

**BOARD OF SUPERVISORS
COUNTY OF MADISON**

PROPOSED SUPPLEMENTAL APPROPRIATION

DATE: 9/22/2020

FY2021

Type of Supplement	
<input type="checkbox"/>	Interdepartmental transfer (same fund)
<input type="checkbox"/>	Interfund transfer
<input checked="" type="checkbox"/>	Revenue/Expense offset
<input type="checkbox"/>	Use of contingency
<input type="checkbox"/>	Other use of fund balance not in original budget

PURPOSE: To appropriate federal grant (through DCJS) awarded to Sheriff through COVID Emergency Supplement Funding (CESF)

GL Account Reference	Account type	Fund Name	Department	Object Code/Source	Debit	Credit
14-330209	REV	COVID Grants	n/a	CV Emerg Supp Funding Prog		46,157.00
14-03-31-31201-6005	EXP	COVID Grants	Sheriff-CESF Grant	Cleaning/Janitorial	344.00	
14-03-31-31201-6013	EXP	COVID Grants	Sheriff-CESF Grant	PPE	2,181.00	
14-03-31-31201-8103	EXP	COVID Grants	Sheriff-CESF Grant	IT Equipment	24,850.00	
14-03-31-31201-8108	EXP	COVID Grants	Sheriff-CESF Grant	Other Equipment	3,782.00	
14-03-31-31201-8117	EXP	COVID Grants	Sheriff-CESF Grant	Purchased Software	15,000.00	
					<u>46,157.00</u>	<u>-</u>
					<u>-</u>	<u>-</u>

Note: A debit charged to a budgeted expense line increases the appropriated expense; a credit charged to a budgeted expense line item decreases the appropriated expense. A credit charged to a budgeted revenue line item increases the anticipated revenue available.



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Shannon Dion
Director

Megan Peterson
Chief Deputy Director

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

September 8, 2020

Mr. Jack Hobbs
County Administrator
Madison County
P. O. Box 705
Madison, VA 22727

RE: CESF Law Enforcement Agencies

Dear Mr. Hobbs:

Congratulations on being a recipient of the above referenced grant program! Your DCJS grant award number is **20-A5089CE20** and was approved for a total award of **\$46,157**, funded through Federal Grant **2020-VD-BX-0141**. The project period is **01/20/2020** through **09/30/2021**.

Included with this letter is a Statement of Grant Award/Acceptance (SOGA). Please note your General Special Conditions, Reporting Requirements and Projected Due Dates have been combined and are now referred to as **Conditions and Requirements**. All are posted online at <https://www.dcjs.virginia.gov/grants/grant-requirements> for your review. In addition to the General Special Conditions, there may be Specific Special Conditions related to your Grant Award. You are required to view these conditions online via the Grants Management Information System (GMIS) at <https://grants.dcjs.virginia.gov/> under menu item View Status -> Special Conditions. You must obtain a user name and password set up by your Finance Officer in order to use this system.

To indicate your acceptance of this award and conditions, please sign the included SOGA and complete both the Sub-Grantee Questionnaire and the Certifications Regarding Lobbying forms posted at <https://dcjs.virginia.gov/grants/forms>. **Return all three documents within the next 60 days to grantsmgmt@dcjs.virginia.gov and reference your DCJS grant number in the subject line of your email.**

We will be happy to assist you in any way we can to assure your project's success. If you have questions, contact Lacey Payne at (804) 786-8003 or via email at CESF@dcjs.virginia.gov.

Sincerely,

A handwritten signature in cursive script that reads "Shannon Dion".

Shannon Dion

[Print Budget](#)

Original Approved Budget Data

Grant Number: 20-A5089CE20 Subgrantee: Madison

Budget Categories	DCJS Funds			Subgrantee		Total Program
	Federal	General	Special	Cash	In Kind	
Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Consultant	0.00	0.00	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00	0.00	0.00
Equipment	43,633.00	0.00	0.00	0.00	0.00	43,633.00
Indirect Cost	0.00	0.00	0.00	0.00	0.00	0.00
Other	2,524.00	0.00	0.00	0.00	0.00	2,524.00
Total	46,157.00	0.00	0.00	0.00	0.00	46,157.00

To go back to the previous screen, click "Return".

[Return](#)

STATEMENT OF GRANT AWARD (SOGA)

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

CESF Law Enforcement Agencies		<i>Corona Virjst may Supp Fidy Proj</i>
Subgrantee: Madison		
DUNS Number: 627009434	DCJS Grant Number: 20-A5089CE20	
Grant Start Date: 01/20/2020	Grant End Date: 09/30/2021	

Federal Grant Number:	2020-VD-BX-0141
Federal Awardee:	OJP <i>Office of Justice Programs</i>
Federal Catalog Number:	16.034
Project Description:	To support a broad range of activities to prevent, prepare for, and respond to the coronavirus.
Federal Start Date:	1/20/2020

Federal Funds:	\$46,157
State General Funds:	\$
State Special Funds:	\$
Agency Match:	\$ _____
Total Budget:	\$46,157

Project Director	Project Administrator	Finance Officer
The Hon. W. R. Jenkins Chief Deputy Sheriff Madison County P. O. Box 322 Madison, VA 22727-0322 (540) 948-5161 rjenkins@madisonco.virginia.gov	Mr. Jack Hobbs County Administrator Madison County P. O. Box 705 Madison, VA 22727 (540) 948-6700 Jhobbs@madisonco.virginia.gov	Ms. Mary Jane Costello Finance Director Madison County P. O. Box 705 Madison, VA 22727 (540) 948-6700 mjcostello@madisonco.virginia.gov

***Please indicate your ICR in the space provided, if applicable.** As the duly authorized representative, the undersigned, having received the Statement of Grant Awards (SOGA) and Special Conditions, hereby accepts this grant and agree to the conditions and provisions of all other Federal and State laws and rules and regulations that apply to this award.

Signature: _____
 Authorized Official (Project Administrator)

Title: _____

Date: _____

**APPLICANT: Madison County Sheriff's Office
COVID RESPONSE FUNDING**

PROJECT NARRATIVE:

NEED STATEMENT:

The County of Madison is located in central Virginia, approximately 30 miles north of Charlottesville and 70 miles south of Washington DC. The County has a population of 13,251 citizens and covers an area of 321 square miles. The County is governed by an elected Board of Supervisors (five members) who appoints a County Administrator to run the day to day activities of the County government. There is one incorporated town in the County (Town of Madison) governed by an elected mayor and council members. Madison County is largely rural consisting of farming activities and wineries. The largest employer is Plow & Hearth, a national mail order chain with a warehouse, shipping center and call center in the County. Other residents commute to Northern Virginia or Charlottesville for employment. Approximately 30% of the citizens of Madison County are over the age of 60.

The Madison County Sheriff's Office is the primary law enforcement agency in Madison County. The Sheriff's Office is responsible for the day to day law enforcement needs of the citizens. The Sheriff's Office has the following areas of responsibility:

- Law Enforcement
- Court
- Civil
- Mental Transports
- Jail Transports

Staff consists of:

- Sheriff
- Major
- Captain
- Lieutenants (2)
- 1st Sergeants (2)
- K-9 Officer
- School Resource Officers(3)
- Road Deputies (9)
- Investigators (3 full time, 1 part-time)
- Court bailiffs (1 full time, 4 part-time)
- Communications /Dispatchers (11)

The Sheriff's Office employs 11 Dispatchers who also do Emergency Medical Dispatching, law enforcement dispatching and dispatch animal control calls.

We have responsibility for three Courtrooms (Circuit, General District and Juvenile).

We have no jail. The County of Madison belongs to the Central Virginia Regional Jail in Orange Virginia. Travel time to the Central Virginia Regional Jail is approximately 30 minutes.

Juvenile inmates are held at Rappahannock Juvenile Center in Stafford Virginia. Travel time is approximately 90 minutes (one way).

There are no mental health facilities in Madison. Individuals needing mental health support are transported to Culpeper Hospital. Culpeper Hospital does not have mental health beds. If in-patient care is needed the Sheriff's Office has to transport, sometime as far as Williamsburg VA.

**APPLICANT: Madison County Sheriff's Office
COVID RESPONSE FUNDING**

PROJECT NARRATIVE:

NEED STATEMENT (continued):

During the outbreak and spread of the virus the County government and Courts were able to either work at home or lock the doors to their offices. The Sheriff's Office personnel can't work from home. We did change and starting handling routine calls by phone, whenever possible. The Courts were cancelled and civil process service was limited to emergency situations. We served warrants and made arrest, but because of the restrictions at the Regional Jail attempted to have the suspect released on bond.

The Sheriff's Office does not have in-car computer service linked to our records management or dispatch center. In order for a deputy to complete a required crime report he/she has to come into the office and use one of the two records management computers available to them. In funding the in-car computers and the additional records management software licensing our deputies and investigators will be able to complete any arrest and/or crime reports in their cars and transmit the reports to the mainframe computer in our office. They will also be able to view the dispatch calls as they are being entered by the communication personnel. The in-car computers will allow the deputies to look up past calls and suspects. They are encouraged now to not come to the office in groups to prevent the spread of the virus.

The mask, gloves and hand sanitizer are used by the Deputies to protect both themselves and the public.

The infrared thermometers are used at the entrance to the courts to screen citizens and lawyers before entering the Courtroom. Masks are required in Court and the Bailiffs are responsible for screening those persons wishing to enter the courtroom.

We have had two Sheriff's Office personnel to test positive for Coronavirus and been ill. Neither required hospital stays but were off from work for extended time. Others that were in contact with them were sent home.

PROJECT DESCRIPTION:

We have tested the in-car computer system and been in contact with our records management software company (Southern Software). The test have shown the project will work and allow the Deputies to do there reports from the cars, thereby not having to come to the main office as often and hopefully stopping the spread of the virus to other personnel. The requested software licensing will cover the additional records management software fee charged by our records management software vendor to add the additional capability to our system.

The hand sanitizer, gloves and mask are needed to protect our employees since they are continually exposed to the general public in their day to day activities.

The infrared thermometers are used to screen persons entering the courtroom/courthouse now that Court are operating again.

**APPLICANT: Madison County Sheriff's Office
COVID RESPONSE FUNDING**

PROJECT NARRATIVE:

STATEMENT OF COORDINATION:

Our agency, the Madison County Sheriff's Office, has been in contact on a regular basis with the Madison County Emergency Services Coordinator. Our contacts include discussion on the number of person testing positive. We are also provided a physical address for any person testing positive (but not their name) in order to alert 1st responders, medics or deputies is a call is requested at their address so the responders can take the necessary precautions. Our dispatchers screen calls by asking a series of questions concerning anyone that has either tested positive or showing any symptoms of the virus.

The Emergency Services Coordinator has been helpful in locating protective gear, such as mask and gloves, for use by the deputies.

Our office has not seen any benefits from funding other than our approved budget, which has been used to buy protective gear and supplies.

We have been working with the Madison County Volunteer Rescue Squad and Madison County Emergency Medical personnel on calls, since they are dispatched by our communication personnel.

There has only been one testing event made available to the citizens in this county. There is no medical doctor's office in the County.

BUDGET NARRATIVE:

- | | | | |
|---|---|-------------|--------|
| (1) Microsoft Surface Pro Computers | 14 @ \$1,775.00 each | \$24,850.00 | # 8103 |
| Laptop computers with in-car mounts, glare screens and power cord charge for In vehicle use with Sheriff's Office records management software to allow the Deputies and investigators to complete and submit reports from their vehicle or other remote location without having to come into the Sheriff's Office. Crime reports can be submitted to the Commonwealths Attorney in a timely manner for their review. Deputies will be able to check for filed reports remotely. | | | |
| (2) Infrared Thermometer with MicroSoft Surface Pro Computer | 1 @ 3,639.00 | \$ 3,639.00 | # 8108 |
| Infrared thermometer is mounted at the Courthouse metal detectors to screen All person entering the courtroom for temperature. The systems operates through The Micro Soft Surface Pro Computer | | | |
| (3) Southern Software dispatch and records management computer licensing fee | 1 @ \$15,000.00 | \$15,000.00 | # 8117 |
| Additional licensing certificate required by our vendor (Southern Software) to Operate the additional laptop computers | | | |
| (4) Handheld infrared thermometer | 1 @ \$143.00 | \$ 143.00 | # 8108 |
| Used to screen prisoners for fever or illness prior to being taken Into the Courtroom . Also used court entrance if necessary | | | |
| (5) N95 Mask | 100 @ \$8.00 each plus shipping (\$20.00) | \$ 820.00 | # 6013 |
| Protect Sheriff's Office employees to prevent the spread of the virus | | | |

**APPLICANT: Madison County Sheriff's Office
COVID RESPONSE FUNDING**

**PROJECT NARRATIVE:
BUDGET NARRATIVE (continued)**

(6) Gloves 20 boxes @ 17.50 each plus shipping (\$15.00) To protect Sheriff's Office employees to prevent the spread of the virus	✓ \$ 365.00 #6013
(7) 3 ply face mask 4 boxes @ \$50.00 each To protect employees and visitors to prevent the spread of the virus	✓ \$ 200.00 #6013
(8) KN95 Mask 4 cases @ \$199.99 per case Face mask to protect against the spread of the virus	✓ \$ 796.00 #6013
(9) Hand Sanitizer 50 bottles @ \$5.00 each Protect employees against spread of virus	✓ \$ 250.00 #6005
(10) Hand Sanitizer 1 gal @ \$93.00 Protect employees against spread of virus	✓ \$ 93.00 #6005

Cleaning Sanitizing	# 6005	348
PPE	# 6013	2,181
IT Equip	# 8103	24,850
OCM Equip	# 8108 8109	3,782
Purchased Software	# 8117	15,000
		<u>\$ 46,157</u>

14-03-31-31201 - Fund/Dygt