



COUNTY of FREDERICK

Finance Department
Cheryl B. Shiffler
Director

540/665-5610
Fax: 540/667-0370
E-mail: cshiffle@fcva.us

TO: Board of Supervisors
FROM: Finance Committee
DATE: July 16, 2014
SUBJECT: Finance Committee Report and Recommendations

The Finance Committee met in the First Floor Conference Room at 107 North Kent Street on Wednesday, July 16, 2014 at 8:00 a.m. Non-voting liaisons C. William Orndoff and Ellen Murphy were absent. A Finance Committee/Board of Supervisors budget work session followed at 8:30 a.m. in the Board of Supervisors meeting room.

1. The Sheriff requests an FY2014 General Fund supplemental appropriation in the amount of \$2,842.94. This amount represents funds received for the sale of unclaimed cattle. The Sheriff requests to use these funds for the DARE program. No local funds required. See attached memo, p. 4. The committee recommends approval.
2. The Sheriff requests an FY2014 General Fund budget transfer in the amount of \$53,520 to cover the cost of gasoline. Policy requires that transfers out of personnel line items be approved by the Board. See attached memo, p. 5. The committee recommends approval.
3. The Sheriff requests an FY2015 General Fund supplemental appropriation in the amount of \$53,693 to cover the annual maintenance contract for the Sungard/OSSI software. Local funds are required. See attached memo, p. 5. The committee recommends approval.
4. The Public Works Director requests an FY2015 Shawneeland Fund supplemental appropriation in the amount of \$80,000. This amount represents a carry forward of

funds from FY 2014 for services associated with the upgrade of the spillway at Lake Cherokee in Shawneeland. This request has been approved by the Public Works Committee. See attached memo, p. 6. The committee recommends approval.

5. The Fire & Rescue Chief requests an FY2015 General Fund supplemental appropriation in the amount of \$27,000. This amount represents year one of the SAFER grant for recruitment and retention. No local funds required. See attached information, p. 7 – 27. The committee recommends approval.

INFORMATION ONLY

1. The Finance Director provides a Fund 10 Transfer Report for FY 2014. See attached, p. 28 – 29.
2. The Finance Director provides a **preliminary** FY 2014 Fund Balance Report for the period ending June 30, 2014. See attached, p. 30.
3. The Government Finance Officers Association (GFOA) has awarded the County the Award for Outstanding Achievement for Excellence in Financial Reporting for the June 30, 2013 Comprehensive Annual Financial Report (CAFR). This is the 28th consecutive year that Frederick County has received this achievement. See attached, p. 31 – 32.
4. The Government Finance Officers Association (GFOA) has awarded the County the Award for Outstanding Achievement in Popular Annual Financial Reporting for the June 30, 2013 Popular Annual Financial Report (PAFR). This is the 7th consecutive year that Frederick County has received this award. See attached, p. 33 – 34.
5. The Sheriff provides information on the Internet Crimes Against Children grant received in the amount of \$73,532. See attached information, p. 35 – 38.

Respectfully submitted,

FINANCE COMMITTEE

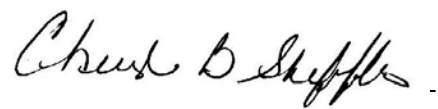
Charles DeHaven, Chairman

Richard Shickle

Gary Lofton

Judy McCann-Slaughter

Angela Rudolph

A handwritten signature in cursive script that reads "Chris B. Shickle". The signature is written in black ink and includes a small horizontal line at the end.

FREDERICK COUNTY SHERIFF'S OFFICE



ROBERT T. WILLIAMSON
Sheriff

MAJOR C.L. VANMETER
Chief Deputy

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

540/662-6168
FAX 540/504-6400

COPY

TO : Angela Whitacre, Treasurer's Office
FROM : Sheriff R. T. Williamson *RTW*
SUBJECT : Sale of Unclaimed Property – Cattle
DATE : June 19, 2014

Attached please find a check in the amount of \$2,842.94 from the Farmers Livestock Exchange, Inc. This amount represents the department's proceeds from the sale of unclaimed cattle. We are requesting this amount be posted to 3010-015020-0007.

A copy of this memo will be forwarded to Finance for appropriation.

Thank you.

RTW/asw

Attachment

Cc: Finance

* The gentleman who kept/led the cattle until they were sold - Mic Gary McDonald - is not seeking reimbursement

* The man who used his personal vehicle/gasoline to transport the cattle to the sale is not seeking reimbursement (Tyler Renner)

C.S. 6/24/14

Can this amount be appropriated into the DARE budget?

FREDERICK COUNTY SHERIFF'S OFFICE



ROBERT T. WILLIAMSON
Sheriff

MAJOR C.L. VANMETER
Chief Deputy

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

540/662-6168
FAX 540/504-6400

TO : Cheryl Shiffler, Director of Finance
FROM : Sheriff R. T. Williamson *RTW*
SUBJECT : Items for Finance Committee Agenda
DATE : July 10, 2014

We would like to request the following items be placed on the next Finance Committee agenda:

- 1) Transfer of funds from vacancy savings to cover the cost of gasoline for April, May and June. (~~\$~~ 53,520.32)
- 2) Supplemental appropriation in the amount of \$53,692.97 to cover the increase in cost for Sungard/OSSI annual maintenance contract. When we submitted our budget for FY15, we based our funding request on the annual maintenance contract cost on the programs/software being utilized at that time. Since then the mobile data computers have been installed and are in use and the increase in the maintenance contract covers these systems. This covers licensing/software for 120 users.

Any consideration you may give these requests are greatly appreciated.

Thank you,

RTW/asw



COUNTY of FREDERICK

Sanitary District of Shawneeland

Kevin Alderman
District Manager

Office: 540/877-1035
Fax: 540/877-1361

MEMORANDUM

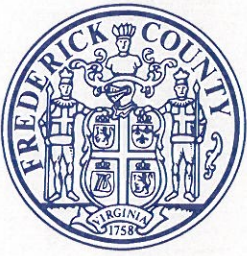
TO: Harvey E. Strawsnyder Jr., P.E., Director of Public Works
FROM: Kevin C. Alderman, District Manager, Shawneeland Sanitary District *KCA*
SUBJECT: Carry Forward of Funds from Fiscal Year 2013-2014 Budget to Fiscal Year 2014-2015 Budget
DATE: June 10, 2014

I am requesting that an amount of \$80,000.00 be carried forward from the Fiscal Year 2013-2014 Shawneeland Sanitary district budget line item 16-8108-3010-00-Other Contractual Services to line item 16-8108-3010-00-Other Contractual Services in the Fiscal Year 2014-2015 budget. This amount will be used for services associated with the upgrade of the spillway at Lake Cherokee in Shawneeland.

If you have any questions, please do not hesitate to call me.

KCA/pms


Cc: file



Dennis D. Linaburg
Fire Chief

MEMORANDUM

TO: Cheryl Shiffler, Director
Finance Department

FROM: Dennis D. Linaburg, Chief
Fire and Rescue Department 

SUBJECT: Request for Supplemental Appropriation

DATE: July 10, 2014

Frederick County Fire and Rescue was awarded a Grant from Federal Emergency Management Agency (FEMA) through the Staffing for Adequate Fire and Emergency Response (SAFER) for a regional volunteer recruitment and retention campaign, which will include Winchester Fire and Rescue Department and Clarke County Fire and Rescue.

The four year \$99,000 Grant was awarded as a cooperative project among the three jurisdictions to promote volunteerism through a public awareness campaign. The \$99,000 reimbursement will be divided between the four years – first year \$27,000, second year \$24,000, third year \$24,000 and the fourth year \$24,000.

At this time we would like to request a Supplemental Appropriation in the amount of \$27,000.00 to cover the costs of advertising this campaign. These funds should be placed in the department Advertising line item 3505-3007-00. It is understood that reimbursement for this expense will be forth coming when we provide paid invoices to FEMA.

If you have any questions or need additional information, please do not hesitate to contact me.

DDL:lab
Cc: File

U.S. Department of Homeland Security
Washington, D.C. 20472



FEMA

Mr. Dennis Linaburg
Frederick County Fire and Rescue Department
1080 Coverstone Drive
Winchester, Virginia 22602-4369

Re: Grant No.EMW-2013-FF-00509

Dear Mr. Linaburg:

On behalf of the Federal Emergency Management Agency (FEMA) and the Department of Homeland Security (DHS), I am pleased to inform you that your grant application submitted under the FY 2013 Staffing for Adequate Fire and Emergency Response (SAFER) grants has been approved. FEMA's Grant Programs Directorate (GPD), in consultation with the U.S. Fire Administration (USFA), carries out the Federal responsibilities of administering your grant. The approved project costs total to \$99,000.00. The Federal share is \$99,000.00 of the approved amount and your share of the costs is \$0.00.

Before you request and receive any of the Federal Grant funds awarded to you, you must establish acceptance of the Grant and Grant Agreement Articles through the Assistance to Firefighters Grant Programs' (AFG) e-grant system. Please make sure you read and understand the articles as they outline the terms and conditions of your grant award. By accepting the grant, you agree not to deviate from the approved scope of work without prior written approval, via amendment request, from FEMA. Maintain a copy of these documents for your official file.

If your SF 1199A has been reviewed and approved, you will be able to request payments online. Remember, you should request funds when you have an immediate cash need.

If you have any questions or concerns regarding the process to request your grant funds, please call 1-866-274-0960.

Sincerely,

A handwritten signature in blue ink, appearing to read "B. Kamoie".

Brian E. Kamoie
Assistant Administrator
Grant Programs Directorate

Summary Award Memo

**SUMMARY OF ASSISTANCE ACTION
STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE GRANTS
Application**

INSTRUMENT: GRANT
AGREEMENT NUMBER: EMW-2013-FF-00509
GRANTEE: Frederick County Fire and Rescue Department
AMOUNT: \$99,000.00, Recruitment

Project Description

The purpose of the Staffing for Adequate Fire and Emergency Response program is to provide funding directly to fire departments and volunteer firefighter interest organizations in order to help them increase or maintain the number of trained, "front line" firefighters available in their communities.

After careful consideration, FEMA has determined that the recipient's project submitted as part of the recipient's application, and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the Staffing for Adequate Fire and Emergency Response Grants program's purpose and worthy of award. The recipient shall perform the work described in the approved grant application as itemized in the request details section of the application and further described in the grant application narrative. These sections of the application are made a part of these grant agreement articles by reference. The recipient may not change or make any material deviations from the approved scope of work outlined in the above referenced sections of the application without prior written approval, via amendment request, from FEMA.

Grantee Concurrence

By providing the Primary Contact's electronic signature and indicating acceptance of the award, the recipient accepts and agrees to abide by the terms and conditions of the grant as set forth in this document. Recipients agree that they will use the funds provided through the Fiscal Year 2013 Staffing for Adequate Fire and Emergency Response grant in accordance with these Articles of Agreement and the program guidelines provided in the Fiscal Year 2013 Staffing for Adequate Fire and Emergency Response program guidance. All documents submitted as part of the original grant application are made a part of this agreement by reference.

Period of Performance

06-MAY-14 to 05-MAY-18

Amount Awarded

The amount of the award is detailed in the attached Obligating Document for Award. The following are the budgeted estimates for object classes for this grant (including Federal share plus recipient match):

Personnel:	\$12,000.00
Fringe Benefits	\$0.00
Travel	\$0.00
Equipment	\$0.00
Supplies	\$0.00
Contractual	\$87,000.00
Construction	\$0.00
Other	\$0.00
Indirect Charges	\$0.00
Total	\$99,000.00

NEGOTIATION COMMENTS IF APPLICABLE (max 4000 characters)

Any questions pertaining to the award package, please contact the GPD Grants Management Specialist: Jacqueline Lee at Jacqueline.Lee@dhs.gov

3855 characters left

System for Award Management (SAM)

Prior to requesting federal funds, all recipients are required to register their entity information in the System for Award Management (SAM.gov). As the recipient, you must register and maintain current information in SAM.gov until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that the recipient review and update the information at least annually after the initial registration, and more frequently for changes in your information. There is no charge to register in SAM.gov. Your registration must be completed on-line at <https://www.sam.gov/portal/public/SAM/>. It is your entity's responsibility to have a valid DUNS number at the time of registration.

FEMA Officials

Program Officer: The Program Specialist is responsible for the technical monitoring of the stages of work and technical performance of the activities described in the approved grant application. If you have any programmatic questions regarding your grant, please call the AFG Help Desk at 866-274-0960 to be directed to a program specialist.

Grants Assistance Officer: The Assistance Officer is the Federal official responsible for negotiating, administering, and executing all grant business matters. The Officer conducts the final business review of all grant awards and permits the obligation of federal funds. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a Grants Management Specialist.

Grants Operations POC: The Grants Management Specialist shall be contacted to address all financial and administrative grant business matters for this grant award. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a specialist.

ADDITIONAL REQUIREMENTS (IF APPLICABLE) (max 4000 characters)

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Agreement Articles



FEMA

U.S. Department of Homeland Security
Washington, D.C. 20472

AGREEMENT ARTICLES

STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE (SAFER) Grants

GRANTEE: Frederick County Fire and Rescue Department

PROGRAM: Staffing for Adequate Fire and Emergency Response (SAFER) - Recruitment

AGREEMENT NUMBER: EMW-2013-FF-00509

AMENDMENT NUMBER:

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Article I - Administrative Requirements

The administrative requirements that apply to most DHS award recipients through a grant or cooperative agreement arise from two sources: - Office of Management and Budget (OMB) Circular A-102, Uniform Administrative Requirements for Grants and

Cooperative Agreements to State and Local Governments (also known as the "A-102 Common Rule"), found under FEMA regulations at Title 44, Code of Federal Regulations (CFR) Part 13, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments." - OMB Circular A-110, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations, relocated to 2 CFR Part 215. The requirements for allowable costs/cost principles are contained in the A-102 Common Rule, OMB Circular A-110 (2 CFR § 215.27), DHS program legislation, Federal awarding agency regulations, and the terms and conditions of the award. The four costs principles circulars are as follows: - OMB Circular A-21, Cost Principles for Educational Institutions, relocated to 2 CFR Part 220. - OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments, relocated to 2 CFR Part 225. - OMB Circular A-122, Cost Principles for Non-Profit Organizations, relocated to 2 CFR Part 230. - OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations.

Article II - Lobbying Prohibitions

None of the funds provided under an award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any Federal action concerning the award or renewal of any Federal contract, grant, loan, cooperative agreement. These lobbying prohibitions can be found at 31 U.S.C. § 1352.

Article III - Financial Reporting

Recipients will be required to submit a semi-annual Federal Financial Report (FFR), Standard Form (SF-425) through the AFG online e-grant system. The FFR is intended to provide Federal agencies and grant recipients with a standard format and consistent reporting requirements throughout the government. The FFR is due semi-annually based on the calendar year beginning with the period after the award is made. Recipients are required to submit an FFR throughout the entire period of performance of the grant. The reporting periods for the FFR are January 1 through June 30 (report due by July 31), and July 1 through December 31 (report due by January 31). At the end of the grant's period of performance, all recipients are required to produce a final report on how the grant funding was used and the benefits realized from the award. Recipients must submit a final financial report and a final performance report within 90 days after the end of the period of performance.

Article IV - GPD - Trafficking Victims Protection Act of 2000

All recipients of financial assistance will comply with the requirements of the government-wide award term which implements Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. § 7104), located at 2 CFR Part 175. This is implemented in accordance with OMB Interim Final Guidance, Federal Register, Volume 72, No. 218, November 13, 2007. In accordance with the statutory requirement, in each agency award under which funding is provided to a private entity, Section 106(g) of the TVPA, as amended, requires the agency to include a condition that authorizes the agency to terminate the award, without penalty, if the recipient or a subrecipient - (a) Engages in severe forms of trafficking in persons during the period of time that the award is in effect; (b) Procures a commercial sex act during the period of time that the award is in effect; or (c) Uses forced labor in the performance of the award or subawards under the award. Full text of the award term is provided at 2 CFR § 175.15.

Article V - GPD - Drug-Free Workplace Regulations

All recipients of financial assistance will comply with the requirements of the Drug-Free Workplace Act of 1988 (41 U.S.C. §701 et seq.), which requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. These regulations are codified at 2 CFR3001.

Article VI - Fly America Act of 1974

All recipients of financial assistance will comply with the requirements of the Preference for U.S. Flag Air Carriers: Travel supported by U.S. Government funds requirement, which states preference for the use of U.S. flag air carriers (air carriers holding certificates under 49 U.S.C. § 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C.- 4 -§ 40118) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B138942.

Article VII - Activities Conducted Abroad

All recipients of financial assistance will comply with the requirements that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

Article VIII - Acknowledgement of Federal Funding from DHS

All recipients of financial assistance will comply with requirements to acknowledge Federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal funds.

Article IX - Copyright

All recipients of financial assistance will comply with requirements that publications or other exercise of copyright for any work first produced under Federal financial assistance awards hereto related unless the work includes any information that is otherwise controlled by the Government (e.g., classified information or other information subject to national security or export control laws or regulations). For any scientific, technical, or other copyright work based on or containing data first produced under this award, including those works published in academic, technical or professional journals, symposia proceedings, or similar works, the recipient grants the Government a royalty-free, nonexclusive and irrevocable license to reproduce, display, distribute copies, perform, disseminate, or prepare derivative works, and to authorize others to do so, for Government purposes in all such copyrighted works. The recipient shall affix the applicable copyright notices of 17 U.S.C. § 401 or 402 and an acknowledgement of Government sponsorship (including award number) to any work first produced under an award.

Article X - Use of DHS Seal, Logo and Flags

All recipients of financial assistance must obtain DHS's approval prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

Article XI - DHS Specific Acknowledgements and Assurances

All recipients of financial assistance must acknowledge and agree-and require any subrecipients, contractors, successors, transferees, and assignees acknowledge and agree-to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff. 1. Recipients must cooperate with any compliance review or complaint investigation conducted by DHS. 2. Recipients must give DHS access to and the right to examine and copy records, accounts, and other documents and sources of information related to the grant and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance. 3. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports. 4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance. 5. If, during the past three years, the recipient has been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status, the recipient must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements to the DHS awarding office and the DHS Office of Civil Rights and Civil Liberties. 6. In the event any court or administrative agency makes a finding of discrimination on grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status against the recipient, or the recipient settles a case or matter alleging such discrimination, recipients must forward a copy of the complaint and findings to the DHS Component and/or awarding office. The United States has the right to seek judicial enforcement of these obligations.

Article XII - Civil Rights Act of 1964

Recipients of financial assistance will comply with the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Article XIII - Civil Right Act of 1968

All recipients of financial assistance will comply with Title VIII of the Civil Rights Act of 1968, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (42 U.S.C. § 3601 et seq.), as implemented by the Department of Housing and Urban Development at 24 CFR Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units-i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)-be designed and constructed with certain accessible features (see 24 CFR § 100.201).

Article XIV - Americans with Disabilities Act of 1990

All recipients of financial assistance will comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12101-12213).

Article XV - Age Discrimination Act of 1975

All recipients of financial assistance will comply with the requirements of the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving Federal financial assistance.

Article XVI - Title IX of the Education Amendments of 1972

All recipients of financial assistance will comply with the requirements of Title IX of the Education Amendments of 1972(20 U.S.C. § 1681 et seq.), which provides that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance. These regulations are codified at 44 CFR Part 19.

Article XVII - Rehabilitation Act of 1973

All recipients of financial assistance will comply with the requirements of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, as amended, which provides that no otherwise qualified handicapped individual in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. These requirements pertain to the provision of benefits or services as well as to employment.

Article XVIII - Limited English Proficiency

All recipients of financial assistance will comply with the requirements of Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, recipients must take reasonable steps to ensure that LEP persons have meaningful access to your programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Recipients are encouraged to consider the need for language services for LEP persons served or encountered both in developing budgets and in conducting programs and activities. For assistance and information regarding LEP obligations, go to <http://www.lep.gov>.

Article XIX - Animal Welfare Act of 1966

All recipients of financial assistance will comply with the requirements of the Animal Welfare Act, as amended (7 U.S.C. §2131 et seq.), which requires that minimum standards of care and treatment be provided for vertebrate animals bred for commercial sale, used in research, transported commercially, or exhibited to the public. Recipients must establish appropriate policies and procedures for the humane care and use of animals based on the Guide for the Care and Use of Laboratory Animals and comply with the Public Health Service Policy and Government Principles Regarding the Care and Use of Animals.

Article XX - Clean Air Act of 1970 and Clean Water Act of 1977

All recipients of financial assistance will comply with the requirements of 42 U.S.C. § 7401 et seq. and Executive Order 11738, which provides for the protection and enhancement of the quality of the nation's air resources to promote public health and welfare and for restoring and maintaining the chemical, physical, and biological integrity of the nation's waters is considered research for other purposes.

Article XXI - Protection of Human Subjects

All recipients of financial assistance will comply with the requirements of the Federal regulations at 45 CFR Part 46, which requires that recipients comply with applicable provisions/law for the protection of human subjects for purposes of research. Recipients must also comply with the requirements in DHS Management Directive 026-04, Protection of Human Subjects, prior to implementing any work with human subjects. For purposes of 45 CFR Part 46, research means a systematic investigation, including research, development, testing, and evaluation, designed to develop or contribute to general knowledge. Activities that meet this definition constitute research for purposes of this policy, whether or not they are conducted or supported under a program that is considered research for other purposes. The regulations specify additional protections for research involving human fetuses, pregnant women, and neonates (Subpart B); prisoners (Subpart C); and children (Subpart D). The use of autopsy materials is governed by applicable State and local law and is not directly regulated by 45 CFR Part 46.

Article XXII - National Environmental Policy Act (NEPA) of 1969

All recipients of financial assistance will comply with the requirements of the National Environmental Policy Act (NEPA),as amended, 42 U.S.C. § 4331 et seq., which establishes national policy goals and procedures to protect and enhance the environment, including protection against natural disasters. To comply with NEPA for its grant-supported activities, DHS requires the environmental aspects of construction grants (and certain non-construction projects as specified by the Component and awarding office) to be reviewed and evaluated before final action on the application.

Article XXIII - National Flood Insurance Act of 1968

All recipients of financial assistance will comply with the requirements of Section 1306(c) of the National Flood Insurance Act, as amended, which provides for benefit payments under the Standard Flood Insurance Policy for demolition or relocation of a structure insured under the Act that is located along the shore of a lake or other body of water and that is certified by an appropriate State or local land use authority to be subject to imminent collapse or subsidence as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels. These regulations are codified at 44CFR Part 63.

Article XXIV - Flood Disaster Protection Act of 1973

All recipients of financial assistance will comply with the requirements of the Flood Disaster Protection Act of 1973, as amended (42 U.S.C. § 4001 et seq.), which provides that no Federal financial assistance to acquire, modernize, or construct property may be provided in identified flood-prone communities in the United States, unless the community participates in the National Flood Insurance Program and flood insurance is purchased within one year of the identification. The flood insurance purchase requirement applies to both public and private applicants for DHS support. Lists of flood prone areas that are eligible for flood insurance are published in the Federal Register by FEMA.

Article XXV - Coastal Wetlands Planning, Protection, and Restoration Act of 1990

All recipients of financial assistance will comply with the requirements of Executive Order 11990, which provides that federally funded construction and improvements minimize the destruction, loss, or degradation of wetlands. The Executive Order provides that, in furtherance of Section 101(b)(3) of NEPA (42 U.S.C. § 4331(b)(3)), Federal agencies, to the extent permitted by law, must avoid undertaking or assisting with new construction located in wetlands unless the head of the agency finds that there is no practicable alternative to such construction, and that the proposed action includes all practicable measures to minimize harm to wetlands that may result from such use. In making this finding, the head of the agency may take into account economic, environmental, and other pertinent factors. The public disclosure requirement described above also pertains to early public review of any plans or proposals for new construction in wetlands. This is codified at 44 CFR Part 9.

Article XXVI - USA Patriot Act of 2001

All recipients of financial assistance will comply with the requirements of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act), which amends 18 U.S.C. §§ 175-175c. Among other things, it prescribes criminal penalties for possession of any biological agent, toxin, or delivery system of a type or in a quantity that is not reasonably justified by a prophylactic, protective, bona fide research, or other peaceful purpose. The act also establishes restrictions on access to specified materials. "Restricted persons," as defined by the act, may not possess, ship, transport, or receive any biological agent or toxin that is listed as a select agent.

**FEDERAL EMERGENCY MANAGEMENT AGENCY
OBLIGATING DOCUMENT FOR AWARD/AMENDMENT**

1. AGREEMENT NO. EMW-2013-FF-00509	2. AMENDMENT NO. 0	3. RECIPIENT NO. 54-6001290	4. TYPE OF ACTION AWARD	5. CONTROL NO. W497249N
6. RECIPIENT NAME AND ADDRESS Frederick County Fire and Rescue Department 1080 Coverstone Drive Winchester Virginia, 22602-4369	7. ISSUING OFFICE AND ADDRESS Grant Programs Directorate 500 C Street, S.W. Washington DC, 20472 POC: Andrea Gordon 202-786-9462	8. PAYMENT OFFICE AND ADDRESS FEMA, Financial Services Branch 500 C Street, S.W., Room 723 Washington DC, 20472		
9. NAME OF RECIPIENT PROJECT OFFICER Dennis Linaburg	PHONE NO. 5406655618	10. NAME OF PROJECT COORDINATOR Catherine Patterson	PHONE NO. 1-866-274-0960	
11. EFFECTIVE DATE OF THIS ACTION 06-MAY-14	12. METHOD OF PAYMENT SF-270	13. ASSISTANCE ARRANGEMENT Cost Sharing	14. PERFORMANCE PERIOD From:06-MAY-14 To:05-MAY-18	

Budget Period
From:21-OCT-13 To:30-SEP-14

15. DESCRIPTION OF ACTION

a. (Indicate funding data for awards or financial changes)

PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (ACCS CODE) XXXX-XXX-XXXXX-XXXXX- XXXX-XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMMULATIVE NON- FEDERAL COMMITMENT
SAFER	97.083	2014-M3-C211-P4310000-4101-D	\$0.00	\$99,000.00	\$99,000.00	\$0.00
TOTALS			\$0.00	\$99,000.00	\$99,000.00	\$0.00

b. To describe changes other than funding data or financial changes, attach schedule and check here.
N/A

16a. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address)

SAFER recipients are not required to sign and return copies of this document. However, recipients should print and keep a copy of this document for their records.

16b. FOR DISASTER PROGRAMS: RECIPIENT IS NOT REQUIRED TO SIGN

This assistance is subject to terms and conditions attached to this award notice or by incorporated reference in program legislation cited above.

17. RECIPIENT SIGNATORY OFFICIAL (Name and Title) N/A	DATE N/A
18. FEMA SIGNATORY OFFICIAL (Name and Title) Rosalie Vega	DATE 06-FEB-14



Winchester Fire and Rescue Department, Frederick County Fire and Rescue Department and Clarke County

PRESS RELEASE

For Immediate Release

Contact: Chief Allen Baldwin, Winchester City Fire and Rescue Department and Chief Denny Linaburg, Frederick County Fire and Rescue Department and

Winchester Fire and Rescue Department, Frederick County Fire and Rescue Department and Clarke County Regional Volunteer Recruitment Campaign Kick-Off

Winchester, Va., July 10, 2014...

Frederick County was awarded a grant from the Federal Emergency Management Agency (FEMA) through the Staffing for Adequate Fire and Emergency Response (SAFER) for a regional marketing campaign that will serve to enhance diversity in recruitment and retention for Fire and Rescue and expand the existing Frederick County Fire and Rescue Explorer Post Program. The four year \$99,000 grant was awarded in 2014 as a cooperative project among the three jurisdictions. The grant is intended to promote volunteerism for fire and rescue and emergency response services in Clarke, Frederick and Winchester through public awareness campaign, local outreach events, youth oriented training opportunities and outreach to minority and underrepresented populations. Eighteen volunteer fire and rescue stations will benefit from the recruitment of additional volunteers in various capacities to include administrative, operational and auxiliary services. **It would be good to add a quote here from one of the fire chiefs about the importance of recruiting volunteers.**

“Find Your Courage” will launch during a special event at the Alamo Drafthouse Cinema in conjunction with the release of Disney’s Planes: Fire and Rescue. On July 17, 2014 from 5pm-7pm a live remote will be held by 92.5 WINC FM at the ALAMO located at 181 Kernstown Commons Blvd. in Winchester whereby a variety of fire and rescue apparatus will be on display for the public. Citizens will have the opportunity to ask questions and to find out more about volunteering for Winchester, Frederick and Clarke County. Individuals and families are invited to visit the theatre, view the equipment and stay for the movie, which will begin at 7pm.

Winchester Fire and Rescue Department is comprised of four volunteer fire and rescue companies within the City of Winchester. Four volunteer companies typically recruit twenty to twenty-five volunteers on an annual basis. Winchester Fire and Rescue Department protects a population of 27,000 residents. It should be noted that daytime populations approach 70,000. In 2013, Winchester Fire and Rescue responded to a total of 5605 calls.

Frederick County Fire and Rescue Department includes a total of eleven volunteer fire and rescue companies comprised of approximately 550 operational, administrative and auxiliary volunteers. Depending upon station, the average number of volunteer members that join each company per year can range anywhere from three to eight. The Frederick County Fire and Rescue Department protects in the region of 75,000 residents. In 2013, Frederick County Fire and Rescue Department responded to approximately alarms.

Clarke County has approximately 14,500 residents. Clarke County has 120 active and responding members. Clarke County answered about 2500 calls in 2013.

About Alamo

Alamo Drafthouse Cinema in Winchester, VA offers a unique movie-going experience. The theater features first-run movies and specialty events with stadium seating, state-of-the-art sound, and all-digital projection. In addition, the Alamo offers a full restaurant menu and bar with service to your seat during the movie. Menu items include fresh-made pizza, salads, burgers and desserts as well as popcorn and candy. The full bar delivers specialty cocktails as well as 30 draft choices. Starting 15 years ago as a neighborhood theater in Austin, TX, Alamo Drafthouse Cinema is expanding quickly across the country with signature programming like free movies for kids all summer and audience participation events like sing-alongs and movie quote-alongs. Find out more about Alamo Drafthouse Cinema at www.drafthouse.com/winchester.

About Disney Planes: Fire and Rescue

Disney Planes: Fire and Rescue is the new comedy-adventure about second chances, featuring a dynamic crew of elite firefighting aircraft devoted to protecting historic Piston Peak National park from raging wildfire. When world-famous air racer Dusty learns that his engine is damaged and he may never race again, he must shift gears and is launched into the world of aerial firefighting. Dusty joins forces with veteran fire-and-rescue helicopter Blade Ranger and his courageous team, including spirited air tanker Dipper, heavy-lift helicopter Windlifter, ex-military transport Cabbie and a lively bunch of brave all-terrain vehicles known as the Smokejumpers. Together, the fearless team battles a massive wildfire and Dusty learns what it takes to become a true hero.

About 92.5 WINC FM

For additional information regarding the volunteer recruitment campaign, contact Frederick County's Fire and Rescue Volunteer Coordinator Christine Langley-Obaugh at 540-722-8358.

Project Description

The Counties of Clarke and Frederick and the City of Winchester propose a joint, regional marketing campaign to for the recruitment and retention of volunteer firefighters. Eighteen (18) fire companies will benefit from this grant should it be funded. Three of the volunteer companies (Blue Ridge, Boyce and John H Enders) are located in Clarke County. These companies are more than 90 percent volunteer with career staff primarily providing EMS coverage. Eleven (11) companies (Stephens City, Middletown, Clearbrook, Gore, Round Hill, Gainesboro, Star Tannery, Greenwood, North Mountain, Reynolds Store and Millwood Station) are located in Frederick County. These companies are approximately 70 percent volunteer. Some of these stations have 24-hour career staffing, some have daytime staffing and one has no career staffing. The remaining four (4) companies (Friendship, Rouss, Shawnee and South End) are located in the City of Winchester. The numbers of volunteers within the Winchesater companies has steadily declined over the last ten years, and now they supplement the career staff operationally and provide apparatus and facilities which help reduce the operating budget of the city department.

Each of the three departments (Clarke, Frederick and Winchester) experience high rates of turnover and with staffing levels significantly below the ideal staffing level required to comply with National Fire Protection Association (NFPA) standards 1710 or 1720.

The specific goal of this grant application is to provide money to replace money that was provided by a National Volunteer Fire Council (NVFC) Regional grant which recently ended. That grant provided money for multi-media advertising including billboard, TV and radio advertising. The grant supplemented local money budgeted for recruitment efforts. The NVFC grant generated some statistical analysis that were useful in our recruitment efforts and generated 89 inquiries from perspective volunteers over a 12 month period.. Should this grant proposal be successful, we would like to expand on the success of that grant and target specific groups through various media advertising.

This project will support enhancements to existing volunteer recruitment programs and expand them regionally. Specifically, funds will be used to develop a regional volunteer recruitment campaign consisting of the following elements:

- Video: several professionally-produced PSA videos targeting a variety of audiences (including minorities) for TV advertising as well as for presentation at job fairs or other recruitment events. The production cost is \$2000 and advertising cost is \$3000 per year for 4 years.
- Print: brochures, banners, and newspaper advertising. Cost of \$10,000 per year
- Electronic: website dedicated to recruitment and retention, including an on-line application, FAQs, a forum for perspective members and presentation of marketing videos. Each participating department would have access to applicants specific to its jurisdiction. The site

will advertise a regional recruitment hotline phone number to be established. Cost of \$5000 (over 4 years)

- Youth outreach: Expansion of the Boy Scouts of America Explorer Post 154 career program in firefighting by building capacity for training and mentoring participants. Cost of \$3000 per year to provide a stipend for adult leaders who would assist in the coordination of the post and provide training to its members
- Radio advertising including live “remotes” from community events, Cost of \$2000 per year
- Other marketing media including mass mailers and banners on mass transit vehicles. Cost of \$5000 per year.

Total cost of the proposal is \$99,000.

Frederick County is the only local jurisdiction who has a full time Volunteer Coordinator. With the expanded recruitment effort that is proposed, she will need assistance and input to manage this project. We anticipate developing a regional “recruitment and retention task force” composed of representation from each jurisdiction to assist her. The task force would be responsible for coordinating recruitment efforts in the area.

Our goal is to increase the total number of active volunteers by 25% over the next four years. In addition to recruitment, each jurisdiction must look at ways to improve retention of current personnel. Each jurisdiction currently provides various incentives to volunteers. Each department spends a great deal of money recruiting, training and equipping new members only to have them leave after one to two years of service. We need to investigate the reasons that people leave and correct those issues where possible. The proposed recruitment and retention task force will analysis what motivates people to join various companies and what causes them to leave. The task force can then develop procedures to maximize retention. They will also analyze the recruitment effort to identify which recruitment strategies are the most effective and cost efficient. No funds are being requested to accomplish this goal.

This project is critical to the communities it will serve as each is currently struggling to recruit and retain qualified volunteers and staff members to assure adequate coverage to assure appropriate response times and the ability to respond to multiple concurrent incidents. Without the pipeline of volunteer firefighters, many local departments would not be able to meet their staffing needs.

Impact on Daily Operations

Winchester, Frederick and Clarke Counties are located in the Northern Shenandoah Valley of Virginia and 60 miles west of Washington DC. The area is a rapidly growing bedroom community of the Washington metropolitan area. There is a mixture of rural, suburban and urban areas throughout the region. Western Frederick County and most of Clarke County are predominantly rural. Agriculture maintains a strong influence in these areas. Orchard, crop and livestock production are common in the area. Industry and commerce are centered in and near the City of Winchester and its immediate suburbs. Several major highways, including Interstate 66 and Interstate 81 have attracted various industries to the area. The Virginia Inland Port is located just south of the area and also has contributed to numerous warehouse complexes locating in the area. Winchester is also the largest Commercial center in a 50 mile radius. There are numerous shopping centers, strip malls, a walking pedestrian mall and free standing retail outlets which draw shoppers to the area.

Tourism is also strong in the area drawing tourists to view the various historic landmarks and the beautiful Blue Ridge Mountains. The permanent population for the area is approximately 125,000 but the transient population caused by students, workers and tourists significantly increases the population, especially during normal business hours.

The area also is home to two colleges, various federal complexes (including FEMA), a regional airport, two interstate highways, and numerous historical landmarks. The area is also in the flight path of three international airports, Reagan, Dulles and BWI. The bulk of residential growth has occurred in and near Winchester including Eastern Frederick County.

The call volume experienced by the each station in the area varies from a low of less than 100 per year to over 2000 per year. Likewise the type and magnitude of incidents vary depending on the station's location. Each jurisdiction must be prepared to mitigate incidents that may occur and to do so in an efficient and cost effective manner. Local government has concluded that a combination of career and volunteer personnel providing emergency response is the most cost effective means of providing service. Each jurisdiction is committed to preserving the volunteer system in their jurisdiction.

As with most departments that provide fire suppression and EMS transport, EMS incidents provide the bulk of call volume. Approximately 2/3 of our incidents are EMS related. In recent years two large retirement communities have located in the area. This, along with an increase in assisted living complexes is severely taxing our EMS capabilities. We often experience periods where more than 50 percent of our available resources are committed to EMS incidents leaving a gap in resources available for other emergencies.

Career staffing in stations is generally limited to 2 to 3 firefighters per station. Some stations are staffed 24-hours per day while others are staffed during the daytime hours. Most stations house at least one EMS transport unit, an engine and a specialty piece such as a tanker, rescue engine or aerial. With the limited career staffing available, only one piece of apparatus can be staffed per station. Most apparatus respond with 2 or fewer firefighters. Without volunteer staffing, stations are not able to respond to multiple simultaneous incidents or with multiple apparatus on a single incident when needed. The use of second, third and fourth due apparatus to handle normal call volume is a common occurrence. Mutual aid is also heavily utilized.

The limited staffing places all responders in jeopardy. There are insufficient personnel to initiate fire attack until second or third due companies arrive on scene. There is also likelihood that those companies are engaged on other incidents requiring a response from companies which are further away. Response times for some apparatus on initial assignments can exceed 30 minutes. Because of the limited staffing, personnel are further put in danger because they are forced to work longer on incidents with limited rest or opportunity for rehab. With the increased number of apparatus responding from further away, personnel are more susceptible to being involved in motor vehicle crashes, especially while responding in the emergency mode. This is another source of potential injury.

In order to properly staff an Engine, EMS transport unit and specialty apparatus a minimum of 8 firefighters per shift per station would be required. Two additional firefighters would be required to provide relief for leave requests. With three shifts per station, that equates to 30 firefighters per station. In order to staff the 18 stations in the area, 540 firefighters would be needed. There are currently about 140. Hiring that many firefighters, given the call volume of many of the stations, is not realistic or cost effective. Increasing the number of ACTIVE volunteers is the best solution. This needs to be accomplished using a coordinated recruitment effort and identifying ways to minimize attrition.

It is difficult to define what constitutes an active volunteer. Frederick County, for example, has a LOSAP program which requires individuals to accumulate a certain amount of points to qualify as active. Using this criterion, the number of "active" volunteers in Frederick County in 2012 was 194, which equates to about 18 per station. Of that number, many achieved points for non operational duties and others are not cross trained to respond to Fire and EMS incidents. Most stations currently have less than 10 active responders responding on a regular basis. Career staff attempts to bridge the gap in service.

Our goal in completing this project is to recruit approximately 400 perspective new members over the next four years. Given the current attrition rate, we hope to achieve an increase in volunteer staffing of 25%.

Financial Need

As with many jurisdictions across the nation, local governments in the area have had difficulty in meeting their financial obligations. Prior to the economic downturn which began in 2006, the area experienced explosive residential growth, especially in Frederick County. Infrastructure such as roads, utilities and schools were overtaxed and local government found itself in “catch up mode” to develop needed improvements. As the economy continued to suffer and unemployment skyrocketed, local government was reluctant to increase taxes to continue to fund needed infrastructure improvements. Localities experienced zero-growth budgets for five or more years, and many actually cut spending by 20 to 30 percent. As state budgets became tighter, programs once funded by state and/or federal funds became the responsibility of local government. With limited new funding solutions available, budgets for existing projects were further reduced. In Frederick County, all capitol purchases were cancelled or deferred. Funding to volunteer fire companies was reduced, and because of the tight economic times, fund raising efforts by the individual companies resulted in reduced revenue.

Compounding the problem was the increased cost of providing service. Fuel, utilities, and other operating costs increased. Call volume increased and companies had to make hard choices concerning which programs to cut. Recruitment and Retention and Public Education were among the programs hardest hit.

With the economy beginning to recover, government is again trying to play “catch up”. In addition to completing projects initiated prior to the economic downturn, government must replace capitol items which were scheduled for replacement up to five years ago. Salary adjustments for current personnel and the hiring of additional personnel are also priorities facing localities. As with most localities, the school system eats up more than 50 percent of the entire budget and other local agencies must fight over the remaining money. Unfortunately, in our area local funding for volunteer agencies is not a high priority.

Several years ago Winchester initiated fee-for-service for EMS transport service. This program has allowed the city to increase funding to the volunteer companies and increase career staffing. Frederick County is scheduled to implement fee for service this year which will allow the county to better fund the volunteer stations and provide for some additional staffing. Unfortunately, this additional staffing will not be sufficient to meet the needs of the department. An increase in volunteer participation is also needed.

Frederick County is the only local jurisdiction to fund a full time volunteer coordinator and budget money for recruitment and retention projects. Our volunteer coordinator has done a good job in maintaining the number of volunteers within the county. Unfortunately, a high number of recruits fail to remain active more than a couple of years. Therefore, although

recruitment activities are effective, the overall number of volunteers has remained relatively stagnant.

Each year our training staff conducts a basic fire academy and a basic EMS academy. These academies are well attended, typically by new recruits who have joined companies throughout the year. Average enrollment in each academy is approximately 40 students. This indicates we are recruiting approximately 80 operational volunteers each year. The cost of recruiting these volunteers and providing this training is provided by local government.

Clarke County has faced similar budget constraints. Because of the rural nature of the county and limited tax base from industry and businesses, the majority of available funding comes from personal property and real estate taxes. Clarke's government has resisted growth and therefore had limited sources of revenue for new projects. Each of the volunteer fire companies are underfunded as compared to neighboring jurisdictions and career staffing is only provided at one of the three stations. Because of the high dependency on volunteers in the county, volunteer recruitment is more critical there than in either of the neighboring jurisdictions. Yet, volunteer recruitment remains unfunded. The only avenue available to the companies there is to rely on the efforts of neighboring jurisdictions, regional grants such as the NVFC grant or federal assistance through grants such as SAFER.

Thanks to fee-for-service, Winchester has been able to boost career staffing more than its neighbors. Winchester is land locked by Frederick County, and has limited ability to expand its tax base. The population within the city is growing older, as is its infrastructure. Major community improvement projects have been undertaken in recent years including the renovation of its pedestrian mall in the downtown area of the city. Volunteer staffing in the city has steadily declined in recent years to a point where only a handful of operational volunteers exist in each of the stations. The department has been in a state of transition in recent years due to a change in leadership. The city recently appointed a new chief who is committed to maintaining the combination system while also expanding career staffing. He has been supportive in participating in recruitment projects and has committed financially to several projects.

The need to recruit volunteers is a regional problem. Some improvements in recruitment efforts can be achieved through better coordination and utilization of local resources. Improved marketing of fire and rescue's needs have been demonstrated to improve recruitment efforts. With the influx of new residents to the area, many who come from areas not served by volunteers, continuation and expansion of our marketing efforts is essential to continued growth of the volunteer system. Achieving this goal requires financial assistance that can be provided through this grant opportunity.

Cost Benefit

Several projects in the area are operated on a regional basis. The Clarke, Frederick, Winchester regional detention center and the Winchester Airport Authority are two examples of how jurisdictions have worked together to reduce operating costs.

Within the Fire and Rescue System we have used mutual and automatic aid for years to make best utilization of equipment and personnel resources. We operate a regional hazardous materials team and conduct joint training exercises. The Winchester regional training center is another example of how Fire and Rescue pool resources, and The Frederick County Basic Fire and EMS Academies are open to personnel regardless of jurisdiction. It is only logical that recruitment and retention efforts also become shared.

By conducting a single, coordinated recruitment drive serving three departments, cost efficiencies will be realized. Advertising through print and broadcast media is an expensive yet effective means of reaching a regional audience for purposes of volunteer recruitment. Professionally-produced marketing pieces in video and print are also costly. Owing to the high costs to run a professional marketing campaign to reach potential volunteer recruits, and because the regional media outlets cover all the areas served by the three departments participating in this proposal, it makes financial and logistical sense for the region's three fire and rescue departments to pool resources to conduct a regional recruitment campaign, and to set up a system to match recruits with appropriate local departments.

The proposed budget of \$99,000 is spread over a four year time period. Many of the materials produced by this proposal, including TV commercials, banners and brochures can be utilized long after completion of the media campaign. This further increases the cost effectiveness of the project.

We hope to recruit up to 100 volunteers per year with this project. Given that the cost per year is approximately 25,000, the cost per person to recruit these volunteers is \$250 per person. If the volunteer remains active for five years this further reduces the investment to \$50 per volunteer per year. We consider this a good cost-to-benefit ratio. It is certainly cheaper than the alternative- a career or predominantly career department.

We recognize that additional career staff are and will be necessary. However, for the foreseeable future, a proactive career/volunteer partnership is the best approach to providing emergency services in the area.

Performance

Frederick County received a fire prevention and safety grant in 2004 for the purchase of a PET trailer and public education materials. That project was completed on time and without cost overruns. The equipment has been used extensively for nearly 10 years by various jurisdictions in the area. Individual companies within Frederick County have also received AFG grants for a variety of projects including SCBA, apparatus, PPE and an air compressor. Winchester has received grants for SCBA and PPE. Clarke County received a regional grant for communication equipment and individual companies there have received grants for PPE, SCBA , air monitoring equipment and a station generator. All grant recipients have completed their projects and there are no incomplete projects at this time. None of the area companies have received a safer grant for personnel or recruitment although Winchester and Frederick County have both submitted applications previously.

Additional Information

Local government realizes that our tax base cannot support a totally career department, and that a combination department provides the best value to citizens. Emergency services in Clarke and Frederick County is predominately volunteer (Clarke is greater than 90% while Frederick is about 70%). Winchester is career supplemented by volunteers (20%). All departments have noticed a decrease in volunteer participation over the past ten years. In Clarke and Frederick Counties the number of volunteers has remained relatively stable, but the level of activity of the individual volunteer has decreased. In Winchester the number of volunteers has declined as well as their activity. Given the increase in call volume within the area, a greater number of volunteers is needed to maintain an adequate level of service delivery.

It is difficult to define what constitutes an active volunteer and how many volunteers are needed to adequately staff our fire stations. Stations report up to 100 volunteers on the roll, yet few have more than a handful regularly responding to incidents. A recent statistical analysis showed that the average number of volunteers that responded to 20 percent of the station's call volume was approximately 10, and there were fewer volunteers that met this criterion at the busier stations than the slower station.

As more people work further from home, the ability to provide volunteer staffing will become more difficult. We must use all tools at our disposal to attract and keep our volunteers. For this reason We ask that you support this grant proposal.

DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT
6/1/2014	OTHER	BANK OF NEW YORK ADMINISTRATIVE FEES	1224	5415	000	000	1,710.00
	TRANSFERS/CONTINGENCY		9301	5204	000	000	(1,710.00)
6/9/2014	AGRICULTURE	MONEY NEEDED FOR YEAR END	8301	5401	000	000	(46.69)
	AGRICULTURE		8301	5506	000	000	46.69
6/10/2014	PUBLIC SAFETY COMMUNICATIONS	ADDED FEES TO INVOICE	3506	5204	000	000	(200.00)
	PUBLIC SAFETY COMMUNICATIONS		3506	8003	000	000	200.00
6/10/2014	PUBLIC SAFETY COMMUNICATIONS	MAINTENANCE CONTRACT RENEWAL	3506	5204	000	000	(7,300.00)
	PUBLIC SAFETY COMMUNICATIONS		3506	3005	000	000	7,300.00
6/10/2014	ECONOMIC DEVELOPMENT COMMISSION	UTILITIES EXPENSE	8102	3006	000	000	(1,000.00)
	ECONOMIC DEVELOPMENT COMMISSION		8102	5101	000	000	1,000.00
6/10/2014	MANAGEMENT INFORMATION SYSTEMS	COVER TWO PAYMENTS ON DR SYSTEM	1222	3002	000	000	(2,552.00)
	MANAGEMENT INFORMATION SYSTEMS		1222	9001	000	000	2,552.00
6/10/2014	MAINTENANCE ADMINISTRATION	VEHICLE REPAIR 2006 FORD TRUCK	4301	5408	000	000	(404.39)
	MAINTENANCE ADMINISTRATION		4301	3004	000	002	404.39
6/11/2014	INFORMATION TECHNOLOGY	ESI PROFESSIONAL SERVICES	1220	3005	000	000	(1,900.00)
	INFORMATION TECHNOLOGY		1220	3002	000	000	1,900.00
6/12/2014	REFUSE COLLECTION	TRANSFER FOR CONTAINERS	4203	8006	000	000	3,979.00
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(3,979.00)
6/13/2014	PUBLIC SAFETY COMMUNICATIONS	RECLASSIFY LEASE FOR VESTA 4.0 PHONE SYSTEM	3506	8003	000	000	(200,200.00)
	PUBLIC SAFETY COMMUNICATIONS		3506	9001	000	000	200,200.00
6/13/2014	ECONOMIC DEVELOPMENT COMMISSION	OPERATING SUPPLIES	8102	3006	000	000	(1,000.00)
	ECONOMIC DEVELOPMENT COMMISSION		8102	5401	000	000	1,000.00
6/13/2014	ECONOMIC DEVELOPMENT COMMISSION	OTHER OPERATING SUPPLIES	8102	3006	000	000	(2,000.00)
	ECONOMIC DEVELOPMENT COMMISSION		8102	5413	000	000	2,000.00
6/13/2014	ECONOMIC DEVELOPMENT COMMISSION	TELEPHONE EXPENSES	8102	3006	000	000	(600.00)
	ECONOMIC DEVELOPMENT COMMISSION		8102	5204	000	000	600.00
6/16/2014	HUMAN RESOURCES	JUNE EMPLOYEE OF THE MONTH	1203	1003	000	000	(200.00)
	HUMAN RESOURCES		1203	1007	000	003	200.00
6/17/2014	CLEARBROOK PARK	FEEDER RANGER STATION/STRAIGHTEN POLE ON FIELD	7109	3004	000	001	(4,000.00)
	CLEARBROOK PARK		7109	3004	000	003	4,000.00
	CLEARBROOK PARK		7109	3004	000	002	(3,000.00)
	CLEARBROOK PARK		7109	3004	000	003	3,000.00
	CLEARBROOK PARK		7109	5101	000	000	(3,000.00)
	CLEARBROOK PARK		7109	3004	000	003	3,000.00
	CLEARBROOK PARK		7109	5103	000	000	(2,550.00)
	CLEARBROOK PARK		7109	3004	000	003	2,550.00
6/17/2014	COUNTY OFFICE BUILDINGS/COURTHOUSE	JANITORIAL SUPPLIES COURTHOUSE	4304	5407	000	000	(443.37)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5405	000	000	443.37
6/17/2014	MAINTENANCE ADMINISTRATION	REPAIR 2007 FORD TRUCK	4301	5305	000	000	(191.08)
	MAINTENANCE ADMINISTRATION		4301	3004	000	002	191.08
6/17/2014	FIRE AND RESCUE	SCBA PARTS FOR REPAIR	3505	5410	000	000	(3,000.00)
	FIRE AND RESCUE		3505	5407	000	000	3,000.00
6/17/2014	SHERANDO PARK	STRAIGHTEN POLE & LIGHT BARS ON BASEBALL FIELD	7110	3010	000	000	(2,948.00)
	SHERANDO PARK		7110	3004	000	003	2,948.00
	SHERANDO PARK		7110	5101	000	000	(3,402.00)
	SHERANDO PARK		7110	3004	000	003	3,402.00
6/17/2014	PARKS AND RECREATION ADMINISTRATION	COPIER CHARGES	7101	3002	000	000	(679.91)
	PARKS AND RECREATION ADMINISTRATION		7101	9001	000	000	679.91
6/17/2014	PARKS AND RECREATION ADMINISTRATION		7101	3002	000	000	(137.34)
	PARKS AND RECREATION ADMINISTRATION		7101	9001	000	000	137.34
	PARKS AND RECREATION ADMINISTRATION		7101	5204	000	001	(404.14)
	PARKS AND RECREATION ADMINISTRATION		7101	9001	000	000	404.14
6/17/2014	CLEARBROOK PARK	COST OF BASES	7109	5103	000	000	(319.97)
	CLEARBROOK PARK		7109	5412	000	000	319.97
6/17/2014	SHERANDO PARK	COST OF PITCHING RUBBERS AND NETS	7110	5101	000	000	(79.33)
	SHERANDO PARK		7110	5412	000	000	76.33
6/17/2014	CLEARBROOK PARK	POOL SUPPLIES	7109	5103	000	000	(509.16)
	CLEARBROOK PARK		7109	5413	000	000	509.16
6/17/2014	PARKS MAINTENANCE	SAFETY BOOTS	7103	5414	000	000	(470.38)
	SHERANDO PARK		7110	5410	000	000	470.38
6/17/2014	PARKS MAINTENANCE	SWIM TEAM SHIRTS	7103	5414	000	000	(530.82)
	PARKS MAINTENANCE		7103	5410	000	000	530.82
6/17/2014	FIRE AND RESCUE	GEAR CLEANING	3505	5410	000	000	(1,000.00)
	FIRE AND RESCUE		3505	3004	000	001	1,000.00
6/17/2014	SHERANDO PARK	MAINTENANCE SUPPLIES	7110	5103	000	000	(495.37)
	SHERANDO PARK		7110	5407	000	000	495.37
6/17/2014	MANAGEMENT INFORMATION SYSTEMS	PROFESSIONAL SERVICES	1222	5401	000	000	(527.00)
	MANAGEMENT INFORMATION SYSTEMS		1222	3002	000	000	527.00
6/18/2014	TREASURER	PC,SURFACE,MONEY COUNTER/COUNTERFEIT	1213	3002	000	002	(5,000.00)
	TREASURER		1213	5401	000	000	5,000.00
6/19/2014	COMMONWEALTH'S ATTORNEY	COVER TRAVEL EXPENSE	2201	5506	000	006	(300.00)
	COMMONWEALTH'S ATTORNEY		2201	5506	000	000	300.00
6/20/2014	INFORMATION TECHNOLOGY	ASSET MANAGEMENT PROGRAM	1220	3005	000	000	(7,000.00)
	INFORMATION TECHNOLOGY		1220	8007	000	000	7,000.00
	INFORMATION TECHNOLOGY		1220	8007	000	003	(12,000.00)
	INFORMATION TECHNOLOGY		1220	8007	000	000	12,000.00
	INFORMATION TECHNOLOGY		1220	5413	000	002	(3,000.00)
	INFORMATION TECHNOLOGY		1220	8007	000	000	3,000.00

DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT
6/20/2014	GENERAL ENGINEERING/ADMINISTRATION	COSTS THROUGH END OF CURRENT YEAR	4201	3007	000	000	(300.00)
	GENERAL ENGINEERING/ADMINISTRATION		4201	5506	000	000	300.00
6/20/2014	AGRICULTURE	MONEY NEEDED FOR YEAR END	8301	5401	000	000	(31.57)
	AGRICULTURE		8301	5506	000	000	31.57
6/20/2014	FIRE AND RESCUE	TO COVER YEAR END	3505	3006	000	000	(3,000.00)
	FIRE AND RESCUE		3505	3004	000	002	3,000.00
	FIRE AND RESCUE		3505	5605	000	002	(4,000.00)
	FIRE AND RESCUE		3505	3004	000	002	4,000.00
	FIRE AND RESCUE		3505	5401	000	000	(2,000.00)
	FIRE AND RESCUE		3505	3004	000	002	2,000.00
6/20/2014	INFORMATION TECHNOLOGY	TRAVEL EXPENSE	1220	5204	000	000	(100.00)
	INFORMATION TECHNOLOGY		1220	5506	000	002	100.00
6/23/2014	COUNTY OFFICE BUILDINGS/COURTHOUSE	CHILLER FAN MOTOR	4304	3010	000	006	(271.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3004	000	007	271.00
6/23/2014	FIRE AND RESCUE	NEW VEHICLE INSTALLATION	3505	3010	000	000	(3,000.00)
	FIRE AND RESCUE		3505	3004	000	002	3,000.00
6/24/2014	COMMISSIONER OF THE REVENUE	JUNE TRAVEL & EDUCATION	1209	5305	000	000	(670.00)
	COMMISSIONER OF THE REVENUE		1209	5506	000	000	670.00
6/24/2014	COMMISSIONER OF THE REVENUE	KONICA MAINTENANCE CONTRACT	1209	3004	000	001	(284.00)
	COMMISSIONER OF THE REVENUE		1209	3005	000	000	284.00
6/25/2014	SHERIFF	EXPENSES FOR JUNE	3102	5204	000	000	(500.00)
	SHERIFF		3102	3010	000	000	500.00
6/25/2014	SHERIFF	EXPENSES HIGHER THAN ANTICIPATED	3102	5204	000	000	(1,500.00)
	SHERIFF		3102	5410	000	000	1,500.00
6/25/2014	REFUSE COLLECTION	EXPENSES HIGHER THAN ANTICIPATED	4203	5407	000	000	(250.00)
	REFUSE COLLECTION		4203	5408	000	000	250.00
6/25/2014	SHERIFF	PHYSICALS/TESTING	3102	5204	000	000	(1,000.00)
	SHERIFF		3102	3001	000	000	1,000.00
6/25/2014	COUNTY OFFICE BUILDINGS/COURTHOUSE	PSB JANITORIAL SUPPLIES	4304	5403	000	005	(612.47)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5405	000	005	612.47
6/25/2014	SHERIFF	PURCHASE CRUISER	3102	5204	000	000	(25,000.00)
	SHERIFF		3102	8005	000	000	25,000.00
6/25/2014	COUNTY ATTORNEY	UPDATE 2006 BANKRUPTCY BOOKS	1202	3002	000	000	(243.19)
	COUNTY ATTORNEY		1202	5411	000	000	243.19
6/25/2014	SHERIFF	2ND QTR. DTF EXPENSES	3102	5204	000	000	(2,000.00)
	SHERIFF		3102	5413	000	000	2,000.00
6/26/2014	OTHER	AIRPORT OPERATING BUDGET POPULATION ADJUSTMENT	1224	5604	000	060	5,358.00
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(5,358.00)
6/27/2014	REFUSE COLLECTION	PURCHASE OF SINGLE AXLE TRAILER	4203	3004	000	001	(1,300.00)
	REFUSE COLLECTION		4203	5413	000	000	1,300.00
6/27/2014	REFUSE COLLECTION	FUND UNIFORMS LINE ITEM	4203	5405	000	000	(300.00)
	REFUSE COLLECTION		4203	5410	000	000	300.00
6/30/2014	MAINTENANCE ADMINISTRATION	CENTRAL STORE GAS COUNTY ADMINISTRATION BLDG.	4301	4003	000	002	(150.00)
	MAINTENANCE ADMINISTRATION		4301	4003	000	003	150.00
6/30/2014	CLEARBROOK PARK	FUEL PURCHASE AT BUS SHOP	7109	5408	000	000	(233.97)
	CLEARBROOK PARK		7109	4003	000	002	233.97
6/30/2014	FIRE AND RESCUE	TO COVER FUEL EXPENSES	3505	5401	000	000	(1,500.00)
	FIRE AND RESCUE		3505	4003	000	002	1,500.00
	FIRE AND RESCUE		3505	5408	000	000	(5,000.00)
	FIRE AND RESCUE		3505	4003	000	002	5,000.00
6/30/2014	FINANCE DEPARTMENT	COVER BAI USER FEES	1214	5506	000	000	(1,276.00)
	FINANCE DEPARTMENT		1214	5413	000	000	1,276.00
7/1/2014	BOARD OF SUPERVISORS	PROFESSIONAL SERVICES	1101	5506	000	000	(1,500.00)
	BOARD OF SUPERVISORS		1101	3002	000	000	1,500.00
	BOARD OF SUPERVISORS		1101	3002	000	000	1,000.00
	BOARD OF SUPERVISORS		1101	3002	000	000	500.00
	COUNTY ADMINISTRATOR		1201	5506	000	000	(1,000.00)
	OTHER		1224	3002	000	000	(500.00)
7/2/2014	COUNTY OFFICE BUILDING/COURTHOUSE	FUNDS TO PAY ELECTRIC BILL	4304	5102	000	005	(5,168.46)
	COUNTY OFFICE BUILDING/COURTHOUSE		4304	5101	000	005	5,168.46

County of Frederick, VA
Report on Unreserved Fund Balance
June 30, 2014 *PRELIMINARY*

Unreserved Fund Balance, Beginning of Year, July 1, 2013 **33,888,096**

Prior Year Funding & Carryforward Amounts

C/F Dare	(71)
C/F Fire Company Capital	(217,280)
Return unspent Parks proffer	(13,681)
C/F Forfeited Assests	(62,561)
Return unspent SCFR proffer	(29,004)
C/F DSS phone system	(50,000)
C/F VDEM grant	(7,008)
Audit Adjustment	161,545
C/F designated School Operating funds	(97,012)
	(315,073)

Other Funding / Adjustments

Kraft incentive	(325,000)
Tax refunds	(13,472)
Sheriff gap pay	(135,062)
Round Hill station design	(403,648)
Airport capital	(499,004)
New 911 phone system	(50,000)
Gainesboro Convenience Center	(99,061)
Parks & Rec maintenance building donation	(25,000)
Fire & Rescue reimbursement Gear Clean	(4,429)
ICAC grant	78,614
Eliminate Kelly Day	(354,506)
Capital purchases from FY13 surplus	(1,526,666)
BMW refund (COR)	(4,484)
GE Capital refund (COR)	(3,294)
Navy Federal incentive	(250,000)
American Telephone & Telegraph refund (COR)	(4,536)
TW Wallace refund (COR)	(2,537)
LaSalle Systems refund (COR)	(3,062)
BB&T Leasing refund (COR)	(2,593)
Disabled Veteran's Relief refund (COR)	(3,317)
Comm Atty Case Mgmt software & hardware	(140,000)
PC refresh - general fund	(166,741)
Return unspent VJCCCA funds	(6,657)
Darien LLC refund (COR)	(5,920)
Charon refund (COR)	(3,781)
Fire programs	(11,627)
Pactiv incentive	(50,000)
Stuart M Perry refund (COR)	(18,742)
Wheel 2 Wheel Promotions refund (COR)	(4,383)
Disabled Veteran's Relief refund (COR)	(5,745)
DBI refund (COR)	(9,630)
F&R overtime	(280,000)
Airport operating	(75,853)
HP Hood incentive	(500,000)
Matthew & John Kibler refund (COR)	(3,620)
Kraft refund (COR)	(358,861)
4 For Life	(10,776)
DSS local contribution	6,000
Navy Federal Credit Union refund (COR)	(6,559)
Partnership for Respons & Recovery refund (COR)	(13,665)
Wheels LT refund (COR)	(3,472)
DL Peterson Trust refund (COR)	(14,670)
GE Capital Auto Lease refund (COR)	(3,022)
Toyota Motor Credit Corp refund (COR)	(3,095)
Ford Motor Credit Corp refund (COR)	(5,018)
	(5,326,894)

Year End Adjustments

Remove FY14 Budget	11,684,446
	11,684,446

Fund Balance, June 30, 2014 *PRELIMINARY* **39,930,574**



Government Finance Officers Association
203 N. LaSalle Street - Suite 2700
Chicago, IL 60601
Phone (312) 977-9700 Fax (312) 977-4806



June 17, 2014

John R. Riley, Jr.
County Administrator
County of Frederick
107 North Kent Street
Winchester VA 22601

Dear Mr. Riley:

We are pleased to notify you that your comprehensive annual financial report for the fiscal year ended **June 30, 2013** qualifies for a Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

The Certificate of Achievement plaque or medallion will be shipped to:

Cheryl B. Shiffler
Finance Director

under separate cover in about eight weeks. We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. A sample news release is enclosed to assist with this effort. In addition, details of recent recipients of the Certificate of Achievement and other information about Certificate Program results are available in the "Awards Program" area of our website, www.gfoa.org.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,
Government Finance Officers Association

Stephen J. Gauthier, Director

Technical Services Center

SJG/ds



Government Finance Officers Association
203 N. LaSalle Street - Suite 2700
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

06/17/2014

NEWS RELEASE

For Information contact:
Stephen Gauthier (312) 977-9700

(Chicago)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **County of Frederick** by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s), department or agency designated by the government as primarily responsible for preparing the award-winning CAFR. This has been presented to:

Finance Department, County of Frederick

The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

The GFOA is a nonprofit professional association serving approximately 17,500 government finance professionals with offices in Chicago, IL, and Washington, D.C.



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

July 1, 2014

Cheryl B. Shiffler
Finance Director
County of Frederick
107 N. Kent
Winchester, VA 22601

Dear Ms. Shiffler:

A panel of independent reviewers has completed its examination of your Popular Annual Financial Report (PAFR). We are pleased to notify you that your PAFR for the fiscal year ended June 30, 2013, has substantially met the requirements of the PAFR Program. In the absence of authoritative standards governing the presentation, these requirements were based on an evaluation of creativity, presentation, understandability and reader appeal. The report received a weighted average score of 75.00 percent or above from three of the four highest individual reviews.

The PAFR award is valid for one year. To continue your participation in the program, it will be necessary for you to submit your next PAFR to the Government Finance Officers Association within 6 months of the end of your entity's fiscal year. Enclosed is an application form to facilitate a timely submission. Four copies of this form should be submitted with four copies of your PAFR, accompanied by the appropriate fee.

Each entity submitting a report to the PAFR Program is provided with confidential comments and suggestions for possible improvements in next year's presentation. Your comments and suggestions, as well as the summary of grading sheet are enclosed. We urge you to carefully consider the suggestions offered by our reviewers as you prepare next year's report.

Continuing participants will find a certificate and brass medallion enclosed with these results. The brass medallion may be mounted on your ten-year plaque. First-time recipients will find a certificate enclosed with these results followed by a plaque in about 10 weeks. The award certificate commemorates your achievement and may be used for formal presentations.

Cheryl B. Shiffler
July 1, 2014
Page 2

We appreciated your participation in this program, and we sincerely hope that your example will encourage others in their efforts to achieve and maintain a well, presented PAFR. If we can be of further assistance, please contact Jim Phillips in the Technical Services Center.

Sincerely,

A handwritten signature in black ink, reading "Stephen J. Gauthier". The signature is written in a cursive style with a large, stylized initial "S".

Stephen J. Gauthier, Director
Technical Services Center



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Francine C. Ecker
Director

June 16, 2014

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

Mr. John R. Riley, Jr.
County Administrator
Frederick County
107 North Kent St., 2nd Fl.
Winchester, VA 22601



Title: **Internet Crimes Against Children**

Dear Mr. Riley:

I am pleased to advise you that grant number **15-D2273AC15** for the above-referenced grant program has been approved for a total award of **\$73,532 in Special Funds**.

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 sign the award acceptance and return it to Janice Waddy, Grants Administrator, at the Department of Criminal Justice Services (DCJS). Please review the conditions carefully; as some require action on your part before we will disburse grant funds.

Also, enclosed are the Post Award Instructions and Reporting Requirements. Please refer to and read this information carefully as it contains details on processing financial and progress reports, as well as requesting awarded funds. **Remember all financial and progress reports, budget amendment requests and request for funds must be processed through our online Grants Management Information System (GMIS).**

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 call Heather Smolka at (804) 371-0635.

Sincerely,

Francine C. Ecker
Director

Enclosures

cc: **The Hon. Robert Williamson, Sheriff**
Ms. Cheryl B. Shiffler, Finance Director
Ms. Heather Smolka, DCJS Monitor

3-010-024040-0030

Department of Criminal Justice Services

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

Statement of Grant Award/Acceptance

Subgrantee: Frederick County

Date: June 16, 2014

Grant Period:

Grant Number:

From: 07/01/2014

Through: 06/30/2015

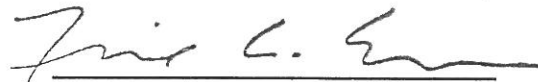
15-D2273AC15

Project Director	Project Administrator	Finance Officer
The Hon. Robert Williamson Sheriff Frederick County 1080 Coverstone Drive Winchester, VA 22602 Phone: (540) 504-6580 Email: rwilliam@fcva.us	Mr. John R. Riley, Jr. County Administrator Frederick County 107 North Kent Street, 2nd Floor Winchester, VA 22601 Phone: (540) 665-5666 Email: jriley@fcva.us	Ms. Cheryl B. Shiffler Finance Director Frederick County 107 North Kent Street, 2nd Floor Winchester, VA 22601 Phone: (540) 665-5610 Email: cshiffle@fcva.us

Grant Award Budget

Budget Categories	DCJS Funds			Local	TOTALS
	Federal	General	Special		
Travel	\$0	\$0	\$0	\$0	\$0
Supplies/Other	\$0	\$0	\$0	\$0	\$0
Personnel	\$0	\$0	\$73,532	\$0	\$73,532
Indirect Cost	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0
Consultant	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$73,532	\$0	\$73,532

This grant is subject to all rules, regulations, and criteria included in the grant guidelines and the special conditions attached thereto.



Francine C. Ecker, Director

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: _____

Title: _____

STATEMENT OF GRANT AWARD SPECIAL CONDITIONS

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

Internet Crimes Against Children (ICAC) Grant Program – Localities

Subgrantee: Frederick County

Grant Number: 15-D2273AC15

Title: Internet Crimes Against Children

Date: June 16, 2014

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 described in the grant application, 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 either attached to this award or submitted with the grant application.
2. The Subgrantee agrees to submit such reports as requested by DCJS. Funds from this grant will not be disbursed, if any of the required Financial or Progress reports are overdue by more than 30 days unless you can show good cause for missing the reporting deadline.
3. Grant funds, including matching funds, may only be expended and/or obligated during the grant period. All legal obligations must be fulfilled no later than 90 days after the end of the grant period.
4. 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.
5. Subgrantee may follow their own established travel rates if they have an established travel policy. If a subgrantee does not have an established policy, then they must adhere to state travel policy. The state allows reimbursement for actual reasonable expenses. Please refer to the following IRS website for the most current mileage rate: <http://www.irs.gov/taxpros/article/0,,id=156624,00.html>: Transportation costs for air and rail must be at coach rates.
6. Within 60 days of the starting date of the grant, the subgrantee must initiate the project funded. If not started during this period, the subgrantee must report to the DCJS, by letter, the steps taken to initiate the project and the reasons for the delay, and the expected starting date. If the project is not operational within 90 days of the start date, the subgrantee must receive approval in writing from the DCJS for a new implementation date or the DCJS may cancel and terminate the project and redistribute the funds to another program.
7. **No amendment to the approved budget may be made without the prior approval of DCJS. No more than two (2) budget amendments will be permitted during the grant period. Budget amendments must be requested using the online Grants Management Information System, (GMIS), accompanied with a narrative. No budget amendments will be allowed after April 30, 2015.**
8. The subgrantee agrees to forward a copy to the DCJS of the scheduled audit of this grant award.
9. 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. Permission to make sole source procurements must be obtained from DCJS in advance.

10. Acceptance of this grant award by the local government applicant constitutes its agreement that it assumes full responsibility for the management of all aspects of the grant and the activities funded by the grant, including assuring proper fiscal management of and accounting for grant funds; assuring that personnel paid with grant funds are hired, supervised and evaluated in accord with the local government's established employment and personnel policies; and assuring that all terms, conditions and assurances—those submitted with the grant application, and those issued with this award—are complied with.
11. Any delegation of responsibility for carrying out grant-funded activities to an office or department not a part of the local government must be pursuant to a written memorandum of understanding by which the implementing office or department agrees to comply with all applicable grant terms, conditions and assurances. Any such delegation notwithstanding, the applicant acknowledges by its acceptance of the award its ultimate responsibility for compliance with all terms, conditions and assurances of the grant award.
12. **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).
13. DCJS will require the same Quarterly data collection form with the specific data to be collected through each Grant Quarter reporting period. A reporting schedule will be included in the Statement of Grant Award documentation. If you have any questions regarding your reporting requirements, please contact DCJS Grant Monitor Heather Smolka at Heather.Smolka@dcjs.virginia.gov.
14. Prior to DCJS disbursing funds, the Subgrantee must comply with the following special conditions: