



COMMONWEALTH of VIRGINIA

Melvin D. Carter
EXECUTIVE DIRECTOR

Virginia Department of Fire Programs

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

May 2, 2016

Maurice Wilson
22 Lincoln Street 6th floor
Hampton, VA 23669

Dear Mr. Wilson:

On behalf of the Virginia Fire Services Board, we are pleased to advise the City of Hampton, Virginia of a grant award of up to \$50,000 according to the scope of work included in the original application submitted for the Regional Fire Service Training Facilities Grant.

This award is effective: FY2017

Accordingly, the City has until June 30, 2017 to collect their award consistent with the terms and conditions of the mutually executed Agreement. Please be aware the performance period for this grant is 07/01/2016 – 06/30/2017, all work performed outside this performance period will NOT be reimbursable under this grant.

The grant award is being offered to fund the Fire Training Tower Repair. Two originals of the Agreement are included. The City Manager must sign both originals and have them sent to my attention. Both originals will be counter signed by the Virginia Department of Fire Programs. One original will be returned to the County for local file retention. No funds disbursements will be authorized or released without the executed disbursement Agreement.

Funds disbursement for the Regional Fire Service Training Facilities Grant are reimbursement only (up to actual costs incurred by the jurisdiction) and may be made in one (1) payment upon completion of the project, submission of supporting documentation of eligible costs, and inspection of training prop by VDFP. In order to be eligible for final payment, the prop must be placed in operation. It is the responsibility of the jurisdiction to maintain all such records subject to audit by this Agency or its assignees for a period of five (5) years following the date of the last transfer of award funds to the grant recipient.

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 black ink that reads "Theresa Hunter". The signature is written in a cursive, flowing style.

Theresa Hunter
Budget and Grants Manager

Enclosure

c: Mary Bunting, City Manger
Walter Bailey, Chair, Virginia Fire Services Board
Melvin D Carter, Executive Director, Virginia Department of Fire Programs