

COUNTY OF YORK

MEMORANDUM

DATE: 6/24/2016

TO: Neil A. Morgan, County Administrator
Jim Barnett, County Attorney

FROM: Joshua Green, Grants Coordinator

SUBJECT: FY2016 Justice Assistance Grant Application

Urgent!

Jim;

Please approve as to form and send to Mr. Morgan for signatures.

Neil;

This application package is for the Justice Assistance Grant (JAG) for the Sheriff's Office and the amount of the grant is \$11,637. The deadline for submitting this application is June 30 by 5:00 PM EST.

This grant requires a 30-day review by the Board or the Board's designee. The budget resolution (R16-48) gives you the authority to act as the Board's designee in this matter. However, if you wish to forward this to the Board, please let me know and I will scan the package so that you may send it to the Board members. The grant does not require Board action, just review.

This grant also requires that the public be given the opportunity to comment on the proposed use of funds. We accomplish this by posting it on our website.

This package is a printed copy of the application that must be completed on-line

Please review the package and sign or initial where indicated and return to me for processing. I will complete the remaining electronic portions, upload the documents and submit the application.

If you have any questions, please let me know.

Respectfully,

Joshua N. Green
Grants Coordinator
Ex: 3704



**Edward Byrne Memorial Justice Assistance Grant
(JAG) Program - Local Solicitation** 2016-H4103-VA-DJ



[Application](#)

[Correspondence](#)

Switch to ... ▾

Application Handbook

Overview

[Overview](#)

[Applicant Information](#)

This handbook allows you to complete the application process for applying to the Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation. At the end of the application process you will have the opportunity to view and print the SF-424 form.

[Project Information](#)

[Budget and Program Attachments](#)

[Assurances and Certifications](#)

[Review SF 424](#)

[Submit Application](#)

| | |
|---|--|
| *Type of Submission | <input type="radio"/> Application Construction <input checked="" type="radio"/> Application Non-Construction <input type="radio"/> Preapplication Construction <input type="radio"/> Preapplication Non-Construction |
| *Type of Application | If Revision, select appropriate option If Other, specify New ▾ Type of Revision ▾ <input type="text"/> |
| *Is application subject to review by state executive order 12372 process? | <input type="radio"/> Yes This preapplication/application was made available to the state executive order 12372 process for review on <input type="text"/> ▾ <input type="text"/> ▾ <input type="text"/> ▾ <input type="radio"/> No Program is not covered by E.O. 12372 <input checked="" type="radio"/> N/A Program has not been selected by state for review |

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[GMS Home](#)

[Log Off](#)



Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation

2016-H4103-VA-DJ

[Application](#)[Correspondence](#)Switch to ... ▼**Application Handbook****Applicant Information**[Overview](#)

Verify that the following information filled is correct and fill out any missing information. To save changes, click on the "Save and Continue" button.

[Applicant Information](#)[Project Information](#)[Budget and Program Attachments](#)[Assurances and Certifications](#)[Review SF 424](#)[Submit Application](#)[Help/Frequently Asked Questions](#)[GMS Home](#)[Log Off](#)

| | |
|---|---|
| *Is the applicant delinquent on any federal debt | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| *Employer Identification Number (EIN) | 54 - 6001696 |
| *Type of Applicant | County ▼ |
| Type of Applicant (Other): | <input type="text"/> |
| *Organizational Unit | York County Sheriff's O |
| *Legal Name (Legal Jurisdiction Name) | York County |
| *Vendor Address 1 | 224 Ballard Street |
| Vendor Address 2 | <input type="text"/> |
| *Vendor City | Yorktown |
| Vendor County/Parish | York County |
| *Vendor State | Virginia ▼ |
| *Vendor ZIP | 23690 - 0532 Zip+4 Lookup |
| Please provide Point of Contact Information for matters involving this application | |
| *Contact Prefix: | Mr. ▼ |
| Contact Prefix (Other): | <input type="text"/> |
| *Contact First Name: | Jeffrey |
| Contact Middle Initial: | <input type="text"/> |
| *Contact Last Name: | Kantor |
| Contact Suffix: | Select a Suffix ▼ |
| Contact Suffix (Other) : | <input type="text"/> |
| *Contact Title: | Chief of Fiscal Accounti |
| *Contact Address Line 1: | 120 Alexander Hamilton Blvd. |
| | PO Box 532 |

| | |
|--------------------------|--|
| Contact Address Line 2: | |
| *Contact City | Yorktown |
| Contact County: | York County |
| *Contact State: | Virginia |
| *Contact Zip Code: | 23690 - 0532 Zip+4 Lookup |
| *Contact Phone Number: | 757 890 3740 Ext: |
| Contact Fax Number: | 757 890 3399 |
| *Contact E-mail Address: | jeffrey.kantor@yorkcounty.gov Email Help |

Save and Continue



**Edward Byrne Memorial Justice Assistance Grant
(JAG) Program - Local Solicitation** 2016-H4103-VA-DJ



[Application](#)

[Correspondence](#)

Switch to ...

Application Handbook

Budget and Program Attachments

[Overview](#)

This form allows you to upload the Budget Detail Worksheet, Program Narrative and other Program attachments. Click the Attach button to continue.

[Applicant
Information](#)

[Project Information](#)

[Budget and
Program
Attachments](#)

[Assurances and
Certifications](#)

[Review SF 424](#)

[Submit Application](#)

| | |
|---|---------------------------------------|
| Abstract. 2016 JAG.docx | <input type="button" value="Delete"/> |
| Program Narrative. JAG 2016.docx | <input type="button" value="Delete"/> |
| Disclosure of Pending Applications.docx | <input type="button" value="Delete"/> |
| High Risk Disclosure.pdf | <input type="button" value="Delete"/> |
| Review Narrative.docx | <input type="button" value="Delete"/> |
| Webpage Post.pdf | <input type="button" value="Delete"/> |
| Click on the Attach Button to upload an attachment | <input type="button" value="Attach"/> |

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Your files have been successfully attached, but the application has not been submitted to OJP. Please continue with your application.

[GMS Home](#)

[Log Off](#)

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OMB APPROVAL
NUMBER 1121-0140

EXPIRES 03/31/2016

STANDARD ASSURANCES

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It 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.
3. It will give the awarding agency or the Government Accountability Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63, and the award term in 2 C.F.R. § 175.15(b).
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).
7. If a governmental entity:
 - a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
 - b. it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

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**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE CHIEF FINANCIAL OFFICER**

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Acceptance of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," 2 CFR Part 2867, "DOJ Implementation of OMB Guidance on Nonprocurement Debarment and Suspension," and 28 CFR Part 83, "Government-wide Debarment and Suspension," and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) 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 making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) 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 this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

Pursuant to Executive Order 12549, Debarment and Suspension, implemented at 2 CFR Part 2867, for prospective participants in primary covered transactions, as defined at 2 CFR Section 2867.20(a), and other requirements:

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Have not within a two-year period preceding this application been convicted of a felony criminal violation under any Federal law, unless such felony criminal conviction has been disclosed in writing to the Office of Justice Programs (OJP) at Ojpcompliancereporting@usdoj.gov, and, after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.

(d) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and

(e) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. FEDERAL TAXES

A. If the applicant is a corporation, the applicant certifies that either (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to OJP at Ojpcompliancereporting@usdoj.gov, and, after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 83, Subpart F, for grantees, as defined at 28 CFR Sections 83.620 and 83.650:

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted
- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Accept



**Edward Byrne Memorial Justice Assistance Grant
(JAG) Program - Local Solicitation** 2016-H4103-VA-DJ

[Application](#)[Correspondence](#)Switch to ... **Application Handbook****Assurances and Certifications**[Overview](#)[Applicant
Information](#)[Project Information](#)[Budget and
Program
Attachments](#)[Assurances and
Certifications](#)[Review SF 424](#)[Submit Application](#)[Help/Frequently
Asked Questions](#)[GMS Home](#)[Log Off](#)

To the best of my knowledge and belief, all data in this application/preapplication is true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.

Your typed name, in lieu of your signature represents your legal binding acceptance of the terms of this application and your statement of the veracity of the representations made in this application. The document has been duly authorized by the governing body of the applicant and the applicant will comply with the following:

1. [Assurances](#)
2. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace requirements.](#)

If you are an applicant for any Violence Against Women grants, this includes the Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act.

| | |
|------------------|--|
| *Prefix: | Mr. <input type="button" value="v"/> |
| Prefix (Other): | <input type="text"/> |
| *First Name: | Neil |
| Middle Initial: | A |
| *Last Name: | Morgan |
| Suffix | Suffix: <input type="button" value="v"/> |
| Suffix (Other): | <input type="text"/> |
| *Title: | County Administrator <input type="button" value="v"/> |
| *Address Line 1: | 224 Ballard Street <input type="button" value="v"/> |
| Address Line 2: | <input type="text"/> |
| *City: | Yorktown |
| County: | York County |
| *State: | Virginia <input type="button" value="v"/> |
| *Zip Code: | 23690 -0532 <input type="button" value="v"/> Zip+4 Lookup |
| *Phone: | 757 -890 -3320 <input type="button" value="v"/> Ext : <input type="text"/> |

| | | | |
|---|---|-----------------------------------|------------------------------------|
| Fax: | <input type="text" value="757"/> | <input type="text" value="-890"/> | <input type="text" value="-4000"/> |
| *E-mail: | <input type="text" value="neil.morgan@yorkcoun"/> | Email Help | |
| <p><input type="checkbox"/> I have examined the information provided here regarding the signing authority and certify it is accurate. I am the signing authority, or have been delegated or designated formally as the signing authority by the appropriate authority of official, to provide the information requested throughout this application system on behalf of this jurisdiction. Information regarding the signing authority, or the delegation of such authority, has been placed in a file and is available on-site for immediate review.</p> | | | |



Edward Byrne Memorial Justice Assistance Grant
(JAG) Program - Local Solicitation 2016-H4103-VA-DJ

[Application](#)[Correspondence](#)

Switch to ... ▾

Review SF-424 [Print a Copy](#)**Application Handbook**[Overview](#)[Applicant Information](#)[Project Information](#)[Budget and Program Attachments](#)[Assurances and Certifications](#)[Review SF 424](#)[Submit Application](#)[Help/Frequently Asked Questions](#)[GMS Home](#)[Log Off](#)

| | | | |
|---|--|---|-------------------------------------|
| APPLICATION FOR FEDERAL ASSISTANCE | 2. DATE SUBMITTED | Applicant Identifier | |
| | 1. TYPE OF SUBMISSION Application Non-Construction | 3. DATE RECEIVED BY STATE | State Application Identifier |
| | | 4. DATE RECEIVED BY FEDERAL AGENCY | Federal Identifier |
| 5. APPLICANT INFORMATION | | | |
| Legal Name York County | | Organizational Unit York County Sheriff's Office | |
| Address 224 Ballard Street Yorktown, Virginia 23690-0532 | | Name and telephone number of the person to be contacted on matters involving this application Kantor, Jeffrey (757) 890-3740 | |
| 6. EMPLOYER IDENTIFICATION NUMBER (EIN) 54-6001696 | | 7. TYPE OF APPLICANT County | |
| 8. TYPE OF APPLICATION New | | 9. NAME OF FEDERAL AGENCY Bureau of Justice Assistance | |
| 10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16.738 CFDA: Edward Byrne Memorial Justice Assistance TITLE: Grant Program | | 11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT Video Redaction/Editing Software Bundle | |
| 12. AREAS AFFECTED BY PROJECT County of York, VA | | | |
| 13. PROPOSED PROJECT Start Date: October 01, 2015 End Date: September 30, 2017 | | 14. CONGRESSIONAL DISTRICTS OF a. Applicant b. Project VA02 | |
| 15. ESTIMATED FUNDING | | 16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? Program has not been selected by state for review | |
| Federal | \$11,637 | | |
| Applicant | \$0 | | |
| State | \$0 | | |
| Local | \$0 | | |

| | | |
|---|----------|---|
| Other | \$0 | |
| Program Income | \$0 | 17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? |
| TOTAL | \$11,637 | |
| 18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED. | | |

Continue



**Edward Byrne Memorial Justice Assistance Grant
(JAG) Program - Local Solicitation** 2016-H4103-VA-DJ



[Application](#)

[Correspondence](#)

Switch to ...

Application Handbook **Submit Application**

[Overview](#)

You can **Submit** this application only when the following checklist is complete. Click on the "Incomplete" link to get more details for the corresponding incomplete item.

[Applicant Information](#)

[Project Information](#)

[Budget and Program Attachments](#)

[Assurances and Certifications](#)

[Review SF 424](#)

[Submit Application](#)

| Status | Requirement |
|-------------------|--|
| Complete | Overview |
| Complete | Applicant Information |
| Complete | Project Information |
| Complete | Budget and Program Attachments |
| Incomplete | Certified to the Assurances and Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace |

[Help/Frequently Asked Questions](#)

You may not submit your application until your user id has been approved and all of the above conditions are marked as "Completed".

[GMS Home](#)

[Log Off](#)

Abstract:

Name: York-Poquoson Sheriff's Office

Title of Project: Video Redaction/Enhancement Software Bundle

These funds will be used to purchase and install a software bundle package that is compatible with the Sheriff's Office body worn and in car video systems as well as security and surveillance videos from county commercial businesses. This software will provide the Sheriff's Office with the ability to redact and or enhance videos from these sources. The Sheriff's Office currently does not have the necessary funding to purchase this software package.

Project Identifiers:

Body Worn Cameras

Equipment Video/Audio

Policing

Review Narrative

The County of York made its Fiscal Year 2016 JAG application available to the County Administrator for his review and comment on June 24, 2016. Resolution R16-48 passed by the York County Board of Supervisors (the County's governing body) on May 3, 2016, designated the County Administrator as its agent to execute grant applications and complete grant requirements for grants that do not exceed \$50,000.

The process of obtaining cost quotes for the video redaction and enhancement software as required by policy did not allow sufficient time to fulfill the 30 day review requirement prior to submitting the application. As such, County of York acknowledges that a withholding of funds special condition will be applied to the award, restricting draw-down, until the 30-day review requirement has been satisfied.

The County of York has made its Fiscal Year 2016 JAG application available to citizens for comment prior to application submission by posting a notice on the County's website.

BE IT STILL FURTHER RESOLVED that the annual appropriation of the Regional Radio Project Fund be, and is hereby, adjusted if and when additional revenues from air time usage, reimbursements for maintenance and other sources become available. The County Administrator shall advise the Board of Supervisors in writing of all such actions.

BE IT STILL FURTHER RESOLVED that the County Treasurer, upon receipt of a written order from the County Administrator, is authorized to advance monies between the several County funds under her custody provided, however, that the total advanced to any particular fund, plus the amount of monies disbursed from that fund, does not exceed the annual appropriation of said fund.

BE IT STILL FURTHER RESOLVED that, the County Administrator shall be, and is hereby, authorized to do all things necessary to apply for federal and state library aid and in addition, the annual appropriation for library operations be, and is hereby, adjusted for all funds received under this program in accordance with the recommendations of the York County Library Board.

BE IT STILL FURTHER RESOLVED that, upon receiving notice of grant or program opportunities offered by various federal, state, local and other outside organizations, the County Administrator or his designee be, and is hereby designated as the agent to execute the necessary grant or program application and other documentation, unless the terms of the grant or program require specific actions by the Board, to give such assurances as may be required by the agreement subject to approval as to form by the County Attorney and to provide such additional information as may be required by the awarding organization. In addition, the funding awarded, not to exceed \$50,000, shall be, and is hereby, appropriated to the applicable functional area.

BE IT STILL FURTHER RESOLVED that interest earned on grant and program awards received from federal, state, local and other outside organizations be, and is hereby, appropriated to the appropriate functional area to be expended in accordance with guidelines as established by the organizations.

BE IT STILL FURTHER RESOLVED that additional funds received for various County programs, including sale of surplus books for library purposes, contributions, donations, and cash proffers be, and are hereby, appropriated for the purposes established by each program.

BE IT STILL FURTHER RESOLVED that funds received for the off-duty employment by deputy sheriffs program be, and hereby are, appropriated in the General Fund to cover the costs of the program.

BE IT STILL FURTHER RESOLVED that additional funds received for the Medic Transport Fee Recovery be, and hereby are, appropriated in the General Fund to cover the costs of the program.

BE IT STILL FURTHER RESOLVED that funds received from the Federal Emergency Management Agency (FEMA) for reimbursements for expenses incurred as

Edward Byrne Memorial Justice Assistance Grant

The York-Poquoson Sheriff's Office is applying for the Edward Byrne memorial Assistance Grant in the amount of \$11,637.00

The funds provided by this grant will enable the Sheriff's Office to purchase and install redaction and enhancement software that is compatible with the agency's body worn and in-car video cameras, as well as security video from retail businesses in the county. The Sheriff's Office currently has no means of redacting or enhancing video from these sources.

This purchase will be made from a company that is based in the United States , thus meeting the requirement to purchase American made products to assist in the economic recovery of American manufacturing companies.

| | | | |
|---------|-------|------|------|
| Modules | Pages | Mode | View |
|---------|-------|------|------|

Friday, June 24, 2016

Joshua Green Logout



Phone: 757-890-3700 TDD: 757-890-362

- Home
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- County Government
- Doing Business
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- Connect

Grants Administration

County Government / Finance / Fiscal Accounting Services / Grants Administration

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- [Frequently Asked Questions](#)
- [Customer Service Survey](#)
- [Accounts Payable](#)
- [Finance](#)
- [Grants Administration](#)
- [Payroll Administration](#)
- [Risk Management](#)
- [Utility Billing](#)

CONTACT

120 Alexander Hamilton Blvd.
 PO Box 532
 Yorktown, VA 23690-0532
 Phone: 757-890-3700
 FAX: 757-890-3399
 TDD: 757-890-3621
 Office Hours:
 8:15 a.m. to 5:00 p.m. M-F

[Driving Directions](#)

GRANT ADMINISTRATION

Jeff Kantor - Chief of Fiscal Accounting Services
 Phone (757) 890-3740
Joshua Green - Grants Coordinator
 Phone (757) 890-3704

Edward Byrne Memorial Justice Assistance Grant

The York-Poquoson Sheriff's Office is applying for the Edward Byrne memorial Assistance Grant in the amount of \$11,637.00

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This purchase will be made from a company that is based in the United States, thus meeting the requirement to purchase American made products to assist in the economic recovery of American manufacturing companies.

[See the Grant Application here](#)

[Click here to send email comments regarding the Justice Assistance Grant Application](#)

WE DO NOT PROVIDE GRANTS TO INDIVIDUALS OR ORGANIZATIONS

FAQs

- ▼ Does the Office of Grants Administration award any grants?
- ▼ Where does the federal and state money come from?
- ▼ What departments in the County receive federal and state funds?
- ▼ Where do I find more information on how my federal tax dollars are spent?

Home * [Online Services](#) * [County Services](#) * [County Government](#) * [Doing Business](#) * [Visit Yorktown](#) * [Site Map](#)

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ACCESSIBILITY AND PUBLIC ACCESS

Program Narrative:

Name: York-Poquoson Sheriff's Office

Title of Project: Redaction/Enhancement software bundle

The York-Poquoson Sheriff's Office currently utilizes both body worn and in car camera systems within the Uniform Patrol Division. We are currently the only agency in Hampton Roads Virginia that has 100 percent of the uniform patrol division using body worn cameras. Also, routinely Investigators with the Sheriff's Office obtain security or surveillance videos from both citizens and businesses in the county that aid with the investigation of criminal offenses.

The Sheriff's Office provides the video to the Commonwealth's Attorney for use in criminal prosecutions. One concern for both the Sheriff's Office and the prosecutor's is the fact that we currently have no means to redact these videos to block the faces of innocent bystanders, victims, or witnesses. Often these videos and the videos we receive from citizens and businesses need to be enhanced to provide more detailed information about suspect description, vehicle identification, or types of weapons being used in crimes. The Sheriff's Office currently has no means to enhance these videos.

The software bundle being requested through this grant would eliminate both of these concerns. The software will allow the redaction of video being used in court, as well as allowing this agency to provide more videos to the local media for viewing by the general public. It will also provide the necessary technology to enhance these videos for investigative and prosecution purposes, thus allowing the Sheriff's Office to provide more effective evidence in criminal cases and also providing a means to be more transparent with the community with regards to the Sheriff's Office interactions with the public.

Disclosure of High Risk Status

The County of York, Virginia has not been deemed a High Risk entity.

Disclosure of Pending Applications

The County of York does not have any pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.

Budget Summary – When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

| Budget Category | Federal Request | Non-Federal Amounts | Total |
|----------------------------|-----------------|---------------------|----------|
| A. Personnel | \$0 | \$0 | \$0 |
| B. Fringe Benefits | \$0 | \$0 | \$0 |
| C. Travel | \$0 | \$0 | \$0 |
| D. Equipment | \$0 | \$0 | \$0 |
| E. Supplies | \$0 | \$0 | \$0 |
| F. Construction | \$0 | \$0 | \$0 |
| G. Consultants/Contracts | \$11,637 | \$0 | \$11,637 |
| H. Other | \$0 | \$0 | \$0 |
| Total Direct Costs | \$11,637 | \$0 | \$11,637 |
| I. Indirect Costs | \$0 | \$0 | \$0 |
| TOTAL PROJECT COSTS | \$11,637 | \$0 | \$11,637 |

| | |
|---------------------------|----------|
| Federal Request | \$11,637 |
| Non-Federal Amount | \$0 |
| Total Project Cost | \$11,637 |

Public Reporting Burden

Paperwork Reduction Act Notice: Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a current valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this application is four (4) hours per application. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write the Office of Justice Programs, Office of the Chief Financial Officer, 810 Seventh Street, NW, Washington, DC 20531; and to the Public Use Reports Project, 1121-0188, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000. A sole source contract may not be awarded to a commercial organization that is ineligible to receive a direct award.

CONTRACTS (FEDERAL)

| Item | Cost |
|--|----------|
| Ikena Forensic + Ikena Spotlight Software Bundle | \$11,637 |
| FEDERAL TOTAL | \$11,637 |

CONTRACTS NARRATIVE (FEDERAL)

The software to be purchased with the funds from this grant will be used to purchase a redaction and enhancement software package that is compatible with the Sheriff's Office body worn and in-car video systems as well as surveillance and security video from county commercial businesses. There is also a one year software maintenance contract included.



MotionDSP Inc
 700 Airport Blvd, Suite 270
 Burlingame, CA 94010
 (650)288-1164
 donna@motiondsp.com

ESTIMATE

ADDRESS

Ron Montgomery
 York-Poquoson Sheriff's Office
 301 Goodwin Neck Road
 Yorktown, VA 23692

SHIP TO

Ron Montgomery
 York-Poquoson Sheriff's
 Office
 301 Goodwin Neck Road
 Yorktown, VA 23692

ESTIMATE # 2187

DATE 06/22/2016
EXPIRATION DATE 07/29/2016

SALES REP

C. Capella

| ACTIVITY | QTY | RATE | AMOUNT |
|--|-----|-----------|-----------|
| Ikena Forensic + Ikena Spotlight Bundle Ikena Forensic + Ikena Spotlight Software Bundle. Includes 1st year of Software Maintenance Contract. Part # IKSP0- BL-1 | 1 | 12,990.00 | 12,990.00 |

Pricing reflect special one time discount valid through July 29, 2016

| | |
|--------------------------|--------------------|
| SUBTOTAL | 12,990.00 |
| DISCOUNT 10.4157% | -1,353.00 |
| TOTAL | \$11,637.00 |

Accepted By

Accepted Date

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

Edward Byrne Memorial Justice Assistance Grant (JAG) Program

Body-Worn Camera (BWC) Policy Certification

On behalf of the applicant entity named below, I certify the following to the Office of Justice Programs, U.S. Department of Justice:

I have personally read and reviewed the section entitled “Body-Worn Camera (BWC) purchases” in the program announcement for the grant program identified above. I certify that our agency has developed or reviewed and updated our agency BWC policy. BWC Policy and practices at minimum must reinforce appropriate agency Use of Force policies and training and address technology usage, evidence acquisition, data storage and retention, as well as privacy issues, accountability and discipline.

I acknowledge that a false statement in this certification may be subject to criminal prosecution, including under 18 U.S.C. § 1001. I also acknowledge that Office of Justice Programs (OJP) grants, including certifications provided in connection with such grants, are subject to review by the OJP and/or by the Department of Justice’s Office of the Inspector General.

I have authority to make this certification on behalf of the applicant entity (that is, the entity applying directly to the OJP).

Fiscal Year of JAG Award: 2016

Signature of Certifying Official

Neil A. Morgan

Printed Name of Certifying Official

County Administrator

Title of Certifying Official

County of York

Full Name of Applicant Entity

Date

Body-Worn Camera (BWC) purchases

Grantees who wish to use JAG funds to purchase BWC equipment, or to implement or enhance BWC programs, must certify that they or the law enforcement agency receiving the BWC funding have policies and procedures in place related to equipment usage, data storage, privacy, victims, access, disclosure, training, etc. A copy of the required BWC certification can be found at www.bja.gov/Funding/BodyWornCameraCert.pdf.

Any grantees that wish to use JAG funds for BWC-related expenses who do not have BWC policies and procedures in place will have funds withheld until a certification is submitted and approved by BJA.

The BJA BWC Toolkit provides model BWC policies, resources, and best practices to assist departments in implementing BWC programs.

authorized by the Sheriff or Chief Deputy.

I. Duplication of Recorded Discs:

1. The Evidence Custodian shall make (or allow to be made) duplicates of Discs as requested in accordance with this policy or as specifically approved by the Sheriff or his designee.
 - a. Requests shall be made in writing.
 - b. Requests from other law enforcement agencies shall be made on official departmental letterhead and signed by the department head or his designee.
 - c. Requests from the media or other non-law enforcement agencies or individuals must be accompanied by a fee of a minimum of \$25.00 per event made payable to the York-Poquoson Sheriff's Office. All such requests must be in writing and from persons entitled to view such recordings in accordance with this policy and applicable law. Records will be kept of all requests and all duplicates made and the distribution of such duplicates.

IV. PROCEDURES FOR IN BODY WORN CAMERAS:

A. Administration

1. This agency has adopted the use of BWC's to accomplish several objectives. The primary objectives are as follows:
 - a. BWCs allow for accurate documentation of police-public contacts, arrests, and critical incidents. They also serve to enhance the accuracy of officer reports and testimony in court.
 - b. Audio and video recordings also enhance this agency's ability to review probable cause for arrest, officer and suspect interaction, and evidence for investigative and prosecutorial purposes and to provide additional information for officer evaluation and training.

- c. The BWC may also be useful in documenting Crime and Accident scenes or other events that include the confiscation and documentation of evidence or contraband.

B. When and How to use the BWC

1. Deputies shall activate the BWC to record all contacts with citizens in the performance of official duties.
2. If a Deputy fails to activate the BWC, fails to record the entire contact, or interrupts the recording, the officer shall document why a recording was not made, was interrupted, or was terminated.
3. Civilians shall not be allowed to review the recordings at the scene.

C. Procedures for BWC use

1. BWC equipment is issued primarily to uniformed personnel as authorized by this agency. Deputies who are assigned BWC equipment must use the equipment unless otherwise authorized by supervisory personnel.
2. Departmental personnel shall use only BWCs issued by this department. The BWC equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the agency.
3. Deputy Sheriffs who are assigned BWCs must complete an agency approved and/or provided training program to ensure proper use and operations. Additional training may be required at periodic intervals to ensure the continued effective use and operation of the equipment, proper calibration and performance, and to incorporate changes, updates, or other revisions in policy and equipment.
4. BWC equipment is the responsibility of individual officers and will be used with reasonable care to ensure proper functioning. Equipment malfunctions shall be brought to the attention of the Deputy's supervisor as soon as possible so that a replacement unit may be procured.
5. Deputies shall inspect and test the BWC prior to each shift in order to verify proper functioning and shall notify their supervisor of any problems.

6. Deputies shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner BWC recordings without prior written authorization and approval of the Sheriff or his or her designee.
7. Deputies are encouraged to inform their supervisor of any recordings that may be of value for training purposes.
8. If a Deputy is suspected of wrongdoing or involved in a deputy-involved shooting or other serious use of force, the department reserves the right to limit or restrict a deputy from viewing the video file.
9. Requests for deletion of portions of the recordings (e.g., in the event of a personal recording) must be submitted in writing and approved by the Sheriff or his or her designee in accordance with state record retention laws. All requests and final decisions shall be kept on file.
10. Deputies shall note in incident, arrest, and related reports when recordings were made during the incident in question. However, BWC recordings are not a replacement for written reports.

D. Restrictions on Using the BWC

1. BWCs shall be used only in conjunction with official law enforcement duties. The BWC shall not generally be used to record:
 - a. Communications with other police personnel without the permission of the Sheriff;
 - b. Encounters with undercover officers or confidential informants;
 - c. When on break or otherwise engaged in personal activities; or
 - d. In any location where individuals have a reasonable expectation of privacy, such as a restroom or locker room.

E. Storage

1. All files shall be securely downloaded periodically and no later than the end of each shift. Each file shall contain information related to the date, BWC identifier, and assigned officer.
2. All images and sounds recorded by the BWC are the exclusive property of the York-Poquoson Sheriff's Office. Accessing, copying, or

releasing files for non-law enforcement purposes is strictly prohibited.

3. All access to BWC files must be specifically authorized by the Sheriff or his or her designee, and all access is to be audited to ensure that only authorized users are accessing the data for legitimate and authorized purposes.
4. Files should be securely stored in accordance with the Library of Virginia records retention schedule and no longer than useful for purposes of training or for use in an investigation or prosecution. In capital punishment prosecutions, recordings shall be kept until the offender is no longer under control of a criminal justice agency.

F. Supervisory Responsibilities

1. Supervisory personnel shall ensure that officers equipped with BWC devices utilize them in accordance with policy and procedures defined herein.
2. At least on a monthly basis, supervisors will randomly review BWC recordings to ensure that the equipment is operating properly and that officers are using the devices appropriately and in accordance with policy and to identify any areas in which additional training or guidance is required.
3. Supervisors shall review all Video files related to the following:
 - a. Injury to prisoners
 - b. Use of force by a department member
 - c. Injury to a Deputy
 - d. Vehicle Pursuits
 - e. "Officer Needs Assistance" calls; or
 - f. Known citizen Complaints
4. Each shift lieutenant will ensure that a supervisor on that shift shall randomly select and review at least three (3) BWC videos during each month.
 - a. Supervisors will not review incidents known to have been previously reviewed.
 - b. Supervisors conducting these reviews will document and forward their findings, in the form of an email, to the Patrol Division Commander and the Commander of Administrative Services Division, along with a copy to the recording officer.

NOTE: These reviews will be conducted for training and integrity purposes.

H. Procedures for Review of Recordings

1. Recordings may be reviewed as follows:
 - a. By any officer, at any time, who may wish to view those recordings made by them.
 - b. Any officer wishing to create a DVD of a recording made by him shall articulate the purpose and secure permission from his supervisor.
 - c. Footage burned to a DVD shall be original and unaltered.
 - d. Any DVDs burned by the recording officer shall remain the property of the YPSO, and shall not be used for any purpose other than set out for video recordings
 - e. By any supervisor investigating a specific incident.
 - f. By any detective or other law enforcement agent, as sanctioned by a supervisor, if they are participating in an official investigation (e.g., a criminal investigation, a personnel complaint or an administrative inquiry) or for other official reasons.
 - g. By any Personnel Support and Training Division personnel.
 - h. By the staff of the Public Information Office for possible release to media representatives in accordance with the law and with permission of the Sheriff.
 - i. Due to the heightened privacy concerns associated with a video recording, any video recording disclosed to the media may be edited/redacted to preserve the privacy of individuals unrelated to the case who were captured on a recording.
 - j. When appropriate, court orders preventing or limiting the dissemination of a video recording shall be secured prior to distribution.

NOTE: recordings shall be treated as other forms of direct evidence and subject to discovery and disclosure in accordance with law.

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

Justice Assistance Grant (JAG) Program

Body Armor Mandatory Wear Policy Certification

On behalf of the applicant entity named below, I certify the following to the Office of Justice Programs, U.S. Department of Justice:

I have personally read and reviewed the section entitled "Body Armor Certification" in the program announcement for the grant program identified above. I certify that our agency currently has a written "mandatory wear" policy in effect.

I acknowledge that a false statement in this certification may be subject to criminal prosecution, including under 18 U.S.C. § 1001. I also acknowledge that Office of Justice Program grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs, and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant entity (that is, the entity applying directly to the Office of Justice Programs).

Fiscal Year of JAG Award: 2016

Signature of Certifying Official

Neil A. Morgan

Printed Name of Certifying Official

County Administrator

Title of Certifying Official

County of York

Full Name of Applicant Entity

Date

Body Armor

Ballistic-resistant and stab-resistant body armor can be funded through two BJA-administered programs: the JAG Program and the Bulletproof Vest Partnership (BVP) Program. The BVP Program is designed to provide a critical resource to state and local law enforcement through the purchase of ballistic-resistant and stab-resistant body armor. A jurisdiction is able to request up to 50 percent of the cost of a vest with BVP funds. For more information on the BVP Program, including eligibility and application, refer to the BVP web page.

JAG funds may also be used to purchase vests for an agency, but they may not be used to pay for that portion of the ballistic-resistant vest (50 percent) that is not covered by BVP funds. Unlike BVP, JAG funds used to purchase vests do not require a 50 percent match. Vests purchased with JAG funds may be purchased at any threat level, make, or model from any distributor or manufacturer, as long as the vests have been tested and found to comply with the latest applicable National Institute of Justice (NIJ) ballistic or stab standards. In addition, vests purchased must be American-made. Information on the latest NIJ standards can be found at: www.nij.gov/topics/technology/body-armor/safety-initiative.htm.

As is the case in BVP, grantees who wish to purchase vests with JAG funds must certify that law enforcement agencies receiving vests have a written "mandatory wear" policy in effect. FAQs related to the mandatory wear policy and certifications can be found at www.bja.gov/Funding/JAGFAQ.pdf. This policy must be in place for at least all uniformed officers before any FY 2016 funding can be used by the agency for vests. There are no requirements regarding the nature of the policy other than it being a mandatory wear policy for all uniformed officers while on duty. The certification **must** be signed by the Authorized Representative and **must** be attached to the application. If the grantee proposes to change project activities to utilize JAG funds to purchase bulletproof vests after the application period (during the project period), the grantee must submit the signed certification to BJA at that time. A mandatory wear concept and issues paper and a model policy are available by contacting the BVP Customer Support Center vests@usdoj.gov or toll free at 1-877-758-3787.

A copy of the certification related to the mandatory wear can be found at: www.bja.gov/Funding/BodyArmorMandatoryWearCert.pdf.

F. Body armor

Body armor shall be issued to all deputies assigned to routine field duty (patrol and investigative) and to other deputies as available. Uniform patrol deputies are required to wear body armor while on duty. **EXCEPTION:** Extreme heat with temperatures greater than 90 degrees Fahrenheit at the discretion of the deputy.



The financial management system of each non-Federal entity must provide for the following

- Retention requirements for records
- Requests for transfer of records
- Methods for collection, transmission and storage of information
- Access to records
- Restrictions on public access to records

(1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, name of the Federal agency, and name of the pass-through entity, if any.

(2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.

(3) Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

(4) Effective control over, and accountability for, all funds, property, and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes

(5) Comparison of expenditures with budget amounts for each Federal award.

(6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the non-Federal entity whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means

(7) Written procedures for determining the allowability of costs.

APPLICANT ORGANIZATIONAL INFORMATION

1. Name of Organization and Address: County of York

224 Ballard St.
P.O. Box 532
Yorktown, VA 23690-0532

2. Authorized Representative's Name and Title: Neil Morgan, County Administrator

3. Phone: 757 - 890 - 3320 ext.

4. Fax: 757 - 890- 4000

5. Email: neil.morgan@yorkcounty.gov

6. Year Established:
1634

7. Employer Identification Number (EIN):
54 - 6001696

8. DUNS Number:
1 - 5 - 4815

9. Type of Organization:

- State Municipality Non-Profit Higher Education Tribal For-Profit Other



AUDIT INFORMATION

An audit is conducted using generally accepted auditing standards (GAAS) or Generally Accepted Governmental Auditing Standards (GAGAS) and results in an audit report with an opinion.

10. The organization has had the undergone the following types of audit(s)(Please check all that apply):

OMB A-133 Single Audit Financial Statement Audit Defense Contract Agency Audit (DCAA)

None

Programmatic Audit & Agency: _____

Other Audit & Agency: _____

11. Fiscal Year of Last Audit:

Name of Audit Agency/Firm:

AUDITOR'S OPINION:

12. On the most recent audit, what was the auditor's opinion?

Unqualified Opinion Qualified Opinion Disclaimer, Going Concern or Adverse Opinions

Please enter the number of findings: 0

Please enter the amount of questioned costs: \$ 0

Were material weaknesses noted in either the Financial Statement or Single Audit? Yes No

ACCOUNTING SYSTEM

13. Which of the following best describes your accounting system:

Manual Automated Combination

14. Does the accounting system identify the receipt and expenditure of program funds separately for each grant?

Yes No Not Sure

15. Does the accounting system provide for the recording of expenditures for each grant/contract by budget cost categories shown in the approved budget?

Yes No Not Sure

16. Does your accounting system have the capability to document the recording of cost sharing or match for each grant? Can you determine if documentation is available to support recorded match or cost share?

Yes No Not Sure

17. Are time distribution records maintained for each employee that specifically identify effort charged to a particular grant or cost objective?

Yes No Not Sure

18. Does the accounting/financial system include budgetary controls to preclude incurring obligations or costs in excess of total funds available or by budget cost category (e.g. Personnel, Travel, etc.)?

Yes No Not Sure

19. Is the organization familiar with the existing Federal regulation and guidelines containing the Cost Principles and procedures for the determination and allowance of costs in connection with Federal grants?

Yes No Not Sure



**PROPERTY STANDARDS, PROCUREMENT STANDARDS,
AND TRAVEL POLICIES**

PROPERTY STANDARDS

20. Does your property management system(s) provide for maintaining: (1) a description of the equipment; (2) an identification number; (3) source of the property, including the award number; (4) where title vests; (5) acquisition date; (6) federal share of property cost; (7) location and condition of the property; (8) acquisition cost; & (9) ultimate disposition information?

Yes No Not Sure

PROCUREMENT STANDARDS

21. Does your organization maintain written procurement procedures which (1) avoid unnecessary purchases; (2) provide an analysis of lease and purchase alternatives; and (3) provide a process for soliciting goods and services?

Yes No Not Sure

22. Does your procurement system provide for the conduct to determine selection on a competitive basis and documentation of cost or price analysis for each procurement action?

Yes No Not Sure

23. Does your procurement system include provisions for checking the "Excluded Parties List" system for suspended or debarred sub-grantees and contractors, prior to award? <https://www.sam.gov/>

Yes No Not Sure

TRAVEL POLICY

24. Does your organization:

(a) maintain a standard travel policy? Yes No

(b) adhere to the Federal Travel Regulation? (FTR) Yes No

SUBRECIPIENT MANAGEMENT AND MONITORING

25. (For Pass-through entities only). Does your organization have controls in place to monitor activities of subrecipients, as necessary, to determine that Federal awards are used for authorized purposes in compliance with laws, regulations, and the provisions of the award and that performance goals are achieved (2 CFR200)?

Yes No Not Sure

N/A (Your organization does not make subawards.)

**STANDARDS FOR FINANCIAL MANAGEMENT SYSTEMS
AND APPLICANT CERTIFICATION**

I certify that the above information is complete and correct to the best of my knowledge. This document must be certified by the organization's Authorized Representative, Executive Director, Chief Financial Officer, Chairman of the Board of Directors, or similar position.

Name: Neil A. Morgan

Date:

Title: Executive Director Chief Financial Officer Chairman Other: County Administrator

Phone: 757 - 890 - 3320 ext.

COUNTY OF YORK, VIRGINIA
Schedule of Findings and Questioned Costs
Year Ended June 30, 2014

A. Summary of Auditor's Results

Financial Statements:

| | |
|--|----------------------|
| Type of auditor's report issued on the financial statements: | Unmodified |
| Internal control over financial reporting: | |
| Material weaknesses identified: | No |
| Significant deficiencies identified: | None reported |
| Noncompliance material to the financial statements noted? | No |

Federal Awards:

| | |
|---|----------------------|
| Type of auditor's report issued on compliance for major programs: | Unmodified |
| Internal control over financial reporting: | |
| Material weaknesses identified: | No |
| Significant deficiencies identified: | None reported |
| Noncompliance material to federal awards noted? | No |
| Any audit findings disclosed that are required to be reported in Accordance with Section 510(a) of OMB Circular A-133? | No |

Identification of major federal programs:

| <u>Name of Program</u> | <u>CFDA #</u> |
|---|----------------------|
| Department of Agriculture: | |
| State Administrative Matching Grants for the Supplemental Nutrition Assistance Program | 10.561 |
| Department of Defense: | |
| National Defense Authorization Act | 12.000 |
| Department of Education: | |
| Special Education – Grants to States | 84.027 |
| Special Education – Preschool Grants | 84.173 |
| Impact Aid Cluster | 84.041 |
| Department of Health and Human Services: | |
| Medical Assistance Program | 93.778 |

| | |
|---|------------------|
| Dollar threshold to distinguish between Types A and B Programs: | \$556,710 |
|---|------------------|

| | |
|---|------------|
| The County of York was qualified as a low risk auditee? | Yes |
|---|------------|

| | |
|--|-------------|
| B. Findings - Financial Statement Audit | None |
| C. Findings and Questioned Costs - Major Federal Awards | None |
| D. Findings and Questioned Costs – State Compliance | None |
| E. Resolution of Prior Year's Findings | N/A |

**Report of Independent Auditor on Internal Control over Financial
Reporting and on Compliance and Other Matters Based on an Audit
of Financial Statements Performed in Accordance with
*Government Auditing Standards***

To the Honorable Members of the Board of Supervisors
County of York, Virginia

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, and *Specifications for Audits of Counties, Cities and Towns* issued by the Auditor of Public Accounts of the Commonwealth of Virginia, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the County of York, Virginia (the "County"), as of and for the year ended June 30, 2014, and the related notes to the financial statements and have issued our report thereon dated November 25, 2014.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the County's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control. Accordingly, we do not express an opinion on the effectiveness of the County's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the County's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, non-compliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Cheryl Bekant LLP

Virginia Beach, Virginia
November 25, 2014

**Report of Independent Auditor on Compliance with Requirements That
Could Have a Direct and Material Effect on Each Major Program
and on Internal Control over Compliance in Accordance
with OMB Circular A-133**

To the Honorable Members of the Board of Supervisors
County of York, Virginia

Report on Compliance for Each Major Federal Program

We have audited the County of York, Virginia's (the "County") compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of the County's major federal programs for the year ended June 30, 2014. The County's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the County's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the County's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the County's compliance.

Opinion on Each Major Federal Program

In our opinion, the County, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2014.

Report on Internal Control Over Compliance

Management of the County is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the County's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the County of York, Virginia's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

Cherry Bekaert LLP

Virginia Beach, Virginia
November 25, 2014

**Report of Independent Auditor on Compliance with
Commonwealth of Virginia's Laws, Regulations, Contracts and Grants**

The Honorable Members of the Board of Supervisors
County of York, Virginia

We have audited, in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and *Specifications for Audits of Counties, Cities and Towns*, issued by the Auditor of Public Accounts of the Commonwealth of Virginia, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the County of York, Virginia (the "County"), as of and for the year ended June 30, 2014, and the related notes to the financial statements and have issued our report thereon dated November 25, 2014.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the County's financial statements are free of material misstatement, we performed tests of the County's compliance with certain provisions of the Commonwealth of Virginia's laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, the objective of our audit of the basic financial statements was not to provide an opinion on overall compliance with such provisions, and, accordingly, we do not express such an opinion.

The following is a summary of the Commonwealth of Virginia's laws, regulations, contracts, and grants for which we performed tests of compliance:

| <u>Code of Virginia</u> | | <u>State Agency Requirements</u> |
|-------------------------------|--------------------|----------------------------------|
| Budget and Appropriation Laws | Procurement | Education |
| Cash and Investments | Unclaimed Property | Comprehensive Services Act Funds |
| Conflicts of Interest | | Social Services |
| Debt Provisions | | |
| Retirement Systems | | |

The results of our tests disclosed no instances of noncompliance with the provisions referred to in the preceding paragraph.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of compliance with certain provisions of the Commonwealth of Virginia's laws regulations, contracts and grants and the results of that testing, and not to provide an opinion on the effectiveness of the entity's compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's compliance with certain provisions of the Commonwealth of Virginia's laws regulations, contracts and grants. Accordingly, this communication is not suitable for any other purpose.



Virginia Beach, Virginia
November 25, 2014