Central Virginia Planning District Commission
Meeting Agenda
5:00 p.m., July 16, 2026

CVPDC Offices – 828 Main Street, 12th Floor
Lynchburg, VA

Electronic connection: https://us02web.zoom.us/j/82142685169?pwd=wBKFUCRTPsKuZBuaYU23OzrUaaS2Eh.1&jst=1

Dial In: (301) 715-8592 Meeting ID: 821 4268 5169 Passcode: 981473

1) Welcome .... Richard Conner, CVPDC Vice-Chairman

2) Consideration of Requests for Electronic Participation .... Chair

3) Special Guests: Jerry Lovelace and Andy Wells, Southside PDC

4) Selection of PDC Officers for 2026-2027 .... Chair

5) Regular Meeting Minutes: May 21, 2026 .... Chair

6) CVPDC Virtual Meeting and Participation Policies .... Chair & Staff

7) Debris Management Planning – Grant Agreement with Va. DEQ .... Chair & Staff

8) Childcare Data Analysis – Grant Agreement with VECF .... Chair & Staff

9) Organizational Reports .... Staff
   a) Financial Report .... Sandy Dobyns
   b) Executive Director's Report .... Alec Brebner
      i) Staffing
      ii) VAPDC's Finding Funding for the Future – Hampden-Sydney, August 12
      iii) HUD's National Forum/Conferences on Opportunity Zones, Economic Development & Community Revitalization – Lynchburg
      iv) Central Virginia CEDS update

10) Other Business & Regional Roundtable .... Chair & Commissioners

11) Adjournment .... Chair

Central Virginia Planning District Commission
Meeting Agenda Brief Sheet
5:00 p.m., July 16, 2026

1) Welcome ....Richard Conner, CVPDC Vice-Chairman

2) Consideration of Requests for Electronic Participation..Chair

3) Special Guests: Jerry Lovelace and Andy Wells, Southside PDC

The Southside Planning District Commission has resolved to request that the General Assembly reconvene the Virginia Roanoke River Basin Advisory Committee. Vice-Chairman Jerry Lovelace and Executive Director Andy Wells will appear virtually to advise of their purpose and their progress. No action is required of the CVPDC; discussion is encouraged. A resolution can be prepared for the next meeting, as desired.

4) Selection of PDC officers for 2026-2027……………………………………………………………Chair

The CVPDC's bylaws provide that its chairmanship shall rotate each year in alphabetical order of locality. The PDC has developed a practice whereby the chief administrative officer of the locality of the chairman serves as Treasurer. The slate of officers to be nominated for Fiscal Year 2027 is as follows:

Chairman: Richard Conner – Town of Appomattox
Vice-Chairman: John Sharp – Bedford County
Treasurer: Michael Campbell – Town of Appomattox

5) Regular Meeting Minutes: May 21, 2026 (page 4) ....Chair

The request of the Commission is approval of the minutes of the regular May meeting.

6) CVPDC Virtual Meeting and Participation Policies (page 8) ....Chair & Staff

Recent changes to the Code of Virginia require the Planning District Commission to approve virtual meeting participation policies each year.

The request of the Commission is approval of the renewal of virtual meeting and virtual participation policies in accordance with the Code of Virginia.

7) Debris Management Planning – Grant Agreement with Va. DEQ (page 10). Chair & Staff

The Virginia Department of Environmental Quality has received a grant from the US Environmental Protection Agency to develop local and regional debris management plans. The grant arises from federal disaster declarations pursuant to Hurricane Helene. DEQ has asked PDCs to lead the development of these plans for their member local governments. DEQ will provide $80,000 to the CVPDC based on a funding formula of $20,000 per planning district and

$30,000 per eligible city/county. Central Virginia's eligible localities are Bedford and Appomattox counties.

The request of the Commission is authorization of the executive director to enter into a subrecipient grant agreement with DEQ for debris management planning.

8) Childcare Data Analysis – Grant Agreement with VECF (page 30) .... Chair & Staff

The Virginia Early Childcare Foundation has approached eight planning district commissions to assist with childcare data analysis. VECF would pass through $12,000 to each PDC from funding received from the US Department of Health and Human Services. These data will complement the CVPDC data collection and maintenance effort for its CEDS.

The request of the Commission is authorization of the executive director to enter into a subrecipient grant agreement with VECF for childcare data analysis.

9) Organizational Reports .... Staff
   a) Financial Report, Month Ending May 2026 (page 43) ....Sandy Dobyns
   b) Executive Director's Report ....Alec Brebner
      i. Staffing
      ii. VAPDC's Finding Funding for the Future – Hampden-Sydney, August 12
      iii. HUD's National Forum/Conference on Opportunity Zones, Economic Development & Community Revitalization – Lynchburg
      iv. Central Virginia CEDS update

Staff will present items that may be of interest to the Commission. Discussion is encouraged. No action is required.

Staff will present progress on the Central Virginia Comprehensive Economic Development Strategy. Commissioners are encouraged to visit www.CVCEDS.org to monitor the project. The following resources may be of interest:

- Summary background section (one of four required by US EDA guidelines): https://www.cvceds.org/s/Summary-Background-Draft2-20-26.pdf
- SWOT Analysis (Strengths, Weaknesses, Opportunities, and Threats): https://www.cvceds.org/s/SWOT-Draft3.pdf
- The second two sections, the Strategic Direction & Action Plan and the Evaluation Framework are under development and will be uploaded here when complete: Plan Sections & Sytems — Central Virginia Comprehensive Economic Development Strategy
- A public survey is open now: Your thoughts — Central Virginia Comprehensive Economic Development Strategy. We're targeting employers and business interests.

10) Other Business .... Chair

Commissioners may address the group with items of interest to the region.

11) Adjournment... Chair

Central Virginia Planning
District Commission
828 Main Street, 12th Floor
Lynchburg, VA 24504
Office: (434) 845-3491
cvpdc.org

Central Virginia Planning District Commission Regular Meeting Minutes – Draft

May 21, 2026 @ 5:00 PM

Meeting Location: **CVPDC Offices**
828 Main Street, 12th Floor
Lynchburg, VA 24504

Members Present:

Chris Adams, Amherst County
Richard Conner, Town of Appomattox, Vice-Chairman
Robert Hiss, Bedford County (proxy for Wynter Benda)
Megan Lucas, Lynchburg Regional Business Alliance
Greg Patrick, City of Lynchburg
Frank Rogers, Campbell County
John Sharp, Bedford County
John Spencer, Appomattox County
Dwayne Tuggle, Town of Amherst, Chairman

Staff Present:

Alec Brebner
Sandy Dobyns
Kelly Hitchcock
Hannah Mitchell

Others Present:

Sarah Lyon Hill, Virginia Tech

Others Present Virtually:

Ellen Cook, PlanRVA
Barbara Jacocks, PlanRVA

1. Welcome and Introductions

Chairman Dwayne Tuggle called the meeting to order at 5:00 p.m. and welcomed the board and guests.

2. **Guest Presentation: Richmond Regional CEDS**
PlanRVA's Ellen Cook and Barbara Jacocks presented their Comprehensive Economic Development Strategy (CEDS) plan update process, completed in November 2025. The plan charted goals, strategies, and actions; identified prospective partners; and outlined how to monitor progress. An ongoing partnership, RVA Rising, will coordinate implementation. Now, PlanRVA is preparing to apply to the US EDA for Economic Development District status. The process includes gathering data to support economic justification and soliciting letters of support.

Chris Adams left the meeting at 5:19 p.m.

Guest Sarah Lyon Hill described the AM2 Initiative, a program supporting advanced and additive manufacturing in New River Valley, Roanoke, Danville, and Lynchburg. The initiative recently received $4.2 million in funding from GO Virginia and applied for $44 million from the US EDA. She invited those interested in the project to join the AM2 Consortium, sign up for email updates, or contact her directly with any questions.

Frank Rogers left the meeting at 5:31 p.m.

3. **Consideration of Requests for Electronic Participation**
There were no requests for electronic participation.

4. **Minutes**
Richard Conner moved to approve the March 19, 2026, minutes as presented. Robert Hiss seconded the motion. The motion passed unanimously.

Robert Hiss moved to approve the April 9, 2026, Executive Committee minutes as presented. Megan Lucas seconded the motion. The motion passed unanimously.

5. **Central Virginia SMART SCALE Applications – Resolution of Support**
The Commission reviewed the list of SMART SCALE applications within the region.

Megan Lucas moved to adopt a resolution of support for the region's SMART SCALE applications. John Sharp seconded the motion. The motion passed unanimously.

6. **Safe Streets for All Planning and Demonstration Grant Application**
Brebner explained that in 2022, the Commission received Safe Streets for All (SS4A) funding to develop the Central Virginia Safety Action Plan, finalized and adopted in 2025. Without projects ready for construction, staff recommends applying for planning and demonstration funds to complete small safety demonstration projects throughout the region. He proposed applying for $80,000, with $20,000 in match from CVPDC reserves. Demonstration projects will position the Commission and/or localities to apply for construction funding later.

Richard Conner moved to adopt a resolution to apply for USDOT SS4A grant funding equal to $80,000, with $20,000 in match from CVPDC reserves. John Spencer seconded the motion. The motion passed unanimously.

7. Fiscal Year 2027 Work Plan & Budget

Brebner presented the draft budget and work program, recommended by the Executive Committee. Highlights include the Long-Range Transportation Plan, Hazard Mitigation Plan, and Comprehensive Economic Development Strategy. Brebner noted that the only personnel change is hiring a planner who will begin work on July 1, 2026.

The CVPDC Executive Committee, consisting of the chairman and the appointed officials of member local governments, met on April 9, 2026, for the annual budget preparation meeting. The Executive Committee unanimously recommended approval of the FY2027 Work Plan and Budget presented by staff. The Chairman moved to approve the recommendation, which required no second. Board members unanimously approved the FY2027 Work Plan and Budget as presented.

8. Rural Transportation Planning Work Program

Brebner explained that VDOT requires the Rural Transportation Planning Work Program to describe how $58,000 in state funding will be spent to support rural transportation. The highlight of the program is the Long-Range Transportation Plan (LRTP). One LRTP process will produce two plans: one for the urban footprint and one for rural areas. The Transportation Technical Committee recommended the draft for CVPDC approval.

Richard Conner moved to approve the FY2027 Rural Transportation Planning Work Program as presented. Megan Lucas seconded the motion. The motion passed unanimously.

9. Organizational Reports

a) Financial Report

Sandy Dobyns reported that most items are normal. She noted that operational costs are under budget for the fiscal year.

b) Executive Director’s Report

Brebner reported that the Comprehensive Economic Development Strategy (CEDS) plan is partway complete with consultant Short Elliott Hendrickson. The roadmap and projects in the CEDS plan will attract investment, especially after applying/ qualifying for US EDA Economic Development District status. Staff expects to present a draft document for the Commission’s consideration in September.

Brebner reported that two local organizations recently received GO Virginia funding: Sweet Briar for a Thermal Engineering program and Randolph College for a Mechanical Engineering program.

Brebner noted that other PDCs are considering reforming the Roanoke River Basin Advisory Committee. He plans to monitor their progress.

Brebner described the May water supply plan kickoff meeting. Each locality has a data spreadsheet to populate. The next steps for funding will depend upon the General Assembly’s budget.

The next meeting of the CVPDC will take place on July 16, 2026, at which point a new slate of officers will be considered.

10. Other Business and Regional Roundtable

Tuggle noted a recent measles outbreak in Buckingham, VA, and encouraged all to monitor and prepare.

11. Adjournment

Richard Conner moved to adjourn the meeting. Greg Patrick seconded the motion. The motion passed unanimously, and the meeting adjourned at 5:53 p.m.

X ____ ____________________

Signature attest Date

CENTRAL VIRGINIA PLANNING DISTRICT COMMISSION

CVPDC Policy for All-Virtual Meetings

1. The Chairperson of the Central Virginia Planning District Commission may, upon determining that a meeting is required, whether regular or special called, call a virtual meeting of the PDC if, in his/her judgement, a virtual meeting will encourage participation necessary for a quorum of the body.

2. A quorum of the Planning District Commissioners must affirm a virtual meeting by majority vote.

3. An audio recording of the virtual meeting shall be maintained along with the meeting minutes.

4. This policy shall be invoked no more than twice per calendar year.

CENTRAL VIRGINIA PLANNING DISTRICT COMMISSION

Policy of the Central Virginia Planning District Commission regarding participation in meetings via video conference or telephone

1. A quorum of the Planning District Commission members must be physically present.

2. At the beginning of each meeting, the Commission must vote to allow electronic participation to verify that the policy is being followed by the member claiming exemption from personal attendance.

3. The member must notify the chair or staff on or before the day of the meeting that he or she plans to use the exemption.

4. The member must identify the reason for the use of the electronic meeting provision:
   a) a temporary disability or other medical condition that prevents the member's attendance;
   b) a personal matter which prevents the member's attendance (The nature of the personal matter must be specifically identified and included in the minutes.);
   c) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance; or
   d) a member's personal residence more than 60 miles from the meeting location.

5. The minutes shall also include a statement as to the remote location where the member is connected electronically.

6. There is no limit to the number of times a member may use:
   a. the temporary disability or other medical condition reason;
   b. a family member's medical condition; or
   c. residence more than 60 miles from the meeting location.

7. The use of personal matters (4b) is limited to two of the total meetings of the Commission in a calendar year.

AMERICAN RELIEF ACT 2025 · STAG · EPA REGION 3 · TROPICAL STORM HELENE RECOVERY

Regional Disaster Debris Management Planning

Activity 2: Subrecipient Kickoff

Holly Brown & Beth Lohman
Office of Pollution Response & Emergency Preparedness
Virginia Department of Environmental Quality
June 11, 2026

1

DEQ

1

TODAY

What we’ll cover

1. **Introduction**
   The Helene debris that remains
2. **The grant & your role**
   Where Activity 2 sits & DEQ and PDC responsibilities
3. **What you'll build**
   The plan & the exercise
4. **Compliance**
   2 CFR 200, EPA General Terms & Conditions, and DEQ’s agreement
5. **Deliverables, timeline, support**
   What we need and where to get help

Q & A

30 minutes

- Drop questions in the chat as we go.
- We'll work through them together in the second half.
- Anything program-specific we can't answer today, we’ll research and get back to you.

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DEQ

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WHY WE'RE HERE

Tropical Storm Helene Impacts

- Tropical Storm Helene (September 2024) caused historic flooding across Virginia, scattering vegetative, construction, and hazardous debris through streams, rivers, and floodplains.
- FEMA Public Assistance removed eligible debris in the declared localities.
- Outstanding debris removal activities have potential public-health, environmental, and flood risk, and weighs on tourism- and recreation-dependent local economies.
- **Helene's clearest lesson**: a debris plan written before the next event may support (and even shorten) recovery activities.

37
localities under federal Helene declaration

9
PDC regions serving those localities

$1.4M
Activity 2 planning & exercise funding

DEQ

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THE GRANT AT A GLANCE

Grant Activities 1 - 4

$13.5M
AWARD

EPA Region 3
FUNDER

Virginia DEQ
GRANTEE

FY2026–FY2028
PERIOD

Activity	Funded activity	Amount	Lead subrecipient
1	Debris removal	$10.1M	PDCs and localities
2	**Regional debris management planning + exercise**	**$1.4M**	**Nine PDCs (37 localities)**
3	Aerial imagery & remote sensing	$800,000	Virginia Tech
4	Response equipment cache	$870,000	VDEM

Listed amounts are the major activity allocations from the application; the balance of the $13.5M covers DEQ grant administration.

DEQ

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YOUR ROLE

Division of work

DEQ (pass-through entity)

- Receives and manages the EPA award
- Issues your subaward agreement and scope
- Monitors progress, compliance, and spending
- Provides technical review and support
- Reports project and financial outcomes to EPA

PDC (subrecipient)

- Delivers the funded planning & exercise work
- Manages the project across your localities
- Submits progress reports, financials, and compliance records
- Convenes and facilitates local stakeholders
- Drafts plan content with locality input; the locality owns and adopts it

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DEQ

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ACTIVITY 2 SCOPE

Two linked deliverables for your region

1

Develop or update a Debris Management Plan

A pre-incident plan covering the declared localities in your service area: either a regional plan with locality annexes, or a plan per locality.

2

Validate the plan with a tabletop exercise

Exercise the plan with the localities and partners to test activation, decisions, and communications before a real event.

3

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DEQ

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PLAN STRUCTURE

Choose the structure that fits your region

Stand-alone locality plan

Each locality develops its own plan covering only its jurisdiction.

Regional plan + annexes

One regional plan covers shared elements; each locality adopts a locality-specific annex.

Hybrid

A locality plan that references and incorporates regional resources by reference.

It's the locality's call. Weigh the benefits, costs, efficiencies, and collaboration trade-offs and pick the best fit. The PDC provides planning support either way, and the same recommended content applies whichever structure you choose.

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DEQ

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THE PLAN CONTENT

Nine elements every plan should address

1. Plan development & maintenance
2. Roles & responsibilities
3. Situation, assumptions & debris forecast
4. Debris clearance & collection
5. Debris management sites (TDRS)
6. Contracted services & procurement
7. Private property debris removal & demolition
8. Health & safety
9. Public information & communications

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DEQ

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HELENE'S LESSONS

Special operational considerations to build in

Waterway debris

Woody vegetation, debris, rock, sediment; COV vs. USACE jurisdiction; derelict vessels

Hazmat & orphan containers

Displaced tanks and cylinders surface for months

Human remains protocol

Stop work, call 911, notify the OCME.

Mass animal mortality

Coordinate with VDACS and NRCS, especially poultry and swine.

Invasive species quarantines

VDACS permits to move vegetative debris out of quarantine areas.

Historic & cultural resources

Coordinate with DHR near historic and archaeological sites.

9 DEQ

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HOW DEQ REVIEWS

Submission Instruction (SI)

- The SI provides a content standard.
- The SI lists the topics your plan should address and the considerations within each.
- Flexibility on format, organization, depth, and locally-specific decisions.
- The SI maps to the federal frameworks (EPA's Planning for Natural Disaster Debris, 530-R-25-013, and FEMA's PAPPG and DMP Workshop)

DEQ's review is a courtesy

- **DEQ does not approve or disapprove plans.**
- Plan ownership and adoption rest with the locality.
- We return written comments to help you strengthen the plan and position it for FEMA PA eligibility after a future declared event.

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10 DEQ

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ACTIVITY 2 SCOPE

On the exercise

New Contract Opportunity for State, Regional, Local, Tribal and IHE partners

Are you needing assistance with the design, development, conduct and evaluation of an exercise? The new VDEM Homeland Security Exercise and Evaluation (HSEEP) Contract can be leveraged to assist with your need.

Homeland Security Exercise and Education Program (HSEEP) Contract

Initial Contract Term: November 26, 2025 - November 25, 2026

Contract Renewal Terms: Four (4) successive one (1) year renewal terms

Previous Contract Number: VDEM 127:19-006

VENDOR NAME	CONTRACT NUMBER
ALLIANCE SOLUTIONS GROUP INC.	CTR046764
APPLIED TRAININGS SOLUTIONS LLC.	CTR046765
ASCENTTRA LLC	CTR046766
BUILDING BELOVED COMMUNITIES LLC	CTR046767
CADMUS GROUP LLC	CTR046768
C N A CORPORATION	CTR046769
CONSENSUS SOLUTIONS LLC	CTR046770
EMERGENCY MANAGEMENT PARTNERS LLC	CTR046771
E-PAGA INC.	CTR046772
EMERGENCY MANAGEMENT SERVICES INTERNATIONAL (EMSI)	CTR046773
THE OLSON GROUP LTD.	CTR046774
PERSES CONSULTING LLC	CTR046775

to reach out to VDEM Procurement, Contract
to request to be added as an additional user.
mplete and send back to her.

ted the additional user can work directly with
This contract vehicle is for the complete
ent, conduct, evaluation, corrective action and
lti-jurisdictional, agency or multi-agency
P exercise.

brid Meet and Greet with the vendors,
pring at the Virginia Emergency Operations
shared via VDEM Regional Staff once

ut this contract opportunity please reach out to:

VDEM TEED - Stephanie Harris Stephanie.harris@vdem.virginia.gov or Brian Mayfield brian.mayfield@vdem.virginia.gov

VDEM Procurement - Sheronda Johnson sheronda.johnson@vdem.virginia.gov

Partnership with VDEM

- Homeland Security Exercise and Evaluation Program (HSEEP) is a framework and guideline, not a mandatory standard.
- We would like to see the HSEEP framework used to structure your tabletop exercise (TTX).
- You may use the VDEM Optional-Use Statewide Exercise Contract.
- VDEM’s Training, Education, and Exercise Division (TEED) is your point of contact for exercise support: exercise@vdem.virginia.gov or brian.mayfield@vdem.virginia.gov

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DEQ

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SUBAWARDS

How the funding is built, and how it's paid

$30,000

per declared locality
in your service area
(plan development)

\+

$20,000

per PDC for one exercise
covering all localities
in your service area

Funds may be used for staff time, a contracted planner, or a mix. If a locality opts out of the planning effort, the workplan may need to be amended.

Reimbursement Basis

DEQ reimburses documented costs after they are incurred.

- Paid against documentation, monthly, with a $1,000 minimum per request.
- Locality already has a plan, or opts out? Funds can update and exercise the existing plan.
- Funds left over across the region? DEQ can pursue a grant amendment for added capacity building.

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DEQ

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DELIVERABLES

What you submit, and what DEQ looks for

You submit

- **Work plan:** At kickoff (with budget and subrecipient agreement)
- **Draft debris plan:** For DEQ technical review
- **AAR & Improvement Plan:** From the TTX
- **Final adopted plan:** Reflecting lessons from TTX
- **Evidence of adoption:** Governing-body resolution or endorsement

DEQ's review focuses on

- Whether the plan reasonably addresses the recommended elements
- Alignment with FEMA PAPPG so eligible costs are recoverable after a future declaration
- Virginia regulatory fit: 9VAC20-81, 9VAC20-60, and consistency with your SWPU plan (9VAC20-130)
- Whether temporary debris sites are described well enough to support an expedited emergency authorization later

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DEQ

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COMPLIANCE, PART 1

2 CFR Part 200: the federal rules that follow the money

As a subrecipient of federal pass-through funds, the Uniform Guidance applies to this work. The essentials:

Competitive procurement	Allowable & allocable costs	Records & audit readiness	Conflict of interest
Hiring a planning contractor means compliance with local/state/federal procurement requirements.	Spend only on approved budget categories. Costs must be reasonable, necessary, and tied to the project.	Keep your documentation.	Apply written COI standards to procurement and subcontracting decisions.

Specific dollar thresholds and procedures live in your subaward agreement.

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DEQ

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COMPLIANCE, PART 2

EPA General Terms & Conditions

EPA attaches General Terms and Conditions to every assistance award and it explains how EPA applies 2 CFR Part 200 requirements to its grants.

Reporting	Periodic progress reports and financial reporting, plus close-out reporting at the end of the project.
DBE / MBE-WBE	Good-faith fair-share efforts to use disadvantaged, minority, and women-owned businesses in procurement.
Acknowledgement & disclaimer	Acknowledge EPA funding on products, and state that content does not necessarily reflect EPA views or endorsement.
Records & access	Maintain records and provide access for audits

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DEQ

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COMPLIANCE, PART 3

DEQ Subrecipient Agreement

With each subaward DEQ develops and issues a subrecipient agreement, which outlines additional requirements.

Reporting	Quarterly reporting on grant progress (schedule provided)
Virginia Public Procurement Act (VPPA)	Comply with VPPA and entity's procurement policies and procedures
Project Budget Changes	Changes that exceed the lesser of $100,000 or 10% of project budget total must be approved in writing in advance in writing by DEQ through formal agreement modification.
Records & access	Maintain records and provide access for audits

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DEQ

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YOU'RE NOT ON YOUR OWN

Support and resources

Your DEQ project officer

Programmatic and grant-administration contacts are named in your subaward agreement.

VDEM Regional All Hazards Planner & Central Office TEED

Access to state emergency operations plans and exercise support, plus the Optional-Use Statewide Exercise Contract available to public entities.

DMP Submission Instruction

The content standard for the plan, with the nine recommended elements.

FEMA PAPPG + DMP Workshop

Eligibility and documentation rules, and FEMA's plan-building handbook.

EPA 530-R-25-013 (June 2025)

Planning for Natural Disaster Debris: the four-step planning process.

DEQ Severe Weather Debris webpage

TDRS pre-certification and the emergency permit boilerplate.

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DEQ

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NOW WHAT?

Next steps

Determine Which Cities and Counties Will Participate

- This will determine your budget ($30,000 per locality + $20,000).

Complete Budget, Scope of Work, and Project Schedule

- We will provide draft documents to all eligible PDCs.

Submit documents to coprep@deq.virginia.gov

- Aim for June 30 (but no later than July 15) for an Oct. 1 project start date.

Sign Subrecipient Agreement

- Do not expend funds prior to fully executed agreement.

Begin Work

- Tentative period of Performance: Oct. 1, 2026 – Sep. 30, 2028

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DEQ

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Questions & discussion

What's on your mind: funding, structure, compliance, timing.

For anything workplan- or money-specific, DEQ is your contact. Exercise questions go to VDEM's Regional All Hazards Planner and their Training, Education, Exercise Division (TEED).

DEQ

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Commonwealth of Virginia

VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY

www.deq.virginia.gov

David L. Bulova
Secretary of Natural and Historic Resources

Michael S. Rolband, PE, PWD, PWS Emeritus
Director

SUBRECIPIENT AGREEMENT
#

This Subrecipient Agreement is made by and between the **Virginia Department of Environmental Quality** (hereinafter referred to as the "Department") and (hereinafter referred to as the "Subrecipient").

The Subrecipient has been approved by the Department to receive this pass-through of federal grant funds ("Subaward") subject to the terms and conditions herein.

ARTICLE I - DEFINITIONS

1. The capitalized terms contained in this Agreement shall have the meanings set forth below unless the context requires otherwise.

   (a) Agreement" means this Agreement between the Department and the Subrecipient, together with any amendments or supplements hereto.

   (b) "Authorized Representative" means any member, official or employee of the Subrecipient authorized by resolution, ordinance or other official act of the governing body of the Subrecipient to perform the act or sign the document in question.

   (c) "Extraordinary Conditions" means unforeseeable or exceptional conditions resulting from causes beyond the reasonable control of the Subrecipient such as, but not limited to fires, floods, strikes, acts of God, and acts of third parties that singly or in combination cause material breach of this Agreement.

   (d) "Federal Grant Award" means the grant agreement between the federal funder and the Department authorizing the federal grant funds that are passed through, in whole or part, to the Subrecipient through this Subaward.

   (e) "Subaward" means the particular subaward described in Section 4.0 of this Agreement, with such changes thereto as may be approved in writing by the Department and the Subrecipient.

   (f) "Project" means all Subaward eligible activities of the particular project described in Exhibit A to this Agreement to be implemented by the Subrecipient with the Subaward, with such changes thereto as may be approved in writing by the Department and the Subrecipient.

(g) Project Budget" means the itemized listing and amounts of approved Project Costs set forth in Exhibit B for which the Subrecipient may request reimbursement from Subaward funds, with such changes thereto as may be approved in writing by the Department and the Subrecipient.

(h) "Project Costs" means the approved expense items comprising the Project Budget as set forth in Exhibit B to this Agreement, with such changes thereto as may be approved in writing by the Department and the Subrecipient.

(i) "Project Engineer" means the Subrecipient's engineer who must be a licensed professional engineer registered to do business in Virginia and designated by the Subrecipient as the Subrecipient's engineer for the Project in a written notice to the Department or the equivalent thereof.

(j) "Reimbursement Package" means the documentation outlined in Section 4.4 that must be submitted by the Subrecipient in order to receive reimbursement from Subaward funds for incurred Project Costs.

(k) "Project Schedule" means the schedule for the Project as set forth in Exhibit C to this Agreement, with such changes thereto as may be approved in writing by the Department and the Subrecipient. The Project Schedule assumes timely approval of adequate plans and specifications and timely reimbursement in accordance with this Agreement by the Department.

ARTICLE II – SCOPE OF PROJECT

2. The Subrecipient shall cause the Project to be implemented as described in the Scope of Work set forth in Exhibit A to this Agreement and in accordance with the (i) schedule in Exhibit C to this Agreement and (ii) plans and specifications prepared by the Project Engineer or equivalent and approved by the Department. The Scope of Work set forth in Exhibit A may be modified by agreement of the parties to reflect changes to the Project or Project Budget. Any such agreed upon changes must be documented in a formal written modification to this Agreement signed by the Subrecipient and the Department, except as set forth in Section 4.2.

ARTICLE III – PROJECT PERIOD AND PROJECT SCHEDULE

3. The project shall commence on and shall terminate no later than (the "Project Period"). The Subrecipient will otherwise cause the Project to be completed in accordance with the Project Schedule outlined in Exhibit C to this Agreement. The Department is under no obligation to reimburse for expenses incurred or expended for any work performed outside of the Scope of Work set forth in Exhibit A and/or the Project Budget set forth in Exhibit B. The Department is under no obligation to reimburse for expenses incurred or expended for any work performed before the start or after the expiration of the Project Period. The Project Period may be modified by agreement of the parties to reflect changes to the Project or Project Budget. Any such agreed upon changes must be documented in a formal written modification to this Agreement signed by the Subrecipient and the Department.

ARTICLE IV – COMPENSATION

4.0 Subaward Amount. The amount of this Subaward is up to **$** . The said sum, together with the Subrecipient matching funds of **$** , shall include all expenses of the Project governed by this Subrecipient Agreement. The amount of the Subaward set forth herein may be modified from time to time by agreement of the parties to reflect changes to the Project or Project Budget. Any such agreed upon changes must be documented in a formal written modification to this Agreement signed by the Subrecipient and the Department, except as outlined in Section 4.2.

4.1 Application of Subaward Funds. The Subrecipient shall apply the Subaward funds solely and exclusively to the reimbursement of Project Costs. The Subrecipient shall spend the Subaward funds according to the specified categories of the Project Budget set forth in Exhibit B.

4.2 Project Budget Changes. Project Budget changes that exceed the lesser of $100,000 or 10% of the Project Budget total must be approved in advance in writing by the Department through a formal Agreement modification issued in accordance with Section 7.14. The Subrecipient must notify the Department in advance via email of any Project Budget changes that do not exceed this threshold. This threshold is cumulative of all Project Budget changes made over time. Any Project Budget changes must be otherwise in accordance with this Agreement. The Department is under no obligation to reimburse any expenses that do not satisfy this provision.

4.3 Timing of Reimbursable Project Costs. Subrecipient shall use Subaward funds to underwrite only those Project Costs that are incurred during the Project Period. The Department will reject reimbursement requests for Project Costs that were incurred before the first day or after the last day of the Project Period.

4.4 Disbursement of Subaward Funds. The Department will disburse the Subaward to the Subrecipient not more frequently than once each calendar month for approved eligible reimbursement of a minimum of one thousand ($1,000.00) dollars, excluding the final payment, upon receipt by the Department of a Reimbursement Package that includes:

a) All information called for by, and otherwise being in the form of, Exhibit D of this Agreement

b) Submission and acceptance by the Department of receipts, vouchers, statements, invoices and/or other evidence sufficient to document that the Project Costs for which reimbursement is requested have been incurred or expended and are in accordance with the Project and Project Budget.

c) Timely submission and acceptance by the Department of Reporting required in Article X.

d) Any additional requirements outlined in Exhibit A.

The Department reserves the right to request additional documentation to justify reimbursement as needed.

The final reimbursement request must be submitted to the Department by the last day of the Liquidation Period detailed in Section 4.5 and marked as FINAL.

The Department reserves the right to withhold a minimum of 95% of total Subaward funds until all services, reports, and deliverables are received and approved by the Department. Satisfactory completion includes the submittal to the Department of i) the Responsibilities & Maintenance Plan required by Article V and ii) Notice of Substantial Completion required by Section 4.7.

The Department shall request disbursement of the Subaward to the Subrecipient in accordance with the reimbursement request to the extent approved by the Department and otherwise in accordance with the terms of this Agreement.

Disbursement is contingent upon availability of funds.

4.5 Subaward Closeout. Subrecipient has up to 30 days following the last day of the Project Period to submit its final reimbursement request to the Department ("Liquidation Period"). Subrecipient has up to 60 days following the last day of the Liquidation Period to expend any remaining Subaward funds allocable to Project Costs incurred during the Project Period ("Closeout Period").

4.6 Interest, Other Income and Unexpended Funds. DEQ requires reporting of any interest or other income generated by the subaward funds. Any interest must be used for the Project. At the end of the Subaward Period, any remaining Interest must be applied to support activities complementary to the Project or returned to the Commonwealth. If a prepayment is required, 2 CFR §200.305. Any Subaward funds that will not be expended or that have not been expended as of the last day of the Closeout Period must be returned to the Department in a timely manner. Please contact the Programmatic Subaward Contact listed in Exhibit I if a return of Subaward funds is required.

4.7 Notice of Substantial Completion. If applicable, when the Project has been completed, the Subrecipient shall promptly deliver to the Department a certificate signed by the Authorized Representative and by the Project Engineer or equivalent stating (i) that the Project has been completed substantially in accordance with the approved plans and specifications and addenda thereto, and in substantial compliance with all material applicable laws, ordinances, rules, and regulations; (ii) the date of such completion; (iii) that all certificates of occupancy and operation necessary for start-up for the Project have been issued or obtained; and (iv) the amount, if any, to be released for payment of the final Project Costs.

ARTICLE V – RESPONSIBILITIES AND MAINTENANCE PLAN

5.0 Plan Submittal. No later than thirty (30) days from the date of the Notice of Substantial Completion, the Grantee shall submit to the Department a Responsibilities and Maintenance Plan for the Project.

5.1 Plan Elements. The plan required by Section 5.0 shall include a description of the project type, a recommended schedule of inspection and maintenance and the identification of a person, persons or position within an organization responsible for administering and maintaining the plan for the useful service life of the installed facilities. If the Project includes construction on private property, the plan shall document the Grantee's right to access the Project for purposes of implementing the plan required by Section 5.0.

5.2 Recordation. Long-term responsibility and maintenance requirements for Project facilities located on private property shall be set forth in an instrument recorded in the local land records and shall be consistent with applicable regulations.

ARTICLE VI – MATERIAL BREACH

6.0 Material Breach. Any failure or omission by the Subrecipient to perform its obligations under this Agreement, unless excused by the Department, is a material breach.

6.1 Notice of Material Breach. If at any time the Subrecipient determines that it is unable to perform its obligations under this Agreement, the Subrecipient shall promptly provide written notification to the

Department. This notification shall include a statement of the reasons it is unable to perform, any actions to be taken to secure future performance and an estimate of the time necessary to do so.

6.2 Extraordinary Conditions.

a) The Subrecipient may assert and it shall be a defense to any action by the Department to collect Subaward funds or otherwise secure performance of this Agreement that the alleged non-performance was due to Extraordinary Conditions, provided that the Subrecipient:

1) Takes reasonable measures to effect a cure or to minimize any non-performance with the Agreement, and

2) Provides written notification to the Department of the occurrence of Extraordinary Conditions, together with an explanation of the events or circumstances contributing to such Extraordinary Conditions, no later than 10 days after the discovery of the Extraordinary Conditions.

b) If the Department disagrees that the events or circumstances described by the Subrecipient constitute Extraordinary Conditions, the Department must provide the Subrecipient with a written objection within sixty (60) days of Subrecipient's notice under paragraph 6.3(a)(2), together with an explanation of the basis for its objection.

6.3 Resolution and Remedy. If no resolution is reached by the parties, the Department may pursue remedies outlined in 2 CFR 200.

6.4 Indemnification. To the extent permitted by law and subject to legally available funds, the Subrecipient shall indemnify and hold the Department and their respective members, directors, officers, employees, attorneys and agents (the "Indemnitees"), harmless against any and all liability, losses, damages, costs, expenses, penalties, taxes, causes of action, suits, claims, demands and judgments of any nature arising from or in connection with any misrepresentation, breach of warranty, noncompliance or default by or on behalf of the Subrecipient under this Agreement, including, without limitation, all claims or liability, such indemnification to include the reasonable costs and expenses of defending itself or investigating any claim of liability and other reasonable expenses and attorneys' fees incurred by any of the Indemnitees in connection therewith. This paragraph shall not constitute an express or implied waiver of any applicable immunity afforded the Subrecipient.

ARTICLE VII – GENERAL PROVISIONS

7.0 Compliance with Federal Requirements. The Subrecipient shall comply with all applicable Federal statutes and regulations. The Subrecipient shall comply with all applicable terms and conditions of the Federal Grant Award(s) that are included as Exhibit H. The Department may pursue remedies outlined in 2 CFR 200 if the Subrecipient does not comply with Federal requirements.

7.1 Acknowledgment of Required Information. In accordance with 2 CFR 200.332 and related Federal requirements for pass-through entities, Subrecipient hereby acknowledges receipt of Exhibit E hereto and the additional information set forth therein.

7.2 Unique Entity Identifier Requirement. Pursuant to 2 CFR Part 25, Subrecipient must have a Unique Entity Identifier (UEI) in order to receive Subaward funds. Information regarding how to obtain a UEI is available online at https://www.sam.gov/SAM. Subrecipients are not required to complete a full System for Award Management (SAM) registration to obtain a UEI.

7.3 Records Availability. The Subrecipient agrees to maintain complete and accurate books and records of the Project Costs, and further, to retain all books, records, and other documents relative to this Agreement for three (3) years after final payment. The Department shall have access to all Subrecipient's records relating to the Project and Project Costs including but not limited to canceled checks, invoices, vouchers, purchase orders, subcontracts, time sheets, mileage records, and all other records relating to services and expenditures. Subrecipient agrees to provide or make available such records to the Department upon request. Subrecipient must cooperate and provide reasonable assistance to authorized representatives of the Department. The Department, its authorized agents, and/or State auditors will have full access to and the right to examine any of said materials during said period. Additionally, the Department and/or its representatives will have the right to access work sites during normal business hours, after reasonable notice to the Subrecipient, for the purpose of ensuring that the provisions of the Subaward are properly carried out. The Subrecipient also agrees to furnish any records or documents necessary for the Department to carry out its reporting requirements for the federal funds that are being passed through to the Subrecipient via this Subaward.

7.4 Single Audit. If appliable, Subrecipient must comply with the Single Audit Act and its implementing regulation at 2 CFR Part 200, Subpart F regarding audit requirements.

7.5 Internal Controls. Subrecipient must:

(a) Establish and maintain effective internal controls over the Subaward that provide reasonable assurance that the Subrecipient is managing the Subaward in compliance with applicable statutes, regulations, and terms and conditions.

(b) Comply with applicable statutes, regulations, and terms and conditions.

(c) Evaluate and monitor the Subrecipient's compliance with statutes, regulations, and the terms and conditions of the Federal Grant Award.

(d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.

(e) Take reasonable measures to safeguard protected personally identifiable information.

7.6 Subrecipient / Contractor Monitoring. The Subrecipient, when passing funds along to another subrecipient or contractor must be in compliance with the applicable requirements outlined in 2 CFR Part 200.

7.7 Procurement, Suspension & Debarment. Subrecipient is responsible for ensuring that any procurement using Subaward funds, or payments under procurement contracts using Subaward funds, are consistent with the procurement standards outlined in 2 CFR Part 200. Subrecipient shall ensure adherence to all other applicable local, State, and Federal procurement laws and regulations.

7.8 Compliance with Applicable Law. Subrecipient shall comply with all applicable federal, state, and local law. This includes environmental and permitting laws and regulations.

7.9 Civil Rights Compliance. Subrecipient and its subrecipients or contractors are required to meet legal requirements relating to nondiscrimination and nondiscriminatory use of Federal and Commonwealth funds. The Subrecipient further agrees that every subcontract entered into for the performance of any contract or purchase order resulting here from, will contain a provision requiring non-discrimination in employment, service delivery, and access, as herein specified binding upon each subrecipient. The Subrecipient agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

7.10 Capital Expenditures.

a) Among other requirements contained in 2 CFR Part 200, all contracts made by a recipient or subrecipient in excess of $100,000 with respect to a capital expenditure that involve employment of mechanics or laborers must include a provision for compliance with certain provisions of the Contract Work Hours and Safety Standards Act, 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR part 5).

b) Projects Involving Construction. If Subaward funds are used for new construction, Subrecipient shall ensure that all new facilities or alterations to existing facilities are designed and constructed to be readily accessible to and usably by persons with disabilities. If the grant is for new construction and the Subrecipient cannot ensure accessibility and usability, Subrecipient must submit to the Department a written explanation detailing how a regulatory exception in 40 CFR 7.70 applies. For purposes of this provision, "construction" is defined in RAIN-2019-G02 Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance available at https://www.epa.gov/grants/epa-grants-policy-resources.

7.11 Repayment of Subaward. If the United States or Virginia lawfully requires repayment of some or all of the Federal Grant Award, Subrecipient agrees to repay the related portion of this Subaward to the Department within twenty (20) days of any such requirement.

7.12 Further Cooperation. The Department and the Subrecipient shall cooperate with each other as reasonably necessary to confirm or bring about the transfers contemplated by this Subaward.

7.13 Governing Law; Severability. This Agreement shall be construed in accordance with and governed for all purposes by the laws of the Commonwealth of Virginia. If any word or provision of this Subaward as applied to any Party or to any circumstance is adjudged by a court to be invalid or unenforceable, the same shall in no way affect any other circumstance or the validity or enforceability of any other word or provision. The Subrecipient further agrees to comply with all laws and regulations applicable to the Subrecipient's performance of its obligations pursuant to this Subaward.

7.14 Entire Agreement; Amendments. This Agreement contains the entire integrated agreement between the Department and the Subrecipient as to the subject matter hereof and supersedes all previous written and oral negotiations, commitments, proposals, and writings. No alterations, amendments, or modifications may be made to this Agreement unless agreed to by both parties and documented in a formal written modification to this Agreement signed by the Subrecipient and the Department, except as set forth in Section 4.2. Where there exists any inconsistency between this Agreement and other provisions of collateral contractual agreements which are made a part of this Agreement by reference, the provisions of this Agreement shall control.

7.15 Counterparts; Signatures; Copies. This Agreement may be executed in counterparts, both of which shall be deemed an original, but all of which together shall constitute one and the same instrument. A scanned signature may substitute for and have the same legal effect as an original signature. Any copy of this executed Subaward made by photocopy or scanner shall be considered the original for all purposes.

7.16 Authorization. The Department and the Subrecipient each represent that its execution, delivery and performance under this Agreement have been duly authorized by all necessary action on its behalf, and do not and will not violate any provision of its charter or enabling legislation or result in a material breach of or constitute a material default under any agreement, indenture, or instrument of which it is a party or by which it or its properties may be bound or affected.

7.17 Effect of the Agreement on Permits. This Agreement shall not be deemed to relieve the Subrecipient of its obligations to comply with the terms of, or obviate the need to obtain, where required, any State or Federal permit(s).

7.18 Disclaimer. Nothing in this Agreement shall be construed as authority for either the Department or the Subrecipient to make commitments which will bind the other Party beyond the covenants contained herein.

7.19 Exhibits. All exhibits to this Agreement are incorporated herein by reference.

7.20 Non-Waiver. No waiver by the Department of any one or more defaults by the Grantee in the performance of any provision of this Agreement shall operate or be construed as a waiver of any future default or defaults of whatever character.

7.21 Notices. All notices given hereunder shall be in writing and shall be sent by United States certified mail, return receipt requested, postage prepaid, and shall be deemed to have been received at the earliest of: (a) the date of actual receipt of such notice by the addressee, (b) the date of the actual delivery of the notice to the address of the addressee set forth below, or (c) five (5) days after the sender deposits it in the mail properly addressed. All notices required or permitted to be served upon either party hereunder shall be directed to the Department and/or Subaward Contacts outlined in Exhibit I.

ARTICLE VIII – FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT

8. Federal Funding Accountability and Transparency Act. If requested by the Department, Subrecipient is required to provide to the Department the information needed for the Department to satisfy the subaward reporting requirement of the Federal Funding Accountability and Transparency Act (FFATA).

ARTICLE IX – CREDIT GENERATION

9. Any land area generating stream or wetland mitigation credits from the Project is not eligible for the generation of any other environmental credits. Any project designs approved by the Department under the Subaward may not meet the design requirements for approval from other State or Federal water programs. The Subrecipient is responsible for obtaining information on design and permit requirements for the type of environmental credit they are seeking.

ARTICLE X -- REPORTING REQUIREMENTS

- **Financial Reports**

  Location: Exhibit D of this Agreement

  Due Date: Per Exhibit A of this Agreement

- **Programmatic Reports**

  Location: Exhibit D of this Agreement

  Due Date: Per Exhibit A of this Agreement

- **Disclosure of Lobbying Activities Form**

  Location: https://www.epa.gov/grants/epa-grantee-forms

  Due Date: Upon execution of this Agreement

- **MBE/WBE Utilization Form** for the appropriate Federal Fiscal Year (10/1 – 9/30)

  Location: Exhibit J of this Agreement

  Due Dates: October 15th each year of the Project Period
  AND
  45 days after close of Project Period (Final MBE/WBE Form)

  Note: In the final year of the Project Period, if the 45-day deadline occurs before October 15th, only the Final MBE/WBE Form is required (and must be submitted by the 45-day deadline). In this case, a second MBE/WBE Form would not be required by October 15th.

- **EPA Form 5700-53 – Lobbying and Litigation Certificate**

  Location: https://www.epa.gov/grants/epa-grantee-forms

  Due Date: 30 days after the close of the Project Period

******

IN WITNESS THEREOF, the parties have caused this Subrecipient Agreement to be duly executed intending to be bound thereby.

VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY

Alvie Edwards, Director of Administration Date

SUBRECIPIENT ENTITY NAME

Signature Date

Signatory Name, Title (please print or type)

This Agreement is made and entered into between the Virginia Early Childhood Foundation ("VECF") and PDC Name ("Entity" or "PDC") for specific services. Individual references to VECF or the Entity include "Party" and collectively the "Parties."

Date: **July X, 2026**

Agreement ID: **26_PDC Name**

Issued by: **Virginia Early Childhood Foundation**
1703 N. Parham Rd., Ste. 110
Richmond, VA 23229

Entity: **PDC Name**
Address
Address

1. TERM OF AGREEMENT

This Agreement will begin on July 1, 2026 ("Effective Date") and continue until September 29, 2026, unless terminated in accordance with section 11 or modified in accordance with section 12 of this Agreement.

2. SCOPE OF SERVICES (DELIVERABLES)

During the term of this Agreement, the Entity shall perform the services as set forth on the scope of work to support Ready Region Name ("Ready Region") with their VBREE landscape analysis and regional action plan development, attached as Exhibit A.

3. AGREEMENT TYPE

The table below indicates whether the Entity is considered a Vendor/Contractor or Sub-recipient for this Agreement.

X	Entity is a Vendor/Contractor
	Entity is a Sub-Recipient

4. FUNDING INFORMATION

This Agreement is funded in whole with federal funding as follows:

State Awarding Agency: Virginia Department of Education
Grant Award Number with VECF: 778-DOE86917-90TP0136.02.00
Grant Award Title with VECF: PDG B-5 Renewal Application YR2
Period of Grant Award with VECF: September 30, 2025 – September 29, 2026
Grant Authority: Every Student Succeeds Act (ESSA) (PL 114-95, Title IX, Sec. 9212_Dec 10, 2015)
Federal Award Identification Number (FAIN): 90TP0136
Federal Awarding Agency: USHHS/ACF/ECD – Office of Early Childhood Development
Federal Award Date: 09/24/2025
CFDA Number: 93.434
Project Code: DOE86917
Amount of Federal Funds Obligated by this Action: _$12,000________

Note: This is not a Research and Development (R&D) Grant
There are general Federal cost principles that are applicable to all awards made with federal funds. These general principles are outlined in 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Publications or audiovisual media must include the following disclaimer: "This Preschool Development Grant Birth to Five – Renewal Application was made possible by grant number 90TP0136-02-00. Its contents are solely the responsibility of the authors and do not necessarily represent the official view of the United States Department of Health and Human Services, Administration for Children and Families."

5. COMPENSATION AND EXPENSES

In consideration for the Services provided by the Entity under this Agreement, VECF agrees to compensate the Entity $12,000 for the entire scope of work associated with this Agreement. In the event that the Agreement is terminated prior to completion or if the Entity fails to fulfill the agreed-upon scope of work, the Entity shall return any unexpended or unearned portion of the funds disbursed under this Agreement. The contracted amount shall be payable in two installments as follows: 50% upon execution of the Agreement and remaining balance upon invoice on August 15th. The amount is inclusive of all travel and out-of-pocket expenses (which expenses are limited as set forth in section 6 of this Agreement) incurred by the Entity in connection with the performance of the services outlined in this Agreement. The Entity shall submit an invoice to Invoices@vecf.org that includes as appropriate: total contracted amount, amount previously invoiced, current invoice amount, and remaining balance to be invoiced. VECF. VECF shall provide the Entity with a sample invoice. VECF shall pay invoices submitted by the Entity within 30 days of receipt.

6. TRAVEL EXPENDITURES

Expenditures cannot be used for non-travel related meals/food unless the Entity received written pre-approval by VECF and submits the following with the invoice for the applicable period:

A. Copy of the written pre-approval;
B. Copy of receipt/s for food purchases;
C. List of names of people who attended the event; and
D. Justification/business need for why the food was needed for the event.

Expenditures cannot exceed the current version of the Virginia Department of Accounts' CAPPS Manual Topic 20335, State Travel Regulations, CAPP Manual - 20335 - State Travel Regulations. Expenditures cannot exceed the current Per diem rates | GSA. Expenditures cannot be used for travel outside of Virginia, unless preapproved in writing by VECF.

7. RECORD RETENTION

The Entity shall retain all financial records, supporting documentation, statistical records, and all other records pertinent to this Agreement for a period of three (3) years after the termination of all activities funded under this Agreement. Notwithstanding the above, if there are any suits, claims, audits, negotiations, or other actions that involve any of the records cited and that have started before the expiration of the three-year period, then such records must be retained until completion resolution of all issues or actions, or the expiration of the three-year period, whichever occurs later. Upon request, the Entity shall provide VECF with access to all records pertinent to this Agreement.

8. OWNERSHIP OF MATERIAL

For the purposes of this MOU, the scope of work is not intended to result in the creation of new intellectual property owned by either party. All proprietary data, methods, and materials shall remain the exclusive property of the originating entity. *Refer to Attachment B, A, Section II below.*

9. CONFIDENTIAL INFORMATION

The Entity agrees that during the term of this Agreement and after termination thereof, the Entity shall not use for the Entity's own benefit or the benefit of any other person or entity, or divulge or convey to any third party, any confidential information of or obtained from VECF. For purposes of this Agreement, all information (whether in oral, paper or electronic format) of any kind (including both basic and detailed information and whether provided in response to a specific inquiry or voluntarily provided) disclosed or made available by, or at the direction of, VECF shall be deemed to be "Confidential Information," including, without limitation, any and all information which is disclosed or made available to the Entity either orally or in diagram, written or other recorded form, that is not (a) already publicly available or becomes publicly available other than through a breach of this Agreement by the Entity; or (b) lawfully disclosed to the Entity by a third party who is not obligated to VECF to retain such information in confidence. The Entity hereby confirms that any Confidential Information disclosed to it by VECF and any discussions held between the parties prior to the date of this Agreement, shall be subject to the confidentiality restrictions and other terms of this Agreement.

10. OPERATIONAL AND DATA PRACTICES

Both parties shall take reasonable measures to comply with all applicable federal, state, and local laws pertaining to data privacy, cyber-security and operational practices relevant to this Agreement. Both parties shall develop, implement, maintain, and use appropriate administrative, technical, and physical security measures to preserve the confidentiality, integrity, and availability of data and shall impose the same security measures on all subcontractors engaged to assist in the performance of this Agreement. Such operational practices may include, as appropriate, the responsible use of technologies, such as artificial intelligence.

11. TERMINATION OF AGREEMENT

This Agreement may be terminated by either party on thirty (30) days advance written notice to the other party.

In the event of any termination for convenience, at VECF's option, all finished or unfinished documents, data, studies, surveys, photographs, reports, or other materials prepared by the Entity under this Agreement shall become the property of VECF, and the Entity shall be entitled to receive reasonable compensation determined within the provisions and subject to the limitations of section 5 of this Agreement for any satisfactory work completed on such documents or materials prior to termination of this Agreement.

12. MODIFICATION OF AGREEMENT

VECF or the Entity may modify this Agreement at any time provided that such modifications make specific reference to this Agreement (Agreement ID on page 1), and are agreed to by both parties, either via email communication or through a formal Agreement modification signed by both parties. Such modifications shall not invalidate this Agreement, nor relieve VECF or the Entity from its obligations under this Agreement. VECF may, in its discretion, amend this Agreement to conform with federal or state government guidelines, policies and available funding, the scope of services, or schedule of activities to be undertaken as part of this Agreement; such modifications may be incorporated either via email communication or through a formal Agreement modification signed by both parties. A Party's electronic signature shall be given the same legal force and effect as a handwritten signature.

13. ENTIRE AGREEMENT

This Agreement constitutes the entire Agreement between VECF and the Entity with respect to the subject matter hereof and supersedes all prior Agreements and understandings.

14. AVAILABILITY OF FUNDS

It is understood and agreed between the parties herein that VECF shall be bound hereunder only to the extent that funds are legally available or may hereafter become legally available for the purpose of this Agreement as set forth in section 4 of this Agreement.

15. GOVERNING LAW

This Agreement shall be governed in all respects by the laws of the Commonwealth of Virginia, without regard to its choice of law provisions, and any litigation with respect thereto shall be brought in the circuit courts of the Commonwealth. The Entity shall comply with all applicable federal, state and local laws, rules and regulations.

16. INDEPENDENCE AND RELATIONSHIP OF PARTIES

The parties acknowledge that each of VECF and the Entity is an independent entity and agree neither will be liable, nor will be held out by the other as liable, for the other's contracts, torts, or other acts or omissions, or those of the other's trustees, directors, officers, staff, or other agents. Both VECF and the Entity agree that the relationship created by this Agreement is that of independent contractor and not that of employee and employer. No provision of this Agreement shall be deemed to create a partnership, joint venture, or agency between VECF and the Entity. The Entity is responsible for the payment of any taxes, including without limitation, all Federal, State, and local personal and business income taxes, sales and use taxes, other business taxes, and license fees arising out of the activities of the Entity.

17. NON-DISCRIMINATION

During the performance of this Agreement, the Entity agrees as follows:

A. In every Agreement the provisions (i) through (vi) below apply:

i. The Entity shall not discriminate against any employee or applicant for employment on the basis of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Entity. The Entity agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

ii. The Entity, in all solicitations or advertisements for employees placed by or on behalf of the Entity, shall state that such Entity is an equal opportunity employer.

iii. Notices, advertisements and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting these requirements.

iv. The requirements of these provisions (i) through (vi) are a material part of this Agreement. If the Entity violates one of these provisions, VECF may terminate the affected part of this contract for breach, or at its option, the whole Agreement. Violation of one of these provisions may also result in debarment from State contracting regardless of whether the specific contract is terminated.

v. In accordance with Executive Order 61 (2017), a prohibition on discrimination by the Entity, in its employment practices, subcontracting practices, and delivery of goods or services, on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, disability, or veteran status, is hereby incorporated in this Agreement.

vi. If the Entity employs more than five (5) employees, the Entity shall (1) provide annual training on the Entity's sexual harassment policy to all supervisors and employees providing services in the Commonwealth, except such supervisors or employees that are required to complete sexual harassment training provided by the Department of Human Resource Management, and (2) post the Entity's sexual harassment policy in:

(a) a conspicuous public place in each building located in the Commonwealth that the Entity owns or leases for business purposes, and

(b) the Entity's employee handbook.

B. The Entity shall include the provisions of (A) above in every sub-contract or purchase order related to the services provided under this Agreement, so that the provisions shall be binding upon each sub-recipient or vendor.

18. DRUG-FREE WORKPLACE

During the performance of this Agreement, the Entity agrees to (i) provide a drug-free workplace for the Entity's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Entity 's workplace and specifying the actions that shall be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Entity that the Entity maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over $10,000, so that the provisions shall be binding upon each subrecipient, subcontractor, or vendor. For awards of federal grant funds, failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to $1,000 per day and/or the imposition of an administrative compliance order on the responsible entity. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession, or use of any controlled substance or marijuana during the performance of the Agreement.

19. INDEMNIFICATION

To the fullest extent permitted by law, the Entity agrees to indemnify, defend, and hold harmless VECF and its officers, directors, employees, and agents, affiliates, successors, and permitted assigns from and against any and all claims, damages, losses, liabilities, suits, actions, demands, costs, deficiencies, claims, judgments, settlements, proceedings (whether legal or administrative), and/or expenses of whatever kind (including, without limitation, professional fees and reasonable attorneys' fees) arising out of or in connection with (i) any breach or alleged breach by the Entity of any representation, warranty, covenant, or obligation contained in this Agreement, or (ii) any claim or action by any third party alleging that the Entity's services violate any applicable law, regulation, or contractual provision.

See Attachment A for CERTIFICATION REGARDING LOBBYING AND DEBARMENT.

See Attachment B for SPECIAL TERMS AND CONDITIONS.

APPROVAL

By signing below, VECF and the Entity agree to the terms indicated herein.

VIRGINIA EARLY CHILDHOOD FOUNDATION

By Susanne Bell, President________________
Printed Name/Title

____
Signature

____
Date

ENTITY

By_________________________________
Printed Name/Title

____
Signature

____
Date

ATTACHMENT A: CERTIFICATION REGARDING LOBBYING AND DEBARMENT

Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative Agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

4. The undersigned certifies that they are not currently debarred by the Commonwealth of Virginia from entering into a contract for the type of services covered by this Agreement.

ENTITY

Printed Name/Title: By ________________________

Signature: __________________________

Date: __________________________

Attachment B – Special Terms and Conditions per PDG B-5 Renewal Application Year 2

The following Terms and Conditions that are applicable to VECF through the Virginia Department of Education's Grant Award PDG B-5 Renewal Application -YR2 for the period September 30, 2025 – September 29, 2026, are also applicable to the Entity.

A. Intellectual Property
(i.e. papers, reports, forms, materials, creations, or inventions (intangible property))

Special Terms and Conditions for Intellectual Property apply for all grants or cooperative agreements, regardless of funding source (General, Special, Federal).

Section II is applicable to this agreement.

Additionally, Federally funded grants or cooperative agreements must meet the requirements of the specific federal grant, such as making any work (e.g., materials, tools, processes, systems) developed freely available to the public, ensuring any websites developed meet government or industry recognized standards for accessibility, and the requirements of **2 CFR §200.315 Intangible Property**, are met.

SECTION I. Grants or Cooperative Agreements under which no Intellectual Property will be created

If grant or cooperative agreement deliverables DO NOT include creation/development of Intellectual Property, the following special terms are applicable to the grant or cooperative agreement:

INTELLECTUAL PROPERTY: The parties agree that no Intellectual Property will be created in performance of this grant or cooperative agreement.

SECTION II. Grants or Cooperative Agreements which include creation of Intellectual Property that VDOE will/should Own

If grant or cooperative agreement deliverables include creation/development of Intellectual Property that should be owned by the Virginia Department of Education (for example, the intellectual property deliverable will be used long term, and/or will be built on in the future), the following special terms are applicable to the grant or cooperative agreement:

INTELLECTUAL PROPERTY: All copyright and patent rights to all deliverables provided to the Virginia Department of Education in the performance of this grant or cooperative agreement ("the Intellectual Property") shall become the sole property of the Virginia Department of Education. The grant or cooperative agreement recipient hereby assigns to the Commonwealth exclusively all right, title, and interest in and to all rights in the Intellectual Property that the grant or cooperative agreement recipient may have or obtain, without further consideration, free from any claim, lien for balance due, or rights of retention thereto on the part of the grant or cooperative agreement recipient.[1] Upon request, the grant or cooperative agreement recipient shall promptly provide any further acknowledgment or assignment in a tangible form satisfactory to the Virginia Department of Education to evidence the Virginia Department of Education's sole ownership of the Intellectual Property.

[1] If grant or cooperative agreement recipient is a private entity (including non-profit), the following special term must be inserted at the footnote location in the above paragraph:

The parties do not intend for and the grant or cooperative agreement recipient shall not be deemed to be a joint author or inventor of the Intellectual Property.

a. If grant or cooperative agreement recipients are public (government) entities, the following special term also applies and must be included:

GRANT OR COOPERATIVE AGREEMENT RECIPIENT RIGHTS TO USE MATERIALS: The grant or cooperative agreement recipient is hereby granted a royalty-free, non-exclusive and irrevocable license in perpetuity to reproduce, publish or otherwise use the Intellectual Property for noncommercial purposes. Such rights shall include, but are not limited to the right to claim credit as the original author of the Intellectual Property, the right to use and authorize others to use the Intellectual Property in research and for preparation of teaching materials for noncommercial use, and the right to transfer to publishers the copyrights in scholarly publications and textbooks that include an insubstantial portion of the Intellectual Property. The grant or cooperative agreement recipient may seek further rights to use the Intellectual Property by submitting a written request for authorization to the Superintendent of Public Instruction, which authorization shall not reasonably be withheld.

b. If grant or cooperative agreement recipients are private entities (including non-profits), the following special term also applies and must be included:

The parties do not intend for and the grant or cooperative agreement recipient shall not be deemed to be a joint author or inventor of the Intellectual Property.

SECTION III. Grants or Cooperative Agreements which include creation of Intellectual Property that VDOE will not/does not need to Own

If grant or cooperative agreement deliverables include intellectual property that the Virginia Department of Education (VDOE) has no need to copyright, patent, or own (for example, a report detailing the results of research using VDOE data), the following special terms are applicable to the grant or cooperative agreement:

OWNERSHIP OF INTELLECTUAL PROPERTY: The grant or cooperative agreement recipient will be permitted to prepare academic papers for publication in peer-reviewed journals, book chapters, conferences, theses and dissertations. The grant or cooperative agreement recipient will provide the Virginia Department of Education with review copies of all academic papers prior to submission for publications. All academic papers will acknowledge the Virginia Department of Education (and the federal granting authority for grants or cooperative agreements funded with federal funds, i.e. U.S. Department of Education). All patents, copyrights and other intellectual property rights in and to all inventions, copyrighted materials, software, data or other work product conceived or developed in the performance of this grant or cooperative agreement "Intellectual Property" shall become the sole property of the grant or cooperative agreement recipient. The Virginia Department of Education retains ownership to the raw data provided to the grant or cooperative agreement recipient.

RIGHTS TO USE MATERIALS: The Virginia Department of Education is hereby granted a royalty-free, non-exclusive and irrevocable license in perpetuity to reproduce, publish or otherwise use the Intellectual Property produced by the grant or cooperative agreement recipient in performance of this grant or cooperative agreement, and to use such Intellectual Property for noncommercial purposes and to authorize others to do the same.

B. Suspension and Debarment Compliance – Non-Procurement Covered Transactions

According to 2 CFR §200.213, non-federal entities are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR part 180. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

All recipients of federal funds through this transaction must comply with 2 CFR 180, Subpart C as a condition of participation in this transaction, and must include similar terms or conditions in lower-tier covered transactions.

C. Federal Funding in Public Announcements

When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal funding, U.S. Department of Education sub-grantees shall clearly state:

1. the percentage of the total costs of the program or project which will be financed with Federal funding;
2. the dollar amount of Federal funds for the project or program; and
3. the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

Recipients must comply with these conditions under Division H, Title V, Section 505 of Public Law 113-76. Consolidated Appropriations Act, 2014.

D. Prohibition of Text Messaging and Emailing While Driving During Official Federal Grant Business
Federal grant recipients, sub-recipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email while driving.

Recipients must comply with these conditions under Executive Order 13513, “Federal Leadership on Reducing Text Messaging While Driving,” October 1, 2009.

E. Monitoring and Reporting

VDOE and auditors shall have access to sub-recipient records and financial statements as necessary to meet monitoring requirements.

Exhibit A: Scope of Work (Deliverables)
Support for VBREE Landscape Analyses and Regional Action Plan Development

This Scope of Work outlines the collaboration between the Virginia Early Childhood Foundation ("VECF") and the Planning District Commission ("PDC") to support the Virginia Business Roundtable for Early Education ("VBREE") initiative focused on strengthening child care supply and access across the Ready Region. This short-term engagement will contribute to the development of regional landscape analyses and action plans by leveraging a statewide data methodology developed in partnership with PlanRVA, the Virginia Association of Planning District Commissions (VAPDC), and Virginia Economic Development Partnership (VEDP). Through this work, "PDC" will enhance regional capacity to integrate child care supply and demand insights into economic and workforce planning, including Comprehensive Economic Development Strategies (CEDS). Together, the parties aim to produce actionable, region-specific insights that support the expansion of quality child care and strengthen the early educator workforce pipeline, with broader implications for economic vitality and community well-being.

PDC Responsibilities

- Designate a lead staff member with experience in data analysis, demographics, GIS, or related technical capacity to manage this work.
- Receive, review, and manage statewide and regional data modules provided through PlanRVA and VECF.
- Actively participate in technical assistance sessions and consultations to ensure accurate interpretation and application of data.
- Update regional landscape analysis using the provided data framework, incorporating additional local context where relevant.
- Collaborate with Ready Region leadership and regional stakeholders to validate findings and ensure alignment with existing priorities and initiatives.
- Contribute to the development of the Ready Region's Regional Action Plan that identifies strategies to expand child care supply and strengthen the workforce pipeline.
- Ensure deliverables reflect region-specific insights, opportunities, and implementation considerations.
- Communicate progress regularly with VECF and participate in any required check-ins or convenings.
- Submit final deliverables by the agreed-upon deadlines.

VECF Responsibilities

- Provide funding to support PDC's participation in this initiative.
- Coordinate and manage the overall VBREE initiative, including alignment with Ready Regions and statewide priorities.
- Provide access to the statewide data methodology, including research framework and module packages developed in partnership with PlanRVA.
- Facilitate technical assistance and consultation through PlanRVA to support the PDC in interpreting and utilizing data modules.
- Convene partners including VBREE members, Ready Region leadership, and state-level stakeholders as needed to support alignment and learning.
- Share relevant resources, tools, and existing analyses related to child care supply, demand, and workforce trends.
- Provide guidance and expectations for deliverables, timelines, and reporting.
- Support knowledge-sharing across regions to promote consistency and peer learning.

ACTIVITIES, DELIVERABLES AND TIMELINE

Activities and Deliverables	Responsible Party	Tentative Timeline
Participate in kickoff, onboarding, and technical assistance sessions with VECF and PlanRVA	VECF, PDC	July 2026
Receive and review statewide and region-specific data modules	PDC	August 2026
Conduct regional landscape analysis using provided methodology and data	PDC	August – September 2026
Engage Ready Region leadership and key stakeholders to inform and validate findings	PDC	August – September 2026
Develop draft regional summary of findings (landscape analysis)	PDC	September 2026
Contribute to development of a Regional Action Plan identifying strategies to expand child care supply and workforce pipeline	PDC, VECF Note: Regional Action Plan is Ready Region VBREE deliverable	September 2026
Provide technical assistance, guidance, and coordination throughout engagement	VECF (with PlanRVA support)	July – September 2026
Submit final landscape analysis summary and regional action plan inputs	PDC	September 29, 2026

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PDC Responsibilities

- Designate a lead staff member with experience in data analysis, demographics, GIS, or related technical capacity to manage this work.
- Receive, review, and manage statewide and regional data modules provided through PlanRVA and VECF.
- Actively participate in (x #) technical assistance sessions and consultations to ensure accurate interpretation and application of data.
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Central Virginia Planning District Commission
Profit & Loss Budget vs. Actual
July 2025 through May 2026

9:24 AM
07/07/2026
Accrual Basis

	Jul '25 - May 26	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Miscellaneous Revenue	1,100.38	0.00	1,100.38	100.0%
4100 · Dues	185,330.00	185,330.00	0.00	100.0%
4150 · DHCD	114,971.00	114,971.00	0.00	100.0%
4200 · Grant Revenue				
0000003 · CEDS	16,470.06	30,000.00	-13,529.94	54.9%
0000004 · Brownfields EPA	5,663.85	11,000.00	-5,336.15	51.49%
0000005 · Chesapeake Bay WIP III - DEQ	96,500.00	73,000.00	23,500.00	132.19%
0000007 · DRPT/FTA	124,234.79	294,350.00	-170,115.21	42.21%
0000008 · Natl Fish & Wldlfe-Middle James	0.00	75,000.00	-75,000.00	0.0%
0000011 · USDOT Safe Streets & Roads 4A	27,427.28	88,000.00	-60,572.72	31.17%
0000012 · VDOT PL	90,456.82	552,818.00	-462,361.18	16.36%
0000013 · VDOT Rural	44,623.28	58,000.00	-13,376.72	76.94%
0000014 · Virginia Housing	5,761.51	50,000.00	-44,238.49	11.52%
0000020 · SCRC	3,588.83	15,000.00	-11,411.17	23.93%
0000023 · Altavista Planning Grant - CDBG	3,500.00	6,500.00	-3,000.00	53.85%
0000025 · Amherst Co Madison Heights PG	10,290.85	9,283.00	1,007.85	110.86%
0000026 · Appomattox CVCC welding - GoVA	7,775.56	7,500.00	275.56	103.67%
0000027 · Appomattox CVCC Welding - TRRC	161,211.71	5,000.00	156,211.71	3,224.23%
0000029 · FEMA Hazard Mitigation Plan	0.00	116,000.00	-116,000.00	0.0%
0000030 · Bedford Hilltop Phase II	28,920.00	34,500.00	-5,580.00	83.83%
0000031 · Agribusiness Planning TRRC	0.00	10,000.00	-10,000.00	0.0%
0000034 · DRPT - CAP	24,929.71	64,000.00	-39,070.29	38.95%
0000038 · Thriving Communities	0.00	50,000.00	-50,000.00	0.0%
0000039 · Water Supply Plan	11,340.00	11,340.00	0.00	100.0%
0000040 · Appomattox Comp Plan	10,614.55	0.00	10,614.55	100.0%

	Jul '25 - May 26	Budget	$ Over Budget	% of Budget
0000041 · Chesapeake Bay Small Watershed	4,500.00	0.00	4,500.00	100.0%
Total 4200 · Grant Revenue	677,808.80	1,561,291.00	-883,482.20	43.41%
4201 · Housing Summit sponsorship	3,094.59			
4250 · Revenue - WIOA services billed	39,820.44	60,000.00	-20,179.56	66.37%
4255 · Revenue - SA services	101,660.61	164,165.00	-62,504.39	61.93%
4260 · Revenue - Radio Board services	37,014.34	36,000.00	1,014.34	102.82%
4300 · Interest Income	12,393.98	10,000.00	2,393.98	123.94%
Total Income	1,173,194.14	2,131,757.00	-958,562.86	55.03%
Gross Profit	1,173,194.14	2,131,757.00	-958,562.86	55.03%
Expense				
5100 · Operations				
5002 · Full Time Salary	454,185.82	605,902.00	-151,716.18	74.96%
5040 · Part-time	18,070.08	26,899.00	-8,828.92	67.18%
5050 · Benefits	112,864.95	172,394.00	-59,529.05	65.47%
5101 · Accounting Services	7,681.02	12,000.00	-4,318.98	64.01%
5102 · Auditing Services	10,264.00	16,000.00	-5,736.00	64.15%
5103 · Printing and Binding	69.99	1,000.00	-930.01	7.0%
5104 · Legal Services	385.00	3,000.00	-2,615.00	12.83%
5106 · Advertising	0.00	1,500.00	-1,500.00	0.0%
5120 · Contractual Services	22,184.29	22,000.00	184.29	100.84%
5140 · Insurance	3,550.34	4,000.00	-449.66	88.76%
5150 · Communication - Internet svcs	2,970.54	2,800.00	170.54	106.09%
5152 · Telephone	4,960.83	4,500.00	460.83	110.24%
5153 · Postage	1,107.35	1,100.00	7.35	100.67%
5161 · Lease/ Rent of Building	70,050.00	76,435.00	-6,385.00	91.65%
5170 · Lease/Rent of Equipment	2,923.35	4,000.00	-1,076.65	73.08%
5210 · Furniture and Fixtures	14,876.00	16,000.00	-1,124.00	92.98%
5220 · Computer Equipment & Software	22,284.34	33,000.00	-10,715.66	67.53%
5230 · Office Expenses	2,692.92	5,000.00	-2,307.08	53.86%
5240 · Books and Subscriptions	492.99	500.00	-7.01	98.6%

	Jul '25 - May 26	Budget	$ Over Budget	% of Budget
5300 · Travel	5,276.70	10,000.00	-4,723.30	52.77%
5303 · Education and Seminars	-1,091.41	5,000.00	-6,091.41	-21.83%
5403 · Special Meetings	545.78	5,000.00	-4,454.22	10.92%
5404 · Dues and Subscriptions	12,189.50	10,000.00	2,189.50	121.9%
5405 · Miscellaneous Expenses	380.97	1,000.00	-619.03	38.1%
5411 · Outreach	500.00			
Total 5100 · Operations	769,415.35	1,039,030.00	-269,614.65	74.05%
6200 · Direct project expenses				
6201 · Consultants	192,165.60			
6202 · Contracted services	14,480.30			
6203 · Advertising	5,040.10			
6240 · Miscellaneous	12,857.15			
6280 · Website maintenance	7,710.72			
6200 · Direct project expenses - Other	161,211.71	997,782.00	-836,570.29	16.16%
Total 6200 · Direct project expenses	393,465.58	997,782.00	-604,316.42	39.43%
Total Expense	1,162,880.93	2,036,812.00	-873,931.07	57.09%
Net Ordinary Income	10,313.21	94,945.00	-84,631.79	10.86%
Net Income	**10,313.21**	**94,945.00**	**-84,631.79**	**10.86%**

Central Virginia Planning District Commission
Balance Sheet
As of May 31, 2026

	May 31, 26
ASSETS	
Current Assets	
Checking/Savings	
1010 · Local Govt Investment Pool	340,802.30
1012 · LGIP - Radio Communications	330,576.45
1012A · Regional Radio - Campbell Count	154,814.16
1012B · No Business Mtn Planning	441,601.19
1013 · VIP - Radio	234,153.21
1020 · Petty Cash	79.32
1021 · Truist Bank	439,799.24
1027 · No Business Mountain Escrow Acc	250,000.00
1028 · Regional Radio Bank of the Jame	414,108.81
Total Checking/Savings	2,605,934.68
Accounts Receivable	66,564.82
Other Current Assets	
1600 · Pre-paid Expenses	1,846.50
Total Other Current Assets	1,846.50
Total Current Assets	2,674,346.00
Fixed Assets	
1800 · Fixed Assets	92,412.72
1815 · Regional Radio CIP	0.00
1820 · Regional Radio Fixed Assets	10,049,438.03
1831 · Leased Land GASB 87	193,430.19
1832 · Leased Building GASB 87	667,380.80
1850 · Accumulated Depreciation	-92,412.72
1851 · Accumulated Amortization GASB 8	-186,119.16
1852 · Accumulated Depreciation GASB 8	-323,545.46
Total Fixed Assets	10,400,584.40
Other Assets	
1750 · Deferred Outflow - pension	33,108.00
1752 · Def Outflow group life contribu	7,871.00
1753 · Deferred Outflow OPEB Health In	116.00
Total Other Assets	41,095.00
TOTAL ASSETS	**13,116,025.40**

	May 31, 26
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	164,535.22
Other Current Liabilities	
2040 · Prepayment of Contract Services	10,271.00
2050 · Funds held for others	5,071.89
2060 · Accrued Leave	62,073.84
2073 · Deferred inflow - diff between	57,967.00
2076 · OPEB Group life Liab	27,932.00
2077 · Def inflows - Group life	12,543.00
2080 · Accrued Radio Bond Int Payable	4,772.17
2100 · Payroll Liabilities	8,495.25
2200 · 2012 Bond Debt Payable-RegRadio	1,053,000.00
2501 · Current Lease Liability GASB 87	91,773.45
Total Other Current Liabilities	1,333,899.60
Total Current Liabilities	1,498,434.82
Long Term Liabilities	
2070 · OPEB Liability	10,394.45
2071 · Net Pension Liability	-699,796.00
2075 · Def Inflow - OPEB Chg Assumptio	32,689.00
2502 · Noncurrent Lease Liability GASB	289,956.56
Total Long Term Liabilities	-366,755.99
Total Liabilities	1,131,678.83
Equity	
2900 · Radio Planning Reserves	237,500.00
3000 · Opening Bal Equity	157,600.08
3900 · Retained Earnings	10,309,738.45
Net Income	1,279,508.04
Total Equity	11,984,346.57
TOTAL LIABILITIES & EQUITY	**13,116,025.40**