

## BOARD OF SUPERVISORS MEETING

### ADDENDUM PACKET

September 10, 2024

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** September 10, 2024  
**Item #:** 21  
**Department:** Solid Waste  
**Staff Contact:** Sarah Puckett/Jeff Jones  
**Agenda Item:** Landfill Cell F Construction

**Summary:** At its February 2024 meeting, the Board of Supervisors approved the award of the Cell F construction contract to Sargent Corporation for \$1,594,000. Additionally, the Board approved a motion that included a 5% contingency amount (\$79,700) for any necessary change orders and authorized the County Administrator to authorized any necessary change orders in an amount up to 5% of the total project cost.

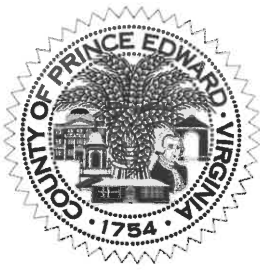
Since construction commenced in early August, two issues have arisen:

1. The design elevation of Cell F is three feet higher than the final as-built elevation of Cell E due to a benchmark error in Cell E. This necessitated the excavation of an additional three feet of soil in Cell F, as the two bottom elevations must be the same in order to tie in the piping for the leachate collection system. The additional earth work is at a cost of \$62,350. While this is an unexpected cost, the work did create additional landfill space in Cell F.
2. The Solid Waste staff has also discovered that a rain cover was omitted from the Cell F design plans. A rain cover acts as a rain collection system for the unused portion of a new cell. The purpose is the separate the rainwater that does not touch waste (stormwater) from the rainwater that does touch waste (leachate).

Based on the size of Cell F, 1 inch of rainfall on an uncovered cell would equal 100,000 gallons of leachate water. The 100,000 gallons of leachate equals 5 days of hauling to the Town of Farmville, as the Town limits us to only 4 loads per day, or 20,000 gallons per day. The County has no other location to haul to. If we did haul to other locations, we would have a much higher disposal cost (there is an agreement between the County and the Town and the Town accepts our leachate at no cost). So, an afternoon thunder storm on Cell F could put the landfill days out in hauling, not even including the normal leachate water from the working face. Additionally, the County also has only have one tanker trailer in which to haul leachate water.

The landfill leachate pond is not designed to manage cells without a rain cover, as our leachate water is gravity feed and pump feed. The landfill does not directly feed its leachate water into a wastewater system (like directly discharge to the town wastewater system). Per DEQ, the landfill can only hold 12 inches or less of water under the landfill at the leachate pump location. The additional rain water from Cell F (4 acres worth) would dump directly into the line that goes straight to the pump location and could overflow the system.

Motion _____	Cooper-Jones _____	Gilliam _____	Pride _____
Second _____	Emert _____	Jenkins _____	Townsend _____
		Jones _____	Watson _____



**Board of Supervisors  
Agenda Summary**

Typically, when the rainfall hits the trash, it takes a period of time to filter through the trash before it arrives at the pump station below the landfill and into the leachate collection system. A rain on Monday takes several days to filter through to the leachate collection system before it gets to the pump to go to the pond.

Lastly, by using the rain cover, the rain water collected can be pumped over the side of the cell into the storm water canals which sheet flows down thru the woods. This would enable the landfill to continue to only have to pump once a week which we are already setup to do from the previous cell construction. None of this water would be considered leachate water because it does not touch any trash.

The County has received a Change Order price of \$196,481 from Sargent Corporation for a rain cover. The County feels this price is unacceptably high and has asked Labella to discuss it with Sargent and to investigate options.

At this point, Sargent will complete construction in the next six weeks. The lead time for ordering the rain cover could be 4-6 weeks. To prevent the delay of waiting for the October Board meeting, staff recommends the Board consider authorizing the County Administrator to approve Change Orders in an amount up to 15% (\$239,100) with the concurrence of the Properties Committee.

While both of these charges seem high, they are both necessary expenditures that would have and should have been included in the original bid. The cost of the project comes from the Landfill Construction Fund, so no allocation of general funds dollars is necessary.

**Attachments:** Change Order #1  
Change Order #2

**Recommendation:** See sample motion.

**SAMPLE MOTION:**

I move the Board authorize the County Administrator to approve change orders in an amount up to 15% of the original bid price with the concurrence of the Properties Committee.

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

Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_



Sargent Corporation Mid-Atlantic Region  
 11139 Air Park Road, Suite 1  
 Ashland, VA 23005  
 Phone: (804) 368-7118  
 Fax: (804) 368-7387

**CHANGE ORDER REQUEST**

**Project:** Prince Edward Landfill - Cell F Construction  
**To:** Darrell Thornock  
**Date:** September 6, 2024

**Re:** Change Order Request No. 02

**Scope:** Furnish & install 20mil Skrim R20BV raincover.

**Schedule Impact:** (1) Sargent Corporation requests that ten (10) calendar days be added to the contract duration associated with this change.

**Notes:** - Price includes UV sandbags (12mil) and Poly Pro (1/2") Rope  
 - Price excludes independent laboratory testing.

DESCRIPTION	QTY	U/M	UNIT PRICE		TOTAL
Furnish & Install Raincover	154,375	SF	\$	1.23	\$ 189,881.25
Excavate & Backfill Anchor Trench	1,100	LF	\$	6.00	\$ 6,600.00
<b>Total for Change Order Request No.02</b>					<b>\$ 196,481.25</b>

Sincerely,  
 Sargent Corporation

Nick Rosswog  
 Project Executive

Approved By: Darrell Thornock



Sargent Corporation Mid-Atlantic Region  
 11139 Air Park Road, Suite 1  
 Ashland, VA 23005  
 Phone: (804) 368-7118  
 Fax: (804) 368-7387

**CHANGE ORDER REQUEST**

**Project:** Prince Edward Landfill - Cell F Construction  
**To:** Darrell Thornock  
**Date:** August 23, 2024

**Re:** Change Order Request No. 01

**Scope:** Additional cost for hauling material to the onsite stockpile due to lowering base grade elevations.

**Schedule Impact:** (1) Sargent Corporation requests that ten (10) calendar days be added to the contract duration associated with this change.

**Notes:**

DESCRIPTION	QTY	U/M	UNIT PRICE		TOTAL
Exc, Haul, & Compact, Fill Inside Cell	-10,741	CY	\$	4.00	\$ (42,964.00)
Exc & Haul, Onsite Borrow	19,148	CY	\$	5.50	\$ 105,314.00
<b>Total for Change Order Request No.01</b>					<b>\$ 62,350.00</b>

Sincerely,  
 Sargent Corporation

Nick Rosswog  
 Project Executive

Approved By: Darrell Thornock



**Board of Supervisors  
Agenda Summary**

**Meeting Date:** September 10, 2024  
**Item #:** 22  
**Department:** Finance  
**Staff Contact:** Crystal Baker  
**Agenda Item:** Virginia Affordability and Adoption Planning Grant

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**Summary:**

The DHCD (Department of Housing and Community Development) has awarded Prince Edward County a grant in the amount of \$175,000 to create a Broadband Affordability and Adoption Plan for Planning District 14 which includes Amelia, Buckingham, Charlotte, Cumberland, Lunenburg, Nottoway, and Prince Edward Counties. The goal is to address broadband costs for citizens in the region. Planning will be a nine-month process.

The Commonwealth Regional Council will provide technical/administrative assistance to the County in creation of the plan and the County will serve as fiscal agent. Local funds are not required.

We ask the Board to approve the acceptance of this grant and authorize the County Administrator to execute the contract with DHCD and enter into the agreement with CRC.

**Cost:** N/A

**Attachments:**

Contract # VAAPG-#004 - DHCD & Prince Edward County  
Agreement – CRC & Prince Edward County

**Recommendation:** See sample motion below.

**SAMPLE MOTION:** I move the Board of Supervisors approve the acceptance of the of the VA Affordability and Adoption Planning Grant and authorize the County Administrator to execute the contract and agreements with DHCD and CRC.

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

Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_

CONTRACT#: VAAPG-#004  
GRANTEE: Prince Edward County

### AGREEMENT

This AGREEMENT, entered as of the 28<sup>th</sup> day of August 2024 by and between the Virginia Department of Housing and Community Development hereinafter referred to as “DHCD” and Prince Edward County hereinafter referred to as “GRANTEE.”

### WITNESSETH

WHEREAS, the Commonwealth of Virginia has been authorized to distribute and administer the Broadband Equity, Access, and Deployment Planning Grant program, under which DHCD will administer the Virginia Affordability and Adoption Planning Grant Program (VAAPG), and

WHEREAS, the Projects as described in the VAAPG application as submitted by the GRANTEE has been reviewed and approved upon a merit-review process based on the VAAPG Application Handbook,

Now THEREFORE, the above-mentioned parties hereto do mutually agree as follows:

1. **Award.** DHCD agrees to award the GRANTEE a Virginia Affordability and Adoption Planning Grant in the amount of **One Hundred, Seventy-Five Thousand Dollars (\$175,000.00)**.
2. **Technical Assistance.** DHCD agrees to provide the GRANTEE with technical assistance in establishing and implementing the administration of this project.
3. **Project.** The GRANTEE will commence, carry out, and complete the development of an affordability and adoption plan for their Prince Edward County.
4. **Scope of Services.** The activities furnished by the GRANTEE shall include, but are not necessarily limited to, those outlined in **Exhibit A**, made a part of this agreement by this reference. The activities shall be provided in a manner satisfactorily to DHCD and in accordance with all applicable federal, state, and local laws.
5. **Contract Performance Period.** This contract shall commence on **August 28<sup>th</sup>, 2024**, and be completed on **April 30<sup>th</sup>, 2025** (“Contract Period Performance Date”), unless there are grant Special Conditions that require additional action by the GRANTEE for specific activity(ies).
  - a. The GRANTEE will initiate the ACTIVITY(IES) required by the CONTRACT DOCUMENTS **beginning no later than August 28<sup>th</sup>, 2024, unless grant Special Conditions require additional action on specific ACTIVITIES.**



- b. The GRANTEE shall complete the work as described in the CONTRACT DOCUMENTS on or before April 30<sup>th</sup>, 2025. If the ACTIVITIES are not completed by that date, all Grant funding and this AGREEMENT shall be terminated and the GRANTEE shall return all unexpended funds, unless an amendment to the CONTRACT DOCUMENT provides otherwise.
  - c. GRANTEE will provide a close out report within 30 days of project completion reflecting achievements with meeting work plan goals.
  - d. DHCD reserves the right to end funding at any point should the project prove nonviable. This includes, but may not be limited to, lack of progress in conformance with the approved project proposal.
6. **Method of Payment.** As compensation for the activities under this agreement, DHCD agrees to pay the GRANTEE a total grant award not to exceed **\$175,000.00**. This is a cost reimbursement contract and payment to the GRANTEE. DHCD agrees to make payment to the GRANTEE upon receipt in CAMS of a properly completed remittance and supporting documentation. Submissions of remittance may be made allowing approximately thirty (30) days for the receipt of funds. Funds are to be immediately disbursed to the GRANTEE and shall not be deposited in an interest-bearing account. The GRANTEE must submit the final disbursement request to DHCD no later than May 30<sup>th</sup>, 2025, to guarantee payment. DHCD reserves the right to request additional information to satisfy federal requirements of remittances under this program.
- a. If GRANTEE is using matching funds in this project, matching funds must be used to support eligible expenses as outlined in the program handbook and GRANTEE's approved budget. GRANTEE must provide an update on match expenditure with each remittance request.
  - b. The GRANTEE shall not obligate, encumber, spend, or otherwise utilize grant funds awarded under this program for any activity or purpose not included or not in conformance with the budget as apportioned and as submitted to DHCD unless the GRANTEE has received explicit approval by WRITTEN NOTICE from DHCD to undertake such actions.
7. **Project Monitoring.** DHCD shall monitor the GRANTEE either during implementation or post-program implementation under this Grant Agreement. DHCD may schedule additional monitoring visits as considered necessary. At any time during the Grant period, DHCD may request and shall be provided copies of any documents pertaining to the use of Program funds.
8. **Procurement.** Any professional services must be procured in accordance with the GRANTEE'S own written procurement procedures and policies. If the GRANTEE does not have written procurement procedures and policies, the GRANTEE should defer to the Virginia Public Procurement Act. The GRANTEE must submit any contracts obligating VAAPG funds for review prior to any contract being executed. The GRANTEE must also submit detail documentation to show procurement requirements have been met, prior to any execution of contracts.

9. **Publicity.** GRANTEE agrees to recognize DHCD’s support in their efforts to expand broadband in all project-related communication with the media and its marketing publications. The following statement is suggested: ***“This project was funded/supported in collaboration with the Commonwealth of Virginia’s Affordability and Adoption Planning Grant Program.”***
10. **Audit.** The GRANTEE shall submit one of the following financial documents for the GRANTEE’s fiscal year identified below: Financial Statement\*\*, Reviewed Financial Statement prepared by an Independent Certified Public Accountant (CPA), Audited Financial Statement prepared by an Independent CPA, or an audit required by the Code of Federal Regulations (CFR), (2 CFR 200 Subpart F), audited by an Independent CPA. Please see the table below to determine which document your organization is required to submit. The threshold requirements outlined below are the *minimal* standards required by DHCD. We strongly encourage all organizations receiving funds from DHCD to undertake the highest level of financial management review to ensure practices and procedures are fully examined and evaluated.

Threshold Requirement	Document
Total annual expenditures <\$100,000 (Regardless of source)	Financial Statement prepared by organizations**
Total annual expenditure between \$100,001 and \$300,000 (Regardless of source)	Reviewed Financial Statement prepared by an Independent Certified Public Accountant (CPA)
Total annual expenditures >\$300,000 (Regardless of source)	Audited Financial Statement prepared by an Independent CPA
Federal expenditures ≥\$750,000	2 CFR 200 Subpart F--Audited by an Independent CPA

\*\*Does not require preparation by a CPA

Entities shall file the required financial document in the Centralized Application and Management System (CAMS) within nine (9) months after the end of their fiscal year or 30 (thirty) days after it has been accepted, (Reviewed Financial Statement, Audited Financial Statement, and Single Audit Act only) whichever comes first.

The full DHCD Audit Policy, including an explanation of the specific document requirements, can be found online at:

<https://www.dhcd.virginia.gov/sites/default/files/Docx/audit-policy/dhcd-financial-statement-audit-policy-2019.pdf>

GRANTEE shall maintain all data and records related to the project made the subject of this AGREEMENT (“Project”) for a period of five (5) years following the conclusion of the Project for the purposes of compliance with potential audits. Entities will produce all data and records

related to the Project upon written request by DHCD or its successors or designees within **thirty (30) days** following said request.

## 11. Miscellaneous.

- a. *Entire Agreement; Amendments:* This AGREEMENT constitutes the entire agreement among the parties hereto as to the Project and any associated Virginia Affordability and Adoption Planning Grant and may not be amended or modified, except in writing, signed by each of the parties hereto. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns. The GRANTEE may not assign its rights and obligations under this Agreement without the prior written consent of DHCD.
- b. *Governing Law; Venue:* This AGREEMENT is made, and is intended to be performed, in the Commonwealth of Virginia and shall be construed and enforced in accordance with the laws of the Commonwealth of Virginia. Jurisdiction and venue for any litigation arising out of or involving this Agreement shall lie in the Circuit Court of the City of Richmond, Virginia and such litigation shall be brought only in such court.
- c. *Counterparts:* This Agreement may be executed in one or more counterparts, each of which shall be an original, and all of which together shall be one and the same instrument.
- d. *Severability:* If any provision of this Agreement is determined to be unenforceable, invalid, or illegal, then the enforceability, validity and legality of the remaining provisions will not in any way be affected or impaired, and such provision will be deemed to be restated to reflect the original intentions of the parties as nearly as possible in accordance with applicable law.
- e. *Attorneys' Fees:* Except as provided in Section 9, attorneys' fees shall be paid by the party incurring such fees.
- f. *Payment:* To expedite receipt of payment, it is recommended that Grantees contact the Virginia Department of Accounts (DOA) to arrange for electronic transfer of VAAPG funds. The forms to establish electronic payment with DOA are available at [www.doa.virginia.gov](http://www.doa.virginia.gov). At the home page, click on the Electronic Data Interchange (EDI) link button on the right. Scroll down to the Trading Partner Agreement and Enrollment form for Localities and Grantees. Print the form, fill it out and submit it. Instructions on filling out the form are on the third page of the document.

**SPECIAL CONDITIONS FOR PROJECTS FUNDED UNDER THE BROADBAND,  
EQUITY, ACCESS, DEPLOYMENT PLANNING PROGRAM**

1. 1. Uniform Administrative Requirements, Cost Principles and Audit Requirements: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C. F. R. Part 200 are incorporated by reference into this award. Through 2 C.F.R. § 1327.101, the Department of Commerce adopted the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. Part 200, which apply to awards in this program. Refer to <https://www.ecfr.gov/on/2022-01-19/title-2/subtitle-A/chapter-II/part-200> and <https://www.ecfr.gov/on/2022-01-19/title-2/subtitle-B/chapter-XIII/part-1327>. Awards issued pursuant to this program may be subject to specific award conditions as authorized by 2 C.F.R. § 200.208.
2. Department of Commerce Financial Assistance Standard Terms and Conditions Section B.06 Indirect or Facilities and Administrative Costs: The Recipient will be reimbursed for indirect or F&A costs in accordance with 2 C.F.R. § 200.414 and Section B.06. of the Department of Commerce Financial Assistance Standard Terms and Conditions, dated November 12, 2020.
  - a. If an indirect cost rate has not been established, and the Department of Commerce is identified as the cognizant agency for indirect costs in accordance with 2 C.F.R. § 200.1, “Cognizant agency for indirect costs,” within 90 calendar days of the award start date, the Recipient must electronically submit to [gmdaudit@nist.gov](mailto:gmdaudit@nist.gov) the documentation (indirect cost rate proposal, cost allocation plan, etc.) necessary to allow the Department of Commerce (through NIST or through another Commerce agency) to perform an indirect cost rate proposal review. Organizations that have previously established indirect cost rates with the Department of Commerce, including with one of its agencies, must submit a new indirect cost rate proposal for indirect costs within six months after the end of the organization’s fiscal year.

If your submission includes Personally Identifiable Information (PII) or Business Identifiable Information (BII), please send an email to [gmdaudit@nist.gov](mailto:gmdaudit@nist.gov) to request a secure link.

The requirements for determining the relevant cognizant agency and for developing and submitting indirect (F&A) cost rate proposals and cost allocation plans are contained in 2 C.F.R. § 200.414 and in Appendices III-VII to 2 C.F.R. Part 200. For additional guidance on preparing indirect cost proposals, please review the [Department of Labor’s Guide for Indirect Cost Determination](#). Section I.B and I.C lists the various types of indirect cost rates and the circumstances under which such rates would apply. The guide also addresses common indirect cost problems and contains useful frequently asked questions (FAQs).

3. Infrastructure Investment and Jobs Act: The Recipient must comply with the terms of the Infrastructure Investment and Jobs Act (Infrastructure Act), Public Law 117-58 (Nov. 15,

2021), Division F, Title I – Broadband Grants for States, District of Columbia, Puerto Rico, and Territories, including the terms of section 60102 of that title, which establishes the VAAPG Program. The text of the Infrastructure Act is available at: <https://www.congress.gov/bill/117th-congress/house-bill/3684>.

4. Human Subjects Research

- a. VAAPG grant recipients must comply with Department of Commerce (DOC) regulations relating to the protection of human subjects for all research conducted or supported pursuant to an NTIA grant award. The DOC regulations related to the protection of human subjects are found in 15 C.F.R. Part 27. The Human Subjects Research Guidance (posted August 29, 2022) (HSR) for the Virginia Affordability and Adoption Planning Grant (VAAPG), as a subgrant of the Broadband Equity Access and Deployment (BEAD) Program, is incorporated by reference into this specific award condition and identifies three HSR classification categories: Category 1 – Not Conducting Human Subjects Research, Category 2 – Exemption Request, and Category 3 – Human Subject Research Non-Exempt.
  - b. On January 25, 2023, DHCD received a determination from the National Telecommunications and Information Administration (NTIA) and the National Institute of Standards and Technology (NIST) that the Commonwealth of Virginia’s proposed research methodology is Category 2-exempt human subject’s research. As a result, record of the names of survey participants, and the information that will be collected could not reasonably place the participants at risk of criminal or civil liability, or be damaging to their financial standing, employability, or reputation. Moreover, there will be no participants under the age of 18. Exemption Available: 15 C.F.R. § 27.104(d)(2).
    1. Furthermore, other components of the research will rely on sources that are publicly available and will be identified by the Department of Housing and Community Development throughout planning grant implementation. Exemption Available: 15 C.F.R. § 27.104(d)(4).
    2. Lastly, portions of the research may rely on survey data, existing data, documents, and records that are not publicly available. However, the GRANTEE will record the information in such a manner that subjects cannot be identified directly or through identifiers linked to the subject. Research will not involve individuals under the age of 18 as subjects. Exemption Available: 15 C.F.R. § 27.104(d)(4).
5. Ineligible Costs Regardless of the award phase under the Virginia Affordability and Adoption Planning Grant (VAAPG) Program, profits, fees, or other incremental charge above actual cost incurred by the Recipient or subgrantee(s) are not allowable costs under this Program; this includes the recipient and subgrantee(s).
6. Property Trust Relationship and Public Notice Filings for Grant-Acquired Property In accordance with 2 CFR § 200.316 (Property trust relationship), real property, equipment, and intangible property, that are acquired or improved with a Federal award must be held in trust by the non-Federal entity (i.e., Recipient or Subrecipient) as trustee for the

beneficiaries of the project or program under which the property was acquired or improved. This trust relationship exists throughout the duration of the property's estimated useful life, as determined by the Grants Officer in consultation with the Program Office, during which time the Federal Government retains an undivided, equitable reversionary interest in the property (Federal Interest). The non-Federal entity must comply with all use and disposition requirements and restrictions as set forth in 2 C.F.R. §§ 200.310 (Insurance coverage) through 200.316 (Property trust relationship), as applicable, and in the terms and conditions of the Federal award.

The NIST Grants Officer may elect not to release any or a portion of the Federal award funds until the non-Federal entity has complied with this provision and any other applicable award terms or conditions unless other arrangements satisfactory to the NIST Grants Officer are made available by NTIA.

7. Recipient and Contractor Compliance with Applicable Requirements: The Recipient shall comply, and must require each subrecipient or contractor, including lower tier subrecipients or subcontractors, to comply with all applicable Federal, state, and local laws and regulations. The Recipient is responsible for ensuring that all contracts, including those necessary for design and coordination of the Project, are implemented in compliance with the Terms and Conditions of this Award.
8. Environmental and Historic Preservation Compliance NTIA has evaluated the allowable grant-funded activities enumerated in Section IV.B.2 of the NOFO and in Specific Award Condition (SAC) No. 15 for compliance with the National Environmental Policy Act of 1969 (NEPA) and the National Historic Preservation Act of 1966 (NHPA). The activities as described would have no potential to effect historic properties and qualify for the following DOC Categorical Exclusions: A8: Planning activities and classroom-based training and classroom-based exercises using existing conference rooms and training facilities. A11: Personnel, fiscal, management, and administrative activities, such as recruiting, processing, paying, recordkeeping, resource management, budgeting, personnel actions, and travel. Currently, no further NEPA or NHPA review is required for the expenditure of Initial Planning Funds.
9. Domestic Preference for Procurements (Buy American) Pursuant to 2 CFR § 200.322, the Recipient should, to the greatest extent practicable under the VAAPG award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including, but not limited to, iron, aluminum, steel, cement, and other manufactured products). The requirements of 2 CFR § 200.322 must be included in all subawards, including all contracts and purchase orders for work or products pursuant to this program.
10. Prevention of Waste, Fraud, and Abuse Consistent with statutory requirements in Section 905(e)(3) of the Consolidated Appropriations Act, 2021, and the principles in 2 CFR part 200, at any time(s) during the grant period of performance, NTIA may direct a Recipient's key personnel to take a Government-provided training on preventing waste,

fraud and abuse. Key personnel include those responsible for managing the Recipient's finances and overseeing any contractors, sub-contractors, or sub-recipients (for financial matters and/or general oversight related to the grant). NTIA will provide instructions on when and how to take such training(s), and costs incurred by a Recipient relative to the training (e.g., staff time) are eligible for reimbursement pursuant to the NTIA award. Further, Recipients must monitor award activities for common fraud schemes, including but not limited to: false claims for materials and labor; bribes related to the acquisition of materials and labor; product substitution; mismarking or mislabeling on products and materials; and time and materials overcharging. Should a Recipient detect any fraud schemes or any other suspicious activity, the grant Recipient must contact its assigned NTIA Federal Program Officer and the Department of Commerce, Office of Inspector General Hotline, as indicated at <https://www.oig.doc.gov/Pages/Contact-Us.aspx>, as soon as possible. Additionally, in accordance with 2 CFR § 200.113, an applicant or Recipient must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities, that have received a federal award, are required to report certain civil, criminal, or administrative proceedings to SAM.gov. Failure to make required disclosures can result in any of the remedies described in 2 CFR § 200.339. (See also 2 CFR Part 180, 31 U.S.C. § 3321, and 41 U.S.C. § 2313.)

11. Protection of Whistleblowers: The Department of Commerce Financial Assistance Standard Terms and Conditions are incorporated into every NTIA grant award. Section F.05 of these Terms and Conditions states that each award is subject to the whistleblower protections afforded by 41 U.S.C. § 4712 (Enhancement of contractor protection from reprisal for disclosure of certain information). Generally, this law provides that an employee or contractor (including subcontractors and personal services contractors) of a non-Federal entity may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body information that the employee reasonably believes is evidence of gross mismanagement of a Federal award, subaward, or a contract under a Federal award or subaward, a gross waste of Federal funds, an abuse of authority relating to a Federal award or subaward or contract under a Federal award or subaward, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal award, subaward, or contract under a Federal award or subaward. Non-Federal entities and contractors under Federal awards and subawards must inform their employees in writing of the rights and remedies provided under 41 U.S.C. § 4712, in the predominant native language of the workforce. A person that believes they have been the subject of retaliation for protected whistleblowing can contact the Department of Commerce, Office of Inspector General Hotline, as indicated at <https://www.oig.doc.gov/Pages/Hotline.aspx>, or the U.S. Office of Special Counsel, toll free at 1-800-872-9855.

In witness whereof, the parties hereto have executed or caused to be executed by their duly authorized official this AGREEMENT in duplicate, each copy of which will be deemed an original.

COMMONWEALTH OF VIRGINIA,  
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Tamarah Holmes, Ph.D., Director, Office of Broadband

City of Richmond,  
Commonwealth of Virginia

I do certify that Tamarah Holmes, Ph.D., personally appeared before me and made oath that she is the Director, Office of Broadband at the Department of Housing and Community Development and that she is duly authorized to execute the foregoing document.

My commission expires: \_\_\_\_\_.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
Notary Public Registration Number

PRINCE EDWARD COUNTY

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Doug Stanley, County Administrator

Prince Edward County,  
Commonwealth of Virginia

I do certify that, Doug Stanley, personally appeared before me and made oath that he is County Administrator for Prince Edward County and that they are duly authorized to execute the foregoing document.

My commission expires: \_\_\_\_\_.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Notary Public Registration Number



**SCOPE OF WORK**

**GRANTEE Name: Prince Edward County**  
**Contract Period: August 28<sup>th</sup>, 2024 – April 30<sup>th</sup>, 2025**  
**Contract Number: VAAPG-#004**

**A. Grant Requirements.** The GRANTEE will commence, carry out and complete the following activities:

PROJECT TITLE: Prince Edward County Official Digital Equity Plan

GRANT ACTIVITIES: The GRANTEE will partner with the Commonwealth Regional Council (CRC) as a member of the project’s management team to lead the development of Prince Edward County’s Digital Opportunity Plan, along with assisting in the delivery of reporting requirements and implementation activities, as identified by Prince Edward County. The activities under this grant project will also include the following elements:

- *Asset Inventory/Asset Mapping*
- *Needs assessment*
- *Implementation Activities*
- *Monitoring and Outcomes*

OUTCOMES: Regional Digital Opportunity Plan

PROJECT DESCRIPTION: The first step to develop the Broadband Affordability and Adoption Plan for the region is to set up a Project Management Committee. The committee will include representatives from each of the seven participating counties—Amelia, Buckingham, Charlotte, Cumberland, Lunenburg, Nottoway, and Prince Edward, and solution-implementing partners such as STEPS, Inc., the Virginia Department of Health (VDH), Southside Virginia Community College, local libraries, local public-school systems, and local internet service providers (ISPs). Prince Edward County has a draft (awaiting notice of this grant) MOU with the Commonwealth Regional Council (CRC) as a consultant to give technical and administrative assistance in creating the regional plan. The goal is to work collaboratively to tackle broadband affordability and adoption challenges, including helping with the cost of broadband for citizens in the region.

The CRC will organize and hold a kick-off meeting for the Project Management Committee, which will serve as the official start of the project. The meeting will bring all committee members together to align goals, roles, and responsibilities. During the kick-off meeting, the CRC will outline the project overview, timeline, and key milestones. In addition, the CRC will lead discussions to establish clear communication channels, decision-making processes,

and set a preliminary schedule for future meetings and activities. The kick-off meeting aims to ensure that all team members are fully informed and ready to contribute to the project's success.

Next, the CRC will create a comprehensive survey to identify specific aspects of the digital divide within the region, including gaps in broadband access, affordability, and digital literacy. The survey will also gather information on existing digital assets and resources. To ensure broad and inclusive participation from all demographic groups in the region, the survey will be distributed through multiple channels, including online platforms and paper surveys placed at schools, community centers, and public events.

The CRC will hold at least one public meeting in each of the seven participating counties to gather detailed information on the region's needs and barriers and to hear ideas for solutions to these challenges. The meetings will be hosted as a mix of in-person and virtual attendance to ensure maximum participation from all interested stakeholders. After the public meetings, the CRC will collect and analyze the survey data and feedback gathered during these sessions. The analysis will result in a detailed summary that includes both the survey data and insights from the community meetings.

The CRC will then present the summarized findings to the Project Management Committee in a data-driven presentation. The presentation will highlight key takeaways, identified needs, barriers, and potential solutions. The Project Management Committee will provide feedback on the results, which will be used to refine the initial plan.

Based on the gathered information and feedback, the CRC will draft the Broadband Affordability and Adoption Plan. The plan will incorporate insights from the surveys, public meetings, and Project Management Committee feedback. Then, the CRC will hold a final meeting with the Project Management Committee to present and review the first draft of the plan. During the meeting, the CRC will request feedback and recommendations for any necessary revisions.

Following the review, the CRC will make final adjustments to the plan and send it to Prince Edward County. The finalized Broadband Affordability and Adoption Plan will be officially submitted by Prince Edward County to the DHCD through the CAMS system. This thorough and inclusive planning process ensures that our Broadband Affordability and Adoption Plan is comprehensive, data-driven, and reflective of the needs and aspirations of the region's citizens and stakeholders.

***Asset Inventory/Asset Mapping:***

- Documenting the organizations and programs that provide support and services in community, specifically for access, affordability, and adoption.
- Look at available resources on a state, regional and local level.
- Create GIS database and refine with current data from various sources.

- Look at existing institutions, individuals, formal and informal networks, physical spaces, and shared culture. Create a master list of organizations and initiatives/ points-of-contact.
- Create master list of public leaders who are near or close to broadband initiatives for outreach and advocacy of objectives.

***Needs Assessment***

- Use data from asset inventory to recognize obvious needs and help infer more specific ones.
- Examine datasets from GIS and survey results (citizens and businesses)
- Create approach for different covered populations/communities in locality.
- Look at best practices nationwide to see what has been working for specific groups.
- Regular meetings with all involved personnel/departments/organizations to ideate.

***Implementation Activities:***

- Create any county/departmental group that is necessary to push and track objectives.
- Start with organizations, missions and goals/outcomes, how do we educate to achieve these outcomes (i.e. workforce development – job seeking, cover letter, resume writing, understand search engines, use employment platforms, remote work essentials)
- General tech support accessibility – look for third parties that may support other needed initiatives.
- Make inventory of programs, tags, see where most overlap is for funded projects (best bang for buck for prioritization)
- See which required technologies need to be monitored by IT/data practices.

***Monitoring and Outcomes:***

- Look for opportunities to improve existing initiative monitoring by revising goals, create new methods based on projects/activities identified, clearly define high-level monitoring/goal determination practice, accountability chain, and integration with locality existing process in each plan.

- B. Reporting Requirements.** GRANTEE agrees to provide the following reports to DHCD:
- a. Reporting Period: the monthly reporting period will begin on the 1<sup>st</sup> of each month and concludes the last day of each month.
  - b. Grantee must submit monthly progress reports by the 15<sup>th</sup> of each month using the template in CAMS.
  - c. Final project progress report within **30 days** of project completion date using the template in CAMS.

**C. Compliance Monitoring.** DHCD will conduct a Final Financial Review and Final Compliance Review. The GRANTEE will make all records available upon request by DHCD.

**D. Quality of Work.** The Project may be monitored through on-site visits by DHCD. Upon completion of the Project and to assist the DHCD in its determination that the quality of work is satisfactory.

**E. Record Keeping Requirements**

The GRANTEE shall retain financial records, supporting documents, reports, and all other records pertinent to the VAAPG award for a period of no less than **five (5) years** from the date of submission of the final expenditure report. When applicable, all contractors or GRANTEE shall comply with the Virginia Public Procurement Act § 2.2-4300 et seq. of the Code of Virginia, which requires that all original bids together with all documents pertaining to the award of a contract shall be retained in accordance with a retention period of at least five years.

**F. Administrative Requirements.** The Grantee must use the Centralized Application and Management System (CAMS) to provide all documentation including, but not limited to:

- a. After the AGREEMENT has been executed, the GRANTEE must submit the final executed contract and the project budget into CAMS.
- b. All correspondence, including contract amendments and budget revision request documents, must be uploaded into “Reports and Communication” in CAMS as *correspondence* documents.
- c. All DOCUMENTS required by this contract must be uploaded into “Reports and Communication” in CAMS as *contract* documents.
- d. All remittance requests must be submitted through “Remittance” in CAMS. If documents are submitted in “Reports and Communication” at the same time as a remittance request, the explanation text box at the bottom of the Remittances screen must note this fact (Remittances will not be accepted without having an up-to-date audit in CAMS to remain compliant).

**METHOD OF PAYMENT**

**GRANTEE Name: Prince Edward County**  
**Contract Period: August 28<sup>th</sup>, 2024 – April 30<sup>th</sup>, 2025**  
**Contract Number: VAAPG-#004**

DHCD will provide **One Hundred, Seventy-Five Thousand Dollars (\$175,000.00)** in funds awarded through the VAAPG grant-making process for the reimbursement of eligible expenses required to complete project activities described in **Exhibit A.**

The GRANTEE must review all remittances/invoices and verify that the completion of key project deliverables is in accordance with the approved milestone timeline in **Exhibit C,** made part of this agreement by this reference.

**Matching Funds.** Under the Virginia Affordability and Adoption Planning Grant, there is not a match requirement for the GRANTEE. If the GRANTEE has a match, DHCD must be made aware, and include the match in your project budget. Documentation on the expenditure of funds shall be maintained by the GRANTEE and reported to DHCD with each monthly report and within the final progress report.

**Payment of Grant Funds.** DHCD agrees to make payment(s) to the GRANTEE upon receipt in CAMS of a properly completed remittance and supporting documentation. The GRANTEE must complete and submit the monthly report form with every remittance. DHCD reserves the right to deny any remittance requests or request further explanation from projects. Submissions of remittance may be made allowing approximately thirty (30) days for the receipt of funds. Funds are to be immediately disbursed by the GRANTEE and shall not be deposited in an interest-bearing account.

**Budget Revisions/Amendments.** The GRANTEE shall not obligate, encumber, spend, or otherwise utilize grant funds awarded through the VAAPG grant-making process for any activity or purpose not included or not in conformance with the budget as apportioned and submitted to DHCD unless the GRANTEE has received explicit approval by **WRITTEN NOTICE** from DHCD to undertake such actions.

**MILESTONE TIMELINE**

**GRANTEE Name: Prince Edward County**  
**Contract Period: August 28<sup>th</sup>, 2024 – April 30<sup>th</sup>, 2025**  
**Contract Number: VAAPG-#004**

**TIMELINE:**

**Project Timeline**

**Broadband Affordability and Expansion Plan**  
**Prince Edward County's Regional Application**

**(Amelia, Buckingham, Charlotte, Cumberland, Lunenburg, Nottoway, and Prince Edward)**

**The Grant Planning Period is from September 4<sup>th</sup>, 2024 – May 30<sup>th</sup>, 2025**

**September 4<sup>th</sup> – September 30<sup>th</sup>, 2024**

Starting in month one, the County of Prince Edward and the Commonwealth Regional Council (CRC) will establish the Project Management Committee, which will include representatives from each of the seven participating counties (Amelia, Buckingham, Charlotte, Cumberland, Lunenburg, Nottoway, and Prince Edward), as well as stakeholders from STEPS, Inc., Southside Virginia Community College, the Virginia Department of Health, local libraries, public school systems and other potential partners.

The CRC will organize the initial and subsequent meetings of the Project Management Committee. After the kick-off meeting, the Project Management Committee will conduct a Digital Divide assessment and create an asset inventory. Using this information, the CRC will develop a survey to identify barriers to broadband access and potential solutions. The Project Management Team will review and approve the survey virtually.

**October 1 – November 27, 2024**

In month number two, the approved survey will be distributed by all counties to their constituents through various channels to ensure broad participation.

The CRC will plan Community Input Meetings to gather opinions on the digital divide, existing assets, and potential solutions. Each of the seven counties will host at least one community meeting, with a mix of in-person and virtual sessions to accommodate all residents. The Community Input Meetings will continue, with approximately two meetings per week across the region. These meetings will provide an inclusive platform for residents to share their views and contribute to the planning process. By the end of month three, all community meetings will be completed, concluding Milestone #1.

**December 2<sup>nd</sup> – January 15<sup>th</sup>, 2025**

During the third and fourth months, the CRC will compile and analyze the data from the Community Input Meetings and survey results. A virtual meeting of the Project Management Committee will be held to review the summary and gather any additional feedback before drafting the plan. This will complete Milestone #2.

**January 16<sup>th</sup>- February 29<sup>th</sup>, 2025**

Between months five and six, the CRC will focus on drafting the Broadband Affordability and Adoption Plan, incorporating all the insights and feedback gathered from the previous phases. The initial draft will be developed during this period. This shall complete **Milestone #3**.

**March 1st – March 29, 2024**

During the seventh and eighth months, the CRC will focus on updating the draft of the Broadband Affordability and Adoption Plan, incorporating all the insights and feedback gathered from the previous phases by getting final insights from stakeholders and Project Management Team. The initial draft will be completed during this period. A meeting of the Project Management Committee will be held to review the final draft plan. The team will provide feedback and recommendations for any necessary revisions. The CRC will incorporate this feedback to finalize the plan. This will conclude **Milestone #4**.

**April 1<sup>st</sup> – April 30<sup>th</sup>, 2025**

In the last month of the project, the CRC will finalize any last changes to the Broadband Affordability and Adoption Plan and submit it to the County of Prince Edward. The county will then submit the final plan to the Department of Housing and Community Development (DHCD) through the CAMS reporting system. This marks the completion of **Milestone #5** and the successful creation of the new Regional Broadband Affordability and Adoption Plan.

Agreement to Provide Technical/Administrative Assistance to Prince Edward County  
To Create a Regional  
Broadband Affordability and Adoption Plan  
Between  
The County of Prince Edward  
And  
The Commonwealth Regional Council

- I. **PURPOSE:** The purpose of this agreement is to set forth the terms and conditions whereby the Commonwealth Regional Council will provide technical/administrative assistance to the County of Prince Edward to create a Regional Broadband Affordability and Adoption Plan.
- II. **PARTIES TO AGREEMENT:** The parties to this agreement shall be the County of Prince Edward (County) and the Commonwealth Regional Council (CRC).
- III. **DESCRIPTION OF PROJECT:** The DHCD (Department of Housing and Community Development) has given Prince Edward County a grant to create a Broadband Affordability and Adoption Plan for Planning District 14 (Amelia, Buckingham, Charlotte, Cumberland, Lunenburg, Nottoway, and Prince Edward counties). Creating this plan will be a nine-month process.
- IV. **SCOPE OF SERVICES:** The Commonwealth Regional Council (CRC) will provide the following services in support of the efforts of the County of Prince Edward (County) to create the Region's Broadband Affordability Plan.
  - The CRC, along with the participating counties, will create a Project Management Committee. The Committee will consist of representatives from each county and proposed solution-implementing partners such as STEPS, VDH, Southside Virginia Community College, local libraries, schools, and internet service providers (ISPs). The Project Management Committee collaborates to address broadband affordability and adoption challenges, including assisting with broadband costs for citizens in the region.
  - The CRC will organize and conduct one (1) kick-off meeting of the Project Management Committee. The kick-off meeting will serve as the project's official launch, bringing together all committee members to align on goals, roles, and responsibilities. During the meeting, the CRC will present the project overview, timeline, and key milestones. In addition, the CRC will facilitate discussions to establish clear communication channels and decision-making processes. Furthermore, the preliminary schedule for future meetings and activities will be established. The aim is to ensure all committee members are fully informed and



prepared to contribute to the project's success.

- The CRC will develop a comprehensive survey aimed at identifying the specific aspects of the digital divide within the region, including gaps in broadband access, affordability, and digital literacy. In addition, the survey will gather information on existing digital assets and resources. The survey will be distributed through multiple channels, such as online platforms and paper versions placed in community centers, libraries, schools, and public events to ensure broad and inclusive participation from all demographic groups in the region.
- The CRC will conduct at least one (1) public meeting in each of the seven participating counties to gather comprehensive information on the region's needs and the barriers and to hear ideas for solutions to these needs and barriers. The meetings will be a mix of in-person and virtual sessions to ensure broad and inclusive participation from all interested stakeholders.
  - Following the public meetings, the CRC will collect and analyze the survey data and feedback obtained during these sessions. The analysis will result in a detailed summary incorporating the survey data and insights from the community meetings.
  - The CRC will present the summarized findings to the Project Management Committee. The data-driven presentation will include key takeaways, identified needs, barriers, and potential solutions. The Project Management Committee will provide feedback on the results, which will be used to refine the final plan.
  - The CRC will develop the Broadband Affordability and Adoption Plan, incorporating information and insights gathered from the surveys, public meetings, and Project Management Committee feedback.
  - The CRC will organize a final meeting with the Project Management Committee to present and review the first draft of the Broadband Affordability and Adoption Plan. During the meeting, the CRC will request feedback and recommendations for any necessary revisions.
  - Based on the feedback received, the CRC will make final adjustments to the plan. The finalized Broadband Affordability and Adoption Plan will then be submitted to Prince Edward County for official submission to the DHCD.

**Conduct a Community Meeting:**

- The CRC will conduct one (1) community meeting per county in the region relating to the identification of regional barriers and potential solutions. These interactive

meetings will be held both in person and virtually throughout the region to get as many people involved as possible. All citizens and other stakeholders will be invited to this meeting, which will allow them to offer their opinions about broadband issues, priorities, and solutions. The CRC will help develop the notice, the counties will be responsible for distributing it to citizens via websites, social media, news media, and other venues. Flyers will also be developed by the CRC and provided to the counties for local postings in community areas in the region.

- The CRC will develop a summary report from the community meeting and the surveys completed from the region.
- Using the information gathered from the Community Meetings and the surveys, the CRC will assist the Project Management Committee to collectively re-evaluate and prioritize existing goals, objectives, and implementation strategies/actions to reflect the needs and aspirations of the Region's citizens and other stakeholders.

#### **Implementation Section to Include a Schedule and Priority of Achievement**

- The CRC will assist the Project Management Committee in reviewing and updating the Broadband Affordability and Adoption Plan. This updated plan will include a detailed schedule and prioritized list of achievements and actions for the next five (5) years.
- The CRC will work with the Project Management Committee to ensure that the plan clearly outlines the prioritization of goals and the specific implementation actions required to achieve these goals over the five-year period.

#### **CRC Supplemental Scope**

- The CRC will print seven (7) copies of the final draft Affordability and Adoption Plan for consideration/comment by the Project Management Committee.
- The CRC will receive final comments from the Project Management Committee and issue one (1) master draft and seven (7) copies of the final plan.
- The CRC will develop an Executive Summary based on the final adopted Affordability and Adoption Plan.
- The CRC will be responsible for printing paper surveys and flyers.
- The CRC will be responsible for meeting coordination (room reservations, set-up, access to media projector & media screen, refreshments, etc.)
- The CRC will be responsible for the staff travel for the Community Meetings.

- The CRC will be responsible for the management of e-mail contacts and other notification lists.
- I. The County of Prince Edward Project Support:
- The County will designate County staff and someone to sit on the Project Management Committee who will be available for timely review and comment on draft documents, and to attend key meetings.
  - The County will be responsible for providing contact information of participants for meetings and distribution of material for review (material provided by the CRC).
  - The County will assist in survey and flyer distribution – through posting on the County and other counties websites, various visible locations determined in the counties, social media, and other media as determined by the working committee. The CRC will be responsible for printing paper surveys and flyers.
  - The County will be responsible for coordinating website links and posts. The County will be responsible for coordination with the other counties.
- V. TERM OF PROJECT SCHEDULE: The CRC will commence work on the project when it is released by the DHCD. The **project is expected to take 9 months**. The CRC will meet with the Project Management Committee regularly to review draft materials and other project-related information. Meetings will be held at least once a month, with additional meetings scheduled as needed to ensure timely progress and address any emerging issues.
- VI. COMPENSATION: In consideration of the technical services provided, the County of Prince Edward shall compensate the CRC with an amount **not to exceed (\$165,000)**. The CRC will directly invoice the County of Prince Edward in two (2) increments, after the Survey Summary is complete and after the entire plan is finalized and printed. The CRC will be flexible on invoices based on the agreed budget schedule of the County.
- VII. AMENDMENTS: This document represents the agreement between the County of Prince Edward and the CRC in its entirety. This agreement may be amended only in writing and executed by all parties.

#### CERTIFICATIONS

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** September 10, 2024  
**Item #:** 23-a  
**Department:** Finance/HR  
**Staff Contact:** Cheryl Stimpson  
**Agenda Item:** School Board Appropriations – Authorize Public Hearing

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**SUMMARY:**

On September 6, 2024, the County Administrator received a letter from the School Board requesting appropriation of \$905,976.56 to the school operating budget. For this transaction to take place, the Board will have to authorize a public hearing to amend the FY25 County and School Budgets by the amount of \$905,976.56 and then appropriate the same funds.

Per section 15.2-2507 of the *Code of Virginia* a locality may amend its budget during the fiscal year. However, if such an amendment exceeds the currently adopted expenditures by **one percent** or more, then the locality must advertise the amendment at least seven days prior to the public hearing. The county’s currently approved FY25 budget is currently \$75,470,373.00, which means they exceed the one percent threshold.

**COST:** There is no anticipated cost, except the cost of publishing the public hearing notice.

**ATTACHMENT:** Request from Superintendent, Dr. Barbara A. Johnson.  
Draft Public Hearing Notice.

**RECOMMENDATION:** The Board of Supervisors will wish to authorize a public hearing for its October 2024 meeting prior to acting on the appropriations for the school’s operating budget.

**SAMPLE MOTION:** I move that the Board of Supervisors authorize advertising a public hearing on the amendment to the school’s FY25 operating budget to appropriate funding.

Motion \_\_\_\_\_ Cooper-Jones \_\_\_\_\_ Gilliam \_\_\_\_\_ Pride \_\_\_\_\_  
Second \_\_\_\_\_ Emert \_\_\_\_\_ Jenkins \_\_\_\_\_ Townsend \_\_\_\_\_  
Jones \_\_\_\_\_ Watson \_\_\_\_\_

# PRINCE EDWARD COUNTY PUBLIC SCHOOLS

**Barbara A. Johnson, Ed. D**

*Superintendent*

September 4, 2024

Prince Edward County  
Mr. Doug Stanley, County Administrator  
P. O. Box 382  
Farmville, VA 23901


Dear Mr. Stanley:

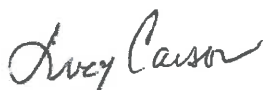
The Prince Edward County School Board respectfully requests an appropriation of state funds in the amount of \$905,976.56 to the School Operating budget for the FY2024-2025 school year. The ALL in Virginia Grant is a three-year grant in which the full amount of \$978,601 was received in revenues in the FY23-24 school year. Attached are the revenue and expenditure reports from FY23-24. There is no local match required for this appropriation.

➤ \$905,976.56 – ALL In Virginia Grant – Carryover Appropriation for FY2024-2025

Thank you for your consideration of this request.

Respectfully submitted,

  
Dr. Barbara A. Johnson  
Superintendent

  
Mrs. Lucy Carson  
Chairperson, School Board

BAJ/vmj

pc: School Board Members

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UNITED IN EXCELLENCE

35 Eagle Drive Farmville, VA 23901 | Telephone: 434-315-2150 | Fax: 434-392-1911

**Action Item 10A: Local Funds**

**Subject:** Request of Local Operating Appropriation of Additional Funds

**Recommendation:** It is recommended that the School Board request from the Prince Edward County Board of Supervisors to appropriate additional funds to the School Operating Budget for the FY2024-2025 school year.

**Increase:** \$905,976.56: ALL In Virginia Grant – Carryover  
Appropriation for FY2024-2025

**Rational:** Prince Edward County Public Schools has received an additional \$905,976.56 for the School Operating Budget in excess of the original approved FY2024-2025 budget.

<b>FY2024-2025 Updated Budget</b>	
School Operating Budget (Original)	\$31,757,712.00
Previous Additional Appropriations	1,049,595.28
New School Operating Budget	\$32,807,307.28
Total Additional Appropriations – September 4, 2024	905,976.56
Revised School Operating Budget	\$33,713,283.84

**Budget:** Revenues – School Operating  
Expenditure – Instruction

**Legal Reference:** Prince Edward County School Board Policies  
DA – Management of Funds  
DB – Annual Budget

Prince Edward County Public Schools

Revenue Detail

Account Year: 24 Account Period: 01 - 12 End Date: 06/30/2024

Account	Reference	Batch	Description	Received From	Account Description	Budget	Amount	Receivable	Percent
1,0240,001,9450,000,004			ALL IN IMPLEMENTATION PPA						
<b>Budget Entries</b>									
Date	Reference	Batch	Description	Received From	Account Description	Budget	Amount	Receivable	Percent
01/01/2024	179	24000633			ALL IN IMPLEMENTATION PPA	978,601.00	0.00	0.00	0.00
<b>Receipts</b>									
Date	Receipt	Batch	Description	Received From	Account Description	Budget	Amount	Receivable	Percent
11/30/2023	1296	24000383		ALL IN IMPLEMENTATION PPA	ALL IN IMPLEMENTATION PPA	978,601.00	0.00	0.00	0.00
12/16/2023	1345	24000433		ALL IN IMPLEMENTATION PPA	ALL IN IMPLEMENTATION PPA	\$978,601.00	0.00	\$0.00	0.00
12/31/2023	1361	24000433		ALL IN IMPLEMENTATION PPA	ALL IN IMPLEMENTATION PPA		65,240.07	0.00	0.00
01/16/2024	1413	24000497		ALL IN IMPLEMENTATION PPA	ALL IN IMPLEMENTATION PPA		65,240.07	0.00	0.00
01/31/2024	1439	24000498		ALL IN IMPLEMENTATION PPA	ALL IN IMPLEMENTATION PPA		65,240.07	0.00	0.00
02/16/2024	1493	24000563		ALL IN IMPLEMENTATION PPA	ALL IN IMPLEMENTATION PPA		65,240.06	0.00	0.00
02/28/2024	1526	24000585		ALL IN IMPLEMENTATION PPA	ALL IN IMPLEMENTATION PPA		65,240.07	0.00	0.00
03/16/2024	1583	24000619		ALL IN IMPLEMENTATION PPA	ALL IN IMPLEMENTATION PPA		65,240.06	0.00	0.00
03/31/2024	1620	24000620		ALL IN IMPLEMENTATION PPA	ALL IN IMPLEMENTATION PPA		65,240.07	0.00	0.00
04/16/2024	1687	24000702		ALL IN IMPLEMENTATION PPA	ALL IN IMPLEMENTATION PPA		65,240.06	0.00	0.00
04/30/2024	1728	24000708		ALL IN IMPLEMENTATION PPA	ALL IN IMPLEMENTATION PPA		65,240.07	0.00	0.00
05/16/2024	1785	24000754		ALL IN IMPLEMENTATION PPA	ALL IN IMPLEMENTATION PPA		65,240.06	0.00	0.00
05/31/2024	1801	24000758		ALL IN IMPLEMENTATION PPA	ALL IN IMPLEMENTATION PPA		65,240.07	0.00	0.00
06/16/2024	1882	24000824		ALL IN IMPLEMENTATION PPA	ALL IN IMPLEMENTATION PPA		65,240.06	0.00	0.00
06/30/2024	1918	24000834		ALL IN IMPLEMENTATION PPA	ALL IN IMPLEMENTATION PPA		65,240.07	0.00	0.00
<b>Total Receipts:</b>						\$0.00	\$978,601.00	\$0.00	0.00
<b>Ending Balance:</b>						\$978,601.00	\$978,601.00	\$0.00	100.00



**Expenditure Summary**

**BUDGET-EXPENDITURE-REPORT**

Prince Edward County Public Schools

Account Year: 24 Account Period Range: 01 - 13 Date Range: 07/01/2023 - 06/30/2024

Account	Original Budget	Adjustments	Adjusted Budget	Encumbrances		Expenditures		Available	Percent
				Current	YTD	Current	YTD		
<b>1 SCHOOL OPERATING FUND</b>									
1.1100.201.1120.100.112 TEACHER/MISC PAY-ALL IN VA-TUTORING/LEARN	557,693.00	0.00	557,693.00	0.00	0.00	0.00	0.00	557,693.00	100.00
1.1100.201.2100.100.112 FM - ALL IN VA-TUTORING/LEARNING ACCEL	42,664.00	0.00	42,664.00	0.00	0.00	0.00	0.00	42,664.00	100.00
1.1100.201.3000.100.112 PURCHASE SERVICE-ALL IN VA-TUTORING	30,000.00	0.00	30,000.00	0.00	0.00	13,858.00	13,858.00	16,142.00	53.81
1.1100.201.6030.100.112 MATERIALS/SUPPLIES - ALL IN VA-TUTORING	36,354.00	0.00	36,354.00	0.00	0.00	0.00	0.00	36,354.00	100.00
1.1100.399.1121.100.112 TEACHER-ALL IN VA-TUTORING/LEARNING ACCE	12,600.00	0.00	12,600.00	0.00	0.00	13,495.50	13,495.50	-895.50	0.00
1.1100.399.2100.100.112 FICA - ALL IN VA-TUTORING/LEARNING	964.00	0.00	964.00	0.00	0.00	914.55	914.55	49.45	5.13
1.1100.399.2210.100.112 VRS - ALL IN VA-TUTORING/LEARNING ACCE	2,094.00	0.00	2,094.00	0.00	0.00	2,242.95	2,242.95	-148.95	0.00
1.1100.399.2215.100.112 RHIC - ALL IN VA-TUTORING/LEARNING ACCE	154.00	0.00	154.00	0.00	0.00	163.38	163.38	-9.38	0.00
1.1100.399.2300.100.112 MEDICAL PLAN - ALL IN VA-TUTORING/LEARN	2,387.00	0.00	2,387.00	0.00	0.00	2,552.50	2,552.50	-165.50	0.00
1.1100.399.2400.100.112 GLI - ALL IN VA-TUTORING/LEARNING ACCE	175.00	0.00	175.00	0.00	0.00	180.80	180.80	-5.80	0.00
1.1100.399.1120.100.114 TEACHER/MISC PAY-ALL IN VA-IMP OF VA LIT	91,200.00	0.00	91,200.00	0.00	0.00	0.00	0.00	91,200.00	100.00
1.1100.399.2100.100.114 FM - ALL IN VA-IMP OF VA LITERACY ACT	6,976.80	0.00	6,976.80	0.00	0.00	0.00	0.00	6,976.80	100.00
1.1100.399.3000.100.114 PURCHASE SERVICE-ALL IN VA-IMP OF VA LIT	30,000.00	0.00	30,000.00	0.00	0.00	5,249.44	5,249.44	24,750.56	82.50
1.1100.399.6030.100.114 MATERIALS/SUPPLIES - ALL IN VA-IMP OF VA	67,543.20	0.00	67,543.20	0.00	0.00	0.00	0.00	67,543.20	100.00
1.1100.399.1120.100.115 TEACHER/MISC PAY-ALL IN VA-STUDENT ATTEN	15,000.00	0.00	15,000.00	0.00	0.00	2,500.00	2,500.00	12,500.00	83.33
1.1100.399.2100.100.115	1,147.50	0.00	1,147.50	0.00	0.00	191.33	191.33	956.17	83.33

Expenditure Summary

BUDGET-EXPENDITURE-REPORT

Prince Edward County Public Schools

Account Year: 24 Account Period Range: 01 - 13 Date Range: 07/01/2023 - 06/30/2024

Account	Original Budget	Adjustments	Encumbrances		YTD	Expenditures		YTD	Available	Percent
			Adjusted Budget	Current		Current	YTD			
1 SCHOOL OPERATING FUND										
F/M - ALL IN VA-STUDENT ATTENDANCE/CHRON	54,148.50	0.00	54,148.50	0.00	0.00	0.00	0.00	0.00	54,148.50	100.00
1,1100.398.3000.100.115 PURCHASE SERVICE - ALL IN VA-STUDENT ATT	5,000.00	0.00	5,000.00	0.00	0.00	0.00	1,112.14	1,112.14	3,887.86	77.76
1,1100.398.6030.100.115 TRAVEL - ALL IN VA-STUDENT ATT	22,500.00	0.00	22,500.00	0.00	0.00	0.00	2,981.77	2,981.77	19,518.23	86.75
MATERIALS/SUPPLIES - ALL IN VA-STUDENT A										
1100 CLASSROOM INSTRUCTION	\$978,601.00	\$0.00	\$978,601.00	\$0.00	\$0.00	\$0.00	\$45,442.36	\$45,442.36	\$933,158.64	95.36
1 SCHOOL OPERATING FUND	\$978,601.00	\$0.00	\$978,601.00	\$0.00	\$0.00	\$0.00	\$45,442.36	\$45,442.36	\$933,158.64	95.36

**Virginia Department of Education**  
**School Division Spending Plan and Division Superintendent Certification** (for the  
**Division's Allocation of the Per Pupil Funding Supporting the ALL In Virginia Initiative (Item 138.10 C., Chapter 1, 2023 Sp. Session I)**

*Please note: School divisions must complete, and the division superintendent must certify, this use of funds spending plan for the division's per pupil funding allocation supporting the priority uses for ALL In VA. Upon submission to and approval by the Superintendent of Public Instruction, VDOE will begin paying the school division's funding allocation on a recurring, semi-monthly basis through June 30, 2024. School divisions do not need to request reimbursement. Approved spending plans will be posted on the ALL In VA webpage on the VDOE website. After each school year during which these funds are used, school divisions will report on the actual expenditure and obligation of funds based on the four use of funds categories below.*

Enter Your School Division Number Here or Use Drop-down Box:	073
School Division Name Will Populate:	PRINCE EDWARD

School Division FY24 Funding Allocation Will Populate:	978,601	
Remaining Funding Allocation to Budget Below:	0	Remaining Amount of Funding Allocation to be Budgeted Below

**Enter information below by Spending Plan Category:**

**Category 1: Tutoring/Learning Acceleration w/ Focus on Grades 3-8 (Goal 70% of funding)**

\*For each line in this category, provide a concrete explanation in the text box (column E) describing how each line item funds will be used and then enter a line-item budget by fiscal year. If this column is left blank, the spending plan will not be approved.

*Tutoring/Learning Acceleration with a Focus on Grades 3-8 funding will be used to provide acceleration tutoring to students identified by VQA (3rd grade) and SOL (4th-8th grades) as either at the low proficient or not proficient levels. Tutoring will be scaffolded, with nonproficient students receiving more hours of service during the day and afterschool. Paid tutors will include local university/college students, retired teachers, and community partners during the school day and afterschool. Tutors will be provided training prior to working with students. Progress monitoring will be maintained through the VDOE approved digital acceleration platform.*

Budgeted Line-item Expenditures	Enter FY24 Budgeted Amount	Enter FY25 Budgeted Amount	Enter FY26 Budgeted Amount	Enter Required Explanation:
1000 - Personnel Services	\$139,954.00	\$280,069.00	\$190,269.00	PECPS plans hire a lead teacher tutor to coordinate tutoring services for the division (1FTE for 1/2 of FY24 (\$27,634); FT FY25 & FY 26. PECPS plans 20 tutors from outside the division (universities and community supporters) \$20/hr for during the day and afterschool tutoring sessions. PECPS plans to pay retired teachers or current PECPS teachers \$30/hr to tutor during the day (during planning for current teachers) or afterschool. PECPS plans to hire 10 high school students with an interest in education to serve as tutors for work-based learning experiences. All tutors will be trained to ensure they are implementing approved content (ZEARN, Ignite or other online platforms for acceleration) using best practices in instruction and in collaboration with classroom teachers.
2000 - Employee Benefits	\$16,330.14	\$32,860.28	\$25,802.32	Fixed charges: .5 FTE FY 24 = 7,737.66; 1 FTE in FY 25 & 26 = 30,950.64 FICA only for during the day or afterschool tutors, retired teachers, and current PECPS teachers working during planning
3000 - Purchased/Contracted Services				
4000 - Internal Services				
5000 - Other Charges				
6000 - Materials and Supplies				
<b>Total =</b>	<b>\$156,284.14</b>	<b>\$312,729.28</b>	<b>\$216,071.32</b>	

\$685,084.74

**Category 2: Preparation for and Implementation of the Virginia Literacy Act (Goal 20% of funding)**

\*For each line in this category, provide a concrete explanation in the text box (column E) describing how each line item funds will be used and then enter a line-item budget by fiscal year. If this column is left blank, the spending plan will not be approved.

*(Enter an overall description here of how funds will be used in this category, including how the funds will address performance gains or losses related to reading and mathematics as directed in the appropriation act.)*

Budgeted Line-item Expenditures	Enter FY24 Budgeted Amount	Enter FY25 Budgeted Amount	Enter FY26 Budgeted Amount	Enter Required Explanation:
1000 - Personnel Services	\$ 5,850.00	\$ 63,750.00	\$ 21,600.00	13 PECPS teachers will be paid for work after hours (15 hours FY24, 25 hours FY25) and during the summer to create a division-wide PECPS Literacy Plan aligned to the VLA. 72 PECPS English and literacy teachers and interventionists will be trained on the science of reading and for the implementation of the PECPS Literacy Plan (25 hours FY25, 10 hours FY26). All will be paid at a rate of \$30/hr for work outside of their normal time.
2000 - Employee Benefits	\$ 447.53	\$ 4,876.88	\$ 1,652.40	FICA 7.65%
3000 - Purchased/Contracted Services	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	PECPS plans to hire a literacy consultant to lead the development of the PECPS Literacy Plan to align with the science of reading and the requirements of the VLA.
4000 - Internal Services				
5000 - Other Charges				
6000 - Materials and Supplies		\$ 30,000.00	\$ 37,543.20	Literacy materials needed to support classroom literacy instruction and the science of reading.
<b>Total =</b>	<b>\$ 16,297.53</b>	<b>\$ 108,626.88</b>	<b>\$ 70,795.60</b>	

195720

**Category 3: Student Attendance Recovery/Addressing Chronic Absenteeism (Goal 10% of funding)**

\*For each line in this category, provide a concrete explanation in the text box (column E) describing how each line item funds will be used and then enter a line-item budget by fiscal year. If this column is left blank, the spending plan will not be approved.

*(Enter an overall description here of how funds will be used in this category, including how the funds will address performance gains or losses related to reading and mathematics as directed in the appropriation act.)*

Budgeted Line-item Expenditures	Enter FY24 Budgeted Amount	Enter FY25 Budgeted Amount	Enter FY26 Budgeted Amount	Enter Required Explanation:
1000 - Personnel Services	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	PECPS plans to pay an existing employee a stipend for after hours work to communicate with families regarding family absenteeism trends and to put families in touch with local community resources.
2000 - Employee Benefits	\$ 382.50	\$ 382.50	\$ 382.50	FICA 7.65%

3000 - Purchased/Contracted Services	\$ 16,071.00	\$ 21,571.00	\$ 21,506.50	Contracted services for student success and wellbeing assessment and intervention guide. (\$27,500 total): Student attendance incentives to include field trips to locations around Virginia to expose students to Virginia resources, historical destinations, and experiences outside of their rural home. (\$31,713)
4000 - Internal Services				
5000 - Other Charges				
6000 - Materials and Supplies	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	School/classroom incentives for consecutive student attendance to include items of student interest and items that support a student's mental well-being and instructional needs.
<b>Total =</b>	<b>\$ 28,953.50</b>	<b>\$ 34,453.50</b>	<b>\$ 34,389.00</b>	

97796

**Category 4: Additional Operating and Infrastructure Support Expenditures**

\*For each line in this category, provide a concrete explanation in the text box (column E) describing how each line item funds will be used and then enter a line-item budget by fiscal year. If this column is left blank, the spending plan will not be approved.

(Enter an overall description here of how funds will be used in this category, including how the funds will address performance gains or losses related to reading and mathematics as directed in the appropriation act.)

Budgeted Line-item Expenditures	Enter FY24 Budgeted Amount	Enter FY25 Budgeted Amount	Enter FY26 Budgeted Amount	Enter Required Explanation:
1000 - Personnel Services				See examples above
2000 - Employee Benefits				
3000 - Purchased/Contracted Services				
4000 - Internal Services				
5000 - Other Charges				
6000 - Materials and Supplies				
<b>Total =</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**Certification: "As division superintendent, I hereby certify that I have reviewed and approved this Use of Funds Spending Plan for the School Division."**

Division Superintendent Name:

Division Superintendent Digital Signature:

Date:

Superintendent of Public Instruction Approval:

Digitally signed by Lisa Coons

Date:

\*Note: submit the completed and signed file to VDOE using the subject heading "ALL In Spending Plan and Certification" at [doebudgetoffice@doe.virginia.gov](mailto:doebudgetoffice@doe.virginia.gov).

## ALL In VA

### Frequently Asked Questions

Updated October 19, 2023

In September 2023, the Governor announced the ALL In VA initiative which provides recommendations for school divisions in responding to the dramatic numbers of students with unfinished learning across the Commonwealth. Please see [our website](#) with more information regarding ALL In VA.

ALL In VA focuses on three areas:

1. implementing high-intensity tutoring,
2. expanding and accelerating the Virginia Literacy Act, and
3. addressing the increased rates of chronic absenteeism across Virginia.

The VDOE leadership team has spoken with superintendents and instructional supervisors across the state, and the department has worked closely with school divisions to understand their questions and needs for support. This FAQ serves as an update to the ALL In Playbook based on those questions.

### **High-Intensity Tutoring Student Selection**

When making student selection decisions for high-intensity tutoring, school divisions should review local 2023 school division data and prioritize decisions based on local populations of at-risk and non-proficient students. This process may require school divisions to weigh multiple factors in prioritizing students for high-intensity tutoring.

### **Which Grade 3 through 8 students are considered "at-risk"?**

Students who fall into the low proficiency band of SOL assessment scores are considered "at-risk." The low proficiency band was developed in 2015-2016 and indicates students who scored one to three questions above the proficiency cut score. Because the 2023 low proficiency band represents a large amount of third through eighth graders (153,180 students statewide in math, 173,336 students statewide in reading) and many of these students are falling below proficiency over time, it is essential that we support our at-risk students now as well as our non-proficient students with high-intensity tutoring.

### **Have the proficiency cut scores changed over the past decade?**

Over the past several years, state level decisions were made to change how students were considered proficient by changing the scale score required to meet the proficiency benchmark.

New SOL reading tests based on revised Standards of Learning were administered for the first time in spring 2021. Cut scores were adopted by the Virginia Board of Education (Board) in November 2020. Math cut scores were revised in spring 2019, and new cut scores were used during that same testing administration. These changes made it hard to see how the pandemic learning loss truly impacted students because what to be proficient meant changed based on the changes in cut scores.

Because of these challenges, the department has looked at additional data including low proficiency bands that have historically been used for determining growth for Grade 3 through 8 students. Because the low proficiency band shows that many students are stuck in this group and frequently are dropping



below proficiency, the 2023 low proficiency band data has given educators across the state a better understanding of those students still suffering from unfinished learning. Moreover, this additional data has helped clarify those students who need immediate supports.

### **If our school division has a large number of students who qualify for tutoring, where should we start?**

School divisions should look at their local data and prioritize students who have the largest amounts of unfinished learning. In addition, students in early grades who are struggling with reading and who are not receiving other interventions should be prioritized for tutoring.

For example, if a student is part of the Early Intervention Reading Initiative (EIRI) and receiving intervention through this program, the student may not need tutoring in addition to this support. A student who does not qualify for EIRI but demonstrates lack of proficiency should be prioritized for tutoring. School divisions should look at multiple approaches as they are making their priority student groups for tutoring.

Other students who may not be able to be served during the initial tutoring roll out should receive opportunities for different intervention programs, additional classroom support, and access to digital practice tools.

### **How should we address students who need math and reading tutoring?**

If a student needs reading and math tutoring, local school divisions have multiple options in considering how to serve these students. School divisions could work with the child's family and choose to serve a student with tutoring in both reading and math by splitting weekly tutoring sessions between both content areas. A planning team could also place a student in reading or math tutoring based on conversations with the student's family and analysis of additional data. Each decision should take into consideration the student's most intensive needs, discussions with the family, and ensure that the student's tutoring is focused on recovering unfinished learning.

### **How should we communicate with families of students who need tutoring?**

The department has provided:

- [ALL In Parent Guide and Letter](#)
- [Score Report at a Glance](#)
- [Guiding Questions for Caregivers and Parents](#)

which can be found on our ALL In VA website. These resources will support families in understanding their child's current performance and what ALL In Tutoring provides. The department will continue to add videos and additional resources as requested by local school divisions. Each of these resources can and should be customized to meet local school division needs.

### **If a student has been retained and scored "at risk" or non-proficient on their SOL reading and/or math test, should they receive tutoring in addition to the retention?**

Student retention decisions are made at the local school division level and should not weigh into high-intensity tutoring decisions as retention and tutoring are separate supports for students. Students who fall into any below

proficient category and/or scored in low proficiency bands for Grades 3 through 8 should have the opportunity to participate in high-intensity tutoring. Many students have multiple factors that need to be addressed in the decision to tutor students; ultimately, the school division should determine who should be prioritized in tutoring decisions. This includes students who were retained in the eighth grade.

### **When using VGA data to determine whether third grade students should receive high-intensity tutoring, how should school divisions reconcile large volumes of students who may screen as needing tutoring?**

VGA is one singular data point for third graders, and this assessment represents the first formal assessment for students. School divisions should consider using multiple data points with early learners. For example, a school division could include the PALS or VALLS early literacy screening data or an equivalent diagnostic in mathematics as an additional data point for student selection. These data points will provide a more comprehensive picture of what early learners may need and whether to focus supports on intervention and/or learning acceleration (high-intensity tutoring).

### **Should a student that scored "low proficient" on an accelerated or advanced assessment (e.g., a Grade 4 student who took a Grade 5 test) be required to receive tutoring?**

A school division should review all data points for students who fall outside of typical scoring patterns. When analyzing the needs of accelerated students, the school team should look at multiple data points to determine if a student who has completed an accelerated grade level assessment needs tutoring or if the student needs other supports for accelerated grade level experiences.

### **Can a student without a 2023 SOL assessment score or students who may have received a "O" on the 2023 SOL assessments receive high-intensity tutoring?**

Students may have missed the 2023 assessment. The Allin VA initiative is intended to serve all students in need of support. Students without an SOL assessment score are still eligible for high-intensity tutoring. When a school division does not have SOL data, the school team should use multiple measures such as grades, classwork, and interim assessments to determine if a student needs tutoring.

### **Are parents allowed to decide that their student does not need to participate in the required tutoring?**

As seen in the 2023 assessment results, persistent student learning loss and lack of student achievement are a significant focus of every educator across the Commonwealth. To ensure families can make strong decisions for their child, educators should do their due diligence in communicating student performance using student score reports, known as Student Detail by Question Report, in reading and math. School divisions should also work with parents to explain what tutoring is, how it will support their child and how the freely available resources will help the child be on the same performance level as their peers. For more information in communicating with families, please see VDOE's family resources above.

## Tutors

### **How can we innovatively think about compensating teachers for tutoring during the school day?**

As school divisions make staffing decisions, they should consider multiple staffing options. Research shows that certified educators have the most impact on accelerating learning, but many other educators have demonstrated significant success in supporting student learning loss recovery. School divisions have the flexibility and autonomy to incentivize educators within the scope that their board policies allow. Many regions have convened collaborative networks to develop strategic and innovative incentives. The department encourages school divisions to work together to consider appropriate staff models, staffing compensation, and incentives that work within the context of the school division.

### **When should ALL In tutor training be completed? Should school divisions retain records of training?**

School divisions should retain all records of training to ensure that the school division captures the support provided to educators and other educators who choose to tutor.

### **As school divisions are beginning to staff their tutoring models and complete phased-in launch of their tutoring programs, school divisions want to access volunteers who are interested in tutoring. How do I access the online tutoring database for volunteer ALL In tutors?**

Any Virginia volunteer can sign up on the ALL In web page [here](#). We encourage any community member interested in tutoring to sign up if interested. If a school division wants to access VDOE's volunteer database, personnel should use their SSWS account and find the resources within their DOE suite of tools.

## Fiscal Clarifications

### **When are school divisions expected to submit ALL IN spending plans?**

All school divisions should submit their ALL In Spending Planning after they determine their specific needs around literacy and mathematics learning loss, review each of their school's needs to ensure chronic absenteeism challenges are not interfering with the ability to deliver high-quality instruction and decide what their school division needs to accomplish for full implementation of the Virginia Literacy Act in the 2023-24 school year.

Spending plans allow school divisions to demonstrate how their plans are in accordance with the language set forth by the General Assembly, as well as show their parents and local community the extraordinary efforts which they are undertaking to help their students. After spending plans are approved and published on VDOE's website [here](#), VDOE will begin providing school divisions with bi-monthly disbursements.

### **What is the due date for divisions to submit their ALL In spending plans to VDOE?**

To provide local flexibility, there is no specified due date for the ALL In spending plan to be submitted to VDOE. School divisions will begin receiving recurring payments from their ALL In funding allocation once they have submitted their spending plan and it's been approved by the State Superintendent.



**Do ALL IN spending plans for fiscal agents and non-fiscal agents of contractually obligated school divisions need to be separate, or should we amend the existing spending plan spreadsheet to combine these divisions into a single application?**

Every school division with a separate school number must submit a separate plan that outlines how the school division itself will spend funds in accordance with required budget language.

**Is there language in the approved budget that indicates school divisions must report spending of the \$418 million allocated by the General Assembly?**

The budget language requires clear reporting requirements. The department is ensuring that school divisions complete the spending plan so that they can have regular disbursements and eliminate reimbursement requirements. End of year reporting will be limited as much as possible.

**Can ALL In funds be carried over multiple fiscal years? How should the program budget language allowing remaining ALL In funds to be carried over to fiscal year 2025 "if the division certifies to provide the local match for the At-Risk Add-On Program in Item 137 for the 2024-2026 biennium" be interpreted?**

This means that divisions may carryover remaining ALL In funds to fiscal year 2025 if they certify to VDOE they will participate in the state At-risk Add-on program (and provide the local match) in fiscal year 2025. This certification will be captured in the annual RLE/RLM data collection in Spring 2024. Divisions must also meet their required local effort for the SQQ and required local match for Incentive and Lottery programs they participate in for fiscal year 2024. The same requirements will apply for any carryover to fiscal year 2026. Any ALL In funds that are carried over must continue to be used in alignment with the approved division spending plan.

**Can school divisions use ALL In flexible funds to pay teachers who will not actually provide tutoring but who are planning the program and services? Also, can teachers be paid a stipend to provide tutoring during their planning periods, lunch, or other unencumbered time during the instructional day?**

Yes, a reasonable and necessary amount of ALL In flexible funding can be used to pay teachers that are involved in creating tutoring lesson plans, provide tutoring services or other services under the approved uses of flexible funds if these responsibilities are above and beyond their contractual day obligations. Teachers can also be paid a stipend to provide tutoring during their planning periods, lunch periods, or other unencumbered times during the instructional day. Such compensation to teachers should also comply with any applicable local school board policies.

**Can school divisions use the ALL In flexible funds to meet the context of their school divisions?**

Yes, school divisions should use the funds in alignment with the spending plan, the flexible funding budget language and if funds show clear alignment to learning loss recovery, implementation of the Virginia Literacy Act and/or reducing attendance barriers.

**Do ALL In spending plans for fiscal agents and non-fiscal agents of jointly-operated school divisions need to be separate submissions, or should the existing spending plan spreadsheet be revised to combine these divisions into a single spending plan?**

Each school division has been allocated their own allotment of funds, and each school division should review their data and design their own spending plan.

**Is there additional language that indicates school divisions must have an approved spending plan in place to be eligible for the state funding? If a division did not submit a spending plan at all, would they not receive any of this funding, even those receiving the guaranteed minimum \$150,000?**

VDOE requires submission of a spending plan for approval by the State Superintendent prior to the distribution of the state ALL In funds. Spending plan approval by the State Superintendent will trigger the release of funds. It is not uncommon for VDOE to require certifications from school divisions for new programs to ensure use of the funds aligns to program intent and goals. Further, the state appropriation act allows the State Superintendent to establish guidelines for the distribution of state funds to school divisions.

**Although there are three fiscal years (FY24, FY25, and FY26) shown on the spending plan template, the budget language only references carry over to fiscal year 2025. Please clarify the grant period for this funding.**

One condition for carryover in the state budget is participation in the At-risk Add-on program “for the 2024-2026 biennium.” In addition, divisions are permitted to use any remaining fund balance “until the funds are expended for the qualifying purpose.” Therefore, the ALL In funds may be used through fiscal year 2026. However, school divisions are expected to begin using their funds as quickly as possible during the 2024-2025 school year to address immediate student needs.

**Will school divisions receive their full amount of ALL In state funding in FY 2024 or only the amount they budget in the spending plan for FY 2024?**

As the funding is from fiscal year 2024 state appropriations, school divisions will receive their total formula allocation in semi-monthly recurring installments during fiscal year 2024. Payments will begin after approval of their spending plan by the State Superintendent and continue through June 30, 2024. School divisions may carry over any remaining funding to FY 2025 to continue their ALL In services during summer 2024 and the 2024-2025 school year, as indicated above.

**How will the 4th spending category of the spending plan of the ALL in VA funds be considered/evaluated? And what activities/services can divisions budget in this category?**

The priorities for the state ALL In funds should be on evidence-based interventions and services to students in the areas of tutoring/learning recovery (goal of 70% of funding), implementation and expansion of the Virginia Literacy Act (goal of 20%) and addressing chronic absenteeism (goal of 10%). While the focus should be on these three priority areas, a limited amount of the funding may be used for other school division operations and infrastructure needs that are described and justified in the spending plan narrative for category four. Divisions are also encouraged to budget funds under category four for strategies that address learning recovery other than tutoring or chronic absenteeism.

**What are the allowable expenditures/timeframes - especially in relationship to attendance expenditures?**

The priority and focus of spending the state funding should be on interventions and services to students in the areas of tutoring/learning recovery (goal of 70% of funding), implementation and expansion of the Virginia Literacy Act (goal of 20%) and addressing chronic absenteeism (goal of 10%). Expenditures that support these three areas and align to the expense object codes shown in the spending plan are allowable. After the approval notification by VDOE, school divisions should focus on delivering services and spending their state ALL In funding as quickly as possible during the 2023-2024 school year to address the immediate learning recovery, literacy, and attendance needs of their students. Planning for the launch and delivery of services should be occurring as the spending plan is being developed. While the focus should be on these three priority areas, a limited amount of the funding may be used for other school division operations and infrastructure needs that are described and justified in the spending plan narrative for category four.

Remaining funds may be carried over to FY 2025 but the immediate focus should be on spending funds and delivering services during the 2023-2024 school year.

**Can divisions use a portion of the ALL In funds for pupil transportation and/or student snacks or meals outside of the regular instructional day?**

Yes, a reasonable and necessary amount of ALL In funds may be used for support services such as pupil transportation and/or student snacks or meals when delivering tutoring or attendance recovery services to students outside of the regular instructional day when scheduled transportation or student snacks/meals are not available. However, the primary emphasis on using the funds should be on direct instructional or intervention services to students.

**Is any of the ALL In funding from federal funding or is it all state funding?**

The source for the ALL In funding is state general funds.

**Can any of the ALL In funds be used by divisions as local match for other state programs with match requirements?**

No, local match requirements for other state programs must be met with local funds. There is no local match requirement for the ALL In program itself.

**May school divisions use their ALL In funds for locally chosen online tutoring resources (other than the forthcoming state-provided online literacy and math tutoring resources)?**

VDOE encourages divisions to use the online literacy and math tutoring resources to be provided to them at no cost as much as possible to maximize their ALL In funding and so that vetted resources meeting state requirements are used for the program. However, divisions have the option to use other tutoring products if they have been thoroughly reviewed by the division, use evidence-based interventions and approaches, and are aligned to the Standards of Learning.

## **Academic Interventions**

**Why is learning acceleration different than traditional intervention and what is the evidence basis for this approach?**

High-intensity tutoring has a strong, evidence base grounded in learning acceleration. The department has organized the evidence into the high-intensity tutoring playbook. Please access this playbook here: [High-Intensity Academic Tutoring Playbook](#). Founding research from this model is from the [Annenberg research study](#) and from Zearn. Additional practical implementation evidence can be found reviewing performance data for Louisiana, Texas and Tennessee.

**If a school division chooses to add summer programming into their high-intensity tutoring design, is attendance in summer programming mandatory?**

School divisions have the autonomy to design tutoring schedules, models and tutor session to meet the needs of each individual school division. The department encourages school divisions to use models that provide the strongest opportunities for student attendance, work closely with families to understand the importance of tutoring, and set strong local expectations around attendance for tutoring and summer programming.



## Learning Platforms

### **NEW** What are the learning platforms that have been awarded tutoring contracts?

Through a rigorous RFP process, Ignite was awarded the reading digital platform contract and Zearn was awarded the math digital platform contract.

The platforms will be releasing open training, support rollout of digital platforms and prep sessions, and help school divisions use these platforms. These platforms can be used to guide in-person tutoring sessions, provide students digital practice in school, and as resources for families at home.

### **NEW** How do we use the Zearn and Ignite platforms to assist our students?

These free, no cost platforms are available to all school divisions. School divisions should use the ALL In [interest survey](#) to indicate opt in interest into these no-cost digital platforms. Once the form is completed, the digital partners will reach out and work with school divisions to load their students into the free, no cost platform.

### **Do we have to use Ignite and Zearn if we have a locally acquired tool?**

The math and ELA digital platforms are free, opt-in platforms that provide digital practice, progress monitoring, and lesson plan development for tutoring.

### **How should school divisions think about "planning" or "preparation for tutoring"?**

The online digital platforms will provide students with curriculum and lessons that are guided by tutors within the platform and provide students with just-in-time feedback on the lessons that they are working through. Teachers and tutors will not have to plan lessons for tutoring as the digital platforms will provide evidence-based curriculum and content for students to progress through that will assist them with the gaps in learning because of learning loss due to the pandemic. School divisions may choose to spend their funds on additional tutors to support students as they work on specific skills and standards and in small groups to continue to accelerate their learning, but they will not have to plan lessons using the digital platforms provided by the VDOE.

## Chronic Absenteeism

### **Where can I find strong resources to support chronic absenteeism?**

The Virginia Department of Education recommends that school divisions use John Hopkin's University's [Attendance Works](#) website. This website has both evidence-based and practically developed tools to be used as school divisions look at their unique attendance needs.

In addition, the Governor has convened a cross functioning task force that includes superintendents, school leaders and community members to help develop critical strategies and recommendations for the state to launch in January 2024.



Please publish the following public hearing notice in **THE FARMVILLE HERALD** on Friday, September 20, 2024 and Friday, September 27, 2024.

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The Prince Edward County Board of Supervisors will hold a **PUBLIC HEARING** on Tuesday, October 8, 2024, commencing at 7:30 p.m. in the Board of Supervisors Room, Prince Edward County Courthouse, 111 N. South Street, 3<sup>rd</sup> Floor, Farmville, Virginia, to receive citizen input prior to considering the following:

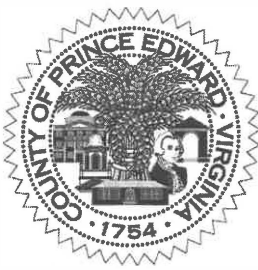
*Pursuant to Section 15.2-2507 of the Code of Virginia, the Board will consider amendments to the FY25 County Budget and the FY25 County School Budget for \$905,976.56 of carry-over state funds to be appropriated by the Board of Supervisors and distributed to the Prince Edward County Public Schools.*

Citizen input will be received through: (1) in-person participation; (2) remote participation by calling 1-844-890-7777, Access Code # 390313; or (3) by written comments mailed to P.O. Box 382, Farmville, VA 23901, or via email to [board@co.prince-edward.va.us](mailto:board@co.prince-edward.va.us), or via facsimile at 434-392-6683. Based on the number of speakers, the Board Chair will determine the time allotted to each speaker. Citizens may view the monthly Board of Supervisors meetings live (no public input) at the County's YouTube channel by using the link on the County website under Meetings & Public Notices.

Additional information regarding the proposed amendments to the County and School FY25 budgets is available for public review on the County's website at [www.co.prince-edward.va.us](http://www.co.prince-edward.va.us) or in the Prince Edward County Administrator's Office, 111 N. South Street, 3<sup>rd</sup> Floor, Farmville, VA. It is the County's intent to comply with the Americans with Disabilities Act. Should you have questions or require special accommodation, please contact the County Administrator's Office at 434-392-8837.

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** September 10, 2024  
**Item #:** 23-b  
**Department:** Finance  
**Staff Contact:** Crystal Baker  
**Agenda Item:** FY25 VHREDA Appropriation

**Summary:** The County received an invoice totaling \$54,818.00 from the Commonwealth Regional Council for the Virginia’s Heartland Regional Economic Development Alliance. In FY25, the Board included an appropriation of \$40,000 in the budget for this purpose. The Regional Development Partnership Committed Fund available balance is currently \$30,000. The Board is asked to transfer \$14,818.00 from the Regional Dev Partnership (RDP) committed funds to the RDP line within the General Fund to cover the additional funds needed.

**FY25 BUDGET SUPPLEMENT**

Rev/Exp	Fund	Dept	Object	Description	Debit	Credit
3 (Rev)	100	41050	0202	Transfer from SP Fund		\$ 14,818.00
4 (Exp)	100	81500	5602	Regional Dev Partnership	\$ 14,818.00	
3 (Rev)	202	41050	0202	From SP Fund Balance		\$ 14,818.00
4 (Exp)	202	93000	0100	Transfer to General Fund	\$ 14,818.00	

**TRANSFER**

Rev/Exp	Fund	Dept	Object	Description	Debit	Credit
3 (Rev)	100	41050	0202	Transfer from SP Fund		\$ 14,818.00
0	100	100	0001	Cash with Treasurer	\$ 14,818.00	
0	202	100	0001	Cash with Treasurer		\$ 14,818.00
4 (Exp)	202	93000	0100	Transfer to General Fund	\$ 14,818.00	
0	999	300	0100	General Fund		\$ 14,818.00
0	999	300	0202	Special Projects Fund	\$ 14,818.00	
0	202	300	0001	SP Fund Balance		\$ 14,818.00
0	202	300	5602	Committed - RDP	\$ 14,818.00	

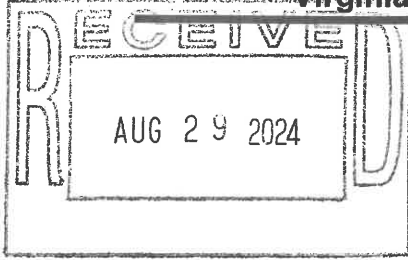
**Attachments:**  
VHREDA Invoice

**Recommendation:** See sample motion below.

**SAMPLE MOTION:** I move the Board of Supervisors approve and appropriate the FY25 Budget Supplement and transfer the funds as outlined above.

Motion _____	Cooper-Jones _____	Gilliam _____	Pride _____
Second _____	Emert _____	Jenkins _____	Townsend _____
		Jones _____	Watson _____

Virginia's Heartland Regional Economic Development Alliance



# VHREDA

**C/O: Commonwealth Regional Council  
200 Heartland Rd. Keysville, VA 23947**

Date: August 26, 2024

**BILL TO**  
**Ms. Doug Stanley**  
**Prince Edward County Administrator**  
**PO Box 382**  
**Farmville, VA 23901**

**FOR**  
**VHREDA**  
**Public Investment**  
**Commitment FY25**

DESCRIPTION	AMOUNT
VHREDA Public Investment Commitment for FY25	\$54,818.00
<b>Subtotal</b>	<b>\$54,818.00</b>
<hr/>	
<b>TOTAL COST</b>	<b>\$54,818.00</b>

This invoice is from VHREDA (Virginia's Heartland Regional Economic Development Alliance) in care of Commonwealth Regional Council.

**Make checks payable to VHREDA, 200 Heartland Rd, Keysville, VA 23947.**

If you have any questions concerning this invoice, contact Christin Jackson at 434-392-6104 or [cjackson@virginiasheartland.org](mailto:cjackson@virginiasheartland.org)

*4-100-81500-5602*





<b>Board of Supervisors Agenda Summary</b>
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**Meeting Date:** September 10, 2024  
**Item #:** 23-c  
**Department:** Finance  
**Staff Contact:** Crystal Baker  
**Agenda Item:** Appropriation – AFID Infrastructure Grant Match

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**Summary:**

The Commonwealth Regional Council received an AFID Infrastructure Grant to establish the Central Virginia Poultry Cooperative. The CRC was awarded \$50,000 with the seven counties of the region providing the local cash match of \$3,000 each.

The Board is asked to transfer \$3,000.00 from the contingency line to the AFID Infrastructure Grant Match line as follows:

FY25 BUDGET TRANSFER

Rev/Exp	Fund	Dept	Object	Description	Debit	Credit
4 (Exp)	100	91000	5807	Contingency		\$ 3,000.00
4 (Exp)	100	81100	5641	AFID Poultry Coop Match	\$ 3,000.00	

**Attachments:**

CRC Invoice

**Recommendation:**

See Sample Motion.

**SAMPLE MOTION:** I move the Board of Supervisors approve and appropriate the FY25 Budget Transfer as above outlined.

Motion \_\_\_\_\_ Cooper-Jones \_\_\_\_\_ Gilliam \_\_\_\_\_ Pride \_\_\_\_\_  
 Second \_\_\_\_\_ Emert \_\_\_\_\_ Jenkins \_\_\_\_\_ Townsend \_\_\_\_\_  
    Jones \_\_\_\_\_ Watson \_\_\_\_\_



IN PARTNERSHIP WITH  
The Counties of Amelia | Buckingham | Charlotte | Cumberland | Lunenburg  
| Nottoway | Prince Edward

**ACCOUNTING INVOICE**

AGENCY NAME/DELIVERY ADDRESS:

DATE SUBMITTED: 9-6-24

**AMOUNT REQUESTED: \$3,000.00**

Mr. Doug Stanley  
County Administrator  
Prince Edward County  
P. O. Box 382  
Farmville, Virginia 23901

Commonwealth Regional Council  
200 Heartland Road  
Keysville, Virginia 23947

*Make checks payable to CRC*

DESCRIPTION	DOLLAR AMOUNT
County Cash Commitment	
Support and cash commitment from Prince Edward County to support the Commonwealth Regional Council AFID Infrastructure Grant to Establish the Central Virginia Poultry Cooperative. The CRC was awarded \$50,000 with the seven counties of the region providing the local cash match of \$3,000 each.	\$3,000.00

AGENCY USE ONLY

DATE PAID: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

AMOUNT PAID: \_\_\_\_\_

AMOUNT OWED: \_\_\_\_\_

COMMONWEALTH REGIONAL COUNCIL  
200 Heartland Road  
Keysville, VA 23947 | 434.392.6104 PHONE  
[www.virginiashartland.org](http://www.virginiashartland.org)



**Board of Supervisors  
Agenda Summary**

**Meeting Date:** September 10, 2024  
**Item #:** 24  
**Department:** Board of Supervisors  
**Staff Contact:** Douglas P. Stanley/Terri Atkins Wilson  
**Agenda Item:** Closed Session

**I. MOTION GOING INTO CLOSED SESSION**

- I move the Prince Edward County Board of Supervisors convene in Closed Session:
  - a) For consultation with the County Administrator, County Attorney and outside legal counsel pertaining to probable litigation related to a contract for a construction project, where such discussions in an open meeting would adversely affect the litigating posture of the County, pursuant to the exemption provided for in Section 2.2-3711(A)(7) of the *Code of Virginia*;
- Chair: Is there a second to the motion?
- Chair: Roll call vote.
- Chair: **The Board is now convened in Closed Session.**

**II. MOTION FOR COMING OUT OF CLOSED SESSION**

*(Note: Please confirm Deputy Clerk is present to record motion and vote.)*

- I move that the Board of Supervisors return to open session.
- Chair: Is there a second to the motion?
- Chair: Roll call vote.
- Chair: **The Board is returned to Open Session.**

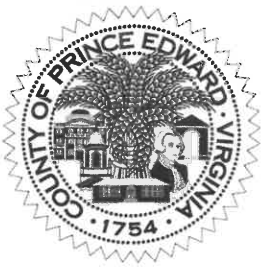
**III. MOTION AFTER RETURNING TO OPEN SESSION:**

Whereas, the Prince Edward County Board of Supervisors has convened in closed session on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

Whereas, Section 2.2-3712 of the Code of Virginia requires a certification by the Board that such closed session was conducted in conformity with Virginia Law;

Now, therefore, be it resolved that the Board hereby certifies that to the best of each member's knowledge: (i) only public business matters lawfully exempted from open meeting requirements of Virginia law were discussed in closed session to which this certification resolution applies; and (ii) only such public matters as were identified in the motion by which the closed session was convened were heard, discussed, or considered in the meeting by the Board.

Motion _____	Cooper-Jones _____	Gilliam _____	Pride _____
Second _____	Emert _____	Jenkins _____	Townsend _____
		Jones _____	Watson _____



**Board of Supervisors  
Agenda Summary**

- Chair: Is there a second to the motion?
- Chair: Any member who believes that there was a departure from the requirements of clauses (i) and (ii) shall state the substance of the departure that, in his judgement has taken place. (Such statement will be recorded in the minutes.)
- Chair: Roll call vote.

*(Note: A "yes" vote affirms the closed session motion.)*

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

Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_