



COMMONWEALTH of VIRGINIA

Michael Reilly
EXECUTIVE DIRECTOR

Brenda Scaife
CHIEF ADMINISTRATIVE OFFICER

Virginia Department of Fire Programs

Finance Branch
1005 Technology Park Drive
Glen Allen, VA 23059-4500
Phone: 804/ 371-0220
Fax: 804/ 371-3358

July 23, 2019

Mr. Maurice Wilson
Hampton Fire & Rescue
22 Lincoln Street
Hampton VA 23669

Dear Ms. Wilson:

We are pleased to advise the Hampton Fire & Rescue Department of an assistance **award of \$20,000** under the **2020 Conference and Education Assistance Program** for support of the **Women in Public Service Conference** as proposed in your assistance application.

Funds are being made available for FY-2020. The performance period of the award is July 1, 2019 to June 30, 2020. In order to remain eligible for the award the enclosed acceptance letter must be signed and returned to me no later than August 19, 2019. The document can be returned via a mailing service or email. Disbursement of the assistance award in the amount of \$20,000 is scheduled for release by September 30, 2019 pending my receipt of your signed acceptance certification document.

Be advised that the terms and conditions of this assistance award are set forth in the Conference and Education Administrative Policy & Application Instructions (available on our website). **Further, the recipient will provide in writing to the Virginia Department of Fire Programs an accounting and after action report within thirty (30) days of the conference conclusion or June 30th depending on the event date. A copy of the event itinerary along with invoices totaling the amount of award shall be included in the submission.**

If you have any questions, feel free to contact me at my office 804/249-1958, or via email at Theresa.Hunter@vdfp.virginia.gov.

Respectfully,

A handwritten signature in cursive script that reads 'Theresa Hunter'.

Theresa Hunter
Budget and Grants Manager

Award Acceptance Certification

Directions

- All completed acceptance statements **must be received by VDFP not later than 5:00 pm Monday, August 19, 2019**; VDFP assumes no responsibility for lost, delayed, or incomplete paperwork. Properly completed acceptances not otherwise received timely may result in the award having then expired. **In the foregoing it is highly recommended that completed paperwork be returned via USPS Certified Mail RETURN RECEIPT REQUESTED – or – through the use of a private transfer service such as UPS, FedEx or the like. Email submissions are also accepted.**
- It is solely the grant award recipient's responsibility to assure that all FIN, FIPS, and EFT information is complete & accurate. Be sure that if a transfer (EFT) into other than your jurisdiction's ATL allocation receiving account is used, that the proper account information is provided and returned on or before the above deadline.
- All entries must be made in ink or type-written.

VDFP Stipulation(s)

Hampton Fire & Rescue Department

You have been awarded a Conference and Education Assistance grant from the Virginia Department of Fire Programs in the amount of **\$20,000**. This grant is to be used for the **Women in Public Service Conference** as indicated on your application:

It is a pleasure to be able to support your organization and its educational efforts.

The offer of this award shall **expire effective 5:00pm Monday, August 19, 2019, if not otherwise accepted by that time**. This grant is awarded effective this date for acceptance of any above specific terms & conditions and the general terms & conditions as enumerated under the Department's current Conference and Education Grant policy. In accepting this award the recipient agrees to use such funds only for the specific purpose(s) granted and further agrees, in the event of non-compliance, to the full repayment of all grant monies received, such made to the Commonwealth's FIRE PROGRAMS FUND through a prompt & complete reimbursement to the "*Treasurer of Virginia*" and tendered to the VIRGINIA DEPARTMENT OF FIRE PROGRAMS.

↓ Mark only one – failure to complete this entry may result in expiration of the award

The award is...

- Accepted**
 Declined

(Signature)

(Date)

(Typed / Printed Name)

(Title)