



County of Prince Edward  
Board of Supervisors  
Agenda Summary

**Meeting Date:** February 8, 2011  
**Item No.:** 12  
**Department:** Economic Development  
**Staff Contact:** Sharon Lee Carney, Director  
**Issue:** CRC - Grant Writing for CDBG Application for Granite Falls

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**Summary:**

Since July, 2010 the Prince Edward Economic Development Office has been working with the Virginia Department of Housing and Community Development (VDHCD) towards the submittal of a Community Development Block Grant (CDBG) due March 30, 2011 in the amount of \$700,000. These funds will be used for construction and equipment for the proposed new Workforce Training Center. Due to heavy work load demands, the Economic Development Office is requesting the Prince Edward County Board of Supervisors authorize the County Administrator to contract with the Commonwealth Regional Council (CRC) to assist with the writing of the CDBG application at a cost of \$4,000. Mr. Fowler, the developer of the Granite Falls Hotel & Conference Center, has agreed to pay this cost.

In addition, as part of the grant requirements, a Public Hearing must be held to gather input from citizens of community regarding the Workforce Training Center. As this is a "re-submittal" of an application from March 2010, Prince Edward County is only required to hold one Public Meeting, but it is encouraged to be as near as possible to the grant due date. Therefore, the required Public Hearing is suggested for Tuesday, March 15, 2011, at 4:00 p.m. in the Board of Supervisors Chambers.

**Attachments:** Draft CRC contract

**Recommendation:**

- Authorize the County Administrator to contract with CRC for grant writing services of a CDBG application in the amount of \$700,000 due March 30, 2011.
- Authorize advertising a Public Hearing regarding the proposed Workforce Training Center Grant Application for Tuesday, March 15, 2011 at 4:00 p.m.

Motion \_\_\_\_\_  
Second \_\_\_\_\_

Campbell \_\_\_\_\_  
Jones \_\_\_\_\_  
Wilck \_\_\_\_\_

Fore \_\_\_\_\_  
McKay \_\_\_\_\_  
Wiley \_\_\_\_\_

Gantt \_\_\_\_\_  
Simpson \_\_\_\_\_

**AGREEMENT FOR THE COMMONWEALTH REGIONAL COUNCIL TO PROVIDE  
GRANT WRITING SERVICES FOR THE**

**FY 2011 Community Development Block Grant (CDBG) Application  
Granite Falls Workforce Center Project**

On \_\_\_\_\_, the County of Prince Edward formally requested assistance from the Commonwealth Regional Council (CRC) in applying for Community Development Block Grant (CDBG) funds from the Virginia Department of Housing and Community Development (VDHCD) for its Granite Falls Workforce Center Project.

At its \_\_\_\_\_ Council Meeting, the CRC approved the County of Prince Edward's request for assistance. Therefore, this Agreement is for the CRC to provide grant writing services to the County in applying for CDBG grant funds from VDHCD for this project. The deadline for submission of a competitive CDBG application is March 30, 2011.

The CRC agrees to complete the following activities related to its grant writing services per the County of Prince Edward CDBG Application for grant funds from VDHCD:

- Attending Virginia Community Development Block Grant (VCDBG) "How to Apply Workshop;"
- Assistance in conducting the one (1) required formal public hearing, including development of required documentation;
- Coordinate/meet with County staff and other parties relevant to the project, as needed, to receive information for inclusion in the application;
- Compile the required support documentation including, but not limited to, for inclusion in the application package:
  - maps
  - photos
  - support letters
  - resolution
  - budget
  - scope of work
- Coordinate with VDHCD staff, as needed for guidance on the application and application requirements;
- Write, type and print one (1) draft copy of the application, along with the required documentation and attachments, for review by the County.
- Adjust draft copy of the application according to the County's review,
- Write, type and print one (1) original copy of the final application, along with the required documentation and attachments, to be signed by the County.

- Print seven (7) copies of the signed final application, along with the required documentation and attachments.
- Submit the one (1) original and six (6) copies of the signed final application, along with the required documentation and attachments, to VDHCD for consideration
- Submit one (1) copy of the original signed application, along with the required documentation and attachments, to the County for its records.

Should these activities exceed the March 30, 2011 deadline, the County and the CRC may mutually renegotiate the contract based on the status of the application.

In consideration of the services rendered by the CRC, the County shall compensate the CRC a sum of four thousand dollars (\$4,000.00). The CRC may invoice for this amount once the application has been submitted and VDHCD has deemed the application complete.

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The Commonwealth Regional Council (CRC)

\_\_\_\_\_  
Acting President & CEO

\_\_\_\_\_  
Date

The County of Prince Edward

\_\_\_\_\_  
County Administrator

\_\_\_\_\_  
Date