



# COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services  
March 2, 2016

Francine C. Ecker  
Director

1100 Bank Street  
Richmond, Virginia 23219  
(804) 786-4000  
TDD (804) 386-8732

Adrienne Quigley  
Police Captain  
1425 North Courthouse Road  
Arlington, Virginia, 22201

Re: Project Number: AG-62500-020  
Funding Amount: \$5,198  
Award Period: March 1, 2016 through December 31, 2016

Dear Adrienne Quigley,


The Virginia Department of Criminal Justice Services has approved your One-Time CIT Training and Equipment proposal in the amount noted above. Grantees that received funding to attend the International CIT Conference in Chicago must agree that: 1) at least one member of your CIT team attending through these funds has been CIT trained within the last year (targeting members newly trained in CIT) and 2.) your member(s) attending the conference will share information gained at the conference with your local stakeholder or training group at its next meeting.

The approved amount is available on an invoice basis only. You must submit an invoice to the Virginia Department of Criminal Justice Services for the total funding amount noted above to receive your one time grant award. This invoice must be received on *your* agency letterhead. A sample with approved award amount has been provided for you in this email. You may copy and paste this sample onto your agency letterhead for convenience. If you have not received funding from DCJS in the past 18 months, please fill out the attached COV W-9 form and return with your award letter and invoice.

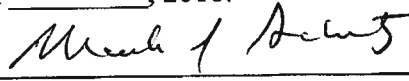
A brief final program report and a fiscal report (attached) are due on January 12<sup>th</sup>, 2017. All unused funds must be returned to DCJS by January 31, 2017. Requests for continuation of one time grant award funds will not be considered.

To accept this award, please indicate by signing this letter and returning it by April 30, 2016 to Stephanie Arnold, Program Coordinator, at DCJS. We appreciate your interest in the One-Time CIT Training and Equipment Program and will be happy to assist you in any way we can to assure your project's success. If you have any questions, please call Stephanie Arnold at (804) 371-0531.

Sincerely,

  
Stephanie A. Arnold  
Criminal Justice Program Coordinator

The undersigned, having received this letter, does hereby accept this grant and agree to the conditions pertaining thereto, this 2<sup>nd</sup> day of March, 2016.

  
\_\_\_\_\_  
Signature  
COUNTY MANAGER, ARUNSON COUNTY  
\_\_\_\_\_  
Title

cc: Mark Schwartz, Project Administrator  
Ann Moser, Finance Officer

cc: Reeva Tilley, Manager of Financial Services, DCJS