



COMMONWEALTH of VIRGINIA

Brad Creasy
EXECUTIVE DIRECTOR

Nicholas Nanna
DEPUTY DIRECTOR

Virginia Department of Fire Programs

Theresa Hunter
Chief of Administration

May 06, 2025

316

India Adams-Jacobs
Town Manager, Town of Bowling Green
P. O. Box 468
Bowling Green, Virginia 22427

Dear Town Manager, India Adams-Jacobs:

Enclosed is the signed FY-2025 Fire Programs Fund Disbursement Agreement for your files.

The Virginia Department of Fire Programs (VDFP) is in receipt of the jurisdiction's FY-2024 Annual Report. The jurisdiction will be receiving 100% of its FY-2025 Allocation in the next funds disbursement scheduled for Friday, June 20, 2025.

The annual submission of supporting documentation such as invoices and/or receipts are not required but highly recommended for expenses listed on the annual report.

Please be advised that starting in 2019 VDFP began routine audits of the localities ATL grant files. Localities selected to be audited will be notified directly with instructions on the information required and submission details.

If you have any questions, feel free to contact me at my office 804-249-1954 or via email at Deshaun.Steele@vdfp.virginia.gov.

Respectfully,

A handwritten signature in black ink, appearing to read "Deshaun Steele, Jr.", written over a horizontal line.

Deshaun Steele, Jr.
Grants Analyst

Enclosure



FY- 2025 FIRE PROGRAMS FUND DISBURSEMENT AGREEMENT

Statutory Authority: §38.2-401 of the Code of Virginia

This Agreement, made effective as of the 1st day of July, 2025, by the DEPARTMENT OF FIRE PROGRAMS (the "Agency") and the LOCALITY noted below (the "Receiving Locality"), governs the distribution and use of the Receiving Locality's annual entitlement from the Fire Programs Fund ("the Fund"), as provided for in §38.2-401 of the Code of Virginia as amended (the "Statute").

WHEREAS, the Statute in effect as of the date first written above is incorporated herein by reference; and

WHEREAS, the Receiving Locality is there by required to execute a "Fire Programs Fund Disbursement Agreement" and forward same to the Agency as a condition of receiving any allocation or disbursement from the Fund;

NOW, THEREFORE, in consideration of the foregoing and of the mutual covenants herein set forth, the parties hereto agree as follows:

1. Representations of the Agency. The Agency represents that the Agency is duly organized and the Executive Director duly appointed by the Governor and confirmed by the General Assembly as provided for by the *Code of Virginia*, and that the Executive Director or his designee is duly authorized to enter into this agreement.

2. Representations of the Receiving Locality. The Receiving Locality represents that (a) its authorized representative whose signature appears below has read and understands the referenced sections of the Statute and any Policies & Definitions adopted thereunder, (b) it agrees to comply with all applicable provisions of the Statute and any Policies & Definitions adopted thereunder, including the use of such funds and all reporting and audit requirements and (c) it is duly authorized to execute this Agreement and to perform its obligations hereunder and has taken all necessary action to authorize such execution and performance.

3. Availability of Funds. It is understood and agreed by the parties hereto that the AGENCY shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purposes of this Agreement.

4. Merger; Severability; Governing Law. This writing constitutes the entire Agreement between the parties, supersedes any existing agreement or understanding, oral or written, relative to the matters contained herein, and may be modified only in a writing executed by all parties hereto.


If any provision of this Agreement is determined to be invalid by a court of competent jurisdiction, it shall not render the remaining portions of this Agreement void or unenforceable. This Agreement shall in respects be governed by the laws of the Commonwealth of Virginia.

5. Counterparts. This Agreement may be executed in several counterparts, each of which shall be an original and all of which together shall constitute but one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have by their duly authorized representatives executed this Agreement effective as of the date first written above, intending to be bound thereby.

**Commonwealth of Virginia
Department of Fire Programs**

BY:

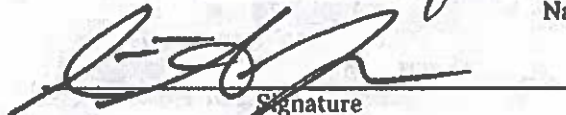

Deshaun Steele
Grants Analyst

5-12-25

RECEIVING LOCALITY:

Town of Bowling Green
Name of Locality

BY:


Signature

5/2/25
Date

India Adams-Jacobs
Name

Town Manager / Clerk to Council
Title

(Non-P.O.)

Office
Address:

117 Butler Street
P.O. Box 468
Bowling Green, VA 22427

Mailing
Address:

P.O. Box 468
Bowling Green, VA 22427

E-mail
Address:

townmanager@townofbowlinggreenva.gov
Telephone Number: 804-633-6212