

## CONTRACT

THIS CONTRACT, made this 23 day of June 2015, by and between the Northampton County Tourism Grant Committee, a sub-committee of the County of Northampton, hereinafter called "Grantor", and Town of Cape Charles., of 2 Plum Street, Cape Charles, Virginia 23310, hereinafter called "Grantee".

On or before June 1, 2015, the Grantee submitted a proposal entitled, "*Cape Charles Public Swimming Area*"; said proposal as well as the Grantor's program entitled "2016 Northampton County Tourism Grant Program", are made parts of this Contract by reference.

It is mutually understood and agreed by the parties hereto that the notice inviting Grantees to provide proposals as published; the Contract Documents and Specifications; the Proposal; all proceedings by the Grantor relating to the subject matter of this Contract; all of which documents are hereinafter referred to as Contract Documents and are a part of this Contract by reference the same as if each had been fully set out and attached hereto.

In consideration of the following mutual agreements and covenants to be kept by each party:

a. The Grantee agrees to furnish and pay for all labor, mechanics, tools, materials, equipment, machinery, supplies, works, facilities, testing, means, methods, techniques, transportation, superintendence, insurance, taxes, utilities and services necessary to perform all items set forth in strict compliance with the Contract Documents for a sum not to exceed Five Thousand One Hundred Fifty-Nine and 00/100 Dollars (\$5,159.00), subject to adjustment as provided in said documents.

b. The Grantor agrees to pay the Grantee in accordance with the provisions of the accepted proposal and other Contract Documents. Payment of the grant funds to the Grantee under this Contract will be made by one of the two methods as set out below:

(i) FULL PAYMENT UPON COMPLETION OF PROJECT. The Grantor will issue the full grant award upon completion of the Project as outlined in the Grant Proposal. The Grantee is responsible for submitting receipts and an invoice totaling the grant award no later than sixty (60) days following the completion of the Project to the Grantor. If receipts are less than the grant award, Grantee must repay the difference to the Grantor.

(i) INSTALLMENT PAYMENTS. An initial advance representing thirty percent (30%) of the grant award can be requested. After supplying any receipts or other documentation relative to the purchases made with the 30% advanced funding, subsequent advances of 30% and the final 40% will be made by the County, each installment payment to be made following receipt of the corresponding documentation being forwarded to the County by Grantee.

c. It is mutually agreed by each party hereto that all provisions of the Contract Documents shall be strictly complied with and conformed to the same as if rewritten herein, and that no substitution or change in said documents shall be made except upon written consent of the Grantor in the form of a Change Order, and such allowance shall in no manner be construed to release either party from any specified or implied obligations of said Contract Documents.

d. This Contract is let subject to the following special provisions:

(i) Payment: Any requests by the Grantee for payments or issuances of award funds will be made to the Grantor who must approve any such requests for payments or issuances of award funds and certify that they are in compliance with this Contract. The Grantor will issue a check to the Grantee not later than thirty (30) days from date of receipt of invoices and related documentation.

e. The Grantee is required to provide to the Grantor a quarterly report, detailing the progress of project status, until completion of project status. Upon completion of the project, the Grantee is required to supply the performance metrics reporting to the Grantor as required in the Grant Program and detailed in the Grantee's proposal.

f. Time Performance. Unless noted below as a Special Condition(s), the Grantee is to complete all work by December 31, 2015. If the Grantee is unable to meet this deadline, it must petition the Grantor for an extension. Failure to complete the work by the required deadline will result in the termination of the Contract.

SPECIAL CONDITION(S): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IN WITNESS WHEREOF, the parties hereto affix our signatures and seals at Eastville, Virginia, the day and year first above mentioned.

GRANTOR:

NORTHAMPTON COUNTY TOURISM GRANT  
COMMITTEE, A SUB-COMMITTEE OF THE COUNTY  
OF NORTHAMPTON

By: Kathleen H. Neay  
Title: County Administrator

ATTEST:

By: Janice Williams

Title: Asst. to the County Administrator

GRANTEE:

TOWN OF CAPE CHARLES

By: Brent J. Maul

Title: Town Manager

ATTEST:

By: Amelia L. Hulley

Title: Deputy Clerk



*Municipal Corp. of  
Cape Charles*

June 24, 2015

Katherine Nunez, County Administrator  
Northampton County  
P.O. Box 66  
Eastville, VA 23347

RE: FY 2016 Northampton County Tourism Grant

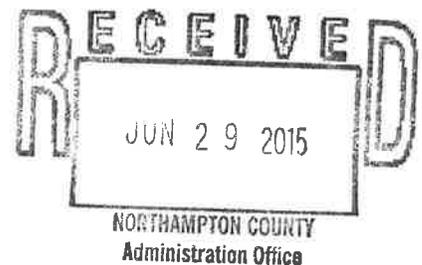
Dear Ms. Nunez,

Please find enclosed the executed copies of the FY 2016 Northampton County Tourism Grant for the Cape Charles Public Swimming Area. Please return a fully executed copy at your earliest convenience.

Sincerely,

Brent Manuel  
Town Manager

Cc: Grant File  
Jen Lewis



**NORTHAMPTON COUNTY TOURISM GRANT COMMITTEE**

**FUNDING APPLICATION**

*INSTRUCTIONS: All Applicants – complete Section A & C, and complete either Section B-1 (the Infrastructure Improvement Project Information) or Section B-2 (the Event Project Information) and submit a total of four copies of the completed application to the Northampton County Tourism Grant Committee.*

**SECTION A: APPLICANT INFORMATION**

Date: May 28, 2015

Name of Project: Cape Charles Public Swimming Area

Name of Organization: Town of Cape Charles

Address: 2 Plum Street

Cape Charles, Virginia 23310

Contact Person & Title: Jennifer Lewis – Community Events/Recreation Coordinator

Telephone Number 757-331-3259 ext. 18

Email Address: [reccoordinator@capecharles.org](mailto:reccoordinator@capecharles.org)

**SECTION B-1: INFRASTRUCTRE IMPROVEMENT PROJECT INFORMATION**

A. Description of Project (attach additional pages as needed):

To establish a designated swim area at the Cape Charles Public Beach from the Jetty to Monroe Avenue, which will provide an area of safe swimming protected from boaters and jet ski operators. Watercraft exclusion buoys and float lines will be installed.

By excluding watercraft from this area, swimmers will be protected from the impact of watercraft, anchor lines, anchors and propellers as well as the possibility of motor fuel and motor oil spills. Float lines between buoys will provide demarcation of shallow water depths.

B. Estimated lifespan of the infrastructure improvement: 10 years

C. Total estimated cost of project: \$10,318

D. Amount of funds requested this year: \$5,159

E. Is this a one-time expenditure?  Yes  No. If no, explain:

F. Is this project coordinated with any other completed, current, or proposed tourism-related project? If so please explain. No

F. List all other funding sources and the amount being funded by each.

Town of Cape Charles – balance of project cost.

G. Are there other agencies or organizations working with the applicant on this project? Please list and briefly explain their involvement:

Department of Game and Inland Fisheries will grant permission for placement of the swim area.

H. How will the project be maintained?

The Cape Charles Public Works Department will maintain the buoys and float lines.

I. What are your annual maintenance costs and where will these funds come from?

Replacement of any damaged buoys or anchoring and antifouling paint. Funds will come from the Town of Cape Charles.

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**SECTION B-2: EVENT PROJECT INFORMATION**

A. Description of EVENT, including location, time and day(s) of event (attach additional pages as needed). Detail if an entrance/admission fee will be required for EVENT:

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B.: Provide the marketing plan for the EVENT, including the intended target audience for the EVENT. Include any samples of ads, displays, flyers or other media materials. Also provide estimated attendance level(s) and if a prior year's EVENT, please provide past attendance level(s).

C. Total estimated cost of project: \_\_\_\_\_

D. Amount of funds requested in the grant application: \_\_\_\_\_

E. Is this a one-time EVENT or is it a recurring EVENT or is it scheduled to be a recurring EVENT?

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F. Is this EVENT coordinated with any other events or tourism-related activities? If so please explain.

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G. List all other funding sources and the amount being funded by each.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

H. Are there other agencies or organizations working with the applicant on this project? Please list and briefly explain their involvement:

## SECTION C: TOURISM IMPACT

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A. How will this project enhance the ability of Northampton County to attract tourists from the target market, as identified in the Tourism Commission's Tourism Strategy?

Cape Charles is the only free Public Beach in Northampton County and is a big attraction for both tourists and locals. Providing a safe swim area will enhance the attraction, especially for families with children. Each tourist attracted by the beach will add to the economy of both the Town of Cape Charles and Northampton County by lodging, shopping, eating and transportation costs.

B. What metrics will you use to gauge the success/failure of the project? If awarded, what is the Return on Investment?

Continuing to monitor the Transient Occupancy Taxes and Meal Taxes in the Town of Cape Charles will continue to show the growth. Providing a safer swim area will continue to draw tourists and locals to the beach. The ROI from preventing serious injury or even death is incalculable.

C. How does the project further the Tourism Strategy adopted by the Eastern Shore of Virginia Tourism Commission?

The project supports the Tourism Strategy by continuing to attract tourists to Cape Charles for day trips, weekly and even monthly stays. Many of the tourists go on to purchase homes in Cape Charles which then adds to the daily economy of Northampton County.

D. Will the citizens of Northampton County receive benefits from this project that are not directly related to tourism? Please explain.

The citizens of Northampton County receive the same benefits from this project as the tourists. The beach continues to attract locals and tourists alike.