Stallings, Town Manager
JAG Grant File



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Francine C. Ecker
Director

April 1, 2016

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, 16-B3188LO15

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 \$1,828.00 in federal funds. With the required local cash matching funds of \$203.00, your total award is \$2,031.00.

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.

Sincerely,

Francine C. Ecker
Director

Enclosures

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

Department of Criminal Justice Services

1100 Bank Street, 12th Floor, Richmond, VA 23219

Byrne Justice Assistance Grant Statement of Award/Acceptance

Subgrantee: Town of Windsor	Date: April 1, 2016 Grant No: 16-B3188LO15	Grant Period: April 1, 2016– December 31, 2016
Project Director	Project Administrator	Finance Officer
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

	Federal	Subgrantee Cash Match	TOTAL
TOTAL PROJECT	\$1,828	\$ 203	\$2,031

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
1. Law Enforcement		
a. Hiring	\$	# Current Officers
b. Overtime	\$	# Officers to Hire
c. Equipment:		# Current Support Personnel
(1) Traditional Law Enforcement Equipment	\$ ^{as} 1,828.	# Support Personnel to Hire
(2) Information Technology	\$	Sworn <input type="checkbox"/> Civilian <input type="checkbox"/>
2. Prosecution & Courts	\$	
3. Prevention & Education	\$	
4. Corrections & Community Corrections	\$	
5. Drug Treatment	\$	
6. Planning, Education & Technology Improvement	\$	

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 11 day of May, 20 16.

Signature of Project Administrator: Title: 5/11/16

STATEMENT OF GRANT AWARD SPECIAL CONDITIONS

Department of Criminal Justice Services
1100 Bank Street
Richmond, Virginia 23219

Byrne Justice Assistance Grant Program

Grantee: Windsor Town

Grant Number: 16-B3188LO15

Federal Catalog No.: 16.738

Title: Local L. E. Block Grant

Date: April 1, 2016

The following conditions are attached to and made a part of this grant award:

1. By signing the Statement of Grant Award/Acceptance, the grant recipient agrees:
 - to use the grant funds to carry out the activities subgrantee establishes in the Statement of Grant Award/Acceptance, as modified by the terms and conditions attached to this award or by subsequent amendments approved by DCJS;
 - to adhere to the approved budget contained in this award and amendments made to it in accord with these terms and conditions;
 - and, to comply with all terms, conditions and assurances attached to this award.
2. The subgrantee agrees to submit such reports as requested by DCJS.
3. By accepting this grant, the recipient assures that funds made available through it will not be used to replace state or local funds that would, in the absence of this grant, be made available for the same purposes.
4. By accepting this grant, the recipient assures that a trust fund will be established in which to deposit grant funds. Any interest gained from the trust fund may be used to add to the Federal award amount. Any interest earned must be spent within the grant period, and on eligible program activities.
5. If these requirements can be met within the recipient's current financial management system, there is no need to establish a separate account.
6. Grant funds are not to be used to purchase, lease, rent, or acquire tanks or armored vehicles, fixed-wing aircraft, limousines, real estate, yachts, consultants, or any vehicle not used primarily for law enforcement.
7. The subgrantee agrees to forward a copy to the DCJS of the scheduled audit of this grant award.
8. All purchases for goods and services must comply with the Virginia Public Procurement Act. Procurement transactions, whether negotiated or advertised and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. An exemption to this regulation requires the prior approval of the DCJS and is only given in unusual circumstances. Any request for exemption must be submitted in writing to the DCJS.
9. PROJECT INCOME: Any funds generated as a direct result of DCJS grant funded projects are deemed project income. Project income must be reported on forms provided by DCJS. The following are examples of project income: Service fees; Client fees; Usage or Rental fees; sales of materials; income received from sale of seized and forfeited assets (cash, personal or real property included).
10. The subgrantee agrees that it and all its contractors will comply with the following federal civil rights laws as applicable:
 - Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin in the delivery of services (42 U.S.C. § 2000d), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart C;
 - The Omnibus Crime Control and Safe Streets Act of 1968, which prohibits discrimination on the basis of race, color, national origin, religion, or sex in the delivery of services and employment practices (42 U.S.C. § 3789d(c)(1)), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart D;

Statement of Grant Award Special Conditions (Continued)

Grant No: 16-B3188LO15

- Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (29 U.S.C. § 794), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart G;
 - Title II of the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (42 U.S.C. § 12132), and the DOJ implementing regulations at 28 C.F.R. Part 35;
 - Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs and activities (20 U.S.C. § 1681), and the DOJ implementing regulations at 28 C.F.R. Part 54;
 - The Age Discrimination Act of 1975, which prohibits discrimination on the basis of age in the delivery of services (42 U.S.C. § 6102), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart I; and
 - The DOJ regulations on the Equal Treatment for Faith-Based Organizations, which prohibit discrimination on the basis of religion in the delivery of services and prohibit organizations from using DOJ funding for inherently religious activities (28 C.F.R. Part 38).
 - The Juvenile Justice and Delinquency Prevention Act of 1974, as amended, which prohibits discrimination in both employment and the delivery of services or benefits based on race, color, national origin, religion, and sex in JJDPA-funded programs or activities (42 U.S.C. § 5672(b)).
 - Section 1407 of the Victims of Crime Act (VOCA), as amended, which prohibits discrimination in both employment and the delivery of services or benefits on the basis of race, color, national origin, religion, sex, and disability in VOCA-funded programs or activities. (42 U.S.C. § 10604).
11. The subgrantee agrees that in the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
12. By accepting the accompanying grant award, you are agreeing to submit financial reports during the grant period, as well as a final report to close out the grant. **Financial reports are due no later than the close of business on the 12th working day after the end of the quarter.**
13. Grant funds, including match, must be expended and/or obligated during the grant period. All legal obligations must be liquidated no later than 90 days after the end of the grant period. The grant recipient agrees to supply a final grant financial report and return all unexpended grant funds to DCJS within 90 days of the end of the grant period.
14. **No extensions of the grant period for this award will be permitted.**
15. Prior to DCJS disbursing funds, the Grantee must comply with the following special conditions:
- a) Submit a budget narrative outlining all expenditures.



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Francine C. Ecker
Director

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

NOTICE

To: Grants Project Administrator

From: Janice Waddy, DCJS Grants Administrator

Re: Post Award Instructions and Reporting Requirements
PLEASE READ VERY CAREFULLY

GRANT AWARD AND SPECIAL CONDITIONS:

Please review your Award and Special Conditions very carefully. *Pay attention to the last Special Condition listed. This Special Condition may require additional documentation from you before grant funds can be released.* Sign and date the grant award acceptance and submit any Special Condition documentation to:

Office of Grants Management
Attn: Janice Waddy, Manager
Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, Virginia 23219

REPORTING REQUIREMENTS

By accepting the accompanying grant award, you are agreeing to submit online quarterly financial reports for this grant throughout the grant period, as well as final reports to close the grant. **No eligible current recipient of funding will be considered for continuation funding if any of the required Financial reports for the current grant are more than thirty (30)-days overdue.** For good cause, submitted in writing by the grant recipient, DCJS may waive this provision.

Financial reports are due no later than the close of business on the 12th working day after the end of the quarter. Reports are required even if no expenditures have occurred during the quarter. **Requests for Funds will not be honored from grant recipients who do not fulfill this reporting obligation.** A schedule of due dates is also attached for your reference. Please retain copies of the schedule for future use and reference.

☐ **FINANCIAL REPORTS**

Refer to our website for submitting financial reports through our online Grants Management Information System (GMIS). In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by your Finance Officer, whose name and contact information is listed on the attached Grant Statement of Award/Acceptance. The address is <http://www.dcjs.virginia.gov/grantsAdministration/gmis/index.cfm?menuLevel=4>.

Paper copies of the financial reports are no longer accepted. You are required to use the online system in reporting your expenditures.

☐ **REQUESTING GRANT FUNDS**

Refer to our website for requesting funds through our online Grants Management Information System (GMIS). In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by your Finance Officer, whose name and contact information is listed on the attached Grant Statement of Award/Acceptance. *Please note you can access this system using the same password assigned for the online financial reporting system. The address is <http://www.dcjs.virginia.gov/grantsAdministration/gmis/index.cfm?menuLevel=4>.

You are required to use the online system for requesting funds. Paper copies of the Request for Funds are no longer accepted.

If you have any questions, please contact Beverly Johnson at (804) 786-9055 or by e-mail at beverly.johnson@dcjs.virginia.gov.

**PROJECTED DUE DATES
FINANCIAL REPORTS**

*Reports are due by the 12th working day following the close of the quarter covered in the report.
Financial reports are required, even if no expenditures have occurred.*

<i>QUARTER ENDING</i>	<i>DUE DATE</i>
6/30/2016	7/19/2016
9/30/2016	10/19/2016
12/31/2016	1/19/2017
3/31/2017	4/18/2017