

**COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
REGULAR MEETING
January 22, 2013**

The Henrico County Board of Supervisors convened a regular meeting on Tuesday, January 22, 2013, at 7:00 p.m. in the Board Room, Administration Building, Henrico County Government Center, Parham and Hungary Spring Roads, Henrico County, Virginia.

Members of the Board Present:

David A. Kaechele, Chairman, Three Chopt District
Patricia S. O'Bannon, Vice Chairman, Tuckahoe District
Richard W. Glover, Brookland District
Tyrone E. Nelson, Varina District
Frank J. Thornton, Fairfield District

Other Officials Present:

John A. Vithoulikas, County Manager
Joseph P. Rapisarda, Jr., County Attorney
Michael L. Wade, Sheriff
Barry R. Lawrence, CMC, Assistant to the County Manager/Clerk to the Board
Jane D. Crawley, Deputy County Manager for Community Services
Timothy A. Foster, Deputy County Manager for Community Operations
Randall R. Silber, Deputy County Manager for Community Development

Mr. Kaechele called the meeting to order at 7:02 p.m. and welcomed Mr. Vithoulikas to his first Board meeting as County Manager.

Mr. Kaechele led recitation of the Pledge of Allegiance and a moment of silent prayer.

On motion of Nelson, seconded by Mrs. O'Bannon, the Board approved the minutes of the January 8, 2013, Regular Meeting.

The vote of the Board was as follows:

Yes: Kaechele, O'Bannon, Glover, Nelson, Thornton

No: None

MANAGER'S COMMENTS

Mr. Vithoulikas introduced Joseph P. Casey, who will join the County Manager's staff on January 28. As the County's next Deputy County Manager for Administration, Mr. Casey will

oversee the Departments of Finance, General Services, and Information Technology, as well as the Public Library and the County's legislative liaison efforts. He is a Certified Public Accountant and comes to Henrico from Hanover County, where he most recently served as Deputy County Administrator and previously served as Director of Finance and Management Services. Throughout his career, Mr. Casey has been actively involved in professional organizations and the greater metropolitan community. Mr. Casey introduced his wife, Suzanne, and extended thanks to Mr. Vithoukas and Henrico employees for welcoming him to the County.

Mr. Vithoukas recognized and commended Douglas A. Middleton, Chief of Police, who has been appointed by the Governor to serve on the Public Safety Workgroup of the Governor's Task Force on School and Campus Safety. The workgroup is tasked with studying school safety issues across Virginia and the United States, making recommendations for best practices and security enhancements where practical, and submitting recommendations for results-oriented legislation. As a member of the workgroup, Chief Middleton will be in a position to share with workgroup members, and ultimately the Governor, the outstanding school safety package already in place in Henrico County. He noted his gratitude to the Governor for the opportunity to contribute to this discussion and expressed pride in the County's work to enhance the safety and security of its schools.

Mr. Vithoukas recognized Steven J. Yob, Director of Public Works, and crews from the Department of Public Works for their quick and effective response to a snow storm on his first day as County Manager. Over 100 employees from the Department of Public Works and a few employees from the Department of Public Utilities worked two 12-hour shifts on January 24 and 25 in combatting the snow. Their snow removal efforts, which included picking up 24 downed trees in County roadways, required 54 trucks and five pieces of heavy equipment for the first shift and 12 trucks for the second shift. These efforts cost the Public Works Road Maintenance Division \$206,000, money that could have otherwise been spent on resurfacing the asphalt on four miles of subdivision roads. Mr. Yob and his staff will be monitoring the weather in preparation for another expected storm later this week.

BOARD OF SUPERVISORS' COMMENTS

Mr. Kaechele noted that Bob Attack, who serves as a Board appointee on the Capital Region Airport Commission, suffered major heart problems this past weekend and underwent surgery earlier in the day but is reportedly doing well. He extended prayers and thoughts to Mr. Attack and his family.

RECOGNITION OF NEWS MEDIA

Mr. Kaechele recognized Graham Moomaw from the Richmond Times-Dispatch and Kelly Avellino from WWBT-TV 12.

PUBLIC HEARINGS - REZONING CASES

25-13
C-29C-12
Three Chopt

Cox Road, LLC: Request to amend proffered conditions accepted with Rezoning Case C-63C-98 on Parcel 748-759-3503 located on the east side of Cox Road at its intersection with Westerre Parkway. The applicant proposes to amend Proffer 7 to allow a satellite wagering facility.

Jean Moore, Assistant Director of Planning, reviewed the case and responded to questions from Mr. Kaechele. Jim Weinberg presented the case on behalf of the applicant. He explained the type of facility that was being proposed, how it would be regulated by the Virginia Racing Commission, and the income stream for the County that it would generate. Following his presentation, Mr. Weinberg responded to questions from Mr. Kaechele.

Steve Richter, owner of The Primrose School at Westerre Commons, spoke in opposition to this case. He voiced concerns about the proximity of the proposed business to his school and how it would potentially affect the school's enrollment. Mr. Richter responded to a question from Mr. Kaechele.

Mr. Weinberg addressed the hours of operation of the proposed facility and concerns that the facility would diminish business in the shopping center where it would be located. He responded to questions from the Board.

At Mr. Kaechele's request, Chief Middleton shared statistical data pertaining to police calls for service at two satellite wagering facilities that have operated in the County. He responded to a question from Mr. Kaechele.

Nathan Shore, owner of The Shops at Twin Oaks where the proposed facility would be located, advised the Board that none of his other nine tenants have expressed concerns about the facility.

Mr. Kaechele noted that County staff and the Planning Commission had thoroughly reviewed the application and found it not to be a difficult situation to have to deal with.

On motion of Mrs. O'Bannon, seconded by Mr. Nelson, and by unanimous vote, the Board followed the recommendation of the Planning Commission and approved this item with the following proffered conditions:

1. **Deletion of Condition.** Proffered Condition 7.(a)(iv) of Case No. C-63C-98 is hereby deleted. The remaining Proffered Conditions remain in full force and effect.

The vote of the Board was as follows:

Yes: Kaechele, O'Bannon, Glover, Nelson, Thornton

No: None

26-13
C-27C-12
Varina

Slurry Pavers, Inc: Request to conditionally rezone from B-3 Business District to M-2C General Industrial District (Conditional) Parcel 806-722-0882 consisting of 0.244 acres located on the south line of Nine Mile Road (State Route 33) approximately 350' west of Evergreen Road.

Karen Hamilton, a resident of the Three Chopt District, questioned whether there are trees on the subject site and whether the proposed use would comply with the County's noise ordinance. Ms. Moore and Joe Emerson, Director of Planning, responded to her concerns.

On motion of Mr. Nelson, seconded by Mrs. O'Bannon, and by unanimous vote, the Board followed the recommendation of the Planning Commission and approved this item with the following proffered conditions:

1. **Use Restrictions.** The uses permitted on the Property shall include all uses permitted in a M-1 district and only the following M-2 uses:
 - a. Contractor's equipment storage yard; and
 - b. Sandblasting or cutting conducted inside the enclosed building.

The manufacturing or production of asphalt or other petroleum based paving products is not permitted on this site.

2. **Fence.** A minimum eight (8) foot high ornamental iron style fence shall be constructed along the upper employee parking area and as generally shown on the accompanying site plan marked Exhibit A (see case file). The ornamental iron style fence shall be supported by 2'x2'x8' brick columns spaced at 10' on center maximum. A gate shall be constructed from the fence across the access drive for entry into the upper employee parking area.

A minimum eight (8) foot high ornamental iron style fence shall be constructed along the frontage of Nine Mile Road within the limits of the 50' Transitional Buffer and a minimum eight (8) foot

height chain link fence shall be constructed generally in the location shown on the accompanying site plan marked as Exhibit A (see case file). Gates shall be constructed from the fence across each access drive for entry into the storage and maintenance areas. The chain link fence material shall be black, vinyl coated, 2" mesh. The ornamental iron style fence shall be supported by 2'x2'x8' brick columns spaced at 10' on center maximum. The ornamental iron style fence shall be located within the Transitional Buffer and as shown on the accompanying site plan marked as Exhibit A (see case file).

3. **Buffers.** A landscaped or natural buffer area fifty (50) feet in width as measured from the existing right-of-way of Nine Mile Road shall be maintained along the northern boundary, east of the existing access road, as shown on the Conceptual Transitional Buffer Plan marked as Exhibit B (see case file) and the architectural rendering marked as Exhibit C (see case file). This buffer shall be equal to the Transitional Buffer 50 and provide opaque screening.

A landscaped or natural buffer area twenty-five (25) feet in width as measured from the existing right-of-way of Nine Mile Road shall be maintained along the northern boundary, west of the existing access road, as shown on the Conceptual Transitional Buffer Plan marked as Exhibit B (see case file) and the architectural rendering marked as Exhibit C (see case file). This buffer shall be equal to the Transitional Buffer 25.

Along the eastern property line, a landscaped or natural buffer a minimum of ten (10) feet in width shall extend a minimum of 100' in a southerly direction from the southern edge of the fifty (50) foot buffer along Nine Mile Road. This buffer shall be planted with evergreen species that provide an opaque screen to the adjacent property to the east.

Utility easements, signage, and access drives shall be permitted within the aforesaid buffers. Any utility easement or roadway extended through the buffer areas shall be extended generally perpendicular thereto, unless otherwise specifically permitted at the time of Plan of Development review, and where permitted, areas disturbed for utility installations shall be restored to the condition existing immediately prior to the disturbance.

Underbrush and fallen, diseased or dead plant growth may be removed from such buffer areas and if so removed additional plantings shall be added.

4. **Parking Lot Lighting.** Pole mounted parking lot lighting shall not exceed twenty (20) feet in height as measured from finish grade of the base of the lighting standard. The lamp, in the light fixture, shall be concealed.
5. **Paved Areas.** Driveways, employee parking areas and licensed fleet vehicle parking areas shall be paved. Provided however, the equipment and storage areas may be graveled.
6. **Outdoor Storage.** The storage areas for equipment and materials incidental to road construction and maintenance shall be screened from public view from ground level at Nine Mile Road as set forth in proffers 2 and 3.
7. **Outside Speakers.** No outdoor speakers shall be permitted on the property.
8. **Sign.** Any freestanding sign on the Property shall be ground mounted monumental-type sign with a brick base and shall not exceed six (6) feet in height above grade and shall not exceed fifty-four (54) square feet in area
9. **Architectural Rendering.** The architectural rendering, marked as Exhibit C (see case file), shall serve as reference for the proposed building improvements and proposed fencing.
10. **Severance.** The unenforceability, illegality, elimination, revision or amendment of any proffer set forth herein, in whole or in part, shall not affect the validity or enforceability of the other proffers or the unaffected part of any such proffer.

PUBLIC COMMENTS

Ms. Hamilton voiced concerns regarding the use of taxpayer money for Sister City visits and dues payments to professional and local government associations, the cost of housing in the Short Pump area, and the environmental impact of development along Bacova Road on migratory bird habitats.

GENERAL AGENDA

27-13

Resolution - Designating a Portion of Rocketts Landing as a Revitalization Area Pursuant to Code of Virginia Section 36-55.30:2(A) to Enable Virginia Housing Development Authority Bond Financing for Construction of a Mixed Use and Mixed Income Building.

Mr. Nelson remarked that after meeting with the residents of the Rocketts Landing community he is confident the majority of them understand this resolution.

On motion of Mr. Nelson, seconded by Mr. Thornton, and by unanimous vote, the Board approved this item – see attached resolution.

- 28-13 Resolution – Approving the Plan of Financing for the Capital Region Airport Commission for the Purpose of Financing or Refinancing Improvements and Extensions at the Richmond International Airport.

On motion of Mrs. O'Bannon, seconded by Mr. Nelson, and by unanimous vote, the Board approved this item – see attached resolution.

- 29-13 Resolution – Authorization to Apply for and Accept a Grant from the Virginia Department of Emergency Management's 2012 State Homeland Security Program.

Tony McDowell, Chief of Fire, responded to questions from Mr. Kaechele and Mrs. O'Bannon.

On motion of Mr. Glover, seconded by Mr. Thornton, and by unanimous vote, the Board approved this item – see attached resolution.

- 30-13 Resolution – Authorization to Apply for and Accept Grant Funding from the Fireman's Fund Insurance Company Heritage Program.

On motion of Mr. Glover, seconded by Mrs. O'Bannon, and by unanimous vote, the Board approved this item – see attached resolution.

- 31-13 Resolution – Award of Construction Contract – Chiller Replacement at Mental Health and Developmental Services – Woodman Road – Fairfield District.

Chris Winstead, Director of General Services, responded to questions from Mrs. O'Bannon and Mr. Glover.

On motion of Mr. Glover, seconded by Mr. Nelson, and by unanimous vote, the Board approved this item – see attached resolution.

- 32-13 Resolution - Signatory Authority - Sublease of Suite B at 7740 Shrader Road - Commonwealth of Virginia Department of General Services - Brookland District.

On motion of Mr. Glover, seconded by Mr. Thornton, and by unanimous vote, the Board approved this item – see attached resolution.

33-13

Resolution – Acceptance of Roads.

On motion of Mrs. O'Bannon, seconded by Mr. Nelson, and by unanimous vote, the Board approved this item – see attached resolution.

There being no further business, the meeting was adjourned at 8:00 p.m.

David A. Kaehle

Chairman, Board of Supervisors
Henrico County, Virginia



COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE

Agenda Item No. 27-13

Page No. 1 of 2

Agenda Title: **RESOLUTION – Designating a Portion of Rocketts Landing as a Revitalization Area Pursuant to Code of Virginia Section 36-55.30:2(A) to Enable Virginia Housing Development Authority Bond Financing for Construction of a Mixed Use and Mixed Income Building**

For **JAN 22 2013**

Date: _____

- ☒ Approved
☐ Denied
☐ Amended
☐ Deferred to: _____

BOARD OF SUPERVISORS ACTION

Moved by (1) Nelson Seconded by (1) Thornton
(2) _____ (2) _____

REMARKS:

APPROVED

YES NO OTHER

Glover, R.	<input checked="" type="checkbox"/>	_____	_____
Kaechele, D.	<input checked="" type="checkbox"/>	_____	_____
Nelson, T.	<input checked="" type="checkbox"/>	_____	_____
O'Bannon, P.	<input checked="" type="checkbox"/>	_____	_____
Thornton, F.	<input checked="" type="checkbox"/>	_____	_____

WHEREAS, pursuant to Section 36-55.30:2(A) of the Code of Virginia of 1950, as amended, the Board of Supervisors of Henrico County, Virginia desires to designate the area known as Rocketts Landing, Phase 3, Block 18, Revitalization Area, as shown on the map attached hereto as a revitalization area (the "Area"); and

WHEREAS, such designation will enable the Virginia Housing Development Authority to provide bond financing for the construction in the Area of a five-story mixed use and mixed income building containing 156 apartment units and approximately 11,000 square feet of commercial space; and

WHEREAS, the Henrico County Vision 2026 Comprehensive Plan designates the Area for Urban Mixed Use as shown on the 2026 Future Land Use Map, a designation intended to encourage multi-story buildings with a vertical mix of uses and also designates the area as a Revitalization/Reinvestment Opportunity Area on the Special Focus Areas Map; and

WHEREAS, on November 9, 2004 the Board rezoned the Area to the Urban Mixed Use (Conditional) zoning classification to reflect the redevelopment of the Area from its former industrial use to accommodate a mixed use development including housing, offices, retail shops, restaurants, and other uses; and

WHEREAS, on July 24, 2012 the Board approved a provisional use permit to enable the construction in the Area of a mixed use building containing both housing and other uses.

NOW, THEREFORE, BE IT RESOLVED by the Board that, pursuant to Section 36-55.30:2(A), it makes the following determinations with respect to the Area:

By Agency Head [Signature]

By County Manager [Signature]

Routing:

Yellow to: _____

Copy to: _____

Certified:

A Copy Tests: _____

Clerk, Board of Supervisors

Date: _____

**COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE**

Agenda Item No. 27-13

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Agenda Title: RESOLUTION – Designating a Portion of Rocketts Landing as a Revitalization Area Pursuant to Code of Virginia Section 36-55.30:2(A) to Enable Virginia Housing Development Authority Bond Financing for Construction of a Mixed Use and Mixed Income Building

(1) the industrial, commercial or other economic development of the Area will benefit the County but the Area lacks the housing needed to induce manufacturing, industrial, commercial, governmental, educational, entertainment, community development, healthcare or nonprofit enterprises or undertakings to locate or remain in the Area; and

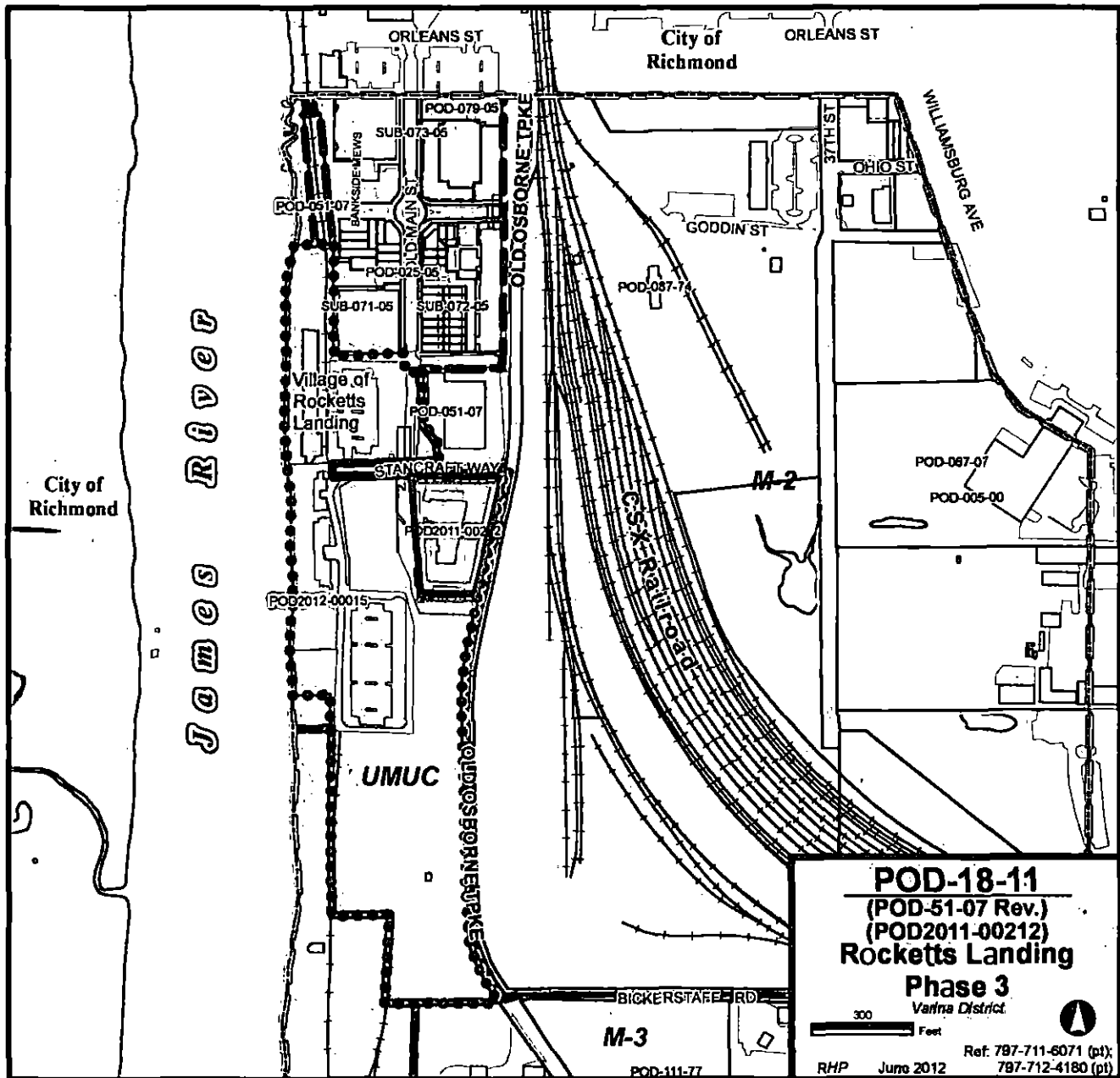
(2) private enterprise and investment are not reasonably expected, without assistance, to produce the construction or rehabilitation of decent, safe and sanitary housing and supporting facilities that will meet the needs of low and moderate income persons and families in the Area and will induce other persons and families to live within the Area and thereby create a desirable economic mix of residents in the Area; and

(3) the nonhousing portion of the building to be located in the Area is appropriate for the revitalization of the Area.

BE IT FURTHER RESOLVED by the Board that, pursuant to Section 36-55.30:2(A), it designates the Area as a revitalization area.

COMMENTS: The Director of Community Revitalization recommends approval of this Board paper, and the County Manager concurs.

Rocketts Landing Proposed Revitalization Area



Block 18 Proposed Revitalization Area



COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE

Agenda Item No. 28-13

Page No. 1 of 1

Agenda Title: **RESOLUTION – Approving the Plan of Financing for the Capital Region Airport Commission for the Purpose of Financing or Refinancing Improvements and Extensions at the Richmond International Airport**

For Clerk's Use Only: Date: JAN 22 2013 (<input checked="" type="checkbox"/>) Approved () Denied () Amended () Deferred to:	BOARD OF SUPERVISORS ACTION Moved by (1) <u>O'Bannon</u> Seconded by (1) <u>Nelson</u> (2) _____ REMARKS: APPROVED	YES NO OTHER Glover, R. <input checked="" type="checkbox"/> _____ Kacchale, D. <input checked="" type="checkbox"/> _____ Nelson, T. <input checked="" type="checkbox"/> _____ O'Bannon, P. <input checked="" type="checkbox"/> _____ Thornton, F. <input checked="" type="checkbox"/> _____
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The Board of Supervisors of Henrico County approved the attached resolution.

Comments: This paper has been requested by the Capital Region Airport Commission. The Board approved a similar request on December 8, 2009.

The Director of Finance recommends approval of this Board paper; the County Manager concurs.

By Agency Head Eugene Watter By County Manager [Signature]

Routing:
Yellow to: _____
Copy to: _____

Certified:
A Copy Teste: _____
Clerk, Board of Supervisors

Date: _____

**RESOLUTION
OF THE BOARD OF SUPERVISORS OF HENRICO COUNTY
APPROVING THE PLAN OF FINANCING FOR
THE CAPITAL REGION AIRPORT COMMISSION
FOR THE PURPOSE OF FINANCING OR REFINANCING
IMPROVEMENTS AND EXTENSIONS AT THE
RICHMOND INTERNATIONAL AIRPORT**

WHEREAS, the Capital Region Airport Commission was created pursuant to the provisions of Chapter 380 of the Acts of Assembly of 1980, as amended (the “Enabling Act”), and owns and operates the Richmond International Airport (the “Airport”); and

WHEREAS, in order to expand its facilities due to increasing passenger and cargo demand, the Commission desires to undertake any or all of the improvements, enlargements or replacements at the Airport (the “Project”) and issue its bonds, notes or other obligations (the “Obligations”) pursuant to a plan of financing, all as set forth in Exhibit A attached hereto; and

WHEREAS, the Enabling Act requires that the governing body of each participating political subdivision of the Commission approve the maximum amount and general purposes of the issuance of indebtedness by the Commission; and

WHEREAS, Section 147(f) of the Internal Revenue Code of 1986, as amended (the “Code”), provides that, following a public hearing, the plan of financing for the issuance of exempt facilities bonds or notes be approved by certain elected public bodies in respect of the issuer of such bonds or notes, which in the case of the Commission includes the Board of Supervisors of the County of Henrico, Virginia (the “County”); and

WHEREAS, the plan of financing for the issuance of the Obligations for the Project was the subject of a public hearing by the Commission on November 27, 2012, in accordance with the provisions of Section 147(f) of the Code; and

WHEREAS, the Commission has requested that the Board of Supervisors of the County approve the plan of financing for the issuance of the Obligations to finance or refinance any or all parts of the Project and their maximum amount, as required by the Enabling Act and to the extent required by the Code; and

WHEREAS, it is in the best interests of the County to approve the Commission's plan of financing as set forth in Exhibit A.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF HENRICO, VIRGINIA:

1. The Board hereby approves the issuance of the Obligations by the Commission pursuant to the plan of financing for the Project, all as described in Exhibit A, and the general purposes thereof for the financing or refinancing of the Project, as required by the Enabling Act and to the extent required by Section 147(f) of the Code.

2. The approval of the plan of financing for the issuance of the Obligations does not constitute an endorsement to prospective purchasers of the Obligations of the creditworthiness of the Project, the Airport or the Commission. As set forth in the plan of financing, the Obligations shall provide (i) that the County shall not be obligated to pay the Obligations or the interest thereon or other costs incident thereto, and (ii) that the Commission shall not be obligated to pay the Obligations or the interest thereon or other costs incident thereto except from the revenues and moneys pledged therefor and from any other funds which may become available. Neither

the faith or credit nor the taxing power of the Commonwealth, the County or the Commission shall be pledged to the payment of the Obligations.

3. This resolution shall take effect immediately upon its adoption.

EXHIBIT A

CAPITAL REGION AIRPORT COMMISSION

Airport Development Program

PLAN OF FINANCING

(November 27, 2012)

The Capital Region Airport Commission (the "Commission") was created by and pursuant to Chapter 537 of the Acts of Assembly of 1975, as amended, and continued by Chapter 380 of the Acts of Assembly of 1980, as amended (the "Enabling Act"), and is authorized to issue its bonds or other obligations for the purpose of financing and refinancing, among other things, the cost of maintaining, enlarging and improving any of its facilities.

The Commission is continuing the capital expansion program that was the subject of its previous plan of financing, adopted and approved November 24, 2009, and subsequently approved by its Participating Political Subdivisions (as that term is defined in the Enabling Act) soon thereafter (the "2009 Plan of Financing"). The Commission's current capital improvement program (the "Airport Development Program") consists of the following projects (many of which were the subject of the 2009 Plan of Financing):

1. The acquisition, construction and equipping of expansions to the Commission's terminal building, canopies and pedestrian enclosures from the terminal building to the Commission's parking and rental car parking facilities, and improvements to the terminal's facilities, systems and equipment (including ticket counters, offices, baggage make-up and claim devices and utility equipment);
2. The acquisition, construction and equipping of expansions to the concourse and administrative areas of the terminal building, including additional warehouse storage facilities, concession areas, airline operations areas, public circulation areas, federal inspection facilities, ticket counters, offices and passenger holdrooms for additional gates in Concourses A and B, and including passenger loading bridges;
3. The acquisition, renovation and equipping of upgrades, improvements and refurbishments to the heating - ventilating - air conditioning system and the interior areas (including furnishings and tenant build-outs/finishes) of the terminal building and the concourses thereto;
4. The construction and equipping of security and screening facilities at the Airport including the terminal building and the concourses thereto, including bulk baggage screening, security checkpoints, and space and

equipment for screening agencies, companies, personnel and the foregoing;

5. The acquisition, construction, reconstruction and equipping of the ingress and egress terminal area roadways, including the construction and signage of major roadway improvements for Airport Drive, East Side Access Road and other ancillary roadways including structures for traffic separation, realignment and relocation of existing roadways, parking facilities, rental car parking facilities, and site improvements with respect thereto;
6. The acquisition, construction and equipping of an office/administration, maintenance and warehouse building and related real estate;
7. The acquisition, construction and equipping (including site work) of a building or buildings of up to 300,000 square feet for air cargo, commercial development and other aviation-related purposes and to serve the Commission's foreign trade zone, such projects to include associated office space, warehouse space, ancillary roads, site infrastructure and equipment;
8. The acquisition (including related land and associated rights in respect thereof), construction, reconstruction, expansion, improving and equipping of (i) additional public parking facilities, including satellite parking facilities (3,000 spaces), additional levels added to the existing structured parking facilities (2,000 spaces), structured parking facilities adjacent to the terminal building (1,000 spaces), and related vehicle servicing facilities, (ii) improvements or additions to the rental car storage and ready/return facilities, including the rental car ready/return garage adjacent to the terminal building to accommodate additional vehicles, improvements or replacements of entrance and exit ramps and roads for the rental car garage, and related vehicle servicing facilities, and additional rental car parking facilities, and (iii) additional employee and tenant parking facilities;
9. The construction, reconstruction, renovation, expansion, conversion and equipping (including site work) of current and future aircraft hangars, buildings and structures of up to 750,000 square feet for general aviation, air cargo, aircraft storage, aircraft maintenance and aircraft assembly purposes, and the acquisition, construction and equipping of additional facilities, including buildings, structures and aircraft hangars, for air cargo (including for transportation logistics, intermodal purposes, and package sorting, distribution, and delivery), aircraft storage, aircraft maintenance and aircraft assembly by commercial and industrial users and other local, state and federal governmental agencies;
10. The construction, reconstruction, extension or rehabilitation of aircraft parking aprons, taxiways and runways, including, but not limited to, the

extension of Runways 16-34 and new construction of Taxiway "M", and the costs of land acquisition related thereto and associated rights in respect thereof and costs incident thereto;

11. The construction, reconstruction, rehabilitation, extension and upgrade of the Commission's infrastructure facilities, including its water, sewer, de-icing, drainage and stormwater management systems and other utilities;
12. The development and redevelopment of the areas formerly used by the Virginia Air National Guard, including the relocation of current Airport tenants and the construction and equipping of fixed base operators, and roadways, buildings, structures, hangars and facilities for aircraft storage, aircraft maintenance and aircraft assembly, and for lease to and use by governmental agencies and commercial and industrial entities and users, together with infrastructure in support thereof;
13. The acquisition of land for general airport purposes, construction, renovation or relocation of other functionally related and subordinate facilities in and around the Airport and the projects set forth above; and
14. The funding of debt service reserve and other reserve funds, the costs of design and engineering of any part of the Airport Development Program, and the costs of issuance of the Obligations referred to below, including the costs of any credit enhancement for such obligations and interest on them during and for up to one year after the completion of any of the projects set forth above.

The Airport Development Program will provide better airport services to the inhabitants of the Participating Political Subdivisions, which presently consist of the City of Richmond and the Counties of Chesterfield, Hanover and Henrico. The Airport Development Program will also promote the welfare, convenience and prosperity of the inhabitants of the Participating Political Subdivisions and the Commonwealth of Virginia, and the increase of their commerce.

The Commission anticipates that it will finance or refinance all or a part of the Airport Development Program through the issuance from time to time of its bonds, notes or other obligations in an aggregate maximum amount now estimated not to exceed \$750,000,000. As described further below, the Commission contemplates that it may also issue bonds, notes or other obligations to refund any bonds, notes or other obligations issued to finance or refinance the Airport Development Program, also in an aggregate maximum amount now estimated not to exceed \$750,000,000. Any such bonds, notes or other obligations and refunding bonds, notes or other obligations are together referred to in this plan of financing as "Obligations". Obligations for initial financing or refunding may be issued at different times in several series of different amounts, with the timing, amounts and number depending on the Commission's need for funds and market conditions. The Commission expects that the first issuance of

Obligations will occur no later than one year after the approval of the last Participating Political Subdivision to approve the issuance of the Obligations and the general purposes thereof and the last such issuance to occur no later than three years after the first issuance pursuant to the plan of financing.

The Obligations may be issued on either a taxable or tax-exempt basis and may be secured by or payable (i) from the revenues of the Commission generally or certain designated projects or facilities on or about the Airport, (ii) exclusively from the income and revenues of the Airport Development Program's facilities or any part thereof, or (iii) from passenger facility charges approved by the Federal Aviation Administration and collected by or on behalf of the Commission. The Commission may additionally secure the Obligations by a pledge of any grant or contribution from a Participating Political Subdivision, the Commonwealth of Virginia or any political subdivision, agency or instrumentality thereof, any federal agency or any unit, private corporation, copartnership, association, or individual, as such Participating Political Subdivision, or other entities may be authorized to make under general law or by a pledge of any income or revenues of the Commission, or where such mortgage has been approved by the Participating Political Subdivisions, a mortgage of facilities of the Commission. The Commission may also obtain credit enhancement, such as bond insurance or letters of credit, to secure the Obligations, but it does not now contemplate that it will seek the moral obligation support of the Participating Political Subdivisions. *The Obligations shall not be a debt of the Commonwealth of Virginia or any political subdivision thereof (including the Participating Political Subdivisions), other than the Commission, and neither the Commonwealth of Virginia nor any political subdivision thereof (including the Participating Political Subdivisions), other than the Commission, shall be liable thereon, nor shall such bonds be payable out of funds or properties other than those of the Commission.*

While the Airport Development Program likely will be financed ultimately through the issuance of the Commission's long term revenue bonds, the Commission anticipates that it will finance some or all of it initially through a short term credit facility, a line or lines of credit or bond anticipation notes. Accordingly, the plan of financing includes not only the issuance of bonds, note or other obligations in an aggregate amount now estimated not to exceed \$750,000,000 to finance the Airport Development Program, but also the issuance of refunding bonds, notes or other obligations, also in an aggregate amount now estimated not to exceed \$750,000,000, to refinance indebtedness issued to finance or refinance the Airport Development Program.

The plan of financing also includes the refunding, if deemed advantageous or desirable by the Commission, of any or all of the Commission's outstanding indebtedness, including its General Airport Revenue Refunding Bonds – Series 2004, General Airport Revenue Bonds – Series 2001 (as amended in 2011), General Airport Revenue Refunding Bonds – Series 2005, General Airport Revenue Bonds – Series 2008, Passenger Facility Charge Revenue Bonds – Series 2006, Car Rental Facilities Revenue Bonds – Series 2000, or amounts outstanding from time to time under the Commission's line of credit, all of which financings previously have been approved by the Participating Political Subdivisions through approval of previous Commission plans of finance.

CERTIFICATE

The undersigned President and Chief Executive Officer of the Capital Region Airport Commission (the "Commission") hereby certifies as follows:

1. A regularly scheduled meeting of the Commission was duly called and held on November 27, 2012, at 8:00 o'clock A.M. in the Commission's Board Room, located at Richmond International Airport in Henrico County, Virginia. The meeting was open to the public, and persons of differing views were given an opportunity to be heard. At such meeting all of the Commissioners of the Commission were present or absent throughout as follows:

PRESENT:	Robert M. Atack	Robert F. Norfleet, Jr.
	Algenon L. Brown	Patricia O'Bannon
	Steve A. Elswick	Thomas E. Pruitt
	Daniel A. Gecker	Charles R. Samuels
	David A. Kaechele	Aubrey M. Stanley
	Charles Macfarlane	G. Ed Via, III
	John V. Mazza, Jr.	Arthur S. Warren
ABSENT:	Thomas E. Pruitt	

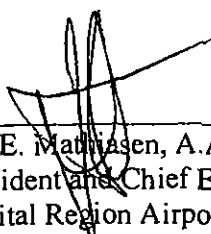
2. Chairman Atack announced the commencement of a public hearing on the plan of financing for the proposed expansion of facilities at the Richmond International Airport (the "Airport"), including the continued expansion and improvement of the terminal facilities, new parking facilities and roadway improvements. A notice of the public hearing had been published previously on November 13, 2012, and November 20, 2012, in the Richmond Times-Dispatch, a newspaper having general circulation in the Counties of Chesterfield, Hanover, and Henrico and the City of Richmond, Virginia. A notice of the public hearing had also been published previously on November 14, 2012 and November 21, 2012, in The Richmond Voice, a

newspaper having general circulation in the City of Richmond, Virginia. A copy of each notice and a certificate of publication of each such notice have been filed with the records of the Commission and are attached hereto as Exhibit A.

3. Chairman Attack opened the public hearing and gave general comments, a reasonably detailed summary of which, together with the fiscal impact statement in the form prescribed by the Virginia Industrial Development and Revenue Bond Act, are attached hereto as Exhibit B and Exhibit C, respectively.

4. Attached hereto as Exhibit D is a true, correct and complete copy of a resolution (the "Resolution") adopted at such meeting of the Commission by the unanimous vote of the Commissioners present at such meeting. The Resolution constitutes all formal action taken by the Commission at such meeting relating to the plan of finance referred to in the Resolution. The Resolution has not been repealed, revoked, rescinded or amended and is in full force and effect on the date hereof.

WITNESS my hand this 10th day of December, 2012.



Jon E. Mathiasen, A.A.E.
President and Chief Executive Officer
Capital Region Airport Commission

**SUMMARY OF COMMENTS
AT PUBLIC HEARING**

Chairman Attack announced the commencement of a public hearing on the Commission's plan of financing. He noted that notice of the public hearing had been published on November 13, 2012, and November 20, 2012, in the Richmond Times Dispatch and November 14, 2012 and November 21, 2012 in the The Richmond Voice and that such notice generally described the projects in the plan of financing and the time and location of the public hearing. He further advised that the public hearing was required under provisions of the Internal Revenue Code for tax-exempt status of the Commission's revenue bonds and that public approval of the plan of financing by the participating political subdivisions would constitute the requisite approval under the Commission's enabling legislation and the Internal Revenue Code.

Chairman Attack then asked if there were any others present who wished to address the Commission on the matters set forth in the plan of financing or the notice of public hearing. None did so, and Chairman Attack then concluded the public hearing.

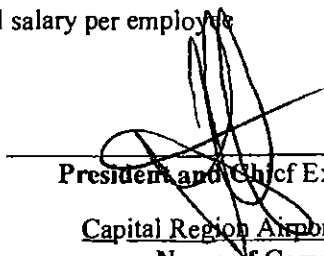
FISCAL IMPACT STATEMENT

November 30, 2012
Date

Capital Region Airport Commission
Applicant

Expansion of Terminal, Roadways, Airfield and
Other Facilities at Richmond International Airport
Facility

- | | | |
|----|--|--|
| 1. | Maximum amount of financing sought | not to exceed
<u>\$ 750,000,000</u> |
| 2. | Estimated taxable value of the facility's
real property to be constructed in the
municipality | <u>See Schedule A</u> |
| 3. | Estimated real property tax per year
using present tax rates | <u>See Schedule A</u> |
| 4. | Estimated personal property tax per
year using present tax rates | <u>See Schedule A</u> |
| 5. | Estimated merchants' capital tax per
year using present tax rates | <u>See Schedule A</u> |
| 6. | a. Estimated dollar value per year of
goods that will be purchased from
Virginia companies within the locality; | <u>See Schedule A</u> |
| | b. Estimated dollar value per year of goods
that will be purchased from non-Virginia
companies within the locality; | <u>See Schedule A</u> |
| | c. Estimated dollar value per year of
services that will be purchased from
Virginia companies within the locality; and | <u>See Schedule A</u> |
| | d. Estimated dollar value per year of services
that will be purchased from non-Virginia
companies within the locality. | <u>See Schedule A</u> |
| 7. | Estimated number of regular employees
on year round basis | <u>See Schedule A</u> |
| 8. | Average annual salary per employee | <u>See Schedule A</u> |



President and Chief Executive Officer

Capital Region Airport Commission
Name of Commission

SCHEDULE A TO FISCAL IMPACT STATEMENT

CAPITAL REGION AIRPORT COMMISSION

1. Commission property is exempt from real estate taxation. Real property (leasehold) tax is assessed against tenants at the Airport. For the year ended December 31, 2012, such taxes total \$187,832.
2. Vehicle rental tax for the year ended December 31, 2012 is estimated to be \$1.9 million.
3. Commission property is exempt from personal property tax. For the year ended December 31, 2012, personal property on others using Airport facilities totaled \$2,858,121.
4. The Commission is not aware of merchants' capital tax collected in respect of the Airport. For the year ended December 31, 2012, business license tax on taxable activities at the Airport totaled \$226,617. Sales tax revenue to the County of Henrico for the year ended December 31, 2011 totaled approximately \$262,374.
5. The bulk of the money spent locally by the Commission is for supplies, salaries and services and is in the range of \$20 million to \$21 million annually (excluding money spent by the Commission on capital assets). During its past three fiscal years, the Commission has spent an estimated \$48.3 million on capital assets in and around the Airport. Of the approximately \$10 million spent on goods and services, approximately \$8 million is spent with Virginia companies.
6. The Commission employs approximately one-hundred ninety (190) people full and part time. In addition, the Commission estimates that two thousand nine hundred (2,900) people are employed by other entities using facilities at the Airport.
7. The Commission estimates an average annual salary of \$46,592 (based on Virginia Employment Commission sector data for Henrico County for the second quarter of 2012).
8. The Commission anticipates that the Airport Development Program described in the plan of financing will result in increased economic activity in the metropolitan Richmond area, including increases in real property (leasehold) taxes, personal property taxes, business license taxes and retail sales taxes, as well as an increase in Commission spending and employment by entities using facilities at the Airport. The Commission, at this time, cannot accurately predict the extent of such increases.

PLAN OF FINANCE RESOLUTION

WHEREAS, the Capital Region Airport Commission (the "Commission") was created by and pursuant to Chapter 537 of the Acts of Assembly of 1975, as amended, and continued by Chapter 380 of the Acts of Assembly of 1980, as amended (the "Enabling Act") and is authorized and empowered to issue its airport revenue bonds for the purpose of financing and refinancing, among other things, the cost of maintaining, enlarging and improving any of its facilities;

WHEREAS, the Commission has recognized the need to continue the expansion and modernization of its airport terminal, access roadways, parking, airfield and related facilities, including the improvements referred to in the plan of financing attached hereto as Exhibit A (all or any portion of such improvements, enlargements or replacements, whether collectively or individual, are referred to herein as the "Project"), at the Richmond International Airport in Henrico County, Virginia (the "Airport"), to provide better airport services to the inhabitants of the Participating Political Subdivisions, as that term is defined in the Enabling Act;

WHEREAS, a public hearing has been held as required by Section 147(f) of the Internal Revenue Code of 1986 (the "Code"), as amended;

NOW, THEREFORE, BE IT RESOLVED BY THE CAPITAL REGION AIRPORT COMMISSION:

1. It is hereby found and determined that the Project and each component thereof is necessary for the successful operation of the Airport and will promote the welfare, convenience and prosperity of the inhabitants of the Participating Political Subdivisions and the Commonwealth of Virginia, and the increase of their commerce.

2. The Commission hereby approves the plan of financing and recommends that, pursuant to the Enabling Act and Section 147(t) of the Code (to the extent required), the governing bodies of the Participating Political Subdivisions approve the plan of financing as set forth in Exhibit A, including the maximum amount of the indebtedness and the general purposes thereof.

3. The Commission shall perform such other acts and adopt such further resolutions as may be desirable to implement the undertaking of the Project, the plan of financing and any part thereof, and may make application to the Internal Revenue Service for such tax rulings as may be necessary in the opinion of bond counsel to the Commission. To that end, the Chairman, Vice Chairman, or President and Chief Executive Officer of the Commission are each authorized to execute an appropriate power of attorney naming counsel selected by the Commission for such purposes.

4. No bonds, notes or other obligations may be issued pursuant to this Resolution until the final terms and conditions thereof have been approved by subsequent

resolution of the Commission.

5. This Resolution shall take effect immediately upon its adoption.



COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE

Agenda Item No. 29-13
Page No. 1 of 1

Agenda Title: **RESOLUTION – Authorization to Apply for and Accept a Grant from the Virginia Department of Emergency Management's 2012 State Homeland Security Program**

<p>For Clerk's Use Only:</p> <p>JAN 22 2013</p> <p>Date: _____</p> <p><input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Amended <input type="checkbox"/> Deferred to: _____</p>	<p>BOARD OF SUPERVISORS ACTION</p> <p>Moved by (1) <u>Glover</u> Seconded by (1) <u>Shamba</u> (2) _____ (2) _____</p> <p>REMARKS: APPROVED</p>	<table border="1"><thead><tr><th></th><th>YES</th><th>NO</th><th>OTHER</th></tr></thead><tbody><tr><td>Glover, R.</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Kaechele, D.</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Nelson, T.</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>O'Bannon, P.</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Thornton, F.</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></tbody></table>		YES	NO	OTHER	Glover, R.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kaechele, D.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nelson, T.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	O'Bannon, P.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Thornton, F.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Thornton, F.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																							

WHEREAS, the Division of Fire wishes to apply for and accept a grant totaling \$24,500.00 from the 2012 State Homeland Security Program administered through the Virginia Department of Emergency Management; and

WHEREAS, this grant, which requires no local match, will be used by the Division of Fire to fund Haz Mat team equipment.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors authorizes the County Manager to apply for and accept a grant totaling \$24,500.00 from the Virginia Department of Emergency Management's 2012 State Homeland Security Program.

Comments: The Fire Chief recommends approval of this Board paper; the County Manager concurs.

By Agency Head Anthony E. McGinnis By County Manager [Signature]

Routing:
Yellow to: _____
Copy to: _____

Certified:
A Copy Teste: _____
Clerk, Board of Supervisors
Date: _____



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Garth L. Wheeler
Director

December 20, 2012

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

Mr. John A. Vithoulkas
County Manager
Henrico County
P.O. Box 90775
Henrico, VA 23273

Title: *Virginia Domestic Violence Victim Fund*

Dear Mr. Vithoulkas:

I am pleased to advise you that grant number **13-E5954DV13** for the above-referenced grant program has been approved in the amount of \$28,100.00 in State 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 Eleanore Ashman at (804) 225-4060.

Sincerely,

Garth L. Wheeler

Enclosures

cc: The Hon. Shannon Taylor, Commonwealth's Attorney
Mr. Eugene Walter, Director of Finance
Ms. Eleanore Ashman, DCJS Monitor

RECEIVED

JAN 6 7 2013

County Manager / Board of Supervisors
Henrico, Virginia

Department of Criminal Justice Services

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

Statement of Grant Award/Acceptance

Subgrantee: Henrico County

Date: December 28, 2012

Grant Period:

Grant Number:

From: 01/01/2013

Through: 12/31/2013

13-E5954DV13

Project Director	Project Administrator	Finance Officer
The Hon. Shannon Taylor Commonwealth's Attorney Henrico County P. O. Box 90775 Henrico, VA 23273 Phone: (804) 501-4218 Email: tay03@co.henrico.va.us	Mr. John A. Vithoulkas County Manager Henrico County P. O. Box 90775 Henrico, VA 23273 Phone: (804) 501-4386 Email: vit@co.henrico.va.us	Mr. Eugene Walter Director of Finance Henrico County P. O. Box 90775 Henrico, VA 23273 Phone: (804) 501-5089 Email: wal35@co.henrico.va.us

Grant Award Budget

Budget Categories	DCJS Funds			Local	TOTALS
	Federal	General	Special		
Travel	\$0	\$0	\$19,308	\$0	\$19,308
Supplies/Other	\$0	\$0	\$8,792	\$0	\$8,792
Personnel	\$0	\$0	\$0	\$0	\$0
Indirect Cost	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0
Consultant	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$28,100	\$0	\$28,100

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


Garth L. Wheeler, 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 24 day of December, 2013.

Signature: 

Title: 

STATEMENT OF GRANT AWARD SPECIAL CONDITIONS

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

Domestic Violence Victims Fund

Subgrantee: Henrico County

Grant Number: 13-E5954DV13

Title: Virginia Domestic Violence Victim
Fund/Prosecutors

Date: December 20, 2012

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

1. All recipients must spend funds in accordance with the grant budget approved by DCJS.
2. By signing the Statement of Grant Award/Acceptance, the grant recipient agrees:
 - to use the grant funds only 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.
3. Grant 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. The subgrantee agrees to submit, by the specified deadlines, quarterly financial and progress reports as well as any other necessary reports requested by DCJS. All financial and progress reports must be processed through our online Grants Management Information System (GMIS). DCJS may withhold disbursement of grant funds if reports are not submitted as required. In addition to a project's implementation and performance, and the availability of funds, a key factor in determining eligibility for continuation funding will be compliance with grant financial and progress reporting requirements. No current recipient of funding through this grant program 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, DCJS will waive the provision.
6. *DCJS will perform on-site monitoring as required. DCJS staff will notify subgrantee in advance of the visit. The monitoring report used during the site visits may be viewed at the following web address: <http://www.dcjs.virginia.gov/grants/grantDescription.cfm?grant=35>*
7. Subgrantees 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.
8. Within 60 days of the starting date of the project, the subgrantee must initiate the program 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.

Statement of Grant Award Special Conditions (Continued)

Grant No: 13-E5954DV13

9. No amendment to the approved grant 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 through our online Grants Management Information System (GMIS). No budget amendments will be allowed after October 31, 2013.
10. The recipient agrees to notify DCJS in writing within thirty (30) days of any hiring of or change in grant-funded personnel, or any change in the Project Administrator, Project Director or Finance Officer from the persons listed in the Grant Application.
11. The subgrantee agrees to forward a copy to the DCJS of the scheduled audit of this grant award.
12. Acceptance of this grant award by a 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.
13. 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.
14. 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.
15. **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).
16. Subgrantee must submit a final report outlining the progress and accomplishments of the program on forms provided by DCJS.
17. DCJS will not disburse funds from this grant if any of the required Financial or Progress reports is overdue by more than 30 days unless you can show good cause for missing the reporting deadline.
18. Prior to DCJS disbursing funds, the Subgrantee must comply with the following special conditions:



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Garth L. Wheeler
Director

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

NOTICE

To: Grants Project Administrator

From: Janice Waddy, DCJS Grants Administrator

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

☐ **GRANT AWARD AND SPECIAL CONDITIONS:**

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

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

☐ **REPORTING REQUIREMENTS**

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

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

❑ **PROGRESS REPORTS**

Refer to our website: <http://www.dcjs.virginia.gov/> for submitting progress reports through the online Grants Management Information System (GMIS). In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by DCJS Grants Administration. You are required to use the on-line system to submit your progress reports. **Paper copies of progress reports will no longer be accepted!**

❑ **FINANCIAL REPORTS**

Refer to our website for submitting financial reports through the online Grants Management Information System (GMIS). In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by DCJS Grants Administration. The address is <http://www.dcjs.virginia.gov/grantsAdministration/gmis/index.cfm?menuLevel=4>. **Paper copies of the financial reports will no longer be accepted! You are required to use the online system in reporting your expenditures.**

❑ **REQUESTING GRANT FUNDS**

Refer to our website for requesting funds through the online Grants Management Information System. 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 DCJS Grants Administration. *Please note you can access this system using the same password assigned for the online financial reporting system. The address is <http://www.dcjs.virginia.gov/grantsAdministration/gmis/index.cfm?menuLevel=4>. **You are required to use the online system for requesting funds.**

❑ **BUDGET AMENDMENTS**

Budgets can be amended in most DCJS grant programs with prior approval. Please review your special conditions carefully to determine the requirements and procedures for amending budgets. Refer to our website for the online Grants Management Information System. *Please note again that you can access this system using the same password assigned for the online financial reporting system. The address is <http://www.dcjs.virginia.gov/grantsAdministration/gmis/index.cfm?menuLevel=4>. **Paper copies of the Budget Amendments will no longer be accepted! You are required to use the online system for submitting budget amendments.**

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

**PROJECTED DUE DATES
FINANCIAL & PROGRESS REPORTS**

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

<i>QUARTER ENDING</i>	<i>DUE DATE</i>
3/31/2013	4/16/2013
6/30/2013	7/17/2013
9/30/2013	10/17/2013
12/31/2013	1/16/2014



COMMONWEALTH of VIRGINIA
Department of Emergency Management

MICHAEL M. CLINE
State Coordinator

JACK E. KING
Chief Deputy Coordinator

BRETT A. BURDICK
Deputy Coordinator

10501 Trade Court
Richmond, Virginia 23236-3713
(804) 897-6500
(TDD) 674-2417
FAX (804) 897-6506

January 10, 2013

Mr. John Vithoulkas
County Administrator
Henrico County
PO Box 90775
Henrico, VA 23273

Dear Mr. Vithoulkas:

I am pleased to inform you that the Virginia Department of Emergency Management Grants Office has approved the application for funding under the FY 2012 SHSP (CFDA #97.067) in the amount of \$24,500.00. Henrico County will use grant funding to support the Haz Mat Team Equipment, Exercise and Training Project.

Enclosed you will find the Grant Award and Special Conditions documents. Please return this executed Grant Agreement and Special Conditions within 30 days from the receipt of this letter. This award is *subject* to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement, and the award will be subject to termination for cause or other administrative action as appropriate.

The Commonwealth will send grant funds to a sub-grantee on a reimbursement basis for allowable expenditures. To accomplish this, you will be required to enter all financial documentation, which includes request for funds in the VDEM Grants Management System. This process has already been initiated with the on-line budget development for this project. Any changes to the budget will require preapproval by the VDEM Grants Office and must be requested through the system.

The end of the program period is December 31, 2013 for obligation purposes and January 31, 2014 to complete expenditures and finalize the close out reporting process. During this program period, all subgrantees are required to submit quarterly progress reports. This form can be found at <http://www.vacmergency.gov/em/grants>.

"Working to Protect People, Property and Our Communities"

Mr. John Vithoukas
Page 2
January 10, 2013

If you have questions regarding this award, please contact Amy G. Austin, Grants Administrator, at (804) 897-9769. Congratulations, and we look forward to working with you.

Sincerely,



Michael M. Cline

MMC/aa

Attachment

- c: The Honorable Terrie Suit, Secretary for Veterans Affairs & Homeland Security
Mr. Anthony E. McDowell, Fire Chief, Henrico County
Mr. Stan Langford, Battalion Chief, Henrico County



Virginia Department of
Emergency Management

Grant Agreement

Page 1 of 4

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) Henrico County PO Box 90775 Henrico, VA 23273		4. AWARD NAME: 2012 SHSP	
		5. PROJECT PERIOD: FROM 01/10/13 TO 12/31/13 BUDGET PERIOD: FROM 01/10/13 TO 12/31/13	
		6. AWARD DATE 01/10/13	
2. GRANTEE IRSA/ENDOR NO. 54-6001344		7. AMOUNT OF THIS AWARD \$ 24,500.00	
		8. TOTAL AWARD \$ 24,500.00	
		9. RECIPIENT NON-FEDERAL COST SHARE REQUIREMENT \$ 0.00	
3. PROJECT TITLE Haz Mat Team Equipment, Exercise and Training			
10. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).			
11. STATUTORY AUTHORITY FOR GRANT The project is supported under Department of Homeland Security Appropriations Act, 2012 (Public Law 112-74)			
12. METHOD OF PAYMENT Commonwealth of Virginia Accounting System			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
13. TYPED NAME AND TITLE OF APPROVING VDEM OFFICIAL Michael M. Cline State Coordinator		14. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL John Vithoulkas County Administrator - <i>Nanger</i>	
15. SIGNATURE OF APPROVING VDEM OFFICIAL <i>Michael M. Cline</i>		16. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL <i>[Signature]</i> 16A. DATE 1/24/2013	



Virginia Department of
Emergency Management

AWARD CONTINUATION SHEET

Grant Agreement

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Award Name: 2012 State Homeland Security Program Grant Award Date: January 10, 2013

SPECIAL CONDITIONS

1. The grantee and any subgrantee shall comply with the most recent version of the Administrative Requirements, Cost Principles, and Audit Requirements. A non-exclusive list of regulations commonly applicable to DHS grants are listed below:

A. Administrative Requirements

1. 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
2. 2 CFR Part 215, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (OMB Circular A-110)
3. Virginia Department of Emergency Management Sub-grantee Administrative Guide

B. Cost Principles

1. 2 CFR Part 225, Cost Principles for State, Local and Indian Tribal Governments (OMB Circular A-87)
2. 2 CFR Part 220, Cost Principles for Educational Institutions (OMB Circular A-21)
3. 2 CFR Part 230, Cost Principles for Non-Profit Organizations (OMB Circular A-122)
4. Federal Acquisition Regulations (FAR), Part 31.2 Contract Cost Principles and Procedures, Contracts with Commercial Organizations

C. Audit Requirements

1. OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations

2. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of FEMA.

3. The recipient must submit a Quarterly Progress Report. Failure to provide this information may result in VDEM withholding grant funds from further obligation and expenditure. Reports are due on January 15, April 15, July 15, and October 15. A report must be submitted for every quarter of the period of performance, including partial calendar quarters, as well as for periods where no grant activity occurs. Future awards and fund draw downs may be withheld, if these reports are delinquent. The final Progress Report is due 30 days after the end date of the performance period.

4. In the event VDEM determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award.



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5. The recipient shall not undertake (obligate/expend federal and/or matching funds) any project having the potential to impact Environmental or Historical Preservation (EHP) resources without the prior approval of FEMA, including but not limited to communications towers, physical security enhancements, new construction, and modifications to buildings, structures, and objects that are 50 years old or greater. Recipient must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. If ground disturbing activities occur during project implementation, the recipient must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, the recipient will immediately cease construction in that area and notify FEMA and the appropriate State Historic Preservation Office. Any construction activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will not be eligible for FEMA funding.
6. The recipient agrees that federal funds under this award will be used to supplement, but not supplant, state or local funds for homeland security preparedness.
7. The recipient agrees that the use of funds under this grant will be in accordance with the Fiscal Year 2012 Guidelines and must support the goals and objectives included in the State Homeland Security Strategy.
8. The recipient agrees that all publications created with funding under this grant shall prominently contain the following statement: "This document was prepared under a grant from FEMA's Grant Programs Directorate, U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA's Grant Programs Directorate or the U.S. Department of Homeland Security."
9. The recipient agrees that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the U.S. Department of Homeland Security."
10. The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but limited to, the provision of any information required for the assessment or evaluation of any activities within this project.



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11. National Incident Management System Implementation Compliance

In accordance with HSPD-5, the adoption of the NIMS is a requirement to receive federal preparedness assistance through grants, contracts, and other activities. No federal funds will be released to the primary grantee and any other entity participating and benefiting in this project if this requirement has not been met. In the event of a Corrective Action Plan submitted, VDEM/SAA will determine if the sub-grantee(s) has (have) made sufficient progress to disburse funds.

12. All conferences and workshops using federal preparedness funds must pertain to the project being funded. The recipient agrees to submit a Trip Report when using federal funds to attend a conference or workshop. The Trip Report template can be found at www.vaemergency.gov under Grant Information. These reports must be remitted with your request for reimbursement. Failure to do so will result in a delay of payment until received.

13. Recipients agree that under program guidelines, travel expenses are allowable for approved training, planning, administrative, and exercise activities following local, state, and federal guidelines. Prior to traveling for these activities outside of contiguous United States (OCONUS) as well as to Canada and Mexico, preapproval is required by the state and FEMA through the SAA office.

Please reference 2 CFR 225, App. A, C.1.a, in regard to reasonableness when considering requests for travel of this type. Where applicable, you should also reference the following regarding travel: the Western Hemisphere Travel Initiative (http://www.dhs.gov/files/programs/qc_1200693579776.shtm).

Commonwealth of Virginia Grant Application



Virginia Department of Emergency Management

Grants Management Office

Phone: 804-897-6500

10501 Trade Court

Fax: 804-897-6613

Richmond, VA 23236-3713

Federal
Program and

Grant Year: 2012

CFDA #: SHSP 97.073

Sub-Grantee	Organization Type (Check Applicable Box)
Subgrantee (Jurisdiction Legal Name): County Henrico	State Agency <input type="checkbox"/> City/County <input checked="" type="checkbox"/> College <input type="checkbox"/> Airport <input type="checkbox"/> Authority <input type="checkbox"/> Planning District <input type="checkbox"/> Other: (Please specify) <input type="checkbox"/>
Sub-recipient (Agency Name): County of Henrico, Division of Fire	
Legal Address: 7721 E. Parham Rd P.O. Box 90775 Henrico, Virginia 23273-0775	
EIN #: <u>54-6001344</u> DUNS #: _____	

Project Title: Hazmat Team Equipment, Exercise, and Training

Total Dollar Amount Requested: \$ \$24,500.00

Please Provide all Signatures (ns applicable)

By signing this application, I certify (1) to the statements contained in the list of certifications; (2) that the statements herein are true, complete and accurate to the best of my knowledge; and (3) that if awarded I will not undergo any obligations until I have received approval or clearance for any Environmental Historical Preservation (EHP) requirements. (4) that the below representatives are authorized to submit grant management requirements both paper and electronic to VDEM and VDEM's grant management system. I also provide the required assurances and agree to comply with any resulting terms if I obtain an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

* City Manager, County Administrator, State Agency Head, Executive Director.

Contact Information	Chief Administrative Officer *	Project Manager		Financial Officer	
Chouse one		Primary Contact	Secondary Contact	Primary Contact	Secondary Contact
Name:	Virgil Hazlett	Anthony E. McDowell	Stan Langford	Vince Copeland	Eugene Walter
Title:	County Manager	Fire Chief	Battalion Chief	Fire Controller	Finance Director
Organization:	Henrico County	Henrico County	Henrico County	Henrico County	Henrico County
E-mail:	Haz@co.henrico.va.us	mcd03@co.henrico.va.us	lan02@co.henrico.va.us	cop06@co.henrico.va.us	wal35@co.henrico.va.us
Telephone:	804 501 4386	804-501-4901	804-501-4900	804-501-5874	804-501-4266
Fax:	804 501 4162	804-501-4642	804-501-4642	804-501-4642	804-501-5307
Address:	P.O.Box 90775 Henrico, VA 23273-0775	PO Box 90775	PO Box 90775	PO Box 90775	PO Box 90775

County Manager
12/29/12
 * Chief Administrative Officer Title Date

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting 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 the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the modification of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting 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 the Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of the certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose according. The certification is a material representation of the fact on which reliance was placed when this transaction was made or entered into. Submission of the certification is a prerequisite for making or entering into the transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned state, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting 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 the commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instruction. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Applicant's Organization

County of Henrico

Printed name and title of authorized representation

Virgil Hazlett, County Manager

Signature

Virgil R. Hazlett

Date

12/29/12

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

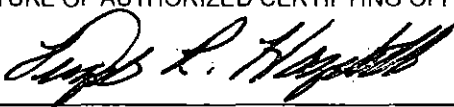
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of CRM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1601-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EG) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE County Manager
APPLICANT ORGANIZATION County of Henrico	DATE SUBMITTED 12/20/12



OMB Control#: 1660-0115
Expiration Date: 10/31/2013
FEMA Form: 024-0-1

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)
ENVIRONMENTAL AND HISTORIC PRESERVATION SCREENING FORM

Directions for completing this form: This form is designed to initiate and facilitate the environmental and historic preservation (EHP) compliance review for your FEMA preparedness grant-funded project(s). FEMA conducts its EHP compliance reviews in accordance with National Environmental Policy Act (NEPA) and other EHP-related laws and executive orders. In order to initiate EHP review of your project, you must complete all relevant sections of this form and submit it to the Grant Programs Directorate (GPD) along with all other pertinent project information. Failure to provide requisite information could result in delays in the release of grant funds. *Be advised that completion of this form does not complete the EHP review process.* You will be notified by FEMA when your review is complete and/or if FEMA needs additional information.

There is no need to complete and submit this form if the grant scope is limited to planning, management and administration, classroom-based training, tabletop exercises and functional exercises, or purchase of mobile and portable equipment where no installation is needed. Information Bulletin 345, Grant Programs Directorate Programmatic Environmental Assessment, September 1, 2010, provides details on these activities.

This form should be completed electronically. The document is available in both Word and Adobe Acrobat (pdf) formats at this website:

(<http://www.fema.gov/library/viewRecord.do?fromSearch=fromsearch&id=4802>). The following website has additional guidance and instructions on the EHP review process and the information required for the EHP review: <http://www.fema.gov/plhm/ehp/ehpreview/index.shtml>

Submit completed form through your grant administrator who will forward it to GPDEHPInfo@dhs.gov. Please use the subject line: **EHP Submission: Project Title, location, Grant Award Number (Example, EHP Submission: Courthouse Camera Installation, Any Town, State, 12345; 2011-SS-0xxxx).**

Paperwork Burden Disclosure Notice

Public reporting burden for this form is estimated to average 8 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting the form. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, Washington, DC, 20472, Paperwork Reduction Project (1660-0115).

SECTION A. PROJECT INFORMATION

DHS Grant Award Number: CFDA 97.073

Grant Program: SHSP

Grantee: County of Henrico

Grantee FOC: Stan Langford

Mailing address: P.O.Box 90775 Henrico Va 23273

E-mail: Lan01@co.henrico.va.us

Sub grantee: Division of Fire

Subgrantee POC: Scott Archibeque

Mailing address: P.O.Box 90775 Henrico, Va 23273

E-mail: Arc0S@co.henrico.va.us

Estimated cost of project: 25,500.00

Project title: Hazmat Team Equipment, Exercise and Training

Project location (physical address or latitude-longitude): 1201 VA Center Pkwy Henrico, VA 23059

Project Description. Provide a complete project description. The project description should contain a summary of what specific action is proposed, where it is proposed, how it will be implemented. Include a brief description of the objectives the project is designed to accomplish (the purpose), and the reason the project is needed. Use additional pages if necessary. If multiple sites are involved, provide the summary for each site:

This project will assist the Henrico VDEM Regional Team with substainment of equipment and abilities to mitigate incidents within its response area. Item 1 is a Midland Kit which is used to repair leaks on railcars. CSX and several other railroads are within our response district. Price allowance is 9500. Item 2 is the replacement of expiring Draeger tubes and sensors that we use for atmospheric monitoring with a proce allowance of 10,000. Finally, item 3 is a Panasonic Toughbook computer with software to support our smart board technology. THis had a price allowance of 5,000.

SECTION B. PROJECT TYPE

Based on the proposed project activities, determine which project type applies below and complete the corresponding sections that follow. For multi-component projects or those that may fit into multiple project types, complete the sections that best apply and fully describe all major components in the project description. If the project involves multiple sites, information for each site (such as age of structure, location, ground disturbance, etc.) must be provided. Attach additional pages to this submission, if needed.

1. ☐ Purchase of equipment. Projects in this category involve the purchase of equipment that will require installation on or in a building or structure. Complete other portions of Section B as needed. Complete Section C.1.
2. ☐ Training and exercises. Projects in this category involve training exercises with any field-based components, such as drills or full-scale exercises. Complete Section C.2.

3. ☐ **Renovations/upgrades/modifications or physical security enhancements to existing structures.** Projects in this category involve renovations, upgrades, retrofits, and installation of equipment or systems in or on a building or structure. Examples include, but are not limited to: interior building renovations; electrical system upgrades; sprinkler systems; vehicle exhaust systems; closed circuit television (CCTV) cameras; security fencing; access control for an area, building, or room; bollards; motion detection systems; alarm systems; security door installation or upgrades; lighting; and audio-visual equipment (projectors, smart boards, whiteboards, monitors, displays, and projector screens). Complete Section C.3.
4. ☐ **Generator installation.** Projects in this category involve installation of new or replacement generators, to include the concrete pads, underground fuel and electric lines, and if necessary, a fuel storage tank. Complete Section C.4.
5. ☐ **New construction/addition.** Projects in this category involve new construction, addition to, or expansion of a facility. These projects involve construction of a new building, or expansion of the footprint or profile of a current structure. Complete Section C.5.
6. ☐ **Communication towers, antennas, and related equipment.** Projects in this category involve construction of new or replacement communications towers, or installation of communications-related equipment on a tower or building or in a communications shelter or building. Complete Section C.6.
7. ☐ **Other.** Projects that do not fit in any of the categories listed above. Complete Section C.7.

SECTION C. PROJECT TYPE DETAILS

Check the box that applies to the proposed project and complete the corresponding details.

1. ☒ **Purchase of equipment.** *If the entire project is limited to purchase of mobile/portable equipment and there is no installation needed, this form does not need to be completed and submitted.*
 - a. Specify the equipment, and the quantity of each: Midland kit (1), Computer (1), and Sensors multiple
 - b. Provide the Authorized Equipment List (AEL) number(s) (if known):
 - c. Complete Section D.
2. ☐ **Training and exercises.** *If the training is classroom and discussion-based only, and is not field-based, this form does not need to be completed and submitted.*
 - a. Describe the scope of the proposed training or exercise (purpose, materials, and type of activities required):
 - b. Provide the location of the training (physical address or latitude-longitude):
 - c. Would the training or exercise take place at an existing facility which has established procedures for that particular proposed training or exercise, and that conforms with existing land use designations? For further information refer to Information Bulletin #345, http://www.fema.gov/pdf/government_grant_bulletins/info345.pdf: ☐ Yes ☐ No
 - If Yes, provide the name of the facility and the facility point of contact (name, telephone number, and email address):

- If No, provide a narrative description of the area where the training or exercise would occur (e.g., exercise area within four points defined by latitude/longitude coordinates):
 - Does the field-based training/exercise differ from previously permitted training or exercises in any way, including, but not limited to frequency, amount of facilities/land used, materials or equipment used, number of participants, or type of activities? ☐ Yes ☐ No
 - If Yes, explain any differences between the proposed activity and Those that were approved in the past, and the reason(s) for the change in scope:.....
 - If No, provide reference to previous exercise (e.g., FEMA grant name, number, and date):
 - d. Would any equipment or structures need to be installed to facilitate training? ☐ Yes ☐ No
 - If Yes, complete Section D
3. ☐ Renovations/upgrades/modifications, or physical security enhancements to existing structures.
- a. Complete Section D.
4. ☐ Generator installation.
- a. Provide capacity of the generator (kW):
- b. Identify the fuel to be used for the generator (diesel/propane/natural gas):
- c. Identify where the fuel for the generator would be stored (e.g. stand-alone tank, above or below ground, or incorporated in generator):
- d. Complete Section D.
5. ☐ New construction/addition.
- a. Provide detailed project description (site acreage, new facility square footage/number of stories, utilities, parking, stormwater features, etc):
- b. Provide technical drawings or site plans of the proposed project:..... ☐ Attached
- c. Complete Section D.
6. ☐ Communication towers, antennas, and related equipment.
- a. Provide the current net height (in feet above ground level) of the existing tower or building (with current attached equipment):
- b. Provide the height (In feet above ground level) of the existing tower or building after adding/replacing equipment:

Complete items 6.c through 6.q below **ONLY** if this project involves construction of a new or replacement communications tower. Otherwise continue to Section D.

Information Bulletin 351, National Historic Preservation Act Section 106 Review Requirements for Communications Facilities, January 4, 2011 has additional guidance and information on EHP requirements for communications towers. Available at: <http://www.fema.gov/pdf/government/grant/bulletins/info351.pdf>

- c. Provide the ground-level elevation (feet above mean sea level) of the site of the proposed communications tower:
- d. Provide the total height (in feet above ground level) of the proposed communications tower or structure, including any antennas to be mounted:
- If greater than 199 feet above ground level, state why this is needed to meet the requirements of the project:
- e. Would the tower be free-standing or require guy wires? ☐ Free standing ☐ Guy wires
- If guy wires are required, state number of bands and the number of wires per band:
 - Explain why a guyed tower is needed to meet the requirements of this project:
- f. What kind of lighting would be installed, if any (e.g., white strobe, red strobe, or steady burning)?.....
- g. Provide a general description of terrain (e.g., mountainous, rolling hills, flat to undulating):
- h. Describe the frequency and seasonality of fog/low cloud cover:
- i. Provide a list of habitat types and land use at and adjacent to the tower site (within ½ mile), by acreage and percentage of total (e.g., woodland conifer forest, grassland, agriculture) water body, marsh:
- j. Is there evidence of bird roosts or rookeries present within ½ mile of the proposed site? ☐ Yes ☐ No
- Describe how presence/absence of bird roosts or rookeries was determined:
- k. Identify the distance to nearest wetland area (e.g., forested swamp, marsh, riparian, marine) and coastline if applicable:
- l. Distance to nearest existing telecommunication tower:
- m. H
ave measures been incorporated for minimizing impacts to migratory birds? ☐ Yes ☐ No
- If Yes, describe:

- n. H
as a Federal Communications Commission (FCC) registration been
obtained for this tower? ☐ Yes ☐ No
- If Yes, provide Registration #:
 - If No, why?
- o. Has the FCC E106
process been completed? ☐ Yes ☐ No
- p. H
as the FCC Tower Construction Notification System (TCNS) process been
completed? ☐ Yes ☐ No
- If Yes, attach the environmental documentation submitted as part of
the registration process including use of the Tower Construction
Notification System (TCNS), if applicable. FRN#:.....
- q. Would any related
equipment or structures need to be installed (e.g., backup
generator and fuel source, communications shelter, fencing, or security
measures)? ☐ Yes ☐ No
- If Yes, explain where and how each installation would be done. Provide
details about generator capacity (kW), fuel source, fuel location and
tank volume, amount of fencing, and size of communication shelter:
- r. Complete Section D.

7. ☐ Other. Complete this section if the proposed project does not fit any of
the categories above.

- a. Provide a complete project
description:
- b. Complete Section D.

SECTION D. PROJECT DETAILS

Complete all of the information requested below.

- l. ☐ Project
installation
- a. Explain how and where
renovations/upgrades/modifications would take
place, or where equipment/systems will be installed:
- b. Would ground
disturbance be required to complete the project or training? ☐ Yes ☒ No
- If Yes, provide total extent (depth, length, and width) of each ground-
disturbing activity. Include both digging and trenching. For example,
light poles and fencing have unique ground-disturbing activities (e.g.,

six light poles, 24" dia. x 4' deep; trenching 12" x 500' x 18" deep;
22 fence posts, 12" diameter x 3' deep, and 2 gate posts, 18" diameter
x 3' deep):

- If Yes, describe the current disturbed condition of the area (e.g., parking lot, road right-of-way, commercial development):

c. W

ould the equipment use the existing infrastructure for electrical
distribution systems? ☐ Yes ☒ No

- If No, describe power source and
detail its installation at the site:

2. ☐ Age of
structure/building at project site

a. Provide the year existing building(s)

or structure(s) on/in/nearest to the
location involved in the proposed project was built:

- If the building or structure involved is over 45 years old and
significant renovation, rehabilitation, or modification has occurred,
provide the year(s) modified and briefly describe the nature of
the modification(s):

b. A

re there any structures or buildings that are 50 years old or older in or
adjacent to the project area?

☐ Yes ☐ No

- If yes, provide the location of the structure(s), ground-level color
photographs of the structure(s), and identify their location(s) on an
aerial map:

c. Is the project site listed in the
National Register of Historic Places

(National Register), or in/near a designated local or National Register
Historic District? The internet address for the National Register

is: <http://nrhp.locus.nps.gov>

☐ Yes ☐ No

- If Yes, identify the name of the
historic property, site and/or district
and the National Register document number:

3. ☐ Site photographs, maps and drawings

a. A

nach site photographs. Site photographs are required for all projects. Use
the following as a checklist for photographs of your project. Attach
photographs to this document or as accompanying documents in your
submission.

- Labeled, color, ground-level photographs of the project site: ☐ Required

- Labeled, color photograph of each location where equipment would be attached to a building or structure: ☐ Required
 - Labeled, color aerial photograph of the project site: ☐ Required
 - Labeled, color aerial photographs that show the extent of ground disturbance (if applicable): ☐ Attached
 - Labeled, color ground-level color photographs of the structure from each exterior side of the building/structure (applicable only if building/structure is more than 45 years old): ☐ Attached
- b. Are there technical drawings or site plans available? ☐ Yes ☐ No
- If yes, attach: ☐ Attached

Appendix A has guidance on preparing photographs for EHP review

4. ☐ Environmental documentation
- a. I
- s there any previously completed environmental documentation for this project at this proposed project site (e.g., Environmental Assessment, or wetland delineation, or cultural/archaeological study)? ☐ Yes ☐ No
- If Yes, attach documentation with this form: ☐ Attached
- b. I
- s there any previously completed agency coordination for this project (e.g., correspondence with the U.S. Fish and Wildlife Service, State Historic Preservation Office, Tribal Historic Preservation Office)? ☐ Yes ☐ No
- If Yes, attach documentation with this form: ☐ Attached
- c. Was a NEPA document was prepared for this project? ☐ Yes ☐ No
- If Yes, what was the decision? (Check one, and please attach):
- ☐ Finding of No Significant Impact (FONSI) from an Environmental Assessment (EA) or
- ☐ Record of Decision (ROD) from an Environmental Impact Statement (EIS).

..... Name of preparing agency:

..... Date approved:

Appendix A. Guidance for Supporting Photographs for EHP Grant Submissions

Photographs are a vital component of the EHP review process and add an additional level of understanding about the nature and scope of the project. They also provide pre-project documentation of site conditions. Please follow the guidance provided below when preparing photographs for your EHP submission. The following pages provide examples of best practices used in earlier EHP submissions.

Minimum requirements for photographs.

1. Photographs should be in color.
2. Label all photographs with the name of facility, location (city/county, state) and physical location (physical address or latitude-longitude).
3. Label the photographs to clearly illustrate relevant features of the project, such as location of installed features (e.g., cameras, fences, sirens, antennas, generators) and ground disturbance. See examples below.
4. Identify ground disturbance. Adding graphics to a digital photograph is a means to illustrate the size, scope and location of ground disturbing activities.

Best Practices

1. Provide photographs in a separate file.
2. Place no more than 2 pictures per page.
3. Compressing pictures files (such as with Microsoft Picture Manager)¹ or saving the file in pdf format will reduce the size of the file and facilitate e-mail submissions.
4. Identify the photograph file with the project name so that it can be matched to the corresponding FEMA EHP screening form.
5. Maximum file size for enclosures should not exceed 12 MB. If the total size of files for an EHP submission exceeds 12 MB, send the submission in multiple e-mails.
6. If necessary, send additional photographs or data in supplemental e-mails. Please use the same e-mail subject line with the additional label: 1 of x, 2 of x, . . . x of x.

Options for Creating Photographs

1. Obtain an aerial photo. There are multiple online sources for aerial photographs.
2. For the aerial photo, use the screen capture feature (Ctrl + Print Screen keys) and copy the image to photo editing software, such as Paint, or PhotoShop.¹ Use that software to crop the image so the photo has the content necessary.
3. Open PowerPoint, or other graphics-oriented software, and paste the aerial or ground-level photograph on the canvas.
4. Use drawing tools, such as line drawing and shapes, to indicate the location of project features (for example: fencing, lighting, sirens, antennas, cameras, generators).
5. Insert text to label the features and to label the photograph.
6. Use drawing tools to identify ground-disturbing activities (if applicable).
7. Save the file with the project name or grant number so that it can be appropriately matched to the corresponding FEMA EHP screening form. Include this file with the EHP screening when submitting the project.

Example Photographs

Aerial Photographs. The example in Figure 1 provides the name of the site, physical address and proposed location for installing new equipment. This example of a labeled aerial photograph provides good context of the surrounding area.

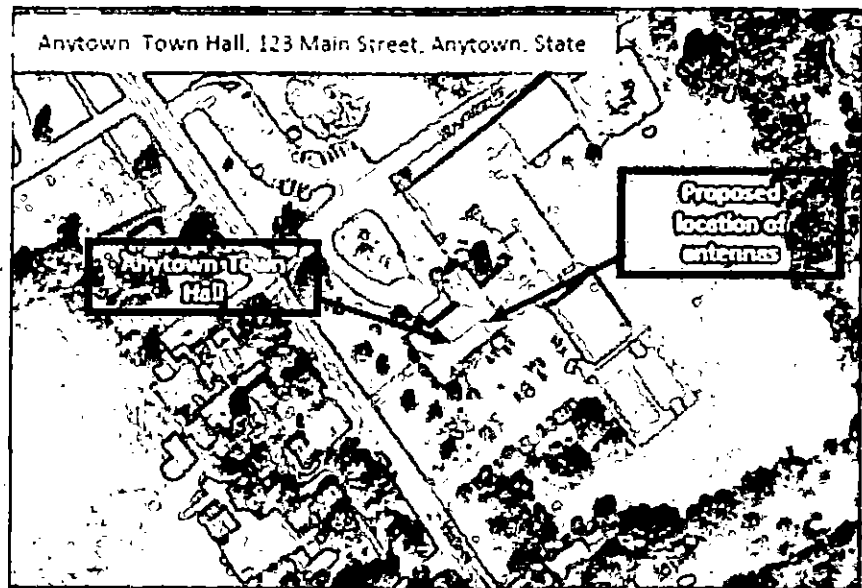


Figure 1. Example of labeled, color aerial photograph.

Ground-level photographs. The ground-level photograph in Figure 2 supplements the aerial photograph in Figure 1, above. Combined, they provide a clear understanding of the scope of the project. This photograph has the name and address of the project site, and uses graphics to illustrate where equipment will be installed.



Figure 2. Example of ground-level photograph showing proposed attachment of new equipment

Ground-level photograph with equipment close-up. Figure 3 includes a pasted image of a CCTV camera that would be placed at the project site. Using desktop computer software, such as PowerPoint,¹ this can be accomplished by inserting a graphic symbol (square, triangle, circle, star, etc.) where the equipment would be installed. This example includes the name and location of the site. The site coordinates are in the degree-minute-second format.

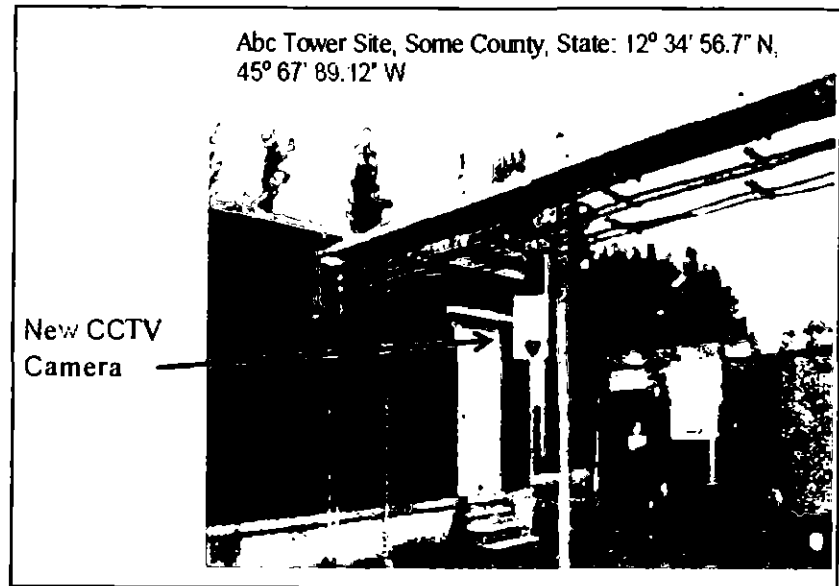


Figure 3. Ground-level photograph with graphic showing proposed equipment installation.

Ground-level photograph with excavation area close-up. The example in Figure 4 shows the proposed location for the concrete pad for a generator and the ground disturbance to connect the generator to the building's electrical service. This information can be illustrated with either an aerial or ground-level photograph, or both. This example has the name and physical address of the project site.

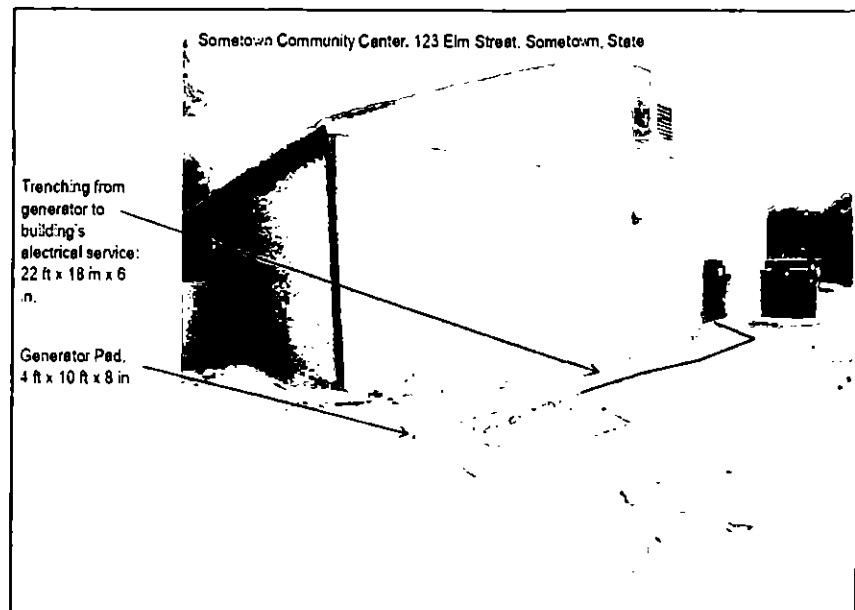


Figure 4. Ground-level photograph showing proposed ground disturbance area.

Communications equipment photographs. The example in Figure 5 supports a project involving installation of equipment on a tower. Key elements are identifying where equipment would be installed on the tower, name of the site and its location. This example provides site coordinates in decimal format.

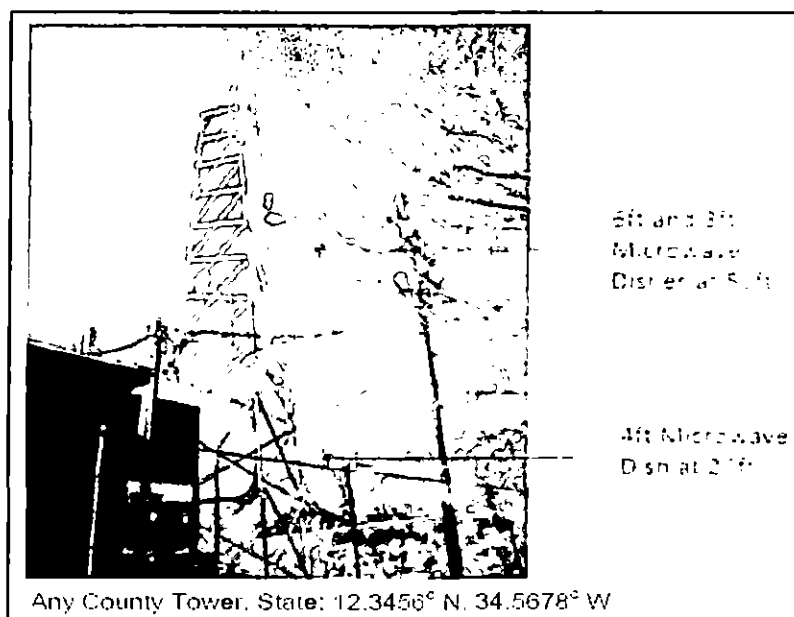


Figure 5. Ground-level photograph showing proposed locations of new communications equipment on an existing tower.

Interior equipment photographs. The example in Figure 6 shows the use of graphic symbols to represent security features planned for a building. The same symbols are used in the other pictures where the same equipment would be installed at other locations in/on the building. This example includes the name of the facility and its physical address.

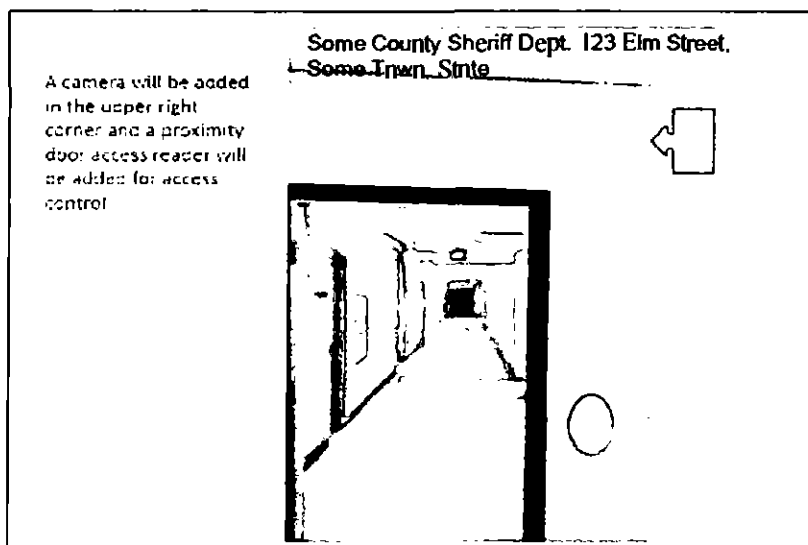


Figure 6. Interior photograph showing proposed location of new equipment.

Ground-level photographs of nearby historic structures and buildings. Consultation with the State Historic Preservation Office (SHPO) may be required for projects involving structures that are more than 50 years old, or are on the National Register of Historic Places. In that event, it will be necessary to provide a color, ground-level photograph of each side of the building/structure.

Appendix A. Supporting Photographs for EHP Grant Submissions

Use of brand name does not constitute product endorsement, but is intended only to provide an example of the type of product capable of providing an element of the EHP documentation.



COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE

Agenda Item No. 30-13

Page No. 1 of 1

Agenda Title: Resolution – Authorization to Apply for and Accept Grant from the Fireman's Fund Insurance Company Heritage Program

For Clerk's Use Only:

JAN 22 2013

Date:

- ☒ Approved
☐ Denied
☐ Amended
☐ Deferred to:

BOARD OF SUPERVISORS ACTION

Moved by (1) Glover Seconded by (1) O'Bannon
(2) _____ (2) _____

REMARKS:

APPROVED

YES NO OTHER

Glover, R.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kacchela, D.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nelson, T.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O'Bannon, P.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thornton, F.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WHEREAS, the Division of Fire wishes to apply for and accept a grant totaling \$8,000.00 from the Fireman's Fund Insurance Company Heritage Program; and

WHEREAS, this grant will be used to purchase two BlitzFire nozzles and fire prevention brochures.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Henrico County authorizes the County Manager to apply for and accept a grant totaling \$8,000 from the Fireman's Fund Insurance Company Heritage Program.

Comments: No local match is required for this grant. The Fire Chief recommends approval of this Board paper; the County Manager concurs.

By Agency Head

Anthony E. Miller

By County Manager

[Signature]

Routing:

Yellow to: _____

Copy to: _____

Certified:

A Copy Teste: _____

Clerk, Board of Supervisors

Date: _____



County of Henrico

Virginia

Inter-Office Memorandum

TO: County Manager

SUBJECT: Heritage Program Grant

FROM: Anthony E. McDowell
Fire Chief

DATE: January 22, 2013

The Division of Fire seeks to apply for a Heritage Program by Fireman's Fund Insurance "Heritage Program." This grant provides funding to local fire departments for equipment, training, or community education programs.

The grant available to the Division of Fire will total \$8,000.

1. Two BlitzFire nozzles costing \$3,500 each that will be strategically located in the County. These nozzles improve firefighter safety providing a remote application of water from the collapse zone around structures involved in fire. This equipment also allows personnel to be re-directed to focus on other life and property saving activities.
2. Purchase \$1,000 of fire prevention brochures.

This grant does not require matching funds. The Fireman's Fund Insurance Company invites local media to the presentation of funds to promote their community involvement with the local fire departments.

If approved, the Division of Fire will proceed with the online application. Please contact me if you have any additional questions.

If you concur, please sign below with the following understanding:

As the Chief Executive of the County of Henrico, I give my approval to the Division of Fire to submit a program proposal for consideration under the Fireman's Fund Insurance Company Heritage Program. If the project is awarded and the award is approved by the Board of Supervisors, I give my approval to accept and expend \$8,000, which has no local match, which may be in kind in nature, to fund equipment and fire prevention materials as outlined in the attached proposal.

APPROVED BY:

John Vithoulkas, County Manager

DATE:

1/23/13

The Heritage Program® at Fireman's Fund Insurance Company

Supporting Firefighters for Safer Communities



Fireman's Fund
Insurance Company

A company of **Allianz** 



Supporting Firefighters for Safer Communities

Fireman's Fund Insurance Company was founded in 1863 with a social mission to support the fire service. In 2004, we renewed this commitment with the launch of our Heritage Program.

Through this initiative, our employees and participating independent insurance agencies offering Fireman's Fund® products are able to direct grants and provide volunteer support to local fire departments, national firefighter associations and fire and burn prevention programs at non-profit organizations.

Since 2004, Fireman's Fund has proudly awarded more than \$29 million in grants to over 1,800 different fire departments across the U.S.

How does Fireman's Fund support firefighters?

Grants can be used for needed equipment, firefighter training and community education programs. Fireman's Fund employees and the employees of independent insurance agencies offering our products also provide volunteer support to local fire departments and non-profit fire and burn prevention organizations. Fireman's Fund has also partnered with national fire service organizations to sponsor programs that improve firefighter safety and reduce firefighter fatalities across the country.



Funding challenges have left many volunteer and career fire departments without adequate resources.

How does the Heritage Program® work?

Fireman's Fund® awards grants through two main channels:

- Across the country, participating independent insurance agencies are able to direct grants to fire departments based on the growth of their business with Fireman's Fund. It's our way of giving back to the communities where we are growing.
- Fireman's Fund employees can nominate fire departments for grants. They are also encouraged to provide volunteer support for activities including working at fundraisers, installing smoke detectors and performing administrative support or building maintenance.

Fireman's Fund has also partnered with national fire service organizations to sponsor nationwide programs to improve firefighter health and safety and prevent firefighter line-of-duty deaths.

Why do firefighters need additional funding and support?

Funding challenges have left many volunteer and career fire departments without adequate resources. First on the scene of an emergency, firefighters must be prepared to respond to natural disasters, vehicle accidents, medical emergencies and terrorist attacks – as well as fires – despite increasingly limited resources. Here are some startling statistics:

- Half (52 percent) of all fire departments cannot equip all firefighters on a shift with self-contained breathing apparatus (SCBA), the air packs that firefighters use to safely enter a burning building.
- Nearly half (45 percent) of all fire departments that are responsible for structural firefighting have not formally trained all their personnel involved in structural firefighting.
- Nearly half (46 percent) of all fire department engines and pumpers in the U.S. are at least 15 years old.
- Even though a leading cause of firefighter line-of-duty deaths is heart attacks and strokes, 70 percent of fire departments lack programs to maintain basic firefighter fitness and health.

Source: National Fire Protection Association, "Fire Service Needs Assessment Survey," 2011. (nfpa.org)

Tell me about Fireman's Fund[®] Insurance Company.

Fireman's Fund is a premier property and casualty insurance company providing personal and commercial insurance products nationwide. Based in Novato, Calif., Fireman's Fund is a member of the Allianz Group, one of the world's largest providers of property and casualty insurance.

How is the program tied to the unique history of Fireman's Fund?

Fireman's Fund was founded in 1863 with a social mission to give a portion of its profits to support the fire service. Throughout its history, Fireman's Fund has carried on a heritage of innovation and community involvement, as one of the few insurance companies to honor all claims following the 1871 Chicago fire and the 1906 San Francisco earthquake; a pioneer in insuring major civic infrastructure products like the Golden Gate Bridge; and through volunteer programs and corporate giving. Today, Fireman's Fund continues its founding mission to support firefighters through its award-winning Heritage Program[®].

What has Fireman's Fund Insurance Company supported at the national level?

In addition to supporting local fire departments, Fireman's Fund has awarded more than \$1 million to support the launch of national programs to improve firefighter safety and reduce firefighter fatalities.

- We partnered with the International Association of Fire Chiefs to help fund the creation of the "National Fire Fighters Near-Miss Reporting System" to enable firefighters to share their stories and learn from the close calls of other firefighters.
- We are also a supporter of the National Fallen Firefighters Foundation and helped fund the creation of its "Everyone Goes Home[®]" campaign to reduce firefighter line-of-duty deaths. Fireman's Fund also supported the National Volunteer Fire Council's "Heart Healthy Initiative" to reduce one of the leading causes of firefighter deaths – heart attacks and strokes.

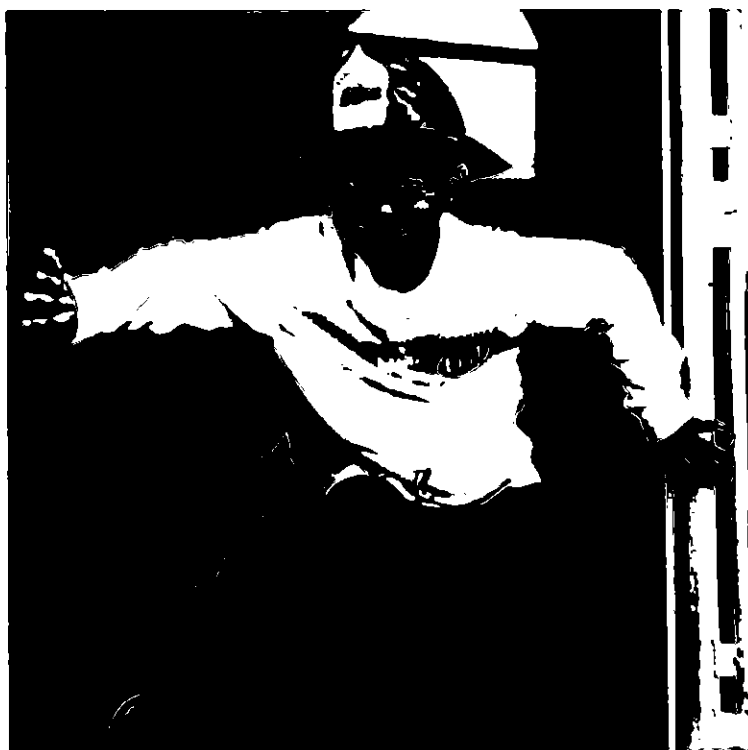
How are Fireman's Fund agents involved?

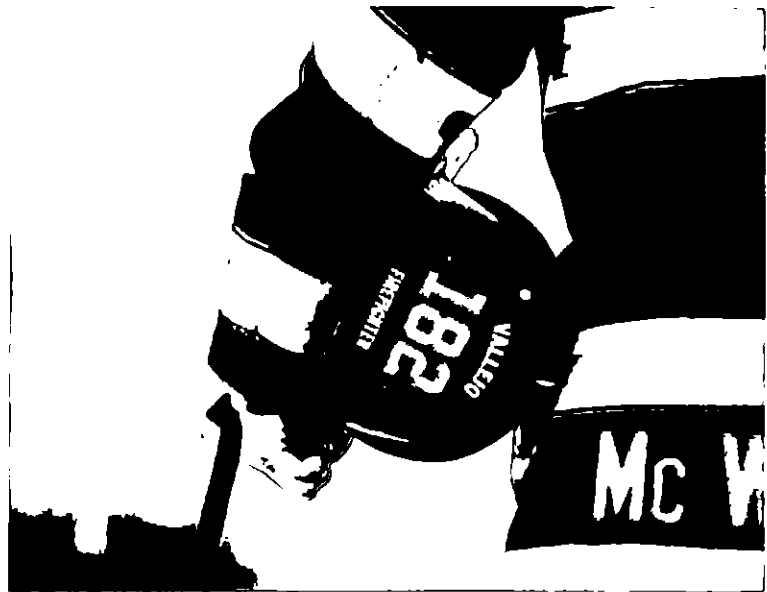
Many independent insurance agencies that offer Fireman's Fund products are able to direct grants to fire departments and fire and burn prevention organizations based on their business relationship with Fireman's Fund and the growth of their business with our company.

How are Fireman's Fund employees involved?

Our "Bucket Brigade" program offers employees the opportunity to support firefighters at the grassroots level. Through the Bucket Brigade, our employees learn about opportunities to volunteer at local fire departments, nominate fire departments for grants, and review employee nominations for fire department grants.

This program was named after an early community-based approach to firefighting, long before the days of fire hydrants. Citizens banded together to form a "bucket brigade" – a line of people passing buckets of water to one another to help fight fires. Similarly, Fireman's Fund employees and its independent agents are joining forces today to support firefighters for safer communities.





How do fire departments apply for grants?

Fire departments interested in receiving a grant are encouraged to tell us about their needs by filling out our survey which can be found at: www.firemansfund.com/heritage. This information is then shared with our employees and independent agencies who are interested in directing a grant.

Is the Heritage Program[®] a foundation?

No. The Heritage Program is a corporate giving program at Fireman's Fund Insurance Company. We award a portion of our profits to support firefighters for safer communities.

For more information about the Heritage Program

Web: www.firemansfund.com/heritage

Facebook: www.facebook.com/SupportingFirefighters

Twitter www.twitter.com/ffundheritage

Email: heritage@ffic.com

Phone: 415.899.2000

Fire Service Grants: Frequently Asked Questions



Fireman's Fund®
Insurance Company

A company of **Allianz** 

Fireman's Fund Insurance Company was founded in 1863 with a social mission to support the fire service. That tradition was renewed in 2004 with the launch of our Heritage Program®.

Today, Fireman's Fund® proudly awards millions of dollars in grants to fire departments and fire and burn prevention organizations to support firefighters for safer communities. Grants can be used to purchase needed equipment, firefighter training and community education programs.

How are the grants awarded?

Our grants are awarded in three ways:

Employees – Fireman's Fund employees can nominate local fire departments and non-profit fire and burn prevention organizations for grants. Our employees are also encouraged to provide volunteer support for non-emergency activities.

Agents – Across the country, many independent insurance agencies that offer Fireman's Fund products are able to direct grants to fire departments based on the growth of their business with Fireman's Fund and other eligibility criteria.

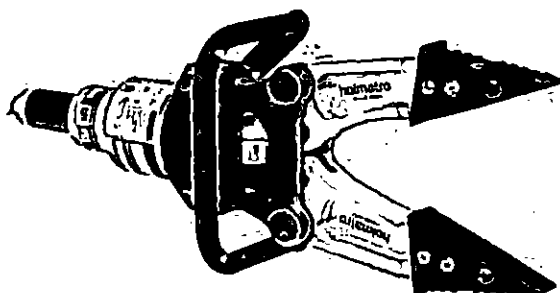
National Fire Service Organizations – Fireman's Fund awarded funds for national programs designed to improve firefighter safety and reduce firefighter accidents – programs that benefit firefighters across the country. These include the National Fallen Firefighters Foundation's Everyone Goes Home® campaign, the International Association of Fire Chiefs-led National Fire Fighter Near-Miss Reporting System and the National Volunteer Fire Council's Heart Healthy initiative.

How do I apply?

Grants are awarded on an ongoing basis throughout the year. However, our program is different from traditional grant programs administered by the government or other companies. There is no "application" process or deadline. Instead, fire departments are encouraged to complete a survey.

Links to the survey can be found at:
www.firemansfund.com/heritage and
www.facebook.com/SupportingFirefighters

This information is shared with employees and independent agents interested in nominating a fire department for a grant. Surveys remain active indefinitely so there is no need to resubmit your information.



When I try to submit a survey, I am told that someone else in the department previously filed one for our organization. How do I get in to the system to change or update our department's needs?

If you get a message saying "Existing Organization Detected," click on either "Submit a Report" or "Need Support" and a window will pop up. Fill out your contact information. Under the section asking for a description of the problem, state the following: "Received an 'Existing Organization Detected' message. Please add me as an additional user for (Fill in the name of your organization)." Then, click on the "submit your support request" button and you will receive a response when it is completed.

I completed a survey.

When will I hear back from someone?

You will not be contacted unless an employee or agency is interested in nominating your organization for a grant



Other than fill out the survey and wait, is there anything else I can do?

Fire departments can visit www.firemansfund.com to learn which of our independent agencies are located in their area. Fire departments are welcome to contact them directly to see if they participate in our program and to explain your department's needs.

If you know of a Fireman's Fund office in your area, you may contact that local office as well.

We also have booth displays at some national fire service trade shows such as FDIC. Please visit our booth and meet our employee volunteers.

Do your employees perform volunteer work at fire departments?

Yes. Each of our major offices has at least one contact person who helps identify volunteers and matches them with local opportunities. Employees typically help with fundraising events, community education, installing smoke detectors, painting fire hydrants, and other non-emergency tasks year-round. Each fall, Fireman's Fund also designates a "Day of Sharing" when employees are able to take a paid day of work and volunteer in the community. Many employees elect to work on fire service-related opportunities.

If you do not have an established contact at our offices, please email heritage@ffic.com and we will get back to you with a contact in your area if one is available.



Fireman's Fund
Insurance Company

Autumn '09

Date August 7

\$7.5

What materials/services are eligible for Fireman's Fund grants?

Grants can be made to fire service organizations and fire and burn prevention programs at non-profits for:

Equipment (e.g. SCBAs, turnouts and other PPE in conjunction with our partner Morning Pride® / Honeywell First Responder Products®, thermal imaging cameras in association with Bullard®, extrication and rescue equipment with our vendor Holmatro®, basic firefighting tools, fire shelters, etc.)

Firefighter training (e.g. training facilities, props, instructors) and

Community education programs (e.g. smoke and carbon monoxide detector programs, educational materials, robots and fire safety houses).

What items are not eligible for funding?

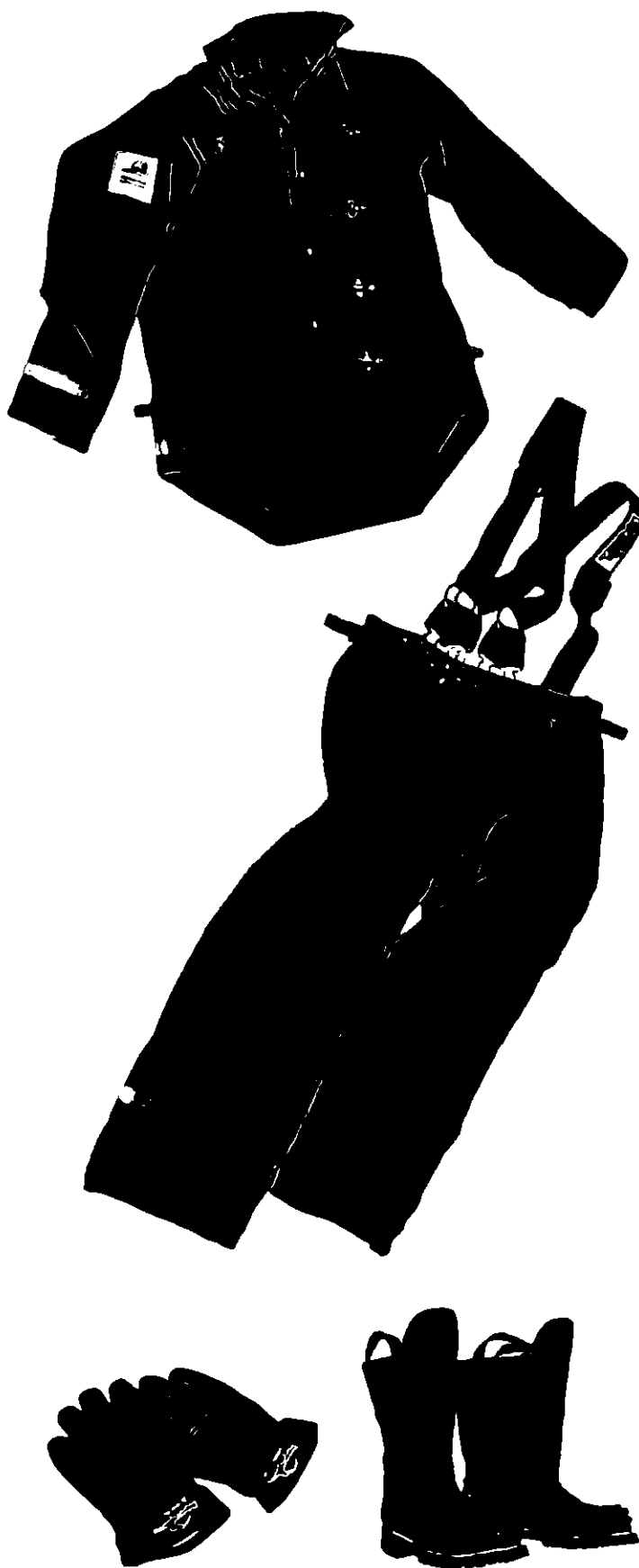
We do not award grants to private entities such as industrial fire brigades or private ambulance companies. We also do not fund fire station building improvements, capital campaigns, partial donations (unless we award the final amount), hospitals, burn camps, medical treatment, firefighting museums (unless it is for a fire prevention program at the museum) or firefighter memorials since we choose to focus our efforts on preventing firefighter fatalities.

Can you tell me more about your partnerships with certain vendors of fire service equipment?

For commonly requested equipment, we have established relationships with companies that offer high quality products. This allows us to purchase more equipment for the same amount of money so the fire service benefits. We are proud to have special arrangements with:

- Bullard for thermal imaging cameras and accessories (www.bullard.com)
- Morning Pride/Honeywell First Responder Products for turnouts and other PPE (www.morningpride.com)
- Holmatro for extrication equipment (www.holmatro-usa.com)

Other companies interested in working with us can contact us by emailing heritage@ffic.com.



Why is Fireman's Fund supporting firefighters?
I know that there's no such thing as a "free lunch,"
so what do you want in return?

Supporting firefighters for safer communities is our social mission. We believe that by providing firefighters with the tools they need to do their jobs safely and efficiently, communities are safer. Firefighters also tell us stories of lives saved as a result of our grants and we are proud to give back to communities in this very meaningful way.

Although there is no "catch" to our grants, there are two things we ask from grant recipients: visibility and feedback. With each grant, Fireman's Fund and its independent agencies generally hold a check or equipment presentation event and invite local media. We ask that the grant recipient participate in this outreach and, depending on the purpose of the grant, we ask that our company logo is displayed appropriately on the item purchased with grant funds. This helps ensure that the local community knows about Fireman's Fund and its programs while also providing fire departments with an opportunity to educate the public about the challenges faced by firefighters—including budget issues. We also request that you tell us about any special stories where the grant funds have made a difference, saved a life, etc. By telling us your stories, you help build support for the program and educate our employees, independent agents/brokers and policyholders on the impact of our grants in your community.

How can I keep updated on your
Fireman's Fund Heritage programs?

Facebook: www.facebook.com/SupportingFirefighters

Twitter: www.twitter.com/FFundHeritage

Web: www.firemansfund.com/heritage

Individuals interested in receiving occasional updates on our program via email should email heritage@ffic.com and asked to be added to our email lists.

My department has received a grant and we have a story to tell about how it really made a difference. What's the best way to share the story with Fireman's Fund?

Please post your story on our Facebook page (www.facebook.com/SupportingFirefighters), or email us at heritage@ffic.com.

We love to hear these stories because they remind us all of the true value of our grant program to support firefighters for safer communities.

On behalf of everyone associated
with Fireman's Fund, thank you for
all you do to make our communities
safer places to live and work.





COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE

Agenda Item No. 31-13
Page No. 1 of 2

Agenda Title: Resolution – Award of Construction Contract – Chiller Replacement at Mental Health and Developmental Services – Woodman Road – Fairfield District

For Clerk's Use Only: Date: JAN 22 2013 <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Amended <input type="checkbox"/> Deferred to:	BOARD OF SUPERVISORS ACTION Moved by (1) <u>Glover</u> Seconded by (1) <u>Nelson</u> (2) _____ (2) _____ REMARKS: APPROVED	VES NO OTHER Glover, R. <input checked="" type="checkbox"/> _____ Kaechele, D. <input checked="" type="checkbox"/> _____ Nelson, T. <input checked="" type="checkbox"/> _____ O'Bannon, P. <input checked="" type="checkbox"/> _____ Thornton, F. <input checked="" type="checkbox"/> _____
---	---	---

WHEREAS, the County received 13 bids on January 3, 2013 in response to IFB#. 12-9348-11JK, inclusive of Addendum 1, for replacement of the chiller at Mental Health and Developmental Services – Woodman Road, as follows:

Bidder	Total Bid Amount
Southworth Mechanical Corporation	\$ 129,460.00
Urban Grid Mechanical, LLC.	\$ 130,380.00
Greenland Enterprises, Inc.	\$ 134,913.00
CenTech Service Corporation	\$ 135,770.00
eTec Mechanical Corporation	\$ 140,863.00
Tune & Toler, Inc.	\$ 142,670.00
Fife Mechanical, Inc.	\$ 143,800.00
Chamberlin Mechanical Service, Inc.	\$ 146,560.00
Comfort Systems of Virginia, Inc.	\$ 148,555.00
R.S. Harritan & Company, Inc.	\$ 150,589.00
Harris Heating & Plumbing, Inc.	\$ 151,000.00
Waco, Inc.	\$ 177,070.00
General & Mechanical Services, LLC.	\$ 230,555.44

By Agency Head Chel J. Whistler By County Manager [Signature]

Routing:
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Certified:
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Clerk, Board of Supervisors
Date: _____

**COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE**

Agenda Item No. **31-13**
Page no. 2 of 2

Agenda Title: Resolution – Award of Construction Contract – Chiller Replacement at Mental Health and Developmental Services – Woodman Road – Fairfield

WHEREAS, after review and evaluation of all bids received, it was determined that Southworth Mechanical Corporation is the lowest responsive and responsible bidder with a bid in the amount of **\$129,460.00**.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors that:

1. A contract to furnish all labor, materials, supplies, equipment, and services necessary for the installation of the chiller for Mental Health and Development Services – Woodman Road is awarded to Southworth Mechanical Corporation, the lowest responsive and responsible bidder, in the amount of **\$129,460.00**, pursuant to IFB# 12-9348-11JK, inclusive of Addendum I, and the bid submitted by Southworth Mechanical Corporation.
2. The County Manager is authorized to execute the contract in a form approved by the County Attorney.
3. The County Manager, or the Director of General Services as his designee, is further authorized to execute all necessary change orders within the scope of the project budget not to exceed 15% of the original contract amount.

Comments: Funding to support the contract is available within the budget. The Director of General Services recommends approval of this Board paper, and the County Manager concurs.



COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE

Agenda Item No. 32-13

Page No. 1 of 1

Agenda Title: **RESOLUTION — Signatory Authority — Sublease of Suite B at 7740 Shrader Road — Commonwealth of Virginia Department of General Services — Brookland District**

For Clerk's Use Only:

Date: **JAN 22 2013**

- () Approved
() Denied
() Amended
() Deferred to:

BOARD OF SUPERVISORS ACTION

Moved by (1) Glover Seconded by (1) Thornton
(2) _____ (2) _____

REMARKS: **APPROVED**

YES NO OTHER

Glover, R.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kacchale, D.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nelson, T.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O'Bannon, P.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thornton, F.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WHEREAS, the County leased office space at 7740 Shrader Road for personnel working on implementation of the Oracle Human Resources Management System; and,

WHEREAS, the County has completed implementation of the system and desires to sublease the space to the Commonwealth of Virginia Department of General Services during the remaining term of the lease; and,

WHEREAS, the County has declared some of the office furniture, fixtures, and equipment used in the leased space during the Oracle project as surplus and is willing to donate the surplus property to the Commonwealth of Virginia.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors that the County Manager is authorized to (1) execute an agreement, in a form approved by the County Attorney, for the Commonwealth of Virginia Department of General Services to sublease the County's office space at 7740 Shrader Road from February 1, 2013 to July 31, 2016 at the same rental amount as the County's lease, and (2) donate the surplus office furniture, fixtures, and equipment used in the leased space to the Commonwealth of Virginia.

Comments: The Directors of Health, Human Resources and Real Property recommend approval of this Board paper, and the County Manager concurs.

By Agency Head

[Signature]

By County Manager

[Signature]

Routing:

Yellow to:

Real Property

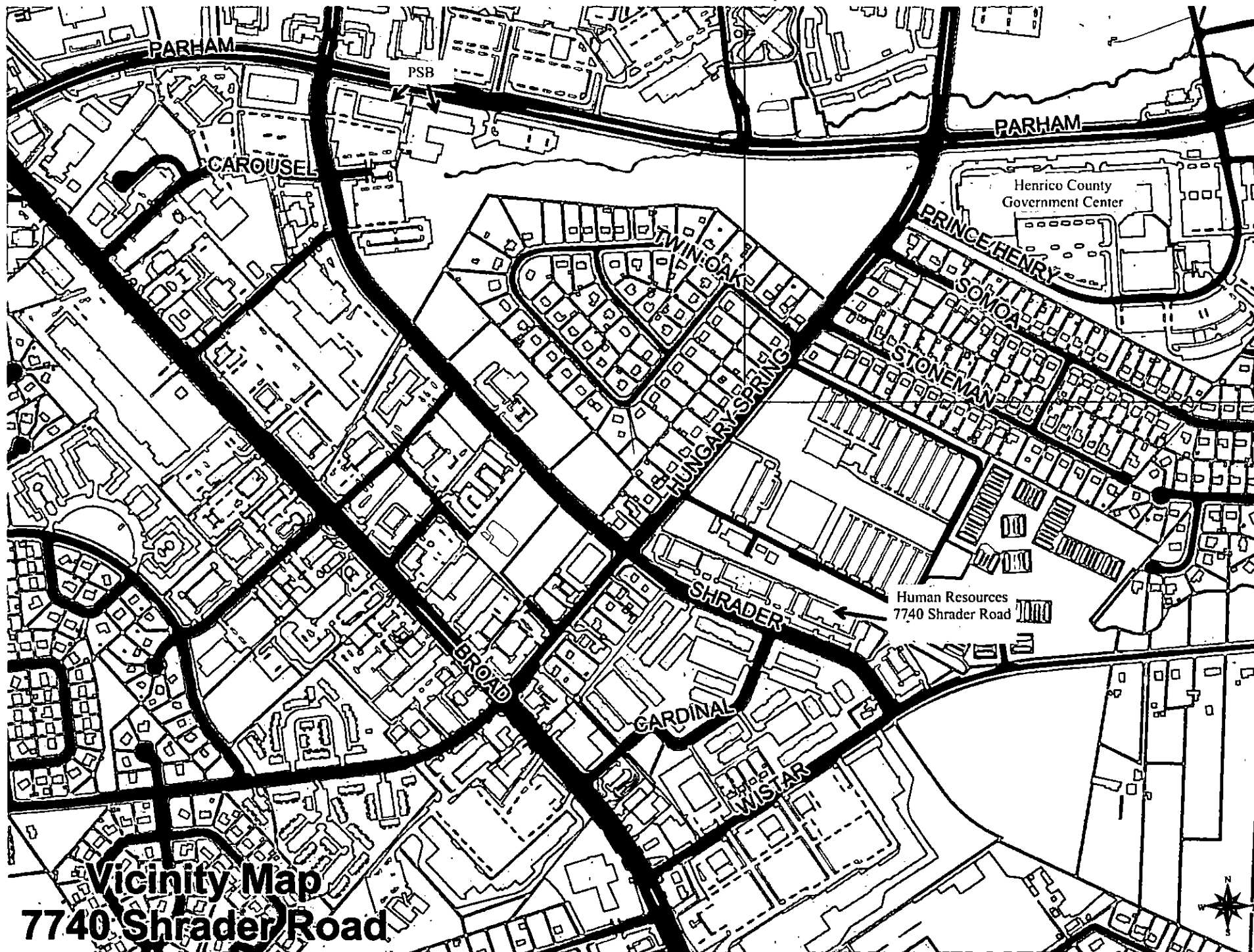
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Clerk, Board of Supervisors

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Date:



Vicinity Map
7740 Shrader Road



COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE

Agenda Item No. 33-13

Page No. 1 of 1

Agenda Title: RESOLUTION – Acceptance of Roads

For Clerk's Use Only:	BOARD OF SUPERVISORS ACTION	YES NO OTHER
Date: JAN 22 2013	Moved by (1) <u>O'Bannon</u> Seconded by (1) <u>Nelson</u> (2) _____ (2) _____ REMARKS: APPROVED	Glover, R. <input checked="" type="checkbox"/> _____ Kaechele, D. <input checked="" type="checkbox"/> _____ Nelson, T. <input checked="" type="checkbox"/> _____ O'Bannon, P. <input checked="" type="checkbox"/> _____ Thornton, F. <input checked="" type="checkbox"/> _____
<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Amended <input type="checkbox"/> Deferred to:		

BE IT RESOLVED by the Board of Supervisors that the following named and described sections of roads are accepted into the County road system for maintenance.

Collin Court – Fairfield District

Maelee Mews from Hungary Road to 0.08 mi. N. of Hungary Road 0.08 Mi.

Total Miles 0.08 Mi.

Huntington Place – Fairfield District

O'Brien Road from Huntington Avenue to 0.35 mi. E. of Huntington Avenue 0.35 Mi.

Wilmer Avenue from Huntington Avenue to 0.27 mi. E. of O'Brien Road 0.27 Mi.

Total Miles 0.62 Mi.

McCabe's Grant and a Resubdivision of Lake Loreine, Section F, Block B,
Reserved Lot and Section A, Block A, Reserved Lot – Three Chopt District

Loreine's Landing Lane from 0.29 mi. S. of Church Road to 0.36 mi. S. of Church Road 0.07 Mi.

Loreine's Landing Court from McCabe's Grant Terrace
to 0.12 mi. S. of McCabe's Grant Terrace 0.12 Mi.

McCabe's Grant Terrace from Loreine's Landing Lane to 0.07 mi. N of
Loreine's Landing Lane 0.07 Mi.

McCabe's Grant Court from 0.05 mi. E. of McCabe's Grant Terrace
to 0.02 mi. W. of McCabe's Grant Terrace 0.07 Mi.

Total Miles 0.33 Mi.

By Agency Head [Signature]

By County Manager [Signature]

Routing:

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Copy to: _____

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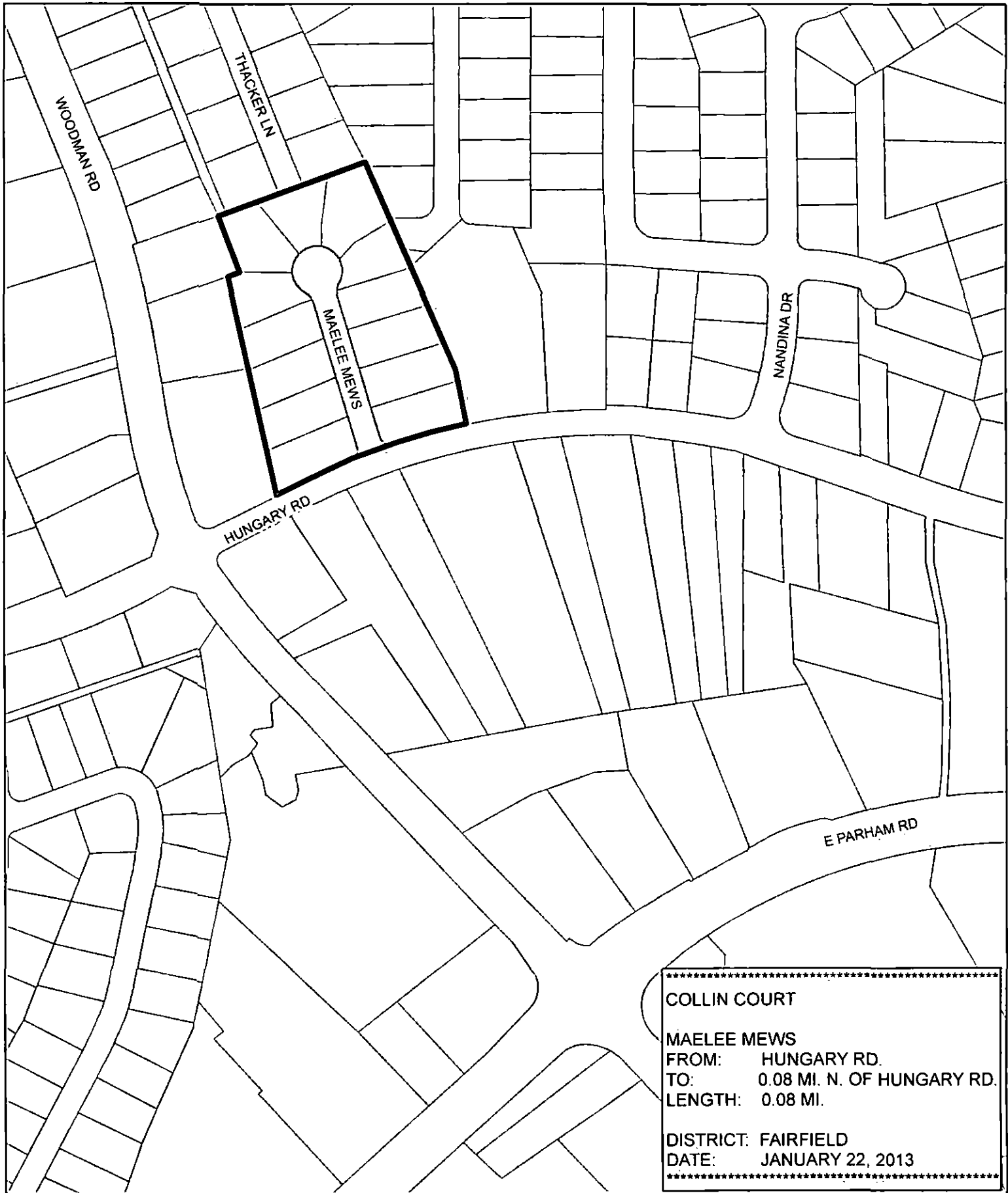
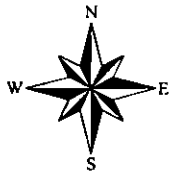
A Copy Tests: _____

Clerk, Board of Supervisors

Date: _____

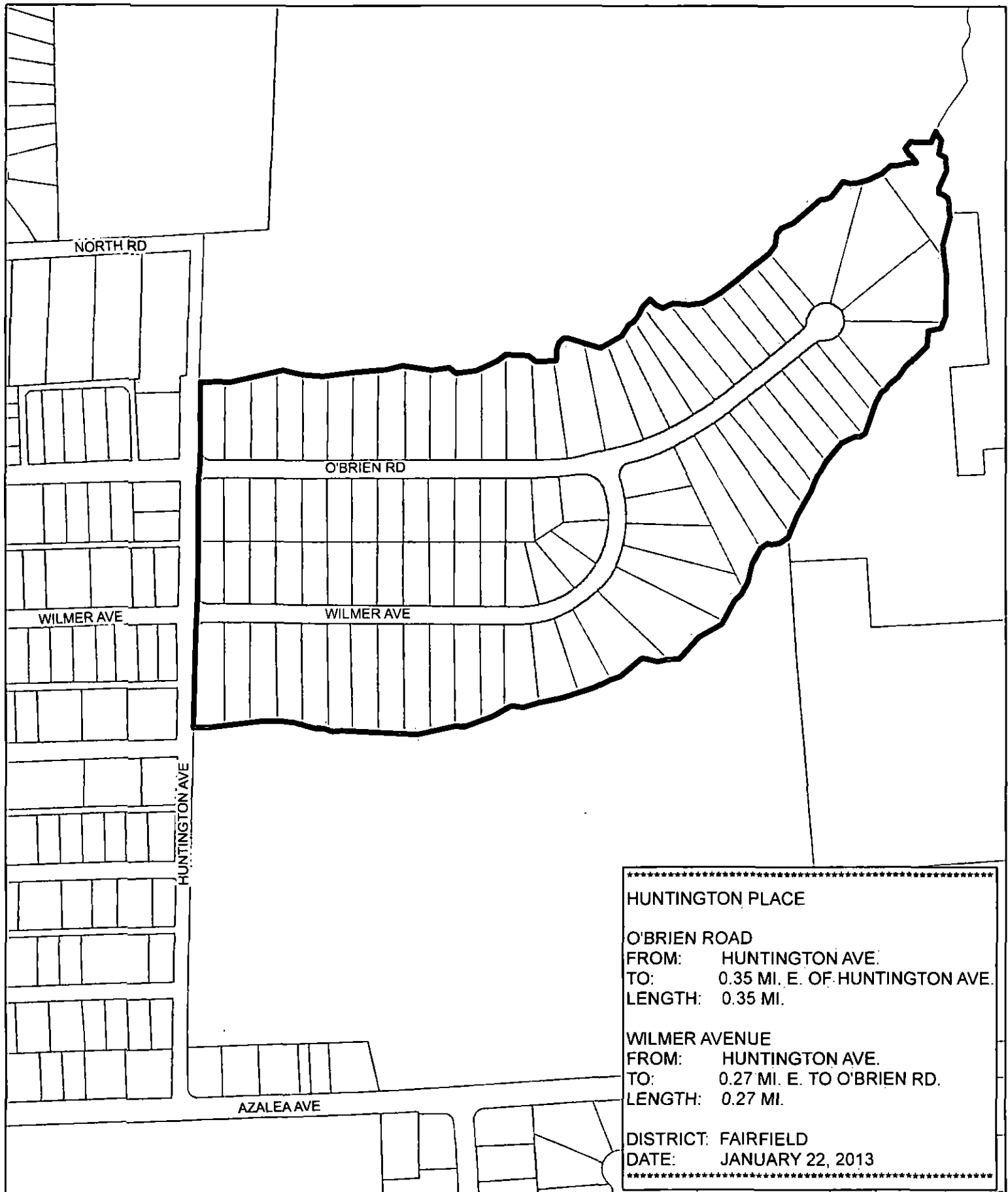


COLLIN COURT





HUNTINGTON PLACE





MCCABE'S GRANT AND A RESUBDIVISION OF LAKE LOREINE SECTION F BLOCK B RESERVED LOT & SECTION A BLOCK A RESERVED LOT

