



# COMMONWEALTH of VIRGINIA

Michael T. Reilly  
EXECUTIVE DIRECTOR

## Virginia Department of Fire Programs

Brook M. Pittinger  
ASSISTANT CHIEF OF ADMINISTRATION &  
RISK MANAGEMENT

570

December 2, 2020

Joseph E. Boisseau  
100-B Highland Avenue  
Colonial Heights, VA 23834

Dear Mr. Boisseau:

The locality was considered for the award of an **FY-2021 VFIRS Hardware Grant** from the Commonwealth's FIRE PROGRAMS FUND. Applications were reviewed by the Virginia Fire Services Board (VFSB), and awards were approved at the full VFSB meeting in October 2020. As such, the locality has been awarded a grant of **\$700** to purchase a computer in accordance with the program specifications for VFIRS for the following Fire Department(s):

***Colonial Heights Fire and EMS (FDID 57000)***

In order to remain eligible for this award, the enclosed **Award Acceptance Certification must be returned no later than December 31, 2020**. The grant funds will be disbursed to the locality by January 15, 2021.

The performance end date is June 30, 2021, and the after action reporting deadline is 30 days of project completion or July 31, 2021 at the latest. The after action reporting is a brief summary of how the funds were spent and includes a copy of the invoice/receipt to support all expenditures.

The VFIRS Policy and VFIRS Practice documents for the program guidelines are located on the VDFP website at [www.vafire.com](http://www.vafire.com). Please feel free to contact me if the locality has questions on allowable items with VFIRS grants funds.

Thank you for your interest in the VFIRS Hardware Grant program! If you have any questions, please contact me at 804-249-1958 or via email at [Theresa.Hunter@vdfp.virginia.gov](mailto:Theresa.Hunter@vdfp.virginia.gov).

Respectfully,

A handwritten signature in blue ink, appearing to read 'Theresa Hunter'.

Theresa Hunter  
Budget and Grants Manager  
Enclosure

**Award Acceptance Certification**

<b>Directions</b>	<ul style="list-style-type: none"> <li>All completed acceptance statements <b>must be received by VDFP not later than 5:00pm Thursday, December 31, 2020</b>; 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. <b>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.</b></li> <li>It is solely the grant award recipient's responsibility to assure that all FIN, FIPS, and EFT information is complete &amp; 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 listed and returned on or before the deadline.</li> <li>All entries must be made in ink or type-written.</li> </ul>
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<b>VFSB Stipulation(s)</b>	<p style="text-align: center;"><b>Colonial Heights - 570</b></p> <p>You have been awarded a VFIRS Hardware grant from the Virginia Fire Services Board in the amount of <b>\$700</b>. This grant is to be used for \$700 each to the following Fire Departments in your jurisdiction as indicated on your application:</p> <p style="text-align: center;"><b>Colonial Heights Fire and EMS (FDID 57000)</b></p> <p>It is a pleasure to be able to support your department and its reporting efforts.</p>
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The offer of this award shall **expire effective 5:00pm Thursday, December 31, 2020, 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 Board's current VFIRS 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...	<input type="checkbox"/> <b>Accepted</b> <input type="checkbox"/> Declined
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\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Typed / Printed Name) (Title)

**FORM MUST BE SIGNED BY: County Administrator / Executive, City Manager, Town Mayor / Town Administrator, Deputy – or – Other duly authorized official whereby the application is accompanied by a copy of an 'Ordinance' or other such formal instrument clearly granting that party such authority.**

State of Virginia }  
 City / County of \_\_\_\_\_ }

On this \_\_\_\_\_ day of \_\_\_\_\_ in 2020, before me, the undersigned a Notary Public for the Commonwealth of Virginia, personally appeared \_\_\_\_\_ to me known (or to me proved) to be the identical person named herein and having in my presence executed the above, and acknowledged that they executed same as their voluntary act and deed.

My Commission expires: \_\_\_\_\_  
Notary Public