



TOWN OF FRONT ROYAL, VIRGINIA TOWN COUNCIL MEETING
Monday, May 9, 2016 @ 7:00pm
Warren County Government Center

1. Pledge of Allegiance
2. Moment of Silence
3. Roll Call
4. Approval of the Regular Council Meeting minutes of April 25, 2016
5. Receipt of Petitions and/or Correspondence from the Public
6. Reports:
 - a. Report of special committees or Town officials and Town Manager.
***Quarterly Report from Interim Finance Director BJ Wilson**
 - b. Requests and inquiries of Council members.
 - c. Report of the Mayor
 - d. Proposals for addition/deletion of items to the Agenda.
7. **CONSENT AGENDA ITEMS** –
 - A. COUNCIL APPROVAL – Bid – Bucket Truck for Energy Services Department
 - B. COUNCIL APPROVAL – Master Police Officer (MPO) Program Changes
8. **COUNCIL APPROVAL** – Budget Amendment to Accept Downtown Revitalization Grant Money and Pay Northern Shenandoah Valley Regional Commission (NSVRC)
9. **COUNCIL APPROVAL** – Budget Amendment to Accept Byrne Justice Assistance Grant for Police Department

7A



**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 7(A)

Meeting Date: May 9, 2016

Agenda Item: COUNCIL APPROVAL – Bid for Purchase of Bucket Truck

Summary: Council is requested to approve a bid from Map Enterprises in the amount of \$137,433.00 for the purchase of a bucket truck to be used in the Energy Services Department. At its April 25, 2016 meeting, Council approved a budget amendment in the amount of \$137,433.00 and the repayment of the fund balance over the course of six years with payments of \$22,905.50 to purchase a new bucket truck; however, the award was not made at that time.

Budget/Funding: Department of Energy Services budget line item 9401-47005 “Motor Vehicles”

Attachments: Memorandums from the Purchasing Agent and Manager of Vehicle Equipment Maintenance, Quote and Quotation Tabulation

Meetings: None

Staff

Recommendation: Approval_____ Denial_____

Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion: I move that Council approve a bid from Map Enterprises in the amount of \$137,433.00 for the purchase of a bucket truck to be used in the Energy Services Department.

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: _____



MEMORANDUM

Date: May 2, 2016
To: Tina Presley, Senior Administrative Assistant
Jennifer Berry, Clerk of Council
From: Cindy Hartman, Purchasing Agent
RE: Agenda Items

On Friday, February 26, 2016, I opened bids for the purchase of a new 40-foot telescopic aerial device installed on a 2016 extended cab chassis (bucket truck). Out of the fourteen (14) vendors directly solicited, I received three (3) responses (see attached tabulation sheet). The question mark in the Altec Industries column is due to the fact that they submitted the paperwork, but failed to enter the cost of the vehicle they were quoting. Don McPaters, Superintendent of Vehicle/Equipment Maintenance has reviewed the submitted quotations to ensure they meet all of our specifications. The model year production changed during the time frame between bid opening and this memo, so I requested an updated cost for the chassis to be upgraded to a 2017 current production model.

Due to the dollar amount of this vehicle, I will need Town Council approval before continuing with the purchase. Please add this to the May 9, 2016 Council agenda for their action.

Staff recommends the award for the purchase of a bucket truck be made to Map Enterprises, for a total delivered cost of \$137,433.00.

During their April 25, 2016 meeting, Town Council approved a budget amendment in order to use funds from the Electric Fund Balance for this purchase, with repayment over the course of the next six (6) years. That funding is now available in the Department of Energy Services budget line item 9401-47005 "Motor Vehicles".

MEMORANDUM

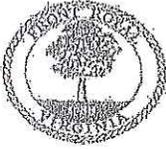
TO: Cindy Hartman, Purchasing Agent

FROM: Donald B McPaters, Manager of Vehicle Equipment Maintenance. *DBM*

SUBJECT: 2016 to 2017 Chassis with Extended Cab up date.

DATE: March 3, 2016

I have reviewed the bid for the chassis up date change on the bucket truck for the Electric Department which has went from a 2016 to a 2017 chassis. From what I have gathered the only difference is the aluminum body which was not specified in the specs. I don't see any problem with the chassis specs. It will meet our specifications.



TOWN OF FRONT ROYAL, VIRGINIA

We are requesting price quotations on the items listed below.

Deliver to F.O.B. TOWN MAINTENANCE YARD

Delivery to be made 180 Days ARO RT
** pending chassis delivery*

Please use this form. Terms NET

QUOTATION #5

RETURN ADDRESS
 Purchasing Agent
 Quote No. 5
 Town of Front Royal
 102 E. Main Street
 P.O. Box 1560
 Front Royal, VA 22630

Quotations will be opened in the Purchasing Office:

~~2:00 P.M. FRIDAY FEBRUARY 25, 2016~~

Quantity	Unit	Item	Quotation
NO FAX OR EMAIL QUOTATIONS			
1	EACH	NEW, UNUSED, CURRENT PRODUCTION MODEL: 40-FOOT TELESCOPIC ARTICULATING MATERIAL HANDLING AERIAL DEVICE, INSTALLED ON A 2016 CHASSIS WITH AN EXTENDED CAB CHASSIS PRICE 2017 IN LIEU OF QUOTED 2016 PER ATTACHED SPECIFICATIONS	# 136,043. ⁰⁰ each ADD \$1,390.00 each
	REVISE *	QUESTIONS PERTAINING TO THE SPECIFICATIONS SHOULD BE DIRECTED TO: DON McPATERS, SUPERINTENDENT VEHICLE/EQUIPMENT MAINTENANCE (540) 636 - 6350 automaintenance@frontroyalva.com	REVISED COST \$137,433.00 each DELIVERED COST \$ 136,043. ⁰⁰ each
		TO: TOWN OF FRONT ROYAL VEHICLE/EQUIPMENT MAINTENANCE DEPT. 800 CROSBY ROAD FRONT ROYAL, VA 22630	

QUOTATIONS ARE SUBJECT TO ALL REQUIREMENTS STATED HEREIN.

The Town of Front Royal reserves the right to reject any or all quotations submitted; to waive informalities; to purchase any part of the whole of the items listed unless otherwise stated on this form by the Vendor; to award the bid as deemed to be in the best interest of the Town; and to negotiate with the lowest responsive and responsible bidder in order to stay within appropriation limits.

Thank You.

Cynthia A. Hartman
 Cynthia A. Hartman, CPPB, Purchasing Agent
 Phone: (540) 636-6889
 Fax: (540) 636-7473
cahartman@frontroyalva.com

THIS PAGE MUST BE COMPLETED, SIGNED, AND RETURNED WITH PROPOSAL.

In compliance with this Request for Proposal and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal.

LEGAL NAME & ADDRESS OF FIRM:

MAP Enterprises, Inc.

P.O. Drawer 3097

Burlington, NC 27216-3097

By: Lee Taylor

Company's Legal Name Authorized Representative - Signature in Ink

Printed Name: Lee Taylor

Title: Sales Administrator

Date: Feb. 18th, 2016

Phone: 336-228-1722

Email: ltaylor@mapenterprises.com

Fax: 336-228-7205

Federal Tax ID # 56-089-2264

TOWN OF FRONT ROYAL, VIRGINIA

Quotation Tabulation

Item: BUCKET TRUCK

Quotation #5

Date: FEBRUARY 25, 2016

Mailed: 4

Replied 3

Vendor Quotation

	TEREX UTILITIES	MAP ENTERPRISES	ALTEC INDUSTRIES	
	Waukesha WI	BURLINGTON NC	CREEDMOOR NC	
QUANTITY	QUOTATION	QUOTATION	QUOTATION	QUOTATION
1 EACH - 40-FOOT TELESCOPIC ARTICULATING AERIAL DEVICE INSTALLED ON A 2016 EXTENDED CAB CHASSIS	\$137,975.00	\$136,043.00	?	
TOTAL QUOTATION				

The above proposals verified to specifications and compliance with terms and conditions.

Witness

Witness

PURCHASING AGENT

7B



**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 7(B)

Meeting Date: May 9, 2016

Agenda Item: COUNCIL APPROVAL – Master Police Officer (MPO) Program Changes

Summary: Council is requested to consider approval of changes to the Master Police Officer (MPO) Program as presented.

Budget/Funding: None

Attachments: Step Regulations with Current and New Requirements Listed and Application

Meetings: Work Session held May 2, 2016

Staff

Recommendation: Approval _____ Denial _____

Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion: I move that Council approve the requested changes to the Master Police Officer (MPO) Program as presented.

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: _____

MASTER POLICE OFFICER STEP REGULATIONS

CURRENT REQUIREMENTS

NEW REQUIREMENTS

STEP 1

POLICE OFFICER I (PO-1)

New hire, no experience

STEP 1

POLICE OFFICER I (PO-1)

No change in requirements

STEP 2

POLICE OFFICER II (PO-2)

- * 2 years service
 - * Successfully complete LEO Basic Academy
 - * Successful completion of Field Training Program
 - * No disciplinary actions above verbal in previous six months
- Above a verbal requires 1 year separation from time of action

STEP 2

POLICE OFFICER II (PO-2)

No change in requirements

STEP 3

POLICE OFFICER III (PO-3)

- * 5 years active Virginia Law Enforcement

STEP 3

POLICE OFFICER III (PO-3)

- * 5 years active Virginia Law Enforcement
with 1 year service at PO-2 level.

- * General Instructor Certification

General Instructor Certification or

- * 1 Advanced skills course (40 hr. min) see page 6

- * 1 Specialized job specific course

- * 2 basic skills courses (16 hr. min each) see page 5

- * 3 Community Involvements

Active DCJS Instructor or

- * 2 Community Involvements see page 4

- * 16 hours general in-service

No change in requirements

- * Good evaluations (previous 2) and in good standing

No change in requirements

- * Must assist an MPO with a collateral duty
as approved by Administration see page 7

CURRENT REQUIREMENTS

NEW REQUIREMENTS

STEP 4

MASTER POLICE OFFICER (MPO)

* 8 years active Virginia Law Enforcement

* Field Training Officer Certification

* 1 job specific course

*3 Community Involvements

* 1 Specialized leadership course

MPO Maintenance

* Maintain General Instructor and FTO certifications

* 16 hours general in-service

* Organize 1 in-house training every 2 years

* 3 Community Involvements

STEP 4

MASTER POLICE OFFICER (MPO)

* 10 years active Virginia Law Enforcement
with 5 years continuous service at the FRPD

* 3 advanced courses (40 hr. min each) *see page 6*

* 5 basic skills courses (24 hr. min each) *see page 5*

*3 Community Involvements or

*1 Community Involvement and Active DCJA Instructor

* 1 Leadership course (24 hr. min) *see page 6*

MPO Maintenance

No change in requirements

No change in requirements

No change in requirements

Must complete one of the following:

1. Serve as assistant squad leader
2. Complete 2 Community Involvements AND manage a collateral duty as approved by Administration
3. Attend (and pass) 3 credit hours of college credit per semester (job related degree)
4. Maintain as an active DCJS Instructor and manage a collateral duty as approved by Administration

PLUS

* Attend 1 basic skills course (24 hr. min) *see page 5*

* Attend 1 leadership based course (24 hr. min.) *see page 6*

IMPLEMENTATION:

- * All requirements for each level would be implemented immediately except time of service.
- * Any officer hired prior to January 1, 2016 would fall in the 8 year length of Law Enforcement service for MPO time requirement (at least 2 years of service at the Front Royal Police Department).
- * Officers hired after January 1, 2016 would require a 10 year length of service with 5 years at the Front Royal Police Department to meet the MPO time requirement.
- * The proposed MPO maintenance requirement would begin immediately.
- * Administration may approve courses and/or collateral duties that may come up as we move forward.

**MASTER POLICE OFFICER PROGRAM
OFFICER ADVANCEMENT APPLICATION**

Officer: _____

Hire Date: _____

- Include supporting documentation for each requirement for the grade you are applying.
- Sergeant submitting application is required to verify all supporting documentation and initial beside requirement.

POLICE OFFICER II (PO2)

_____: Successful completion of Basic LE Academy

_____: Successful completion of Field training Program

_____: 2 years of Certified Virginia Law Enforcement

_____: Good evaluations and in good standing (no written reprimands in previous 6 months)

_____: Application completed and submitted for promotion to PO2

POLICE OFFICER III (PO3)

_____: 5 years of Certified Virginia Law Enforcement (At least 1 year as POII)

_____: 2 Basic skill courses (Describe below)

_____: 1 Advanced skills course (Describe below)

_____: 2 Community involvements (see list for examples)

_____: Good evaluations (previous 2) and in good standing (no disciplinary actions above a verbal in previous 6 months)

_____: Collateral duty assigned (PO III officers must assist an MPO with a collateral duty)

_____: Application completed and submitted for promotion to POIII

**MASTER POLICE OFFICER PROGRAM
OFFICER ADVANCEMENT APPLICATION**

MASTER POLICE OFFICER (MPO)

_____ : 10 Years of active Certified Virginia Law Enforcement (At least 5 years with this agency)

_____ : 5 Basic skills courses (Describe below)

_____ : 3 Advanced skills courses (Describe below)

_____ : 1 Leadership specific course (Describe below)

_____ : 2 Community Involvements (see list for examples)

_____ : Application completed and submitted for promotion to MPO

**MASTER POLICE OFFICER PROGRAM
OFFICER ADVANCEMENT APPLICATION**

MASTER POLICE OFFICER MAINTENANCE

After being promoted to MPO the officer must, within a two year period, complete the following requirements to maintain the position:

_____ : Assistant squad leader **OR**

_____ : Attend 3 credit hours of college credit per semester (Must be job specific,
Approved by Administration and pass) **OR**

_____ : 2 Community involvements (see list for examples)

AND

_____ : Manage 1 collateral duty (Describe below)

_____ : 1 Basic skills course (24 Hour minimum)

_____ : 1 Leadership specific course (24 Hour minimum)

MASTER POLICE OFFICER PROGRAM OFFICER ADVANCEMENT APPLICATION

Community Involvements:

- ***A community involvement event must be at least one hour in length***

Example: 1. *At least a 1 hour lecture equals one community involvement.*

 2. *2 separate 30 minute tours of the police department equal 1 community involvement.*

- Tours of the Police Department
- National Night Out
- Instruct at Citizens Police Academy
- Any speaking event in the community (Lions Club, Senior Citizens, Rotary, Church Group, etc.)
- Operation Blue Christmas
- Coaching youth sports (must be in the Front Royal Community)
- Instructing the Youth Academy at the High School
- Teaching law segment at Drivers Education course

There are numerous ways in which to achieve a community involvement other than those listed above. The list is not exclusive to just these topic areas. You may develop any number of involvements as long as the following parameters are met:

1. Must be at least one hour in length
2. Must be documented (through a class syllabus or simply an outline of the topic(s) covered to include the location, date and number of people in attendance).
3. Must be approved by supervisor prior to conducting.

MASTER POLICE OFFICER PROGRAM OFFICER ADVANCEMENT APPLICATION

Basic Skills Courses:

The following list is intended to demonstrate classes and categories that are pre-authorized by Administration that would serve as qualification for the Master Police Officer Program. Most training courses should be DCJS credited courses. This list is NOT meant to be exhaustive or all-encompassing, but to serve as a guide for officers in selecting training classes and topics. As other courses or categories are found, approval may be obtained through Administration after a review of the course content and would be added to this list. If a course is NOT DCJS credited, prior approval from Administration is required.

- Breath Alcohol Operator
- DUI/DUID Investigation
- Narcotics Investigation/Interdiction
- Patrol Response to Sexual Assaults
- Patrol Response to Financial Crimes
- Report Writing
- Courtroom Testimony
- Sovereign Citizen / Domestic Terrorism topics
- Tactical Patrol Officer or other tactical based patrol courses (NOT SWAT)
- Search and Seizure topics
- Public Information Officer (introduction)
- Firearms Armorer (any weapons system of the department)
- Interview and Interrogation
- Enhanced Carbine or Pistol courses
- Animal Abuse Investigations
- Evidence Collection or Crime Scene investigation courses
- Spanish for L.E.O.
- Active Shooter Response
- Gang Awareness/Investigation
- Dealing with Special Needs Citizens (Autism, Alzheimers, Deaf Community, etc.)
- Cell phone / Digital Evidence Recovery

MASTER POLICE OFFICER PROGRAM OFFICER ADVANCEMENT APPLICATION

Leadership Based Courses:

The following list is intended to demonstrate classes and categories that are pre-authorized by Administration that would serve as qualification for the Master Police Officer Program. Most training courses should be DCJS credited courses. This list is NOT meant to be exhaustive or all-encompassing, but to serve as a guide for officers in selecting training classes and topics. As other courses or categories are found, approval may be obtained through Administration after a review of the course content and would be added to this list. If a course is NOT DCJS credited, prior approval from Administration is required.

- First Line Supervisor
- Liabilities in Supervision
- Incident Command
- Emergency Management

Advanced Skills Courses:

The following list is intended to demonstrate classes and categories that are pre-authorized by Administration that would serve as qualification for the Master Police Officer Program. Most training courses should be DCJS credited courses. This list is NOT meant to be exhaustive or all-encompassing, but to serve as a guide for officers in selecting training classes and topics. As other courses or categories are found, approval may be obtained through Administration after a review of the course content and would be added to this list. If a course is NOT DCJS credited, prior approval from Administration is required.

- Instructorships (Defensive Tactics, General, Firearms, EVOC, Chemical Agent, Less Lethal, Speed Measurement, TASER, Standardized Field Sobriety, VCIN)
- SWAT Basic / Advanced
- Police Cyclist
- Field Training Officer
- Hostage/Crisis Negotiations
- Crisis Intervention Training (CIT)
- Sex Offense Investigation
- Public Information Officer
- Forensic Field Technician (local course)
- DFS Forensic Technician (Department of Forensic Science)
- K-9 Handler
- Crime Prevention Specialist
- Homicide Investigation
- Community Policing Specialist
- Motor Officer Certification
-

MASTER POLICE OFFICER PROGRAM OFFICER ADVANCEMENT APPLICATION

Collateral Duties:

The following list is intended to demonstrate categories that are pre-authorized by Administration that would serve as qualification for the Master Police Officer Program. This list is NOT meant to be exhaustive or all-encompassing, but to serve as a guide for officers. As other duties are found in need of accomplishing, approval may be obtained through Administration after a review of the duty and would be added to this list.

- PBT / Tint Meters
- Patrol Bicycle Maintenance
- RADARs / Court Book / Vehicle Calibration
- Evidence Kit Maintenance
- Camera System Operation and Maintenance
- Weapons Maintenance (fleet)
- Duty Weapons Inspection/Maintenance (patrol or unit shift)
- Stop Sticks
- Patrol Forms / Summons / NOV upkeep and maintenance
- TASER maintenance
- PIO Press releases (as assigned by Admin)
- AED upkeep and maintenance
- FATS system operation and maintenance
- O.C. Chemical inspection and upkeep
- Less Lethal weapons maintenance and munitions upkeep
- Ammunition inventory and order
- Fleet Cleaning and upkeep
- Range maintenance
- DMV / Equipment Grants Management
- Speed Trailer upkeep/maintenance and data management

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**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 8

Meeting Date: May 9, 2016

Agenda Item: COUNCIL APPROVAL – Budget Amendment to Accept Downtown Revitalization Grant and Pay Northern Shenandoah Valley Reginal Commission

Summary: On March 23, 2015, Council approved an application for a Community Development Block Grant (CDBG) offered through the Virginia Department of Housing and Community Development (DHCD) for the initial phase of the development of a downtown revitalization plan in cooperation with the Northern Shenandoah Valley Regional Commission (NSVRC), to move towards a façade improvements program that would provide funding assistance to downtown property owners that wish to restore the exterior of their building. The Town has received \$5,000.00 from the Commonwealth of Virginia to begin the initial phase. Council is requested to approve a Budget Amendment in the amount of \$5,000.00 and also approve the payment of \$5,000.00 to the NSVRC who will begin the process.

Budget/Funding: 1000-3310010 – General Fund Grant Proceeds
8101 – 43002 – Planning & Zoning Professional Services

Attachments: Planning Grant Fact Sheet

Meetings: None

Staff

Recommendation: Approval_____ Denial_____

Proposed Motion: I move that Council approve a Budget Amendment in the amount of \$5,000.00 for a Community Development Block Grant (CDBG) for Downton Revitalization; and approve the payment of \$5,000.00 to the Northern Shenandoah Valley Regional Commission (NSVRC) who will begin the initial phase of the development of a downtown revitalization plan.

ROLL CALL VOTE REQUIRED

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: _____

PLANNING GRANT FACT SHEET

Virginia's CDBG Planning Grant program is designed to aid in developing clearly articulated strategies for addressing communities' greatest community development needs following meaningful citizen participation. Planning Grant funding totaling \$500,000 is available on an open basis from January 1, 2015 until September 30, 2015 or until all of the funding is committed, whichever comes first.

A locality interested in obtaining Planning Grant assistance must submit a completed application through DHCD's Centralized Application and Management System (CAMS). Applications are due the 15th of each month. Applications submitted after the 15th will be held until the 15th of the following month. DHCD will review applications and provide the applicant locality with a written response which outlines activities which must be completed within eight weeks of the DHCD correspondence. Failure to submit activities within this timeframe may result in the loss of the remaining balance of your planning grant allocation.

Although there is no requirement for local match, Planning Grants may or may not cover the full cost of all planning activities for future projects. Localities should expect to contribute resources to the planning process in order to develop a successful project.

For larger project areas that will be assessed in multiple phases, only the first requested planning grant will be eligible for the full planning grant amount. For all subsequent planning grants, only costs for Preliminary Engineering reports and/or Housing Rehabilitation Specialists will be eligible for funding.

Categories

There are six categories of Planning Grants. The first two categories are considered Pre-Project type Planning Grants:

- Community Organizing Planning Grants;
- Community Needs Assessment / Economic Assessment Planning Grants.

These projects are intended to be earlier planning stages and typically would not be tied to preparation of a CDBG proposal.

The remaining four categories are Project Planning Grants which, generally, are geared toward the development of a future application for CDBG funds:

- CDBG Project Planning Grants;
- Business District Revitalization Planning Grants;
- Regional Project Planning Grants; and
- Telecommunications Planning Grants.

PRE-PROJECT PLANNING GRANTS

Community Organizing Planning Grants

Community Organizing Planning Grants of up to \$10,000 are available for activation and organization of community residents to develop strategies for future social and physical improvements. Eligible activities include:

- Conducting assessments of community strengths, weaknesses, opportunities, and threats,
- Establishing goals and objectives, and
- Developing work plans and implementation strategies.

Citizen participation is the central purpose of these Planning Grants and should result in an organized, informed community which has reached consensus on a practical vision of the future and has the capacity and options available for future community improvement. The locality's highest community development needs should be prioritized after gathering input from citizens and other stakeholders. In addition to ranking these needs, the options available to address these needs should be evaluated.

The capacity of the locality to undertake project planning efforts should be evaluated in a community organizing planning grant. This evaluation should consider the following areas:

- Leadership,
- Technical skills,
- Available staff time,
- Management and fiscal systems,
- Consultants needed,
- Partnerships needed, and
- Additional funds and other resources needed for project planning and future implementation.

The sole product of these grants is a summary of planning efforts undertaken and results of this planning. All Community Organizing Planning Grant recipients must submit complete Project Planning Grant proposals following completion of organizing activities unless otherwise negotiated with DHCD. A Community Improvement Grant proposal is not required following a Community Organizing Planning Grant.

Of the \$500,000 available for Planning Grants, no more than \$60,000 will be targeted for Community Organizing Planning Grants. This amount is only a maximum, not a reservation of funds.

Community Needs Assessment / Economic Assessment Planning Grants

Community or Economic Assessment Planning Grants of up to \$15,000 are available for a locality to conduct a single objective needs analysis or to prioritize community or economic conditions for future direction. The expected products of these Planning Grants will prioritize areas for future, eligible CDBG project proposals.

As this category is directed at a single objective needs analysis, it is not intended to provide general overall needs analysis and should address one of the applicants previously identified

highest community development needs. One example of this category is a locality-wide assessment of housing conditions used to prioritize the selection of future project areas.

A Community Improvement Grant proposal is not required following all Needs / Economic Assessment Planning Grant; however, it is expected that the assessment will lead to at least one Project Planning Grant.

PROJECT PLANNING GRANTS

Eligible activities of project planning grants include:

- Community assessments, needs analyses, and need prioritization,
- Activation and organization of target area residents and stakeholders,
- Surveys of residents, users, customers, and potential beneficiaries,
- Obtaining easements and user agreements,
- Development of cost estimates and Preliminary Engineering Reports (PERs), and
- Completion of market studies.

CDBG Project Planning Grants

CDBG Project Planning Grants of up to \$30,000 are available for needs analysis and prioritization, preliminary design, and strategy development activities in preparation for a future Community Improvement Grant proposal. DHCD reserves the option of awarding additional Planning Grant funding in excess of this limit for projects which are particularly innovative, challenging, or costly.

All Project Planning Grant activities must be conducted with maximum participation of residents, potential beneficiaries, stakeholders, and local leaders. At a minimum, this participation must be carried out in accordance with the Virginia Community Development Block Grant Citizen Participation Plan for Local Government Applicants which is found in the CDBG Program Design.

Planning Grant activities should be oriented towards the development of products which directly relate to a future Community Improvement Grant project. These products should detail community development problems and present realistic solutions for treatment of these problems. All Project Planning Grant recipients must submit complete Community Improvement Grant proposals following completion of all planning activities unless otherwise negotiated with DHCD.

Business District Revitalization Project Planning Grants

Business District Revitalization (BDR) Planning Grants are intended to assist appropriate localities in undertaking activities that are designed to identify opportunities to improve the economic and physical conditions within the community. BDR planning requires greater local capacity and resources than other project planning grants, so localities will be required to identify how the various responsibilities will be handled and additional resources that can be contributed to the effort. Localities that are very small or have limited capacity may be

inappropriate to pursue BDR planning assistance until significant steps have been taken to address capacity limitations within the community. Up to a maximum of \$35,000 will be available for each Business District Revitalization Planning Grant.

A key outcome of the BDR planning process will be the development of an *Economic Restructuring Plan* that will identify the means by which the locality can implement economic improvement strategies that will help ensure the long-term sustainability of the community, particularly the downtown business district.

Applicants must demonstrate that business district revitalization is the highest community development need. Applicants must explain why this is their highest need and provide detail on other community development efforts that have been completed. Applicants must also provide an analysis of housing and other community needs, and identify how these needs have been addressed and how any remaining unmet needs will be handled. The planning grant is intended to determine if there is a sufficient level of physical and / or economic blight present to be eligible for CDBG assistance. At a minimum, target project areas must exhibit at least a 25 percent level of physical blight or at least a 50 percent vacancy rate. Communities not meeting this criteria may not be allowed to complete the planning grant process.

DHCD has developed some very specific guidance to help direct the planning process for BDR planning grants. Because thorough preparation for BDR construction projects is necessary to ensure the desired community outcome of improved overall economic vitality, DHCD utilizes a phased approach for this project type. It often takes a number of years of appropriate planning and development efforts for these projects to be successful and the process is designed to recognize and accommodate this. A locality is required to become a Main Street affiliate if not already one.

Specific guidance on completing a downtown market analysis is available in the Center for Community and Economic Development's Downtown Market Analysis page online at: <http://fyi.uwex.edu/downtown-market-analysis/>

Following the successful completion of these activities and the development of an accepted Economic Restructuring Plan, applicants may pursue additional activities which include design assistance (facades, streetscaping, infrastructure, and so forth) activities. Funding related to physical design will be the last approved activity, based on satisfactory completion of all other Planning Grant activities.

Regional Project Planning Grants

Project Planning Grants of up to \$40,000 are available for a *regional effort* of more than one locality for needs analysis and strategy development activities in preparation for a future Community Improvement Grant (construction) proposal. Eligible activities include:

- Community assessments, needs analyses, and need prioritization,
- Activation and organization of target area residents and stakeholders,
- Surveys of residents, users, customers, and potential beneficiaries,

- Obtaining easements and user agreements,
- Development of cost estimates and Preliminary Engineering Reports (PERs), and
- Completion of market studies.

Telecommunications Planning Grants

Telecommunication planning grants are available for future system development and support or implementation efforts. Funds may be utilized to:

- Assist in promoting awareness of potential CDBG eligible activities and gauging stakeholder interest,
- Creating a management team of potential user groups to oversee the creation of a Telecommunications Plan,
- Conduct surveying efforts to document the eligibility of future telecommunication planning and implementation efforts for CDBG funding,
- Conduct informational and training programs, and
- Identify and procure professional assistance as necessary.

In order to access CDBG funds for telecommunication implementation, a locality must have completed a community-based telecommunications plan. Please note that CDBG funds can only be used for open-access networks that allow for competition among different service providers.

Up to \$30,000 per project is available for Telecommunications Planning Grants. DHCD's experience is that the maximum available amount for telecommunications planning grants is not sufficient to complete the activities required to create a community telecommunications study. Applicants are expected to show additional funding is available and committed prior to receiving a planning grant offer.

Proposal Evaluation

Planning Grant investment decisions will be based on the following:

Is there a clear indication of community development needs?

Proposals must demonstrate some local knowledge of the scope and scale of the community development needs in the proposed project area. Certainly, the Planning Grant investment is provided to fully assess the scope and scale of such needs, but there has to be some evidence that funding will be properly applied in a particular area because there is some good knowledge that needs exist. There must be evidence that the needs are known among potential beneficiaries and local officials.

Are there potential benefits?

The needs identified must generally be eligible targets for future CDBG investments. One test of eligibility is whether the need can be addressed under at least one of the three CDBG national objectives, particularly benefit to LMI persons. Another test is whether the need can be addressed through a CDBG funding option, including Competitive Grants, the Community Development Innovation Fund, and the Community Economic Development Fund. There must also be evidence of participation by potential beneficiaries to the extent that needs and demand can be fully assessed.

Is there adequate local readiness?

There must be evidence that local officials and stakeholders alike are committed to fully identifying and addressing local needs. A management team must exist which is comprised of stakeholders and local officials. This team must agree to meet regularly to actively address issues that arise during the planning process. The locality must show a willingness to remove any barriers to addressing the identified needs, particularly those which are controlled locally. The locality must also commit financial resources to fill gaps not covered by Planning Grant assistance.

Is there adequate local capacity?

There must be evidence that the locality and management team have the time, funding, and expertise to follow through with the planning process. If local expertise is lacking, the locality must procure professional assistance. If funding is lacking, the locality must identify other sources of funding. Time cannot be lacking.

Is there a need for Planning Grant funding?

For localities which have participated extensively in the CDBG program, Planning Grant assistance should be targeted for projects which are innovative and/or unlike anything the locality has undertaken before or for components of typical projects which the locality cannot undertake with its own resources. For localities which have not participated extensively in the CDBG program, Planning Grant assistance can be targeted to a range of costs associated with obtaining community input and contracting for professional assistance. It is the locality's responsibility to adequately state its case for Planning Grant funding in its proposal.

Payment for Performance

All Planning Grant projects will have a common action which is a Facilitated Planning Strategy session. This session shall include all key local stakeholders and appropriate staff from DHCD and other relevant organizations. This session will result in the establishment of planning performance targets and decision points which will provide the basis for DHCD's issuance of a Planning Grant contract.

Contracts for Planning Grants will stipulate the criteria, date, and grant amount for successive performance targets. Successful completion of targets will trigger the release of grant funding and the obligation of additional funding for activities related to future performance targets. A negotiated amount of funding may be provided to localities for initiation of planning activities, but this amount will be an element of, not an addition to, the total amount of Planning Grant funding committed to a project. For most Planning Grants, the total amount committed to any one project will be negotiated with the locality and will depend upon the level of need and community capacity and readiness. The total amount will not exceed the amounts listed in this Program Design or negotiated with DHCD.

Technical Assistance

Localities interested in Planning Grant assistance can contact DHCD at any time to discuss a particular project or find out more about the Planning Grant offering.

Contract Limit

Applicants must complete the initial activities of a planning grant to be under contract by December 1 in order to ensure a schedule that will prepare them for a March application date. While DHCD will work with planning grant applicants who do not meet this target date, staff are not in a position to accelerate the timeframe of the planning grant process to meet the application deadline.

SUBMISSION

Please note that planning grant applications are accepted electronically through the Agency's Centralized Application and Management System (CAMS). To access CAMS, visit the website at www.dhcd.virginia.gov and click on the CAMS icon in the upper-right hand corner. You may then create a locality profile, add staff members, and access the CDBG Planning Grant program using the APPLY button.

APPLICATION QUESTIONS

A locality interested in obtaining Planning Grant assistance must submit a formal application providing a brief description of the project area and the community development needs in this area, a discussion of the locality's and the project area's readiness and capacity to proceed with a participatory planning process, and some justification for why Planning Grant funding is needed. DHCD will review this application and provide the applicant locality with a response which outlines activities which must be accomplished prior to Planning Grant investment.

DHCD will generally respond in writing within 30 calendar days and will generally authorize up to \$3,000 in pre-proposal expenses.

Below is a list of the questions asked of Planning Grant applicants through CAMS.

NEEDS AND OPPORTUNITIES

1. Describe the needs and opportunities that the locality intends to address with CDBG Planning Grant funding. How does the locality know about this need? Include as much detail as is currently known (prior to examining this need further using Planning Grant funding).
2. Is there a lack of or gap in the availability of one or more basic community attributes or services found in comparable communities? Does the missing attribute or service directly affect low- and moderate-income persons? Does the missing attribute relate to blighting conditions?
3. Is there a certain condition in place that if addressed, will provide an opportunity for growth, revitalization, or economic restructuring?

TIMELINESS

4. Describe why these needs must be addressed now.
5. Has an unforeseen action occurred that threatens the health or safety of the community? Has an opportunity arisen which the community can use to its advantage? Have potential beneficiaries been

mobilized or otherwise communicated their intentions to address community needs? Has the community developed a strategic or action plan that includes project priorities and is the community ready to address the highest priority item?

READINESS

6. Describe how ready the community residents and local government are to complete planning and implement a project to meet the perceived needs. What steps have been taken to get the community and local government ready to proceed?

7. What evidence is there that both the community and local government have the energy and will to make progress on this project? Is the local government supportive of the project? Is there community support and consensus regarding the perceived needs? Have real community sparkplugs been identified?

8. Include status of other planning grant application(s) and state whether or not your ability to complete the CDBG planning grant is contingent on receiving funds from other sources. Please provide a list of other organizations or agencies that you have submitted planning grant applications. Provide a copy of the award letter(s) for funding commitment(s) and date of funding availability.

Tamarah Holmes, Ph.D

Associate Director

Tamarah.Holmes@dhcd.virginia.gov

(804) 371-7056

Matthew Weaver

Policy Analyst

Matthew.Weaver@dhcd.virginia.gov

(804) 371-7067

Denise Ambrose

Associate Director

Denise.Ambrose@dhcd.virginia.gov

(804) 371-7029

Virginia Department of Housing and Community Development

600 East Main Street, Suite 300

Richmond, Virginia 23219

(804) 371-7061

Fax (804) 371-7093

711 TDD

<http://www.dhcd.virginia.gov>

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**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 9

Meeting Date: May 9, 2016

Agenda Item: COUNCIL APPROVAL – Budget Amendment to Accept a Byrne Justice Assistance Grant for the Police Department

Summary: Council is requested to approve a budget amendment in the amount of \$1,847.00 for a Byrne Justice Assistance Grant. The Commonwealth of Virginia Department of Criminal Justice Services has awarded the Town \$1,847.00 in federal funds with matching funds of \$205.00, with total award being \$2,052.00 to be used by the Police Department to update the patrol division's aging radar unit in the amount of \$1,895.00. The remaining \$157.00 would be expended at a later date and prior to the end of the allotted grant period.

Budget/Funding: 1000 – 3310010 – General Fund Grant Proceeds
3102-47001 – Police – Patrol – Machinery & Equipment

Attachments: None

Meetings: None

Staff Recommendation: Approval_____ Denial_____

Proposed Motion: I move that Council approve a budget amendment in the amount of \$1,847.00 for a Byrne Justice Assistance Grant from the Commonwealth of Virginia Department of Criminal Justice Services contingent upon matching funds of \$205.00, with total award being \$2,052.00 to be used by the Police Department to update the patrol division's aging radar unit.

ROLL CALL VOTE REQUIRED

*Note: Motions are the formal & final proposal of Council, proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: _____



TOWN OF FRONT ROYAL

POLICE DEPARTMENT
23 EAST JACKSON STREET
FRONT ROYAL, VIRGINIA 22630-1560

NORMAN SHIFLETT
Chief of Police
(540) 635-2111
(540) 635-6160 (Fax)

To: Steve Burke, Town Manager
From: Kevin Nicewarner, Captain
Date: May 03, 2016
Subject: Byrne Justice Assistance Grant

In regards to the 2016 Byrne Justice Assistance Grant, we are requesting to use the awarded funds of \$1847.00 and our percentage match of \$205.00 to update one of our patrol division aging radar units. Last year, with financial aid from an awarded DMV grant, we began replacing older units with the Applied Concepts Stalker brand radar units. We currently have several remaining Kustom Signal radar units that were purchased in 2007 and are no longer warrantied. The department's radar units are an important speed enforcement tool within the patrol division to help deter unsafe driving behavior and reduce motor vehicle crashes resulting from excessive speed. With this awarded grant, we can continue our efforts to replace these older units with the more technologically advanced units available in today's market.

The current Virginia state contract purchase price of the Applied Concepts Stalker Dual SL unit is \$1,895.00 and would comply with the Virginia Public Procurement Act. The remaining funds of \$157.00 would be expended at a later date, prior to the end of the allotted grant period.



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. Steven Burke
Town Manager
Town of Front Royal
P. O. Box 1560
Front Royal, VA 22630

Title: Byrne Justice Assistance Grant, 16-R1037LO15

Dear Mr. Burke:

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 \$1,847.00 in federal funds. With the required local cash matching funds of \$205.00, your total award is \$2,052.00.

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 Shelia Anderson at (804) 786-9469 or by email at shelia.anderson@dcjs.virginia.gov.

Sincerely,

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

Francine C. Ecker
Director

Enclosures

cc: Chief Norman Shiflett, Chief of Police
Mrs. Kim Gilkey-Breeden, Finance Director
Ms. Shelia Anderson, 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 Front Royal	Date: April 1, 2016 Grant No: 16-R1037LO15	Grant Period: April 1, 2016– December 31, 2016	
Project Director	Project Administrator	Finance Officer	
Chief Norman Shiflett Chief of Police Front Royal Police Department 23 East Jackson Street Front Royal, VA 22630 Phone No: (540) 635-2111	Mr. Steven Burke Town Manager Town of Front Royal P. O. Box 1560 Front Royal, VA 22630 Phone No: (540) 636-7475	Mrs. Kim Gilkey-Breeden Finance Director Town of Front Royal P. O. Box 1560 Front Royal, VA 22630 Phone No: (540) 635-7799	
TOTAL PROJECT	Federal	Subgrantee Cash Match	TOTAL
	\$1,847	\$ 205	\$2,052

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	\$	# 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 _____ day of _____, 20____.

Signature of Project Administrator: _____ Title: _____

STATEMENT OF GRANT AWARD SPECIAL CONDITIONS

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

Byrne Justice Assistance Grant Program

Grantee: Front Royal Town

Grant Number: 16-R1037LO15

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-R1037LO15

- 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 JJDP-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