

## MEMORANDUM

DATE: July 14, 2020

TO: The Board of Supervisors

FROM: Paul D. Holt, III, Director of Community Development and Planning  
Tom Coghill, Director of Building Safety and Permits

SUBJECT: Grant Award - Virginia Department of Housing and Community Development - COVID-19 Virtual Training Support - \$2,000

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The Commonwealth of Virginia Department of Housing and Community Development (DHCD) is making funding available through the Virginia Building Code Academy for jurisdictional building departments to support virtual training. DHCD has awarded James City County Building Safety and Permits division a \$2,000 grant to purchase equipment needed to attend required virtual certification training and continuing education.

Due to the Governor's orders of social distancing and gathering limits, the Virginia Building Code Academy is now providing certification and continuing education classes online. They acknowledge that in order for localities to participate in training through virtual means, many localities may be in need of equipment necessary to attend online training.

Eligible purchases include laptops, headsets, tablets, webcams, electronic subscriptions for codebooks, or other equipment necessary to participate in remote training for Virginia required certification or continuing education.

Staff recommends adoption of the attached resolution to appropriate funds to the Special Projects/Grants Fund and to authorize acceptance of these funds for use by the Building Safety and Permits division.

PDH/TC/md  
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Attachments:

1. Resolution
2. Award Notification Letter