



**County of Prince Edward  
Board of Supervisors  
Agenda Summary**

**Meeting Date:** July 13, 2010  
**Item No.:** 13  
**Department:** Board of Supervisors  
**Staff Contact:** W.W. Bartlett  
**Issue:** Grant Management Services for EECBG Project

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**Summary:** As the Board may recall, the County, on the behalf of STEPS, applied for and has been awarded a grant in the amount of \$708,002, which will be used primarily to install new heating, ventilation and air conditioning in the STEPS building. Given our staffing limitations and that this grant is a pass-through from the County to STEPS, I requested from the CRC a proposal to provide administrative and technical assistance for the management of this grant. Funding for these services is grant eligible and will not require the expenditure of local County funds.

Attached for your review is a proposal from the CRC for grant management services. The proposed cost is \$40,000 over approximately 24 months. Again, this cost will be paid for from grant funds, not county funds.

**Attachments:** Proposals from CRC.

**Recommendation:** Approval.

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

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

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

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

June 23, 2010

Mr. William Wade Bartlett  
County Administrator  
P.O. Box 382  
Farmville, Virginia 23901

RE: County of Prince Edward EECBG Project  
CRC Proposal – Grant Management Services

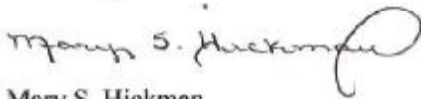
Dear Wade,

Per your letter dated June 21, 2010, I am pleased to provide to you the enclosed proposed agreement from the Commonwealth Regional Council (CRC) for grant management services for the above project.

If the County so desires, the CRC offers to provide the grant management services (i.e. administrative and technical assistance) for this project for a stipulated sum not to exceed \$40,000. These services would extend for approximately 24 months and would include assigning a CRC Project Manager to the project. The CRC Project Manager would be responsible for assisting the County in overall coordination of project activities as they relate to EECBG compliance. The cost for grant management services is an eligible grant cost and is a budgeted activity within the project. Therefore, the costs of our proposed services can be paid with EECBG funds, not local funds.

On behalf of the Commonwealth Regional Council (CRC), I would like to thank you for this opportunity to submit a proposal for these services. As always, if you should have any questions, please feel free to contact me at (434)392-6104. Thank you.

Sincerely,



Mary S. Hickman  
Acting President & CEO

Enclosure

AGREEMENT TO PROVIDE ADMINISTRATIVE/TECHNICAL  
ASSISTANCE  
SERVICES FOR THE  
VIRGINIA DEPARTMENT OF MINES, MINERALS AND ENERGY  
ENERGY-EFFICIENCY AND CONSERVATION  
BLOCK GRANT PROGRAM (EECBG)  
“PRINCE EDWARD COUNTY IMPROVING ENERGY  
EFFICIENCY TO FACILITATE  
JOB RETENTION & JOB CREATION”

- I. PURPOSE: The purpose of this agreement is to set forth the terms and conditions of Commonwealth Regional Council (CRC) services required for the execution of the project.
- II. PROJECT: The project referred to as the "Prince Edward County Improving Energy Efficiency to Facilitate Job Retention & Job Creation," consists generally of the installation of a new Heating, Ventilation and Air Conditioning (HVAC) System to cover the entire STEPS, Inc. Job Training and Manufacturing Facility located in Prince Edward County. This project is to be funded in part through an Energy-Efficiency and Conservation Block Grant (EECBG) in the amount of \$708,002 from the Virginia Department of Mines, Minerals and Energy (VDMME). The project is to be developed in accordance with all pertinent Federal and State laws, regulations, and procedures.
- III. PARTIES: The parties to this agreement shall be Prince Edward County, Virginia, hereafter referred to as the County, and the Commonwealth Regional Council, hereafter referred to as the Council.
- IV. COUNCIL’S RESPONSIBILITIES: It shall be the Council’s responsibility to perform the following activities:
  - 1) Administrative Assistance: The Council will provide administrative assistance in support of the project implementation to include the following:
    - a) Assistance in completion of EECBG pre-contract requirements.
    - b) Assistance in completion of EECBG project compliance requirements, (Davis-Bacon, Buy American, Historic Preservation, National Environmental Policy Act - NEPA, and Waste Stream Management) and the obtainment of clearances as may be required and the reporting to VDMME.

- c) Assistance in establishing and maintaining project files at the Council office location, in accordance with Energy Efficiency and Conservation Block Grant (EECBG) program requirements. All original documents shall be made available to the County.
  - d) Assistance in preparing project progress reports (reporting metrics, frequency, formats, jobs created, emission reductions, energy savings, etc.), attending technical assistance and compliance review meetings with VDMME as it relates to this project.
  - e) Assistance in preparing miscellaneous project related VDMME/EECBG documentation and correspondences.
  - f) Assistance in preparing EECBG drawdown requests.
  - g) Coordinate and advise as may be required with the County's designated financial person to ensure proper allocation of EECBG funds.
  - h) Coordinate EECBG grant related requirements with the County as may be required or appropriate in support of the project implementation.
  - i) Serve as a liaison between VDMME and the County on any matters that need to be addressed or resolved in regards to the project.
- 2) Construction Coordination: The Commission will provide construction coordination services in support of the project to include the following:
- a) Assist the County as may be required in procuring services relating to the EECBG project and compliance with 10 CFR 600.236.
  - b) Assist the County and its consultants in the development of plans, specifications, and construction bid documents and required federal and state documentation.
  - c) Assist the County with the pre-bid and pre-construction conferences with the contractors.
  - d) Assist the County in the bidding of the new HVAC System. This activity shall include the opening of bids, witnessing, certification and filing of bids with VDMME.

- e) Assist the County in the award of the construction contract.
- f) Assist the County in the compliance of labor standards (Davis Bacon) for contractors and subcontractors which includes obtaining wage determination, weekly reviews of payrolls, monthly employee interviews, obtaining documentation on apprenticeship training programs, obtaining/reviewing employee authorization forms, obtaining/reviewing register of assigned employees, obtaining/reviewing register of contractors, subcontractors, and suppliers, etc.
- g) Assist the County on the clearance of any identified Davis-Bacon non-compliance issues by contractors and subcontractors.
- h) Assist the County in the construction close-out including the preparation all required EECBG forms as it relates to this project.

V. COUNTY'S RESPONSIBILITIES: It shall be the County's responsibility to perform the following activities:

- 1) The County is the project EECBG grantee and is solely responsible for the overall implementation of the project.
- 2) The County will be responsible for notifying the Council of all meetings pertaining to the project.
- 3) The County will meet and confer with the Council on a mutually agreed upon basis to review project progress issues and to make decisions (as may be required) for the effective implementation of the project.
- 4) The County will maintain an official set of financial records of the expenditures of the EECBG funds for this project, along with matching funds from other sources (to ensure that all project costs and disbursements are accurately documented).
- 5) The County will be responsible for preparing and authorizing all requests for grant fund disbursements and for issuing payments for approved invoices for project services and implementation activities.

- 6) The County will provide the Council with all information and documents relevant to the implementation of the project and shall ensure that correspondences and project related documents received during the implementation of the project are provided to the Council in a timely fashion. Copies of all documents shall be available for the Council for placement in the permanent project file.
  - 7) The County will be responsible for providing the Council with the necessary data so that the Council can prepare the required EECBG reports and forms.
- VI. TERM OF AGREEMENT: The term shall be from the effective date of this contract to the conditional close-out of the Energy-Efficiency and Conservation Block Grant (EECBG) Project. This time period shall not be more than twenty-four (24) months from the date of the contract or close-out, whichever is later. All administrative activities completed on this project, prior to execution, are solely the responsibility of the COUNTY.
- VII. COMPENSATION: The County agrees to compensate the Council in the sum of \$40,000 for the Council's work and activities as set forth herein including typical expenses for supplies and materials. This total compensation is EECBG grant eligible. Compensation payments, in part or in full, shall be made by the County on receipt of the Council's statement. Statements for partial payment shall be commensurate with services rendered and progress toward project completion.
- VIII. RETENTION OF COST RECORDS: The Council shall maintain all records of personnel and other direct expenses relating to the project and make such records available to the County upon request. Such records shall be maintained for a period of three (3) years following the completion of the project and be available at reasonable times for inspection and audit.
- IX. DIRECT EXPENSES: Direct expenses for advertisements, supplies, materials, etc. required for the implementation of the project shall be paid by the County. If needed, the Council shall obtain prior approval from the County of any specific project needs and the related direct costs. In the event that such direct costs are needed and approved by the County, the Council shall, upon the presentation of appropriate documentation, be entitled to reimbursement for such costs.
- X. STATUS OF PROJECT DOCUMENTS: All project documents produced under this agreement become the property of the County upon completion. The Council is entitled to permanently retain appropriate copies of all project documents for reference purposes.

- XI. AMENDMENTS: This document represents the agreement between the County and the Council in its entirety. This agreement may be amended only in writing and executed both parties.

CERTIFICATION

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FOR THE COUNTY OF PRINCE EDWARD

Authorized Signature:

\_\_\_\_\_  
Wade Bartlett  
Prince Edward County Administrator

\_\_\_\_\_  
Date

FOR THE COMMONWEALTH REGIONAL COUNCIL

Authorized Signature:

\_\_\_\_\_  
Mary S. Hickman  
Acting President & CEO

\_\_\_\_\_  
Date