REGULAR TOWN COUNCIL MEETING

Monday, July 22, 2019 @ 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 July 8, 2019
5. Receipt of Petitions and/or Correspondence from the Public
6. Reports:
   a. Report of special committees or Town officials and Town Manager
   *** Report from Superintendent of Shenandoah National Park Jennifer Flynn**
   b. Requests and inquiries of Council members.
   c. Report of the Interim Mayor
   d. Proposals for addition/deletion of items to the Agenda.

7. **CONSENT AGENDA ITEMS** – (**ROLL CALL VOTE REQUIRED) - NONE**

8. **COUNCIL APPROVAL** – Bid for Various Grades of Asphalt

9. **COUNCIL APPROVAL** – Bid for Various Grades of Stone

10. **COUNCIL APPROVAL** – Bid for Various Treatment Chemicals for Water and Wastewater

11. **COUNCIL APPROVAL** – Budget Amendment to Accept Local Law Enforcement Block Grant

12. **CLOSED MEETING** – Evaluations of Town Manager, Town Attorney, Clerk of Council

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Town of Front Royal, Virginia
Council Agenda Statement

Page 1
Item No. 8

Meeting Date: July 22, 2019

Agenda Item: COUNCIL APPROVAL – Bid for Various Grades of Asphalt

Summary: Council is requested to approve the bid from Stuart M. Perry Inc for various grades of asphalt for general street patching and surfacing of the streets in the Virginia Department of Transportation (VDOT) maintenance system for FY2020 at costs stated in attached bid tabulation summary.

Budget/Funding: Funding available in the Public Works Department's VDOT Highway Maintenance line item 4500-45407

Attachments: Memorandums from the Manager of Purchasing and Infrastructure Manager; and Bid Tabulation Sheet

Meetings: None

Staff Recommendation: Approval ✓ Denial______

Proposed Motion: **I move that Council approve the bid from Stuart M. Perry Inc for various grades of asphalt for general street patching and surfacing of the streets in the Virginia Department of Transportation (VDOT) maintenance system for FY2020 at costs stated in attached bid tabulation summary.**

*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: JW

Town of Front Royal, Virginia

Purchasing, Department of Finance

MEMORANDUM

Date: **July 5, 2019**
To: **Tina Presley, Senior Executive Assistant**
Town Manager's Office
From: **Alisa Scott, Purchasing Manager**
RE: **Request to Add Consent Agenda Item**

Purchasing responded to a request from the Public Works Department to procure firm fixed pricing on various grades of asphalt for general street patching and surfacing of the streets in the VDOT maintenance system for fiscal year 2020. On Thursday, June 27th, I held a bid opening and received one (1) response. Steve Scheulen, Public Works Infrastructure Manager has reviewed the tabulation and recommends awarding RFQ #13-2019 Asphalt to Stuart M. Perry for the following various grades of asphalt per ton: base, $64.00; intermediate, $65.00; and finish, $69.00.

The Public Works department has budgeted an expense of $200,000 which also includes repairs and replacement of signs and curb painting throughout the year. Town Council is requested to review and approve the award. Attached to this memo is the bid tabulation and recommendation memo from Public Works. Please add this action item to the next available Regular Town Council agenda.

Funding for this request is available in the Public Works Department's VDOT-Highway Maintenance line item 4500-45407.

Department of Purchasing
102 E Main Street
Front Royal, VA 22630
Website: www.frontroyalva.com
Phone 540-636-6889

Memo

Town of Front Royal Public Works

TO: Alisa Scott, Manager of Purchasing

FROM: Steve Scheulen, Infrastructure Manager

CC:

DATE: 7/3/19

RE: Stone and Asphalt Bids

Public Works accepts RFQ #13 Asphalt and RFQ # 14 Stone bids for FY20.

Both vendors have successfully supplied materials to the Town for maintenance needs in the past and present without issue.

Primary funding for asphalt will be 4500-5407 while stone is shared 50/50 with 4500-5407 and 9602/9802- 5407.

Town of Front Royal, VA

BID TABULATION SUMMARY
BID: RFQ #13-2019 ASPHALT
BID/PROPOSAL OPENING DATE: 6/27/2019
BID/PROPOSAL OPENING TIME: 2:00 PM

	BIDDER: STUART M. PERRY, INC. FRONT ROYAL, VA
DESCRIPTION	**UNIT PRICE**
BASE ASPHALT, TYPE BM-25.0, STANDARD MATERIAL	$64.00
INTERMEDIATE ASPHALT, TYPE IM-19.0A, STANDARD MATERIAL	$65.00
FINISH ASPHALT, TYPE SM-9.5A, STANDARD MATERIAL	$69.00

The VENDOR SPREAD SHEET is generated from the initial, raw information collected. No award decision has been made.

Alisa Scott

Prepared by: Alisa Scott, PMP, MBA, VCA, VCO

Department of Purchasing
102 E Main Street
Front Royal, VA 22630
Website: www.frontroyalva.com
Phone 540-636-6889

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Town of Front Royal, Virginia
Council Agenda Statement

Meeting Date: July 22, 2019

Agenda Item: COUNCIL APPROVAL – Bid for Various Grades of Stone

Summary: Council is requested to approve the bid from Hanson Aggregates for various grades of stone for street, water and sewer maintenance for FY20 at costs listed on the attached bid tabulation summary.

Budget/Funding: Public Works Department's VDOT Highway Maintenance line item 4500-445407, Water Maintenance line item 9602-45407 and Sewer Maintenance line item 9802-45407.

Attachments: Memorandums from the Manager of Purchasing and Infrastructure Manager; and Bid Tabulation Summary

Meetings: None

Staff Recommendation: Approval ✓ Denial______

Proposed Motion: **I move that Council approve the bid from Hanson Aggregates for various grades of stone for street, water and sewer maintenance for FY20 at costs listed on the attached bid tabulation summary.**

*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: JW

Town of Front Royal, Virginia

Purchasing, Department of Finance

MEMORANDUM

Date:	**July 5, 2019**
To:	**Tina Presley, Senior Executive Assistant**
	Town Manager's Office
From:	**Alisa Scott, Purchasing Manager**
RE:	**Request to Add Consent Agenda Item**

Purchasing responded to a request from the Public Works Department to procure firm fixed pricing on various grades of stone for streets maintenance, water maintenance, and sewer maintenance for fiscal year 2020. On Thursday, June 28th, I held a bid opening and received one (1) response. Steve Scheulen, Public Works Infrastructure Manager has reviewed the tabulation and recommends awarding RFQ #14-2019 Stone to Hanson Aggregates, of Front Royal, VA, for the following various grades of stone per ton: #26 CRUSHER RUN - $11.10, #21B STONE - $11.51, #57 STONE - $12.13, #21A PUGGED - $11.65, OGB - $15.44, CLASS 1 - $24.67, CLASS 1A – $34.67, #3 - $11.68.

The Public Works department has budgeted an expense of $200,000 which also includes asphalt repairs, repair and replacement of signs and curb painting throughout the year. Town Council is requested to review and approve the award. Attached to this memo is the bid tabulation and recommendation memo from Public Works. Please add this action item to the next available Regular Town Council agenda.

Funding for this request is available in the Public Works Department's VDOT-Highway Maintenance line item 4500-445407, Water Maintenance line item 9602-45407, and Sewer Maintenance line item 9802-45407.

Department of Purchasing
102 E Main Street
Front Royal, VA 22630
Website: www.frontroyalva.com
Phone 540-636-6889

Memo

Town of Front Royal Public Works

TO: Alisa Scott, Manager of Purchasing

FROM: Steve Scheulen, Infrastructure Manager

CC:

DATE: 7/3/19

RE: Stone and Asphalt Bids

Public Works accepts RFQ #13 Asphalt and RFQ # 14 Stone bids for FY20.

Both vendors have successfully supplied materials to the Town for maintenance needs in the past and present without issue.

Primary funding for asphalt will be 4500-5407 while stone is shared 50/50 with 4500-5407 and 9602/9802- 5407.

Town of Front Royal, VA

BID TABULATION SUMMARY
BID: RFQ #14-2019 STONE
BID/PROPOSAL OPENING DATE: 6/28/2019
BID/PROPOSAL OPENING TIME: 2:00 PM

	BIDDER: HANSON AGGREGATES VIRGINIA, LLC FRONT ROYAL, VA	
DESCRIPTION	**UNIT PRICE**	**EXTENDED TOTAL PRICE**
ESTIMATED 1,000 TONS OF #26 CRUSHER RUN	$11.10	$11,100.00
ESTIMATED 5,000 TONS OF #21B	$11.51	$57,550.00
ESTIMATED 600 TONS OF #57	$12.13	$7,278.00
NO ESTIMATED QUANTITY CBR-30	NO BID	
NO ESTIMATED QUANTITY #21A PUGGED	$11.65	
ESTIMATED 100 TON OGB	$15.44	$1,544.00
ESTIMATED 100 TON CLASS 1	$24.67	$2,467.00
ESTIMATED 50 TON CLASS 1A	$34.67	$1,733.50
ESTIMATED 50 TON #3	$11.68	$584.00

The VENDOR SPREAD SHEET is generated from the initial, raw information collected. No award decision has been made.

Alisa Scott

Prepared by: Alisa Scott, PMP, MBA, VCA, VCO

Department of Purchasing
102 E Main Street
Front Royal, VA 22630
Website: www.frontroyalva.com
Phone 540-636-6889

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Town of Front Royal, Virginia
Council Agenda Statement

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Item No. 10

Meeting Date: July 22, 2019

Agenda Item: COUNCIL APPROVAL – Bid for Various Treatment Chemicals for Water and Wastewater Treatment Plants

Summary: Council is requested to approve bids from various companies for various treatment chemicals to be used at the Water and Wastewater Treatment Plant for FY2020 at costs listed in the attached memorandum and bid tabulation sheet.

Budget/Funding: FY20 Water Treatment budget line item 9601-45413 "Other Operating Supplies" and FY20 Wastewater Treatment budget line item 9801-045413 "Other Operating Supplies".

Attachments: Memorandum from Purchasing Manager and bid tabulation sheet

Meetings: None

Staff Recommendation: Approval ✓ Denial_______

Proposed Motion: **I move that Council approve bids from various companies for various treatment chemicals to be used at the Water and Wastewater Treatment Plant for FY2020 at costs listed in the attached memorandum and bid tabulation sheet.**

*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: JW

Town of Front Royal, Virginia

Purchasing, Department of Finance

MEMORANDUM

Date: **July 16, 2019**
To: **Tina Presley, Senior Executive Assistant**
Town Manager's Office
From: **Alisa Scott, Purchasing Manager**
RE: **Request to Add Consent Agenda Item**

Purchasing responded to a request from the Water Treatment Plant and Wastewater Treatment Plant to procure firm fixed pricing on various treatment chemicals for fiscal year 2020. On Thursday, June 28th, 2019, I held a bid opening and received ten (10) responses. Mike Kisner, Water Treatment Plant Manager, and Tim Fristoe, Wastewater Treatment Plant Manager have reviewed the tabulation and they recommend awarding RFQ #12-2019 Chemicals as follows:

- Environmental Operating Solutions, Inc., Bourne, MA – MICROC 2000 ($1.89/gallon)
- Summit Chemical Specialty Products, Inc., Flemington, NJ – DelPac XG ($2.5930/gallon)
- Shannon Chemical Corporation, Malvern, PA - Sodium Permanganate – ($634.34/drum)
- George S. Coyne Chemical Company, Inc., Croydon, PA – Sodium Fluoride ($1,979.7433/ton), Technical Grade Potassium Permanganate ($3,780.6004/ton), Sodium Chlorite ($655.3382/drum)
- UNIVAR Solutions, Inc., Morrisville, PA – Sodium Hypochlorite ($185.00/ton), Carbon ($1,760.00/ton)
- USALCO, LLC, Baltimore, MD – Polyaluminum hydroxychlorosulfate ($1.7237/gallon)

The Public Works department has budgeted an expense of $180,000 for all water treatment chemicals, and $850,000 for all wastewater treatment chemicals throughout the year. Town Council is requested to review and approve the award. Attached to this memo is the bid tabulation. Please add this action item to the next available Regular Town Council agenda.

Funding for these chemicals will be available in the FY20 Water Treatment budget line item 9601-45413 "Other Operating Supplies", and the FY20 Wastewater Treatment budget line item 9801-45413 "Other Operating Supplies".

Department of Purchasing
102 E Main Street
Front Royal, VA 22630
Website: www.frontroyalva.com
Phone 540-636-6889

Town of Front Royal, VA

BID: RFQ #12-2019 CHEMICALS
BID/PROPOSAL OPENING DATE: 6/28/2019
BID/PROPOSAL OPENING TIME: 3:00 PM

Vendor

	ENVIRONMENTAL OPERATING SOLUTIONS, INC. BOURNE, MA	MOMAR, INC. ATLANTA, GA	KUEHNE CHEMICAL, CO, INC. KEARNY, NJ	SUMMIT CHEMICAL SPECIALTY PRODUCTS, INC. FLEMINGTON, NJ	SHANNON CHEMICAL CORPORATION MALVERN, PA	SUFFOLK SALES & SUPPORT SUFFOLK, VA	GEORGE S. COYNE CHEMICAL COMPANY, INC. CROYDON, PA	CHEMTRADE CHEMICALS US, LLC PARSIPPANY, NJ	UNIVAR SOLUTIONS, INC. MORRISVILLE, PA	USALCO, LLC BALTIMORE, MD
	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE
WATER TREATMENT PLANT CHEMICAL DESCRIPTION										
ESTIMATED 32,000 GALLONS POLYALUMINUM HYDROXYCHLOROSULFATE								$3.7450	$2.5600	$1.7237
ESTIMATED 270 TONS SODIUM HYPOCHLORITE			$250.0000						$185.0000	
ESTIMATED 4 TONS CARBON (AQUA NUCHAR) 50# BAGS ONLY									$1,760.0000	
ESTIMATED 6 TONS SODIUM FLUORIDE (CRYSTAL) 50 LBS BAG ONLY							$1,979.7433		$2,425.0000	
ESTIMATED 6 TONS TECHNICAL GRADE ONLY POTASSIUM PERMANGANATE 55# PAILS					$3,347.47*		$3,780.6004		$3,946.0000	
ESTIMATED 8 DRUMS SODIUM PERMANGANATE					$634.3400		$795.1250		$825.0000	
ESTIMATED 2 DRUMS SODIUM CHLORITE							$655.3382			
ESTIMATED 2 DRUMS HYDROCHLORIC ACID										
WASTEWATER TREATMENT CHEMICAL DESCRIPTION										
ESTMATED 60,000 GALLONS MICRO-C 2000	$1.8900	1.59*				1.41*			$2.5800	
ESTIMATED 108,000 GALLONS DELPAC-XG				$2.5930				$4.8150	$2.7500	$2.7500

***DENOTES NON-RESPONSIVE BID**

The VENDOR SPREAD SHEET is generated from the initial, raw information collected. No award decision has been made.

Alisa Scott

Prepared by: Alisa Scott, PMP, MBA, VCA, VCO

Department of Purchasing
102 E Main Street
Front Royal, VA 22630
Website: www.frontroyalva.com
Phone 540-636-6889

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Town of Front Royal, Virginia
Council Agenda Statement

Page 1
Item No. 11

Meeting Date: July 22, 2019

Agenda Item: COUNCIL APPROVAL – Budget Amendment to Accept Local Law Enforcement Block Grant Acceptance

Summary: Council is requested to approve a budget amendment in the amount of $3,058 to accept a Local Law Enforcement Block Grant from the Virginia Department of Criminal Justice Services – Byrne Justice Assistance Grant Program (BJAG) to finalize the complete upgrade and transition to the Police Department's new radio system. The total cost of the Combat Push-to-Talk (PTT) module with remote volume control for Motorola APX series *(10 operators + 2 for Crisis Negotiator)* costs $5,520.00 - $3058.00 = $2,480.00 matching funds. The matching funds can be utilized from the Police Department's asset forfeiture funds.

Budget/Funding:

1000-3310010	General Fund - Grant Proceeds
3108-45409	Police Emergency Services – Police Supplies

Attachments: Letter from the Department of Criminal Justice Services; Memo from Captain Ryman and Sole Source Justification information

Meetings: None

Staff Recommendation: Approval ✓ Denial_______

Proposed Motion: **I move that Council approve a budget amendment in the amount of $3,058 to accept a Local Law Enforcement Block Grant from the Virginia Department of Criminal Justice Services – Byrne Justice Assistance Grant Program (BJAG) to finalize the complete upgrade and transition to the Police Department's new radio system at a total cost of $5,520.00 with a matching fund of $2,480.00 to be utilized from the Police Department's asset forfeiture funds.**

*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: JW

TOWN OF FRONT ROYAL

POLICE DEPARTMENT
900 MONROE AVENUE
FRONT ROYAL, VIRGINIA 22630

K.L. Magalis
Chief of Police
(540) 635-2111
(540) 635-6160 (Fax)

Date: July 16, 2019

To: Joe Waltz; Town Manager

From: Capt. J. A. Ryman

Subject: Byrne Justice Assistance Grant (BJAG)

The police department requests permission to use this round of the BJAG to finalize the complete upgrade and transition to our new radio system. The department currently uses a stand-alone Push-To-Talk (PTT) module with the portable radio and head-set communications system within the Emergency Services Team. These components comprise the necessary equipment to ensure adequate voice communications while providing a superior level of hearing protection during tactical operations. The current PTTs are a decade old. They've been refurbished once with new radio connections in that time. Unfortunately, to again refurbish the existing units would amount to a cost that is nearly equal to the purchase of new PTTs that have the required connector wires for the new Motorola portable radios and would be warrantied. The cost break-down is as follows:

Combat PTT w/ Remote Volume Control for Motorola APX Series: (10 operators + 2 for Crisis Negotiators)	$5,520.00
Shipping:	$18.00
TOTAL:	**$5,538.00**
	-$3,058.00 (BJAG)
Matching funds:	$2,480.00

The matching funds for this project can be utilized from the department's asset forfeiture funds. Between the BJAG and use of forfeiture funds, the annual budget would not be affected in any way. This final piece would allow the department to be fully functional on the new radio system (in all operational divisions) and allow for final 100% transition.

TOWN OF FRONT ROYAL

POLICE DEPARTMENT
900 MONROE AVENUE
FRONT ROYAL, VIRGINIA 22630

K.L. Magalis
Chief of Police
(540) 635-2111
(540) 635-6160 (Fax)

Date: July 2, 2019

Subject: Sole Source Justification (SWAT communications gear)

The police department uses standardized equipment for the outfitting of all SWAT officers in terms of communications equipment. The department has utilized **Atlantic Signal** equipment as its primary communications gear (Head-sets and PTT devices connected to radios).

With the nearing implementation of the new radio system, the SWAT team's current PTT devices will not connect to the new portable radios. In addition, the devices are roughly a decade old and beginning to show signs of wear and general non-reliability. The head-set system and PTT system are sperate, but integrated parts of the communications system for a SWAT officer. As such, the need to maintain standardized equipment from the manufacturer is a must to ensure compatibility and operation.

Although Atlantic Signal does have vendor sales in the Commonwealth, increased vendor costs are also associated. Atlantic Signal does provide direct manufacturer purchase. As you can see from the attached documents, the cost difference between the in-state vendor versus direct from Atlantic Signal is over $150 per unit (mainly due to the vendor separating the unit's individual parts).

For these reasons, we request to utilize Atlantic Signal as our sole source vendor for SWAT communications gear.

OUR PURPOSE.
YOUR MISSION.

621 Lynnhaven Pkwy Ste 160
Virginia Beach, VA 23452
PHONE: (757) 481-7758 **FAX:** (757) 222-0944

CAGE: 1CAY9 **DUNS:** 027079776
FEDERAL TAX ID: 54-1867268

QUOTE
Q-113674

QUOTE NUMBER	Q-113674
QUOTE REVISION	1
QUOTE DATE	9/13/2018
CONTRACT TYPE	STATE & LOCAL

BILL TO

NAME TOWN OF FRONT ROYAL VA
ATTN: Jason Ryman

ADDRESS 23 E. Jackson St.
Front Royal Police Department
Front Royal, VA 22630
US

SHIP TO

NAME TOWN OF FRONT ROYAL VA
ATTN: Jason Ryman

ADDRESS 23 E. Jackson St.
Front Royal Police Department
Front Royal, VA 22630
US

TERMS	DODAAC / TIN	INSIDE SALESREP	OUTSIDE SALESREP
30 NET		RICHARDSON, AUSTIN 757-416-6370 arichardson@adsinc.com	GROTKIN, DAVID 513-377-0025 dgrotkin@adsinc.com

PART NUMBER	PART DESCRIPTION	QTY	LEAD TIME (DAYS)	COUNTRY OF ORIGIN	UNIT PRICE	EXTENDED PRICE
DSR.T03.LC	D-SERIES: COILED AUXILIARY CABLE	4		United States	$160.00	$640.00
SPP.M03.47	SP PTT W SWITCHED PHONE LINE DI RADIO REMOTE VOLUME CONTROL AND WIRED FOR THE MOTOROLA APX SERIES RADIO	4		Unknown	$460.00	$1,840.00

SUBTOTAL:	$2,480.00
TAX:	$0.00

FREIGHT:	$0.00
TOTAL:	**$2,480.00**

Notes:

N/A

Compliance Statement for Shipment of Controlled Items

ITAR and EAR: These items are controlled by the U.S. Government and authorized for export only to the country of ultimate destination for use by the ultimate consignee or end-user(s) herein identified. They may not be resold, transferred, or otherwise disposed of, to any other country or to any person other than the authorized ultimate consignee or end-user(s), either in their original form or after being incorporated into other items, without first obtaining approval from the U.S. government or as otherwise authorized by U.S. law and regulations.

FCC: N/A

Returns and Exchanges

Returns and exchanges may be subject to restocking fees. Certain products are not eligible for returns or exchanges.

Product availability, prices and delivery dates are based upon current information at the time of quote. All information is subject to reconfirmation upon finalization of order.
Quotes with the DRAFT watermark are not official ADS quotes and are subject to change at any time.

ADS's ability to provide the products listed herein is contingent on ADS's ability to obtain any and all required export/import licenses. If licenses are required, additional fees may be added to account for these regulatory obligations.

REQUISITION FORM

THIS FORM IS TO BE USED BY ALL PERSONNEL TO REQUEST UNIFORMS, EQUIPMENT, AND SUPPLIES. THE FORM IS TO FILLED OUT COMPLETELY BY THE REQUESTING PERSONNEL AND TURNED INTO THE SHIFT COMMANDER FOR REVIEW. IF APPROVED BY THE SHIFT COMMANDER, IT WILL THEN BE FORWARDED TO ADMINISTRATION. THE SECOND COPY OF THE FORM WILL BE RETURNED TO THE REQUESTING PERSONNEL WHEN THE FINAL DETERMINATION HAS BEEN MADE.

DATE OF REQUEST 07/02/19

REQUESTING OFFICER Ryan

ITEM REQUESTED Combat Push-to-Talk (PTT) w/ Motorola APX Connector

NUMBER OF ITEMS REQUESTED 12

SIZE / DESCRIPTION OF ITEM(S). FOR UNIFORM ITEMS, PLEASE INCLUDE SLEEVE LENGTH FOR SHIRTS, INSEAM LENGTH FOR TROUSERS, ETC. FOR EQUIPMENT ITEMS REQUESTED, PLEASE INCLUDE CATALOG NUMBER, PAGE AND ITEM NUMBER FOR ARTICLE. IF POSSIBLE, TURN CATALOG IN WITH FORM.

See attached quote Atlantic Signal

BYRNE

~~** Utilize Federal Asset Forfeiture Funds **~~ GRANT FUNDS

IS THIS A REPLACEMENT ITEM? YES

IF A REPLACEMENT, WILL ORIGINAL ITEM(S) BE TURNED IN? YES

ITEM REQUEST APPROVED ______ ITEM REQUEST DISAPPROVED ______

SERGEANT APPROVING/DISAPPROVING REQUEST ______

ITEM REQUEST APPROVED ✓ ITEM REQUEST DISAPPROVED ______

CHIEF / CAPTAIN APPROVING / DISAPPROVING REQUEST [signature] atlantic signal

"THE MOST COMMITTED WINS"

900 SW 39th Street : Topeka, KS 66609
www.AtlanticSignal.com

Contact Name	Jason Ryman
Email	jryman@frontroyalva.com
Phone	540-635-2111
Terms	Net 30

Opportunity Name	Front Royal Police Department
Created Date	7/2/2019
Quote Number	00453202
Expiration Date	8/2/2019
Prepared By	Chelsie Weckbaugh

Product	Product Description	Sales Price	Quantity	Total Price
CBV.M03.47	Combat PTT w/ Radio Remote Volume Control & wired for the Motorola APX Series Radio	$460.00	12.00	$5,520.00

Shipping and Handling	$18.00
Grand Total	$5,538.00
Lead Times	14 Weeks

All items on this Quote are Made in the USA and Berry Compliant.
For any Questions, Please Contact us at:
(E) Support@atlanticsignal.com or (P) 785-582-5823

SOLE SOURCE JUSTIFICATION FORM

Requesting Department: Police Dept

Description of Commodities of Services: Push-to-Talk Radio Connections

On the lines below initial all entries that apply to this procurement.

_______ Original manufacturer's equipment or parts subject to specific patent or copyright (Please attach supporting documentation)

___✓___ Equipment or parts not interchangeable with similar parts or equipment of another manufacturer (Please attach supporting documentation)

_______ Original manufacturer's parts required to maintain equipment warranty (Please attach copy of manufacturer's warranty)

_______ This is the only known equipment or part that meets the specialized needs of this department or perform the intended function (Please attach explanation)

___✓___ This is the only known vendor that can perform the repair, maintenance, or render the service. (Please attach supporting documentation)

_______ Commodities or services are only available from this vendor because of legal requirements. (Please attach explanation)

_______ None of the above apply (Please attach explanation)

Based on the above, I request that competitive purchasing procedures be waived and that the commodities or services be procured as a sole source procurement. I have obtained a price quote from this sole source vendor and the price has been determined to be fair and reasonable based on:

Circle one: **~~History~~Cost of similar commodities or services**

Published prices **Negotiated cost**

The Town of Front Royal Procedures for Purchasing and Procurement Manual provides that written notification of a sole source purchase must be posted in a designated public area, published in a newspaper of general circulation, or posted on the Town of Front Royal web site.

Iniator: ______________________ **Date:** 07/02/19

Signature

Verification by Department Head: ______________________

Signature

COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Shannon Dion
Director

Megan Peterson
Chief Deputy Director

Washington Building
1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
www.dcjs.virginia.gov

June 27, 2019

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

RECEIVED
JUL - 8 2019
Town of Front Royal
Town Manager's Office

RE: Local Law Enforcement Block Grant

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 Virginia 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 **$3,058**, funded through federal grant **2017-DJ-BX-0082**. Your DCJS grant award number is **20-T1037LO17** and the project period for this program is **07/01/2019** through **06/30/2020**.

Enclosed you will find the Statement of Grant Award (SOGA) and Special Conditions documents, along with Reporting Requirements and Projected Due Dates. To indicate your acceptance of the award and conditions, please sign the SOGA and return it electronically within the next 60 days to **grantsmgmt@dcjs.virginia.gov**. 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.

In addition, please review your special conditions carefully as they include specific requirements about how your grant funds must be managed. DCJS is mandated to comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at https://www.sam.gov/SAM/. Therefore, you must maintain a valid Data Universal Numbering System (DUNS) number (a unique nine-digit number used for identifying and keeping track of entities receiving federal funds) and be registered in SAM to receive an award. For SAM registration assistance, please contact Lacey Payne at (804) 786-8003 or via email at Lacey.Payne@dcjs.virginia.gov.

Please provide copies of this Award Package to those contacts listed on your grant application. We will be happy to assist you in any way we can to assure your project's success. If you have any questions regarding this award, please contact your Grant Monitor, Jessica Rothenberg, at (804) 225-1847 or via email at jessica.rothenberg@dcjs.virginia.gov.

Sincerely,

Shannon Dion

Shannon Dion

Enclosures

Department of Criminal Justice Services

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

Byrne Justice Assistance Grant Statement of Award/Acceptance

Subgrantee: Front Royal	**DCJS Grant Number:** 20-T1037LO17	**Grant Start Date:** 07/01/2019 **Grant End Date:** 06/30/2020
Project Director	**Project Administrator**	**Finance Officer**
Chief Kerry Magalis Chief of Police Front Royal Police Dept. 23 E. Jackson Street Front Royal, VA 22630 kmagalis@frontroyalva.com **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	Mr. B. J. Wilson Finance Director Town of Front Royal P. O. Box 1560 Front Royal, VA 22630 bwilson@frontroyalva.com **Phone No:** (540) 635-8007

	Federal	Subgrantee Cash Match	TOTAL
TOTAL PROJECT	$3058		$3058

Enter the amount of Federal funds you plan to spend in each category below. The total of Federal funds entered <u>must</u> 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** ☐ **Civilian** ☐
2. Prosecution & Courts	$	
3. Prevention & Education	$	
4. Corrections & Community Corrections	$	
5. Drug Treatment	$	
6. Planning, Education & Technology Improvement	$	

***Please indicate your locality's DUNS # in the space provided.** As the duly authorized representative, the undersigned, having received the Statement of Grant Awards (SOGA) and Special Conditions attached thereto, hereby accepts this grant and agrees to the conditions and provisions of all other Federal and State laws and rules and regulations that apply to this award.

Signature: ______________________________ Title: ______________________________
Authorized Official (Project Administrator)

Date: ______________________________ DUNS #: ______________________________

SPECIAL CONDITIONS

Virginia Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, Virginia 23219

Local Law Enforcement Block Grant	
Grant Start Date: 07/01/2019	Grant End Date: 06/30/2020

Acceptance of this grant award by the subgrantee 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 accordance with 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.

By signing the Statement of Grant Award/Acceptance, the subgrantee 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;
- adhere to the approved budget contained in this award and amendments made to it in accord with these terms and conditions; and,
- comply with all terms, conditions and assurances either attached to this award or submitted with the grant application.

1. Requirements of the award; remedies for non-compliance or for materially false statements

The conditions of this award are material requirements of the award. Compliance with any certifications or assurances submitted by or on behalf of the subgrantee that relate to conduct during the period of performance also is a material requirement of this award.

Failure to comply with any one or more of these award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or a certification or assurance related to conduct during the award period -- may result in the Office of Justice Programs ("OJP") or the Department of Criminal Justice Services (DCJS) taking appropriate action with respect to the recipient and the award. Among other things, the OJP and DCJS may withhold award funds, disallow costs, or suspend or terminate the award. The Department of Justice ("DOJ"), including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 42 U.S.C. 3795a), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.

2. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at https://ojp.gov/funding/Part200UniformRequirements.htm.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the subgrantee is to contact DCJS promptly for clarification.

3. Compliance with DOJ Grants Financial Guide

References to the DOJ Grants Financial Guide are posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at https://ojp.gov/financialguide/DOJ/index.htm) including any updated version that may be posted during the period of performance. The subgrantee agrees to comply with the DOJ Grants Financial Guide.

4. Requirements related to "de minimis" indirect cost rate

A subgrantee that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise DCJS in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

5. Requirement to report potentially duplicative funding

If the subgrantee currently has other active awards of federal funds, or if the subgrantee receives any other award of federal funds during the period of performance for this award, the subgrantee promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the subgrantee must promptly notify DCJS in writing of the potential duplication, and, if so requested by DCJS, must seek a budget-modification or change-of-project-scope to eliminate any inappropriate duplication of funding.

6. Requirements related to System for Award Management and Universal Identifier Requirements

The subgrantee must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at https://www.sam.gov/SAM/. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The subgrantee must maintain a valid DUNS number (a unique nine-digit number used for identifying and keeping track of entities receiving federal funds). Subgrantees must be registered in SAM to receive an award and must maintain an active registration for the entire period of the award.

7. All subawards ("subgrants") must have specific federal authorization

The subgrantee must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").
The details of the requirement for authorization of any subaward are posted on the OJP web site at https://ojp.gov/funding/Explore/SubawardAuthorization.htm (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

8. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed $150,000

The subgrantee, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, $150,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed $150,000)), and are incorporated by reference here.

9. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The subgrantee must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of subgrantees, or individuals defined (for purposes of this condition) as "employees" of any subgrantee.

The details of the subgrantee's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm (Award condition: Prohibited conduct by subgrantees related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

10. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The subgrantee must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

11. Requirement for data on performance and effectiveness under the award

The subgrantee must collect and maintain data that measure the performance and effectiveness of work under this award. The data must be provided to DCJS as specified by DCJS in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

12. OJP Training Guiding Principles

Any training or training materials that the subgrantee develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm.

13. Effect of failure to address audit issues

The subgrantee understands and agrees that DCJS or the DOJ awarding agency may withhold award funds, or may impose other related requirements, if (as determined by DCJS or the DOJ awarding agency) the subgrantee does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

14. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The subgrantee must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

15. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The subgrantee must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

16. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The subgrantee must comply with all applicable requirements of 28C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to subgrantee organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to subgrantees that are faith-based or religious organizations.

The text of the regulation, now entitled "Partnerships with Faith-Based and Other Neighborhood Organizations," is available via the Electronic Code of Federal Regulations (currently accessible at http://www.ecfr.gov/cgi-bin/ECFR?page=browse) by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

17. Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the subgrantee, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the subgrantee, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a subgrantee would or might fall within the scope of these prohibitions, the subgrantee is to contact DCJS for guidance, and may not proceed without the express prior written approval of DCJS and OJP.

18. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2017)

Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2017, are set out at http://ojp.gov/funding?Explore?FY2017-AppropriationsLawRestrictions.htm, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a subgrantee would or might fall within the scope of an appropriations-law restriction, the subgrantee is to contact DCJS for guidance, and may not proceed without the express prior written approval of DCJS and OJP.

19. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct

The subgrantee must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subgrantee, contractor, subcontractor, or other person has, in connection with funds under this award -- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by—

a. mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 1425 New York Avenue, N.W. Suite 7100, Washington, DC 20530; and/or
b. the DOJ OIG hotline: (contact information in English and Spanish) at (800) 869-4499 (phone) or (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at https://oig.justice.gov/hotline.

20. Restrictions and certifications regarding non-disclosure agreements and related matters

No subgrantee under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

20. (Cont'd)

In accepting this award, the subgrantee—

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

If the subgrantee does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both—

a. it represents that it has determined that no other entity that the subgrantee's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
b. it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and
c. it certifies that, if it learns or is notified that any subgrantee, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

21. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The subgrantee must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The subgrantee also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the subgrantee is to contact DCJS for guidance.

22. Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages subgrantees to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

23. Discrimination findings

The subgrantee assures that in the event that a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the ground of race, religion, national origin, sex, or disability against a recipient of victim assistance formula funds under this award, the subgrantee will forward a copy of the findings to the Office for Civil Rights of OJP.

24. Documentation requirements

The subgrantee agrees promptly to provide, upon request, financial or programmatic related documentation related to this award, including documentation of expenditures and achievements.

25. Additional monitoring requirements

The subgrantee understands that it may be subject to additional financial and programmatic on-site monitoring, which may be on short notice, and agrees that it will cooperate with any such monitoring.

26. Record retention and access

Records pertinent to the award must be retained for a period of three (3) years from the date of submission of the final expenditure report. Subgrantee must provide access, including performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

27. Non-Supplanting requirement

Funds made available through this award 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. Guidance on the non-supplanting requirement is available here:
https://ojp.gov/archives/financial_guides/financialguide11/PreawardRequirements/chapter5page6.htm

28. Civil Rights training requirement

The subgrantee agrees to meet the civil rights training requirements through viewing the online training modules offered through the Office on Civil Rights at https://ojp.gov/about/ocr/assistance.htm or online training offered by DCJS. The subgrantee must review these training modules at least once per grant cycle and must view the civil rights overview, standard assurances modules, and the module on the obligations to provide services to limited English proficient (LEP) individuals.

29. Equal Employment Opportunity Plan (EEOP)

As a recipient of Department of Justice funding, the subgrantee agrees to comply with the requirements regarding Equal Employment Opportunity Plans (EEOP). In certain cases, subgrant recipients must develop an EEOP. Your organization is required to submit a Certification Report and/or the Utilization Report section of your plan to the Office of Civil Rights. Further guidance can be found at https://ojp.gov/about/ocr/eeop.htm. The Certification form required by OJP can be found at http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf.

30. Performance and obligation periods

Grant funds, including state and local match, may be expended and/or obligated during the grant award period of performance. Subgrantees may only charge to the award allowable costs incurred during this grant award period. All properly incurred obligations must be liquidated no later than 45 days after the end of the award period. No new obligations may be made during the liquidation period. The subgrantee agrees to submit a final financial report and return all received and unexpended grant funds to DCJS within 45 days of the end of the grant award period.

31. Travel Policy

Subgrantees may follow their own established travel rates if they have an established travel policy. DCJS reserves the right to determine the reasonableness of an organization's travel policy. If the subgrantee does not have an established policy, then they must adhere to federal travel policy. DCJS allows reimbursement for actual reasonable expenses and meals according to per diem. Please refer to the following IRS website for the most current mileage rate: https://www.irs.gov/tax-professionals/standard-mileage-rates. Transportation costs for air and rail must be at coach rates.

32. Project initiation

Within 60 days of the starting date of the grant, the subgrantee must initiate the project funded. If not, the subgrantee must report to DCJS, in writing, the steps taken to initiate the project, 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 obtain approval in writing from DCJS for a new implementation date or DCJS may cancel and terminate the project and redistribute the funds.

33. Budget amendments

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. The deadline for all budget amendments to be submitted will be 45 days prior to the end of the grant year.

34. Financial audits

The subgrantee agrees to forward a copy to DCJS of the subgrantee's scheduled financial statement audit for the fiscal year that covers the grant award period. If the subgrantee is a local government or non-profit organization and expends $750,000 or more in federal awards (from all sources) during its fiscal year, the subgrantee is required to submit the appropriate single or program specific audit in accordance with the provisions outlined in 2CFR Part 200 Subpart F.

35. Procurement

The subgrantee agrees to provide for fair and open competition when procuring goods and services with award funds and to maintain documented procurement policies and procedures. Permission to make a sole source procurement requires the prior approval of DCJS. Any request for exemption to this regulation must be filed in writing.

36. Conflict of interest

All subgrantees must have a written conflict of interest policy. The subgrantee certifies that it will disclose in writing any potential conflict of interest to DCJS in accordance with applicable federal awarding agency policy as required in 2 C.F.R. Part 200, Subpart E § 200.112.

37. Financial management systems

All subgrantees are required to establish and maintain adequate accounting systems and financial records and to accurately account for funds awarded to them. They must have a financial management system in place that is able to record and report on the receipt, obligation, and expenditure of grant funds. Subgrantees must properly track the use of award funds and maintain adequate supporting documentation including maintaining proper documentation for all paid grant and match staff and volunteer time reported. Further information is available in the DOJ Financial Guide at https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf.

38. Project income

Any funds generated as a direct result of DCJS grant-funded projects are deemed project income. Project income must be reported on the Subgrantee Financial Report for Project Income provided by DCJS. Instructions for the Project Income form can be downloaded at: http://www.dcjs.virginia.gov/forms/grants/subgrantProjectIncomeInstructions.doc. The Project Income form can also be downloaded from the DCJS website at: http://www.dcjs.virginia.gov/forms/grants/subgrantProjectIncome.xls. Examples of project income might include service fees; client fees; usage or rental fees; sales of materials; and income received from sale of seized and forfeited assets (cash, personal or real property included).

39. Change in personnel

The subgrantee agrees to submit the DCJS Program Change/Update form when there is a personnel change in the program. Available on the DCJS website at: https://www.dcjs.virginia.gov/victims-services/forms.

40. Required reports

The subgrantee agrees to submit, on or before scheduled due dates, such reports as required by DCJS. This includes filing required reports using the online Grants Management Information System (GMIS) and performance metric reports using the Performance Metric Tool (PMT). Failure to submit reports by the deadline dates may result in delay for reimbursement requests and/or cancellation of the subaward.

41. Delegation of responsibility

Any delegation of responsibility for carrying out grant-funded activities to any entity must be pursuant to a written memorandum of understanding by which the implementing organization 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.

42. National Environmental Policy Act Compliance

The grantee agrees to assist the Bureau of Justice Assistance (BJA) in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these grant funds, either directly by the grantee or by a subgrantee. Accordingly, the grantee agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the grant, the grantee agrees to contact BJA.

The grantee understands that this special condition applies to its following new activities whether or not they are being specifically funded with these grant funds. That is, as long as the activity is being conducted by the grantee, a subgrantee, or any third party and the activity needs to be undertaken in order to use these grant funds, this special condition must first be met. The activities covered by this special condition are: a. New construction; b. Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places; c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size; d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

The grantee understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. The grantee further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed at http://www.ojp.usdoj.gov/BJA/resource/nepa.html, for programs relating to methamphetamine laboratory operations.

Application of this Special Condition to Grantee's Existing Programs or Activities: for any of the grantee's or its subgrantees' existing programs or activities that will be funded by these grant funds, the grantee, upon specific request from BJA, agrees to cooperate with BJA in any preparation by BJA of a national or program environmental assessment of that funded program or activity.

43. Consultants

Approval of this award does not indicate approval of any consultant rate in excess of $650 per day. A detailed justification must be submitted to and approved by the Office of Justice Programs (OJP) program office prior to obligation or expenditure of such funds.

44. Monitoring and access to grant records

The subgrantee agrees to comply with OJP and DCJS grant monitoring guidelines, protocols, and procedures, and to cooperate with BJA, OCFO, and DCJS on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide to BJA, OCFO, and DCJS all documentation necessary to complete monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by BJA, OCFO, and DCJS for providing the requested documents. Failure to cooperate with BJA's/OCFO's/DCJS's grant monitoring activities may result in sanctions affecting the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to grant funds; referral to the Office of the Inspector General for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).

45. Information technology systems

The subgrantee agrees that any information technology system funded or supported by OJP funds will comply with 28 C.F.R. Part 23, Criminal Intelligence Systems Operating Policies, if OJP determines this regulation to be applicable. Should OJP determine 28 C.F.R. Part 23 to be applicable, OJP may, at its discretion, perform audits of the system, as per the regulation. Should any violation of 28 C.F.R. Part 23 occur, the recipient may be fined as per 42 U.S.C. 3789g(c)-(d). Recipient may not satisfy such a fine with federal funds.

46. Avoidance of the duplication of networks

To avoid duplicating existing networks or IT systems in any initiatives funded by BJA for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the recipient can demonstrate to the satisfaction of BJA that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.

47. Protection of human research subjects

The subawardee must comply with the requirements of 28 C.F.R. Part 46 and all OJP policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.

48. Confidentiality requirements

Subgrantee agrees to comply with all confidentiality requirements of 42 U.S.C. section 3789g and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. Grantee further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, section 22.23.

49. Body Armor

Ballistic-resistant and stab-resistant body armor purchased with JAG funds may be purchased at any threat level, make or model, from any distributor or manufacturer, as long as the vests have been tested and found to comply with applicable National Institute of Justice ballistic or stab standards and are listed on the NIJ Compliant Body Armor Model List (http://nij.gov). In addition, ballistic-resistant and stab-resistant body armor purchased must be American made. The latest NIJ standard information can be found here: http://www.nij.gov/topics/technology/body-armor/safetyinitiative.htm.

50. Mandatory Wear Policy Certification

The subgrantee agrees to submit a signed certification that all law enforcement agencies receiving vests purchased with JAG funds have a written "mandatory wear" policy in effect. Fiscal agents and state agencies must keep signed certifications on file for any subrecipients planning to utilize JAG funds for ballistic-resistant and stab-resistant body armor purchases. This policy must be in place for at least all uniformed officers before any JAG funding can be used by the agency for body armor. There are no requirements regarding the nature of the policy other than it be a mandatory wear policy for all uniformed officers while on duty.

51. Bulletproof Vest Partnership (BVP) Program

JAG funds may be used to purchase vests for an agency, but they may not be used as the 50% match for purposes of the Bulletproof Vest Partnership (BVP) program.

52. Required online (internet-based) Task-Force Training

The sub-grantee agrees that within 120 days of award acceptance, each current member of a law enforcement task force funded with these funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, will complete required online (internet-based) task force training. Additionally, all future task force members are required to complete this training once during the life of this award, or once every four years if multiple awards include this requirement. The training is provided free of charge online through BJA's Center for Task Force Integrity and Leadership (www.ctfli.org). This training addresses task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. When BJA funding supports a task force, a task force personnel roster should be compiled and maintained, along with course completion certificates, by the grant recipient. Additional information is available regarding this required training and access methods via BJA's web site and the Center for Task Force Integrity and Leadership (www.ctfli.org).

53. Quarterly accountability metrics

Any law enforcement agency receiving direct or sub-awarded JAG funding must submit quarterly accountability metrics data related to training that officers have received on the use of force, racial and ethnic bias, de-escalation of conflict, and constructive engagement with the public.

54. Required attendance at BJA sponsored events

The subawardee must participate in BJA-sponsored training events, technical assistance events, or conferences held by BJA or its designees, upon BJA's request.

55. Use of funds for DNA testing

If award funds are used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System ("CODIS," the DNA database operated by the FBI) by a government DNA laboratory with access to CODIS. No profiles generated under this award may be entered or uploaded into any non-governmental DNA database without prior express written approval from BJA. Award funds may not be used for the purchase of DNA equipment and supplies unless the resulting DNA profiles may be accepted for entry into CODIS.

56. Reclassification of various statutory provisions to a new title 34 of United States Code

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code. Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in material incorporated by reference through award conditions, and references set out in other award requirements.

57. Encouragement of submission of "success stories"

BJA strongly encourages the recipient to submit annual (or more frequent) JAG success stories. To submit a success story, sign in to a My BJA account at https://www.bja.gov/Login.aspx to access the Success Story Submission form. If the recipient does not yet have a My BJA account, please register at https://www.bja.gov/profile.aspx. Once registered, one of the available areas on the My BJA page will be "My Success Stories." Within this box, there is an option to add a Success Story. Once reviewed and approved by BJA, all success stories will appear on the BJA Success Story web page at https://www.bja.gov/SuccessStoryList.aspx.

58. Program Guidelines

Unless otherwise stated, Special Conditions listed in **item #59** must be met by August 31, 2019. If they remain unmet after this date, then the subgrantee must report to the DCJS, by letter, the steps taken to achieve compliance, the reasons for non-compliance, and the expected date of compliance. DCJS may terminate grant funding based upon unexplained or unreasonable failure to substantially comply with special conditions within reasonable specified timeframes.

59. Prior to DCJS disbursing funds, the subgrantee must comply with the following special conditions:

a) **Submit a budget narrative outlining all expenditures.**

b) **Please submit verification of registration in the federal System for Award Management (SAM).**

REPORTING REQUIREMENTS AND PROJECTED DUE DATES

Virginia Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, Virginia 23219

Local Law Enforcement Block Grant	
Grant Start Date: 07/01/2019	Grant End Date: 06/30/2020

REPORTING REQUIREMENTS

By accepting the accompanying grant award, you are agreeing to submit online quarterly financial and progress 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, as of the continuation application due date, any of the required financial and progress reports for the current grant are more than 30 days overdue. For good cause, submitted in writing by the grant recipient, DCJS may waive this provision.

To submit reports, requests, and to view your grant award, refer to the Grants Management Information System (GMIS) at our website: www.dcjs.virginia.gov/grants/gmis-online. 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.

- FINANCIAL REPORTS are due within 15 days after the end of each calendar quarter and must be approved by your locality's Financial Officer. Reports are required even if no expenditures occurred during the quarter. If the due date falls on a weekend or non-business day, the report is due on the next business day. For financial questions, contact Bill Dodd at (804) 371-0638 or via email at Bill.Dodd@dcjs.virginia.gov or Mark Fero at (804) 225-2782 or via email at Mark.Fero@dcjs.virginia.gov.
- PROGRESS REPORTS for most grant programs are due within 15 days after the end of each calendar quarter and must be approved by your DCJS Grant Monitor.
- REQUEST FOR FUNDS for most grant programs are processed quarterly. Requests must be preceded by the previous quarter's financial and approved progress reports. For request for funds questions, contact Bill Dodd at (804) 371-0638 or via email at Bill.Dodd@dcjs.virginia.gov or Mark Fero at (804) 225-2782 or via email at Mark.Fero@dcjs.virginia.gov.
- BUDGET AMENDMENTS can be submitted for most DCJS programs with prior approval through our online Grants Management Information System (GMIS). Please review your Special Conditions carefully to determine the requirements and procedures for amending budgets. For budget amendment questions, contact your assigned Grant Monitor.

- GRANT CLOSEOUT: The last quarterly financial report of a project using federal funds must indicate any unpaid obligations that may exist at the expiration of the grant award period. The subgrantee has up to 45 days from the end of the award period to liquidate any unpaid obligations and submit a final financial report. The liquidation period exists to allow projects time to receive final invoices and make final payments -- no new obligations may be incurred during this period. Closeout questions should be directed to Andrew Wooldridge (804) 225-1863 or via email at Andrew.Wooldridge@dcjs.virginia.gov or Mark Fero at (804) 225-2782 or via email at Mark.Fero@dcjs.virginia.gov.

REPORTING SCHEDULE

CALENDAR QUARTER ENDING	REPORT DUE DATES
9/30/2019	10/15/2019
12/31/2019	1/15/2020
3/31/2020	4/15/2020
6/30/2020	7/15/2020
Final Report	8/15/2020

GENERAL HELPDESK INFORMATION

- GMIS Online: Send an email to grantsweb@dcjs.virginia.gov.

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Town of Front Royal, Virginia
Council Agenda Statement

Page 1
Item No. 12

Meeting Date: July 22, 2019

Agenda Item: CLOSED MEETING – Evaluations of Town Manager, Town Attorney, Clerk of Council

Summary: I move that Town Council go into Closed Meeting to discuss the performance and salaries of specific public officers, appointees, or employees of the public body, pursuant to Section 2.2-3711. A. 1. of the Code of Virginia.

Budget/Funding: None

Attachments: None

Meetings: None

Staff Recommendation: Approval ✓ Denial______

Motion to Go Into Closed Meeting

I move that Town Council go into Closed Meeting to discuss the performance and salaries of specific public officers, appointees, or employees of the public body, pursuant to Section 2.2-3711. A. 1. of the Code of Virginia.

Motion to Certify Closed Meeting at its Conclusion *[At the conclusion of the Closed Meeting, immediately re-convene in open meeting and take a roll call vote on the following:]*

I move that Council certify that to the best of each member's knowledge, as recognized by each Council member's affirmative vote, that only such public business matters lawfully exempted from Open Meeting requirements under the Virginia Freedom of Information Act as were identified in the motion by which the Closed Meeting was convened were heard, discussed or considered in the Closed Meeting by Council, and that the vote of each individual member of Council be taken by roll call and recorded and included in the minutes of the meeting of Town Council.

*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: JW