TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING

A G E N D A

Thursday, December 03, 2026
6:00 PM

PLEDGE OF ALLEGIANCE:

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

CONSENT AGENDA:

1. Regular Meeting Minutes- November 5, 2026
2. Special Meeting Minutes- November 19, 2026
3. Planning Commission Joint Meeting With Town Council Minutes- October 22, 2026

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

MEMBER COMMENTS:

STAFF REPORTS & PRESENTATIONS:

4. Bowling Green Police Dept. Monthly Report- Justin Cecil, Bowling Green Chief of Police
5. Public Works Monthly Report- Shawn Fortune, Director of Public Works
6. Utilities Report- Inboden Environmental Services
7. Finance Director/Treasurer's Report- Vieanne Baylor, Deputy Town Treasurer
8. Capital Improvement Projects Report- Perry Hickman, Capital Projects & Grants Manager
9. Town Manager's Report- John Anzivino, Interim Town Manager

NEW BUSINESS:

10. Consideration of Date Change for January 7, 2027, Town Council Meeting - John Anzivino, Interim Town Manager
11. CivicPlus Product Migration and Accessibility Alternatives- Jeffrey Smith, Deputy Clerk/Administrative Asssistant
12. Request to Waive Rental Fee for Caroline Sheriff Dept usage of Town Hall- John Anzivino, Interim Town Manager

INFORMATIONAL ITEMS:

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

MEMBER COMMENTS:

CLOSED SESSION:

13. Personnel—Discussion of candidates for the position of Town Manager, pursuant to Virginia Code § 2.2-3711(A)(1).

RECONVENE IN OPEN SESSION:

ACTION FOLLOWING CLOSED MEETING:

ADJOURNMENT:

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING

M I N U T E S

Thursday, November 5, 2026
6:00 PM | Town Hall, 117 Butler Street

CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ESTABLISHMENT OF QUORUM

- Mayor Tina Gambill called the regular meeting to order at 6:02 p.m. and led the Pledge of Allegiance. All seven Councilmembers were present, and the Mayor declared a quorum.

Councilmembers present
Mayor Tina Gambill, Vice-Mayor Valarie Coyle, Councilmember Jean Davis, Councilmember Jeff Voit, Councilmember Dan Webb, Councilmember John Chinault, Councilmember David Storke and Councilmember Randy Hageman.

Councilmembers absent
None.

Staff present
John Anzivino, Interim Town Manager/Clerk; Jeff Gore, Town Attorney; Justin Cecil, Police Chief; Shawn Fortune, Public Works Director; Vianne Baylor, Deputy Town Treasurer; Perry Hickman, Assistant Town Manager/Capital Projects & Grants Manager; Jeffrey Smith, Administrative Assistant/Deputy Clerk; Jordyn Rollins-Williams Community Engagement and Outreach Intern; Darla Odom, Deputy Zoning Administrator, participated remotely for Item 8.

AGENDA AMENDMENTS AND RECOGNITION OF COUNCILMEMBER JEAN DAVIS

- Councilmember David Storke moved to amend the agenda to recognize Councilmember Jean Davis before the consent agenda. Councilmember Jeff Voit seconded the motion. The motion carried by roll-call vote, 6–0, with Councilmember Davis abstaining.
- Councilmember David Storke moved to adopt the resolution recognizing Councilmember Jean Davis for 16 years of continuous service from July 2010 through December 2026. Councilmember Randy Hageman seconded the motion. The motion carried unanimously by show of hands. The Mayor and Vice-Mayor presented the framed resolution to Councilmember Davis, who thanked Council.
- Councilmember Randy Hageman moved to add the real estate and personal property tax payment deadline to new business. Councilmember David Storke seconded the motion. The motion carried unanimously by show of hands.

CONSENT AGENDA

1. Minutes of October 1, 2026

- Councilmember David Storke moved to approve the consent agenda. Councilmember Randy Hageman seconded the motion. The motion carried unanimously by show of hands, and the October 1 minutes were approved as presented.

PUBLIC COMMENTS

- Jessie Rollins and members of the local 4-H sewing club thanked Council for the use of Town Hall for its weeklong June camp. Fourteen children attended. Three participants showed Council items they had made.
- Pat Cropper questioned the fees and scope of former Town Manager India Adams-Jacobs's proposal.

- Greg Lagasse urged Council to use Town staff and involve the Mayor in developing the legislative agenda. Barbara Lagasse questioned the cost of legislative tracking and recommended using Virginia Municipal League resources.
- Cynthia Fields opposed the proposal and raised concerns about the Town's response to a property maintenance complaint.
- Anne Marie Giles opposed engaging the former Town Manager and raised concerns about personal property taxes.
- India Adams-Jacobs recognized Councilmember Davis, thanked the playground partners and described her work on prior legislative funding requests. She said she had submitted her proposal at the request of members of Council.
- Bonnie Cannon asked Council to consider taxpayers when making decisions. She raised concerns about the legibility of event banners, recognition of the nation's 250th anniversary and Council attendance at the Caroline County Fair.

MEMBER COMMENTS

- Councilmember Davis thanked Chief Cecil for securing a gravel donation for the playground.
- Councilmember Voit recognized Davis's service and reported on the comprehensive plan update and proposed cannabis regulations.
- Councilmembers Webb and Chinault and Vice-Mayor Coyle thanked Councilmember Davis for her service.
- Vice-Mayor Coyle recognized the playground volunteers and donors.
- Councilmember Storke recognized Councilmember Davis's service as Council's representative at community events and reported that the Economic Development Authority's last meeting had been canceled for lack of a quorum.
- Councilmember Hageman recognized Councilmember Davis, the downtown mural and Dominion Energy's $5,000 contribution.
- Mayor Gambill thanked Councilmember Davis for her work on the playground and recognized the volunteers, staff and donors who supported the build.

STAFF REPORTS AND PRESENTATIONS

2. Bowling Green Police Department
   - Chief Justin Cecil reported that the Harvest Festival concluded without incident. He acknowledged assistance from the Caroline County Sheriff's Office during the playground build and reported that most streetlight repairs had been completed in coordination with Dominion Energy.

3. Utilities report, Inboden Environmental Services
   - In September, the Town treated an average of 129,000 gallons of drinking water and 133,000 gallons of wastewater per day. Reported monitoring results were within permit limits.
   - Vice-Mayor Coyle and Councilmember Voit asked about the new sludge dewatering system. Staff reported that the smaller bag drained more readily and that hauling cost figures were still being collected.

4. Public Works Department
   - Council received the monthly report. Members recognized Director Shawn Fortune and his staff for their work on water main breaks, the Harvest Festival and the playground installation.

5. Finance and Treasurer's report
   - Deputy Town Treasurer Vianne Baylor reported that the utility deposit did not cover outstanding bills and recommended that Council consider increasing deposits for both in-town and out-of-town

accounts. Vice-Mayor Coyle recalled prior discussions about covering two months of bills. The Interim Town Manager and Deputy Clerk agreed to research prior Council action. The Interim Town Manager recommended considering deposits with the FY 2028 utility rate study. Council took no action on deposit amounts.

- The Interim Town Manager reported that utility invoices had appeared online with an incorrect date. Staff had notified customers and expected to correct the invoices by November 6. The payment due date remained the same.

6. Capital improvement projects
   - Perry Hickman reported that the $8.2 million gross alpha treatment and well replacement project was fully grant-funded. Surveying and utility marking were underway, and geotechnical drilling was anticipated around November 18. Staff and Stantec were evaluating treatment plant locations and revising the schedule to meet the June 2028 funding deadline. For the proposed waterline replacement project, staff was exploring County participation in the approximately $358,000 local match. Mr. Hickman reported improved sludge dewatering, a planned follow-up camera inspection of the Butler Street sewer line and repair of a sewer force main break at 150 Courthouse Lane. Staff had submitted the playground surfacing grant application and begun GIS and asset management work for the drinking water system.
7. Interim Town Manager's report
   - John Anzivino reported that the County planned to replace communications equipment on the Town water tower November 18–20. A proposed increase in the Fort A.P. Hill intergovernmental support agreement project limit from $1 million to $5 million was under legal review. Installation staff had also recommended increasing the Town's administrative fee to 15 percent. Mr. Anzivino recommended addressing mold and drainage at the Courthouse Lane building before allowing occupancy. Staff would examine ways to divert water from the building. He also reported on Council training, the Town's ineligibility for Opportunity Zone designation, revisions to zoning permit processing and the forthcoming utility rate study.

UNFINISHED BUSINESS

8. Chesapeake Bay Preservation Area ordinance
   - Following the October 22 joint public hearing, Council received the Planning Commission's recommendation to approve the ordinance.
   - Councilmember Jeff Voit moved to adopt the ordinance repealing and replacing Article 10.24, "Chesapeake Bay Preservation Area," of the Bowling Green Zoning Ordinance. Councilmember Randy Hageman seconded the motion. The motion carried unanimously by roll-call vote, 7–0.
9. Government relations and external affairs services
   - Council considered the legislative services portion of India Adams-Jacobs's proposal. The fee discussed was $9,500. The Town Attorney reported that Ms. Adams-Jacobs had waived the proposed commission.
   - Councilmember Dan Webb moved to proceed with the government relations and external affairs portion of the proposal. Councilmember Jean Davis seconded the motion. As amended, the motion authorized the Town Attorney and Interim Town Manager to negotiate and finalize the terms. The motion carried by roll-call vote, 6–1. Vice-Mayor Coyle and Councilmembers Chinault, Davis, Hageman, Storke and Webb voted in favor. Councilmember Voit voted against. The Town Attorney clarified that staff would determine whether to structure the engagement as a contract or part-time employment.

10. 2027 Council retreat

- Councilmember Jeff Voit moved to authorize staff to plan a Council retreat, seek a facilitator and identify a location. Councilmember Randy Hageman seconded the motion. The motion carried unanimously by roll-call vote, 7–0. Members were asked to provide their availability for late January. Staff was asked to inquire about using the Fort A.P. Hill facility again.

NEW BUSINESS

11. Real estate and personal property tax payment deadline Resolution

- The Interim Town Manager, John Anzivino, reported that the timing of the County's tax data and the time needed for conversion, printing and mailing would delay billing.
- Councilmember David Storke moved to extend the due date for real estate and personal property taxes from December 5, 2026, to January 5, 2027, because of data conversion delays. Councilmember Randy Hageman seconded the motion. As amended to provide for the extension by resolution, the motion carried unanimously by roll-call vote, 7–0. The Town Attorney and Interim Town Manager would prepare the written resolution for adoption at the next meeting.

INFORMATIONAL ITEMS

12. KABOOM! playground build after-action report

- Jordyn Rollins-Williams, the Community Engagement and Outreach Intern, reported that more than 200 volunteers participated in the three-day build and more than 50 children attended the opening. Amazon supported the larger playground, and an anonymous donor funded the tot lot.

13. Harvest Festival after-action report

- Deputy Clerk Jeffrey Smith reported 137 vendor and community entries occupying 164 booth spaces. Vendor fees totaled $11,875, sponsorships totaled $10,220.14, and meals tax receipts totaled $932.26. Combined vendor fees and sponsorships increased approximately 8 percent over 2025. The pageant was held separately at Town Hall after rain prevented it from taking place on festival day.

PUBLIC COMMENTS

- Pat Cropper requested follow-up on questions raised by residents, asked about the duration and cost of the legislative services engagement and addressed easement discussions on a previous water project. Mayor Gambill said she anticipated a one-time engagement during the Town Manager transition.
- Bonnie Cannon requested clarification of the cost and amendment. Council advised that the final terms would be available as a public record.

MEMBER COMMENTS

- Mayor Gambill congratulated Councilmembers Randy Hageman and Dan Webb and Councilmember-elect Philip Edwards on their election.

RECESS AND CLOSED SESSION

- Councilmember Randy Hageman moved to recess for ten minutes before the scheduled closed meeting to discuss candidates for Town Manager under Virginia Code § 2.2-3711(A)(1). Councilmember Jeff Voit seconded the motion.

RECONVENING IN OPEN SESSION

- Councilmember Jeff Voit moved to reconvene in open session. Councilmember Randy Hageman seconded the motion. Council reconvened in open session.

ANNOUNCEMENT FOLLOWING CLOSED MEETING

- Mayor Gambill announced that the full Council would meet within the next 15 days solely to interview candidates for the Town Manager position.

ADJOURNMENT

- Councilmember Jean Davis moved to adjourn. Councilmember David Storke seconded the motion. Following a voice vote, the meeting adjourned at 9:27 p.m.

Attest

Mayor: _____
Tina Gambill

Clerk: _____
John Anzivino, Interim Town Manager/Clerk

TOWN of BOWLING GREEN

Resolution No. 26-19

A RESOLUTION EXTENDING THE PAYMENT DEADLINE FOR 2026 REAL ESTATE AND PERSONAL PROPERTY TAXES

WHEREAS, Interim Town Manager John Anzivino reported that the timing of Caroline County's tax data and the time needed to convert the data, print the tax bills, and mail them would delay billing and shorten the time available for taxpayers to pay by December 5, 2026.

WHEREAS, Councilmember David Storke moved to extend the payment deadline to January 5, 2027, and Councilmember Randy Hageman seconded the motion. The Council approved the motion, as amended to provide for the extension by resolution, by a unanimous roll-call vote of 7–0 and directed the Town Attorney and Interim Town Manager to prepare the resolution for adoption at the next meeting.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Bowling Green, Virginia, that the deadline for payment of the Town's 2026 real estate taxes and personal property taxes is hereby extended from December 5, 2026, to January 5, 2027. Payments made on or before January 5, 2027, are timely.

By: _____
Hon. Tina Gambill, Mayor

Attest: _____
John Anzivino, Interim Town Manager

TOWN OF BOWLING GREEN
TOWN COUNCIL SPECIAL MEETING

M I N U T E S

Thursday, November 19, 2026
6:00 PM | Town Hall, 117 Butler Street

CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ESTABLISHMENT OF QUORUM

- Mayor Tina Gambill called the special meeting to order at 6:05 p.m. and led the Pledge of Allegiance. Six Councilmembers were present at roll call, and a quorum was established.

Councilmembers present
Mayor Tina Gambill, Vice-Mayor Valarie Coyle, Councilmember Jean Davis, Councilmember Jeff Voit, Councilmember Dan Webb, Councilmember John Chinault, Councilmember David Storke and Councilmember Randy Hageman.

Staff present
John Anzivino, Interim Town Manager/Clerk; Perry Hickman, Assistant Town Manager/Capital Projects & Grants Manager; Jeffrey Smith, Administrative Assistant/Deputy Clerk.

PUBLIC COMMENTS

- The Mayor opened public comment at 6:06 p.m. No one spoke, and the Mayor closed public comment.

MEMBER COMMENTS

- None.

NEW BUSINESS

1. Consideration of the Town of Bowling Green 2027 Legislative Program

- India Adams-Jacobs presented the proposed 2027 Legislative Program. She reviewed state and federal funding priorities for water and sewer improvements, continued support for projects funded in prior years, and opportunities to work with Caroline County on infrastructure serving schools, parks and other public facilities.
- The Interim Town Manager presented Mr. Hickman's preliminary cost estimates for water and sewer line replacements. In response to Councilmember Hageman's question, staff clarified that water line replacements accounted for approximately $5.5 million of the estimated $11 million total. In response to Mayor Gambill's question, staff confirmed that the County pays for water and sewer service to its buildings.
- Councilmember Hageman asked how staff had ranked the repairs and urged early consideration of the Chase-to-Ennis cured-in-place pipe lining project. He cited the estimated $254,000 cost of lining the pipe while it was still feasible. The Interim Town Manager reported that staff was exploring financing options for the FY 2028 budget.
- Councilmember Jeff Voit moved to adopt the resolution approving the Town's 2027 Legislative Program as presented. Councilmember Jean Davis seconded the motion. The motion carried unanimously by roll-call vote. The resolution directed India Adams-Jacobs to advance the Town's legislative priorities, positions, sponsorship requests and action items and to provide the adopted agenda to each of the Town's legislative representatives and advocates.

PUBLIC COMMENTS

- The Mayor opened the second public comment period at 6:23 p.m. No one spoke.

MEMBER COMMENTS

- Councilmember Jeff Voit thanked Councilmember Jean Davis for her service and extended his best wishes.

ADJOURNMENT

- Councilmember Randy Hageman moved to adjourn. Councilmember Jeff Voit seconded the motion. The motion carried by show of hands, and the meeting adjourned at 6:24 p.m.

Attest

Mayor: _____
Tina Gambill

Clerk: _____
John Anzivino, Interim Town Manager/Clerk

TOWN OF BOWLING GREEN
PLANNING COMMISSION JOINT MEETING WITH TOWN COUNCIL

M I N U T E S

Thursday, October 22, 2026
6:00 PM

CALL TO ORDER AND ROLL CALL

- Chair Matt Benjamin called the Planning Commission to order at 6:10 p.m. at Town Hall. Chair Benjamin, Vice Chair Lisa Gattie, and Commissioners Lauren Griemsman, Scott Seigmund, and Jeff Voit were present. All members were present and a quorum was established.
- Mayor Tina Gambill called Town Council to order at 6:11 p.m. Mayor Gambill, Vice Mayor Valarie Coyle, and Councilmembers John Chinault, Jean Davis, Randy Hageman, David Storke, Jeff Voit, and Dan Webb were present. All members were present and a quorum was established.

Councilmembers Present: Mayor Tina Gambill, Vice-Mayor Valarie Coyle, Councilmember John Chinault, Councilmember Jean Davis, Councilmember Randy Hageman, Councilmember David Storke, Councilmember Jeff Voit, and Councilmember Dan Webb.

Planning Commissioners Present: Chair Matt Benjamin, Vice-Chair Lisa Gattie, Commissioner Lauren Griemsman, Commissioner Scott Seigmund, and Commissioner Jeff Voit.

Staff Present: John Anzivino, Interim Town Manager/Clerk; Darla Odom, Deputy Zoning Administrator; Jeffrey Smith, Administrative Assistant/Deputy Clerk.

APPROVAL OF THE AGENDA AND PLEDGE OF ALLEGIANCE

- Councilmember Storke moved to approve the agenda as presented. Councilmember Hageman seconded the motion. The motion carried unanimously by Commission and Council members present by a show of hands. Those present recited the Pledge of Allegiance.

PUBLIC COMMENT

- The public comment period opened and closed at 6:12 p.m. No one spoke.

JOINT PUBLIC HEARING – CHESAPEAKE BAY PRESERVATION AREA

- The joint public hearing on the ordinance to repeal and replace Article 10.24 of the Bowling Green Zoning Ordinance opened at 6:13 p.m. Deputy Zoning Administrator Darla Odom reported that the Virginia Department of Environmental Quality (DEQ) had reviewed the draft. The replacement article updates definitions and sets out procedures for reviewing development within the preservation area.
- Ms. Odom explained that the current map would remain in use while staff updated it through the Comprehensive Plan review. Vice Mayor Coyle identified missing subsection letters in Section 10.24.110. No member of the public spoke. The hearing closed at 6:23 p.m.

COMPREHENSIVE PLAN REVIEW

- Ms. Odom presented the draft Comprehensive Plan, Full Stride to 2045. Members identified corrections to the low-, medium-, and high-growth projections and to the housing goal, which calls for safe, walkable neighborhoods. Staff would consult the Town Attorney on housing on church property and manufactured homes in the historic district. Members also discussed smaller residential lots and potential light industrial uses along Route 301.

- Staff anticipated presenting the full draft at the December 17 work session and public open house, followed by a Commission public hearing in January 2027 and a Council public hearing in February 2027. Ms. Odom identified the end of February as the deadline for the environmental revisions under the Town's agreement with DEQ.

TOWN COUNCIL ADJOURNMENT

- Councilmember Hageman moved to adjourn. Councilmember Davis seconded the motion. The motion carried unanimously by a show of hands, and Town Council adjourned at 7:06 p.m.

PLANNING COMMISSION – RECESS AND RECONVENING

- Chair Benjamin recessed the Planning Commission at 7:07 p.m. The Commission reconvened at 7:15 p.m.

APPROVAL OF MINUTES

- Commissioner Voit moved to approve the September 17, 2026, minutes as presented. Chair Benjamin seconded the motion. The motion carried unanimously.

UNFINISHED BUSINESS

2. Comprehensive Plan Draft – Transportation Chapter

- The Commission reviewed proposed turn restrictions at the Route 301 intersections with Chase Street and Courthouse Lane, emergency access, pedestrian improvements, and the potential effect of Fairmont traffic on the West Broaddus Avenue intersection. Members identified outdated transit information and questioned the status of improvements listed for Maury Avenue and White Street.
- Ms. Odom would consult the Virginia Department of Transportation on the SMART SCALE project and updated traffic counts. Members requested that the plan address event parking and long-term municipal parking needs in the community facilities chapter. Commissioners were asked to submit transportation comments by October 30.

3. Draft Cannabis Ordinance

- The Commission reviewed proposed zoning districts, separation distances, operating standards, and enforcement provisions. Members requested a revised draft requiring a special use permit for each cannabis use. Ms. Odom would verify state definitions, correct cross-references, and consult the Town Attorney on penalties and enforcement authority.
- Ms. Odom would circulate the revised draft early the following week. Commissioners were asked to respond by October 30 so staff could prepare notice for a November 19 public hearing.

NEW BUSINESS

4. Chesapeake Bay Preservation Area Ordinance

- Commissioner Voit moved to recommend that Town Council approve the ordinance to repeal and replace Article 10.24, "Chesapeake Bay Preservation Area," of the Bowling Green Zoning Ordinance. Commissioner Seigmund seconded the motion. The motion carried unanimously.

PLANNING COMMISSION ADJOURNMENT

- Chair Benjamin moved to adjourn. Commissioner Voit seconded the motion. The motion carried, and the Planning Commission adjourned at 8:29 p.m.

ATTEST

Tina Gambill, **Mayor**	**Matt Benjamin, Planning** **Commission Chair**	**John Anzivino,** **Interim Town Manager/Clerk**

Town Council Memorandum

TO: The Honorable Mayor and Town Council
FROM: Chief J.O.Cecil Bowling Green Police Dept.
SUBJECT: Police Department Monthly Report- November, 2026
DATE: Nov. 19th, 2026

Police Activity
During the month of November 2026, the Police Department remained committed to providing proactive law enforcement services, maintaining public safety, and strengthening community partnerships. Officers responded to a total of 51 calls for service and conducted numerous proactive patrols and preventative activities throughout the community. Activity during this reporting period included:

- ***51 total calls for service***
- ***20 assists to other law enforcement and emergency service agencies***
- ***3 motor vehicle accidents***
- ***1 domestic/assault incident***
- ***31 traffic summonses issued***
- ***21 traffic warnings issued***
- ***44 property, vacation, and business security checks***
- ***2 Town Hall events***

In addition to responding to calls for service, officers continued to emphasize proactive policing through regular property, vacation, and business checks to help deter criminal activity and provide reassurance to residents and business owners. Traffic enforcement efforts remained a priority as well.

Community Involvement and Departmental Support
Throughout November, the Police Department continued its commitment to supporting the Town beyond traditional law enforcement responsibilities. Department personnel have been working alongside Town staff and Caroline County officials in preparation for this year's Christmas Parade. This collaborative effort is focused on coordinating

event planning, public safety, and traffic management to help ensure a safe and enjoyable event for the community.

The Police Department also assisted with the construction of the Town's new playground. The department provided a certified CPR-trained individual and several hours of volunteer labor to help with the playground's construction. This was a great opportunity for the department to support a project that will directly benefit local families and children. These efforts reflect the department's continued commitment to community involvement, teamwork, and supporting projects that improve the quality of life for Town residents.

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
MONTHLY REPORT / PROJECT UPDATE

AGENDA ITEM: Public Works Department Monthly Report
DATE: November 2026
PREPARED BY: Shawn Fortune

MONTHLY REPORT / PROJECT UPDATE:

Public Works

1. Daily inspections of all Public Works vehicles continued, including checks of oil levels, tires, and lights. The dump truck was also inspected.
2. Staff continued the weekly collection and emptying of trash cans along Main Street.
3. The Town Hall ballroom dehumidifier was checked daily to keep humidity near 50 percent.
4. Staff completed the monthly inspection of fire extinguishers in all Town buildings.
5. Grass was cut at Town-maintained sites as needed.
6. Staff continued cleaning the geotextile bag at the Wastewater Treatment Plant (WWTP).
7. HVAC systems at all Town buildings were serviced. Minor repairs included replacing the Police Department contactor and air-conditioning capacitor and repairing a refrigerant leak in the WWTP shop unit.
8. Leaf collection began, averaging three loads per day on Mondays, Tuesdays, and Thursdays. Wednesday collection was not scheduled because the trash site, where leaves are taken, was closed.
9. Staff installed Christmas lights on Town-owned light poles on November 20, 2026.

Utilities

1. All six pump stations received weekly maintenance to prevent grease buildup on the walls. Staff cleaned the floats at each station.
2. Daily checks of all pump stations continued.
3. White Oak Electric repaired the main gate at the oxidation ditch on November 4. Rusted bolts had prevented the gate from being adjusted.
4. On November 12, 2026, Public Works staff stacked a delivered pallet of soda ash in the old storage building at the Wastewater Treatment Plant.
5. Weekly generator checks continued. Curtis Power Solutions serviced the generators and provided a quote for needed repairs to each unit. Staff are scheduling the repairs.
6. Staff marked 18 Miss Utility 811 tickets for October.
7. Daily alarmed-meter checks continued. Staff repaired issues on the public side and delivered leak door hangers when an issue was on the customer side.

UTILITY REPORT



OCTOBER 2026

Town of Bowling Green, VA
Authored by:
Inboden Environmental Services, Inc.

WATER

Water Quality

The treatment facilities and distribution system maintained compliance with all required sampling.

Bacteriological Analysis:

Location	Date	Result
010 – 4 A Jefferson Dr.	10/6/2026	Absent
040 – Town Hall	10/6/2026	Absent

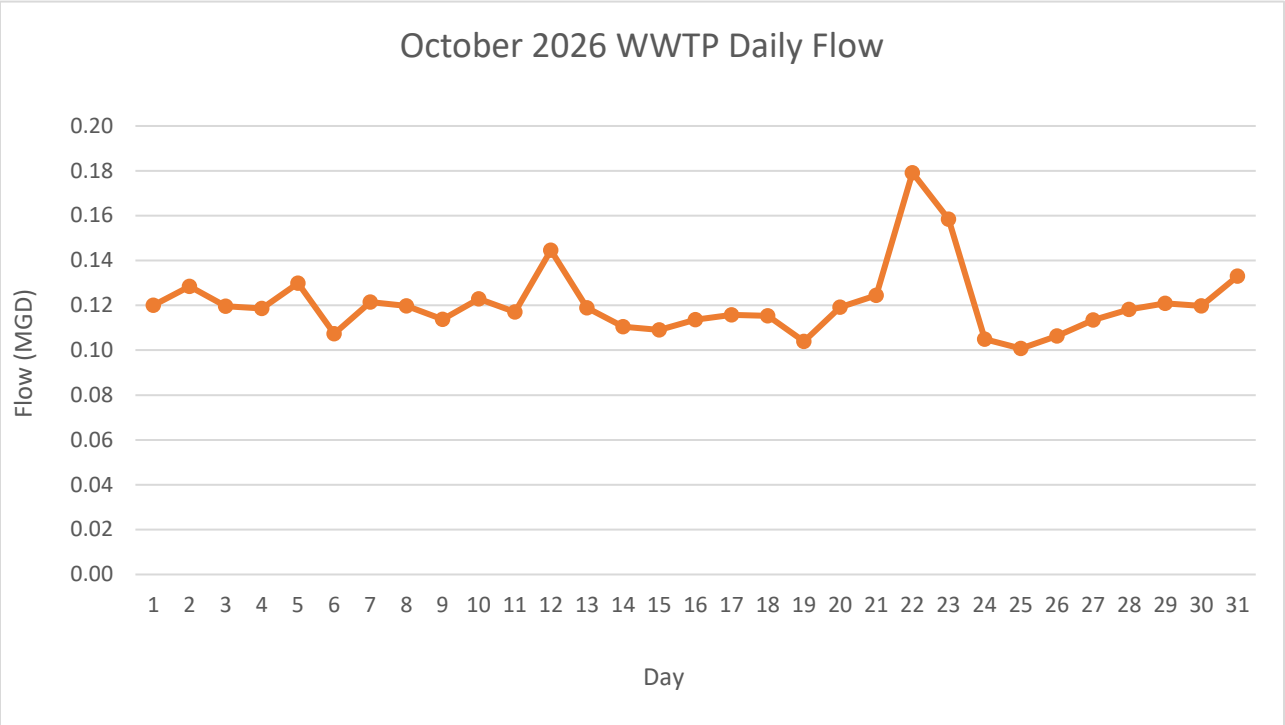
Water Treatment

The water treatment plant met the Town's water demand with a total monthly well yield of 4.136 MG for an average daily production rate of 0.133 MGD.

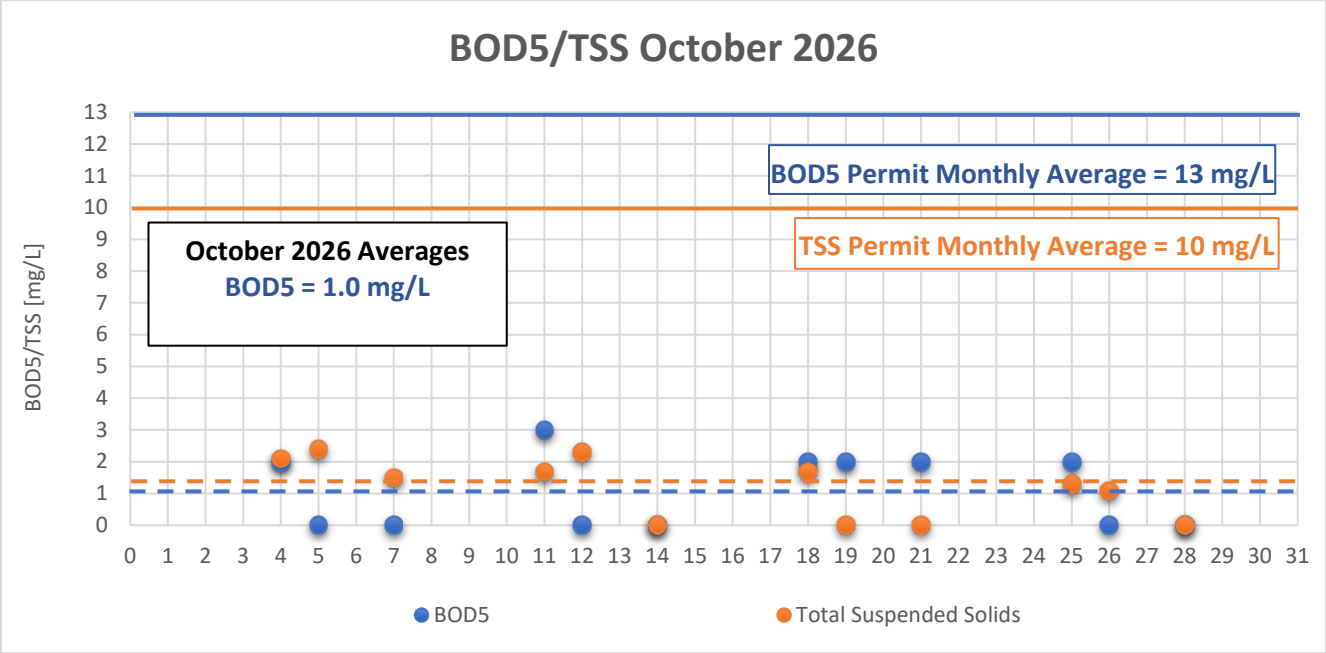
WASTEWATER

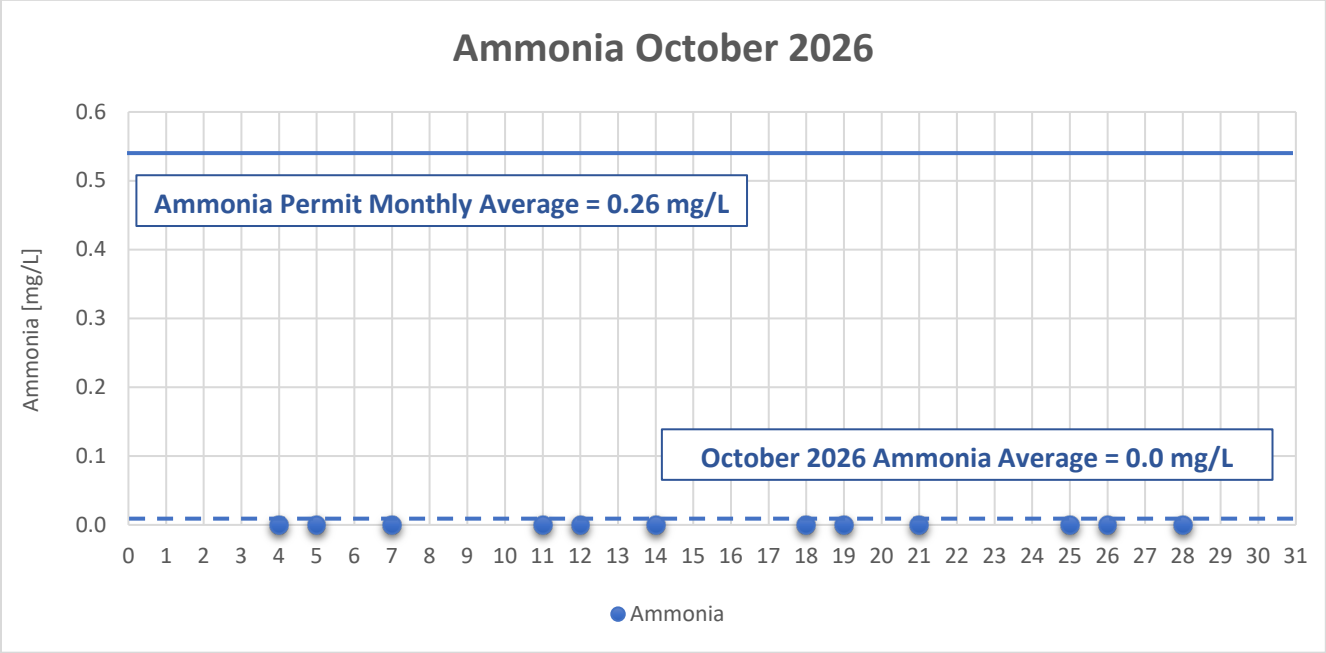
Wastewater Treatment

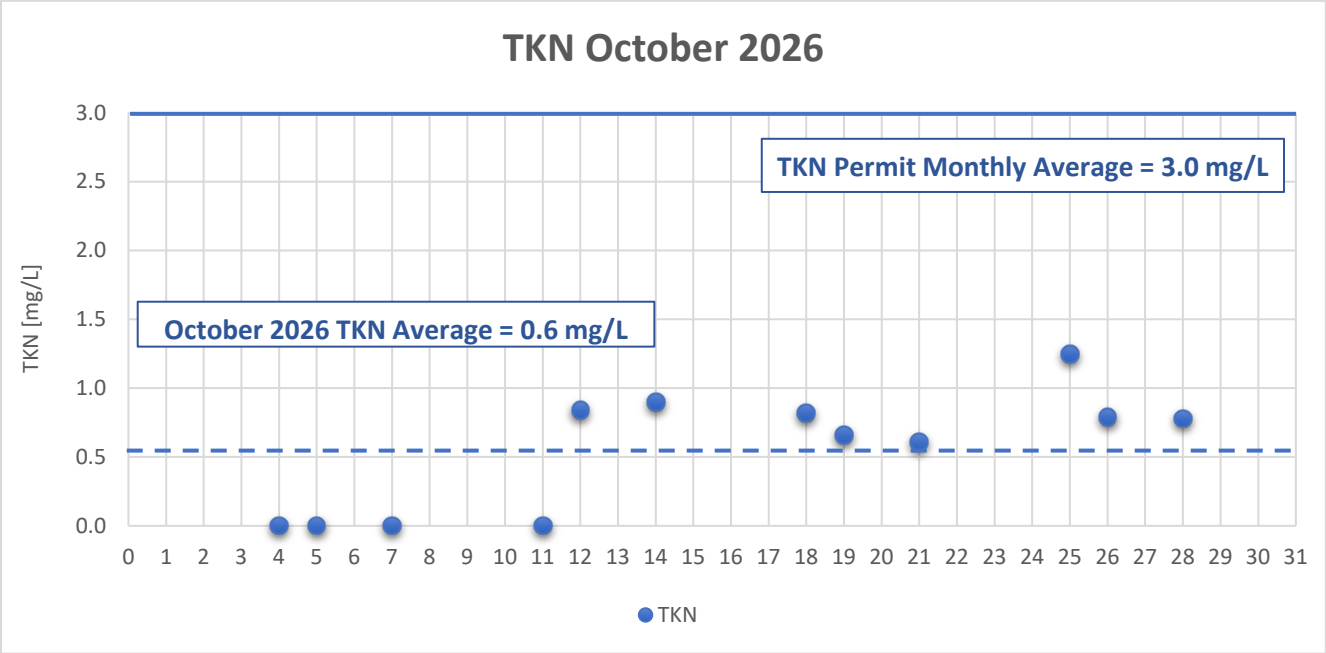
The wastewater treatment plant had an average daily flow of 0.122 MGD for a total monthly effluent discharge of 3.796 MG.

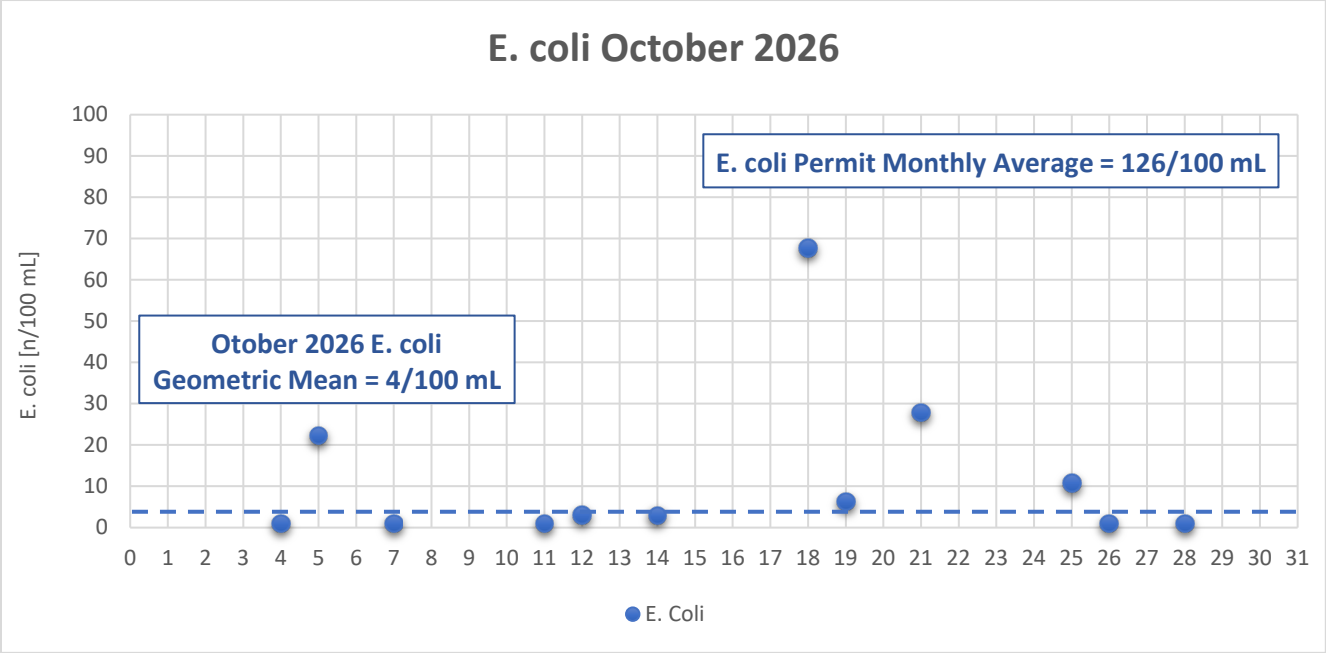


Sample Results:






TKN October 2026
TKN [mg/L]
TKN Permit Monthly Average = 3.0 mg/L
October 2026 TKN Average = 0.6 mg/L
TKN


E. coli October 2026
E. coli [n/100 mL]
E. coli Permit Monthly Average = 126/100 mL
Otober 2026 E. coli
Geometric Mean = 4/100 mL
E. Coli

Glossary

Bacteria	E.coli and/or Total Coliform
BOD5	5-day Biochemical Oxygen Demand
CBOD	Carbonaceous Biochemical Oxygen Demand
cfu	colony forming unit
CIP	Capital Improvement Plan or Cast/cleaned-in-place
Cl	Chloride Ion
Cl2	Chlorine
CMF	Continuous Membrane Filtration?
D.O.	Dissolved Oxygen
F/M ratio	Food to Microorganism ratio
FOG	Fats, Oil and Grease
GST	Ground Storage Tank
HWTP	Harmony Water Treatment Plant
I&I	Infiltration and Inflow
Inorganic Nitrogen	Nitrate + Nitrite
LS	Lift Station
mg/L	Milligrams per Liter
MGD	Million Gallons Per Day
mL	Milliliters
MLSS	Mixed Liquor Suspended Solids
MLVSS	Mixed Liquor Volatile Suspended Solids
MPN	Most Probable Number -bacteriological well sample
MW	Monitoring Well
N/N	Nitrate/Nitrite
Organic Nitrogen	TKN
P/A	Presence/Absence- bacteriological samples for drinking water
PFAS	polyfluoroalkyl substances
PLC	Programmable Logic Controller
POE	Point of Entry
RAS	Return Activated Sludge
SCADA	Supervisory Control and Data Acquisition
STEP	Septic Tank Effluent Pump
TKN	Total Kjeldahl Nitrogen
TN	Total Nitrogen
TP	Total Phosphorous
TR-6	Copper sequestering chemical for wastewater
TSS	Total Suspended Solids
UV	Ultraviolet Light
WTP	Water Treatment Plant
WWTP	Wastewater Treatment Plant

TO: **The Honorable Mayor & Town Council**
FROM: **Tomeka C. Morgan, Interim Town Treasurer**
SUBJECT: **October Treasurer's Report**
DATE: **November 19, 2026**

SUMMARY:

During the month of November, the Treasurer's office worked on the following items:

Status of Town Audits

- Town staff will begin work on files requested from the auditor for the FY 2026 audit

Real Estate / Personal Property

- Town staff has received collected funds from TACS: Personal property collections: $3,268.67 and real estate collections: $3,415.97 for a total collection of $6,684.64
- The Town continues to work with the County and Southern software to ensure timely distribution of tax bills for the calendar year

Utility Billing

- Utility Bills for the September/October usage (11/6/26 Bill Date) are due 12/16/2026, with a late payment date of 12/17/26
- Utility Bills for the July/August usage (9/3/26 Bill Date) were due 10/14/2026 and any payments not received on or before this due date have incurred late penalties
- Next utility cut-off will occur ~12/14/2026
- There was a total of 11 cut-off with no accounts in cut-off status as of the date of this memo.
- We had one additional citizen who was on the master cut off list (has been off since ~April 2026) who is now back in active status with a $2.14 balance.

Other Finance Department Operations
(AP, AR, Events, Trash Requests, Business Licenses, Etc.)

- Approximately 60 front desk customers signed in and/or served at the front desk
- Monthly AP processing – 4 check runs completed
- Town Hall events: 3 in November

Town Council Meeting – Financial Summary
Reporting Date: October 31, 2026
Bank Account Balance Overview

As of October 31, 2026, the Town of Bowling Green's bank balance is:

Total Bank Balance: $2,748,612.58

Notes:

This balance reflects all funds currently held in the Town's primary operating and reserve accounts through 10/31/26.
Detailed revenue and expenditure reports for the month will be presented separately in the full financial packet.

Prepared for:
Town Council, Town of Bowling Green, Virginia

Prepared by:
Tomeka C. Morgan, Interim Town Treasurer

Budget vs Actual

TOWN OF BOWLING GREEN
11/19/2026 2:17:40 PM

Period Ending 10/31/2026

100 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
100-011010-0001 REAL CURRENT YEAR TAXES	260,000	0.00	83.33	83.33	2,865.06	(257,134.94)	1%
100-011010-0002 REAL DELINQUENT TAXES	1,500	0.00	0.00	0.00	0.00	(1,500.00)	
100-011011-0001 RT 301 CURRENT YEAR TAXES	51,626	0.00	0.00	0.00	0.00	(51,626.00)	
100-011020-0001 RE PUBLIC SERVICE CURRENT YEAR TAXES	4,400	0.00	0.00	0.00	0.00	(4,400.00)	
100-011030-0001 PERSONAL CURRENT YEAR TAXES	62,235	0.00	988.63	988.63	1,508.59	(60,726.41)	2%
100-011030-0002 PERSONAL DELINQUENT TAXES	1,000	0.00	0.00	0.00	0.00	(1,000.00)	
100-011060-0001 REAL PENALTY	1,880	0.00	0.00	0.00	197.56	(1,682.44)	11%
100-011060-0002 REAL INTEREST	1,600	0.00	0.00	0.00	190.69	(1,409.31)	12%
100-011060-0011 PERSONAL PENALTY	0	0.00	38.71	38.71	58.44	58.44	
100-011060-0012 PERSONAL INTEREST	0	0.00	154.83	154.83	257.96	257.96	
100-012010-0001 SALES TAX	80,000	0.00	10,122.71	10,122.71	33,900.62	(46,099.38)	42%
100-012020-0001 CONSUMER UTILITY TAX	41,100	0.00	242.45	242.45	9,632.01	(31,467.99)	23%
100-012030-0001 BUSINESS LICENSE	111,000	0.00	90.00	90.00	3,705.18	(107,294.82)	3%
100-012050-0005 VEHICLE REGISTRATION / LICENCE FEES	15,300	0.00	583.00	583.00	1,000.14	(14,299.86)	7%
100-012060-0001 BANK STOCK TAX	685,000	0.00	0.00	0.00	0.00	(685,000.00)	
100-012070-0001 CIGARETTE TAX	45,000	0.00	0.00	0.00	0.00	(45,000.00)	
100-012080-0001 MEALS TAX	450,000	0.00	34,310.18	34,310.18	169,219.69	(280,780.31)	38%
100-012100-0001 TRANSIENT OCCUPANCY TAX	6,000	0.00	605.59	605.59	2,517.32	(3,482.68)	42%
100-013030-0001 ZONING PERMITS/FEES	5,000	0.00	250.00	250.00	5,065.00	65.00	101%
100-013030-0002 HOME OCCUPATION PERMITS	100	0.00	0.00	0.00	0.00	(100.00)	
100-014010-0001 POLICE/COURT FINES	20,000	0.00	1,558.07	1,558.07	6,352.17	(13,647.83)	32%

Period Ending 10/31/2026

100 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
100-014010-0002 RETURNED CHECK FEE	100	0.00	50.00	50.00	125.00	25.00	125%
100-014010-0003 E SUMMONS FEES **RESTRICTED USE**	500	0.00	0.00	0.00	0.00	(500.00)	
100-015010-0001 INTEREST EARNED	40,000	0.00	0.00	0.00	0.00	(40,000.00)	
100-015020-0001 CABLE PROPERTY RENTAL	14,000	0.00	0.00	0.00	14,000.00	0.00	100%
100-015020-0002 TOWN HALL RENTALS	23,000	0.00	1,561.00	1,561.00	9,604.00	(13,396.00)	42%
100-015020-0005 TOWN HALL ACTIVITY FEES	250	0.00	0.00	0.00	0.00	(250.00)	
100-016099-0003 TRASH REVENUE	112,500	0.00	9,534.02	9,534.02	31,838.80	(80,661.20)	28%
100-018900-0060 SALE OF SURPLUS EQUIP/FURN	2,000	0.00	0.00	0.00	0.00	(2,000.00)	
100-018900-0800 REIMBURSEMENT/RESTITUTION	500	0.00	0.00	0.00	0.00	(500.00)	
100-018900-0900 MISCELLANEOUS	0	0.00	0.00	0.00	191.00	191.00	
100-020108-0001 ROLLING STOCK TAX	0	0.00	0.00	0.00	26.24	26.24	
100-020109-0001 VA 599 POLICE FUNDING	22,887	0.00	0.00	0.00	7,629.00	(15,258.00)	33%
100-020110-0001 PPTRA REIMBURSEMENT-STATE	21,908	0.00	0.00	0.00	21,907.50	(0.50)	100%
100-020111-0001 COMMUNICATIONS TAX	25,000	0.00	0.00	0.00	3,920.11	(21,079.89)	16%
100-040407-0001 LITTER GRANT	1,659	0.00	0.00	0.00	0.00	(1,659.00)	
100-040412-0001 VIRGINIA FIRE PROGRAMS	15,000	0.00	0.00	0.00	0.00	(15,000.00)	
100-041050-0002 USE OF FUND BALANCE	156,349	0.00	0.00	0.00	0.00	(156,349.00)	
Revenues Totals:	2,278,394	0.00	60,172.52	60,172.52	325,712.08	(1,952,681.92)	14%

Period Ending 10/31/2026

100 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Expenses							
100-011010-0003 REAL TAX REFUNDS	0	0.00	0.00	0.00	1,322.59	(1,322.59)	
Totals:	0	0.00	0.00	0.00	1,322.59	(1,322.59)	
100-012110-1101 SALARIES	129,240	0.00	30,332.17	30,332.17	66,484.11	62,755.89	51%
100-012110-1102 SALARIES	0	0.00	1,044.00	1,044.00	2,799.00	(2,799.00)	
100-012110-1150 PT Salaries and Wages	10,000	0.00	850.00	850.00	13,489.68	(3,489.68)	135%
100-012110-1201 VEHICLE STIPEND	3,000	0.00	0.00	0.00	0.00	3,000.00	
100-012110-2100 FICA	10,652	0.00	2,398.36	2,398.36	5,286.78	5,365.22	50%
100-012110-2210 VRS	14,346	0.00	0.00	0.00	105.19	14,240.81	1%
100-012110-2220 457 PLAN	2,250	0.00	0.00	0.00	105.21	2,144.79	5%
100-012110-2300 HEALTH PLAN	6,907	0.00	0.00	0.00	287.81	6,619.19	4%
100-012110-2400 GROUP LIFE	1,370	0.00	0.00	0.00	16.27	1,353.73	1%
100-012110-2500 DISABILITY INSURANCE - VML	1,021	0.00	0.00	0.00	0.00	1,021.00	
100-012110-3000 TOWN MANAGER EXPENSES	4,500	0.00	0.00	0.00	0.00	4,500.00	
100-012110-3050 MAYOR EXPENSES	1,500	0.00	137.50	137.50	137.50	1,362.50	9%
100-012110-3055 TOWN COUNCIL EXPENSES	1,500	0.00	0.00	0.00	10.61	1,489.39	1%
100-012110-3100 CONTINGENCY	35,000	0.00	0.00	0.00	24,123.27	10,876.73	69%
100-012110-3140 CONTRACTED SERVICES/SHREDDING	600	0.00	0.00	0.00	0.00	600.00	
100-012110-3141 CONTRACTED SERVICES - COMMUNITY DEVELOPMENT	13,070	0.00	0.00	0.00	1,701.00	11,369.00	13%
100-012110-3142 CONTRACTED SERVICES - LAND USE	0	0.00	0.00	0.00	3,750.00	(3,750.00)	
100-012110-3143 CONTRACTED SERVICES OTHER	0	0.00	8,014.68	8,014.68	8,014.68	(8,014.68)	
100-012110-3150 PROFESSIONAL SERVICES - LEGAL	0	0.00	4,500.00	4,500.00	18,000.00	(18,000.00)	

Period Ending 10/31/2026

100 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
100-012110-3152 WEB BASED SERVICES	20,000	0.00	0.00	0.00	2,652.25	17,347.75	13%
100-012110-3600 ADVERTISING	3,000	0.00	588.04	588.04	708.04	2,291.96	24%
100-012110-5250 TELECOMMUNCATIONS	3,000	0.00	0.00	0.00	3,308.96	(308.96)	110%
100-012110-5300 TOWN INSURANCE-GENERAL FUND	32,000	0.00	0.00	0.00	0.00	32,000.00	
100-012110-5545 CONFRENCE EXPENSES/TRAINING EXPENSE	7,500	0.00	0.00	0.00	75.00	7,425.00	1%
100-012110-5810 MEMBERSHIP DUES	2,000	0.00	0.00	0.00	1,724.00	276.00	86%
100-012110-5840 MISCELLANEOUS	2,000	0.00	0.00	0.00	0.00	2,000.00	
100-012110-6001 OFFICE/MEETING SUPPLIES & PRINTING	5,000	0.00	0.00	0.00	21.99	4,978.01	0%
100-012110-6021 COUNCIL AND TOWN MANAGER OFFICE	2,500	0.00	0.00	0.00	0.00	2,500.00	
100-012110-6022 TOURISM DEVELOPMENT	5,000	0.00	0.00	0.00	5,000.00	0.00	100%
100-012110-6023 PUBLIC RELATIONS	0	0.00	0.00	0.00	800.04	(800.04)	
100-012110-6024 INFORMATION & TECHNOLOGY SECURITY UPGRADES	25,000	0.00	1,167.40	1,167.40	11,511.73	13,488.27	46%
COUNCIL AND TOWN ADMINISTRATION Totals:	341,956	0.00	49,032.15	49,032.15	170,113.12	171,842.88	50%
100-012410-1101 SALARIES/WAGES	159,708	0.00	4,298.37	4,298.37	30,931.61	128,776.39	19%
100-012410-1200 PT SALARY AND WAGES	0	0.00	0.00	0.00	1,223.00	(1,223.00)	
100-012410-2100 FICA	12,218	0.00	326.68	326.68	2,444.81	9,773.19	20%
100-012410-2210 VRS	17,728	0.00	0.00	0.00	627.02	17,100.98	4%
100-012410-2220 457 PLAN	1,000	0.00	0.00	0.00	74.00	926.00	7%
100-012410-2300 HEALTH PLAN	27,629	0.00	0.00	0.00	193.79	27,435.21	1%
100-012410-2400 GROUP LIFE	1,872	0.00	0.00	0.00	51.42	1,820.58	3%
100-012410-2500 HYBRID DISBILITY INSURANCE	1,134	0.00	0.00	0.00	0.00	1,134.00	
100-012410-3120 AUDIT	16,667	0.00	0.00	0.00	28,679.98	(12,012.98)	172%

Period Ending 10/31/2026

100 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
100-012410-3130 CREDIT CARD AND BANK FEES	6,000	0.00	0.00	0.00	0.00	6,000.00	
100-012410-3150 PROFESSIONAL SERVICES - CPA	25,000	0.00	0.00	0.00	26,788.22	(1,788.22)	107%
100-012410-3151 PROFESSIONAL SERVICES - FINANCIAL ADVISORS	10,000	0.00	0.00	0.00	0.00	10,000.00	
100-012410-3310 OFFICE EQUIPMENT	1,500	0.00	195.12	195.12	1,195.39	304.61	80%
100-012410-3320 COMPUTER LICENSES/SUPPORT	55,000	0.00	1,599.41	1,599.41	31,684.31	23,315.69	58%
100-012410-3500 PRINTING	0	0.00	0.00	0.00	59.98	(59.98)	
100-012410-5210 POSTAGE	5,000	0.00	0.00	0.00	0.00	5,000.00	
100-012410-5230 TELECOMMUNICATIONS	1,500	0.00	0.00	0.00	169.94	1,330.06	11%
100-012410-5540 EDUCATION/TRAINING	4,000	0.00	0.00	0.00	0.00	4,000.00	
100-012410-5810 MEMBERSHIP DUES	500	0.00	0.00	0.00	0.00	500.00	
100-012410-5840 MISCELLANEOUS	3,100	0.00	0.00	0.00	0.00	3,100.00	
100-012410-6001 OFFICE SUPPLIES & PRINTING	5,000	0.00	0.00	0.00	13.28	4,986.72	0%
TREASURER Totals:	354,556	0.00	6,419.58	6,419.58	124,136.75	230,419.25	35%
100-012510-1101 ECONOMIC DEVELOPMENT SALARIES	0	0.00	0.00	0.00	500.00	(500.00)	
100-012510-2100 FICA	0	0.00	0.00	0.00	38.25	(38.25)	
100-012510-3140 CONTRACTED SERVICES - PLANNING	60,000	0.00	7,434.68	7,434.68	7,434.68	52,565.32	12%
100-012510-3145 CONTRACTED SERVICES - LEGAL	54,000	0.00	0.00	0.00	0.00	54,000.00	
100-012510-3150 CONTRACTED SERVICES - ECONOMIC DEV	25,000	0.00	0.00	0.00	0.00	25,000.00	
100-012510-3155 CONTRACTED SERVICES - PAYROLL	8,500	0.00	0.00	0.00	0.00	8,500.00	
100-012510-3160 CONTRACTED SERVICES - HUMAN RESOURCES	5,000	0.00	0.00	0.00	0.00	5,000.00	

Period Ending 10/31/2026

100 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
100-012510-3165 CONTRACTED SERVICES - ZONING FEES	3,000	0.00	1,230.00	1,230.00	1,230.00	1,770.00	41%
100-012510-3170 PLANNING COMMISSION SALARIES	500	0.00	0.00	0.00	0.00	500.00	
Totals:	156,000	0.00	8,664.68	8,664.68	9,202.93	146,797.07	6%
100-031100-1101 SALARIES/WAGES	131,242	0.00	4,807.70	4,807.70	38,089.06	93,152.94	29%
100-031100-1150 PART-TIME SALARY AND WAGES	7,500	0.00	153.00	153.00	1,221.00	6,279.00	16%
100-031100-1201 TOWN HALL SECURITY - OVERTIME	0	0.00	0.00	0.00	476.48	(476.48)	
100-031100-2100 FICA	10,040	0.00	377.68	377.68	3,030.97	7,009.03	30%
100-031100-2210 VRS	13,875	0.00	0.00	0.00	643.36	13,231.64	5%
100-031100-2300 HEALTH PLAN	1,593	0.00	0.00	0.00	66.36	1,526.64	4%
100-031100-2400 GROUP LIFE	1,325	0.00	0.00	0.00	56.70	1,268.30	4%
100-031100-2720 BUILDING REPAIRS/MAINTENANCE	2,000	0.00	700.00	700.00	1,422.40	577.60	71%
100-031100-3310 VEHICLE MAINTENANCE	13,500	0.00	0.00	0.00	360.58	13,139.42	3%
100-031100-3312 EQUIPMENT REPAIR	200	0.00	42.00	42.00	42.00	158.00	21%
100-031100-3320 PROFESSIONAL SERVICES	2,350	0.00	0.00	0.00	5,001.12	(2,651.12)	213%
100-031100-5110 ELECTRICITY	10,500	0.00	0.00	0.00	87.07	10,412.93	1%
100-031100-5230 TELECOMMUNICATIONS	1,000	0.00	0.00	0.00	85.61	914.39	9%
100-031100-5540 EDUCATION/TRAINING	2,500	0.00	0.00	0.00	0.00	2,500.00	
100-031100-5810 MEMBERSHIP DUES/SUBSCRIPTIONS	3,500	0.00	0.00	0.00	1,370.00	2,130.00	39%
100-031100-6001 OFFICE SUPPLIES & PRINTING	3,000	0.00	0.00	0.00	654.30	2,345.70	22%
100-031100-6008 VEHICLE FUEL/OIL	3,000	0.00	0.00	0.00	1,444.13	1,555.87	48%
100-031100-6010 EQUIPMENT/SUPPLIES	5,000	0.00	1,429.92	1,429.92	1,594.66	3,405.34	32%
100-031100-6011 UNIFORMS	3,700	0.00	0.00	0.00	65.95	3,634.05	2%

Period Ending 10/31/2026

POLICE DEPARTMENT Totals:	215,825	0.00	7,510.30	7,510.30	55,711.75	160,113.25	26%
100-031200-0003 USE OF E-SUMMONS FEES	4,000	0.00	0.00	0.00	0.00	4,000.00	
POLICE DEPT RESTRICTED Totals:	4,000	0.00	0.00	0.00	0.00	4,000.00	
100-032000-5650 FIRE PROGRAM FUNDS	15,000	0.00	0.00	0.00	15,000.00	0.00	100%
DONATIONS Totals:	15,000	0.00	0.00	0.00	15,000.00	0.00	100%
100-043100-1101 SALARIES	67,149	0.00	2,898.84	2,898.84	20,526.09	46,622.91	31%
100-043100-1201 SALARIES/WAGES-OVERTIME	0	0.00	164.74	164.74	493.87	(493.87)	
100-043100-2100 FICA	5,137	0.00	224.14	224.14	1,526.90	3,610.10	30%
100-043100-2210 VRS	6,905	0.00	0.00	0.00	349.29	6,555.71	5%
100-043100-2220 457 PLAN	1,000	0.00	0.00	0.00	26.10	973.90	3%
100-043100-2300 HEALTH PLAN	17,995	0.00	0.00	0.00	765.55	17,229.45	4%
100-043100-2400 GROUP LIFE	659	0.00	0.00	0.00	29.43	629.57	4%
100-043100-2500 HYBRID DISABILITY INSURANCE	491	0.00	0.00	0.00	0.00	491.00	
100-043100-3143 CONTRACTED SERVICES - OTHER	0	0.00	1,301.50	1,301.50	1,301.50	(1,301.50)	
100-043100-3311 VEHICLE MAINT	9,000	0.00	3,545.31	3,545.31	4,378.18	4,621.82	49%
100-043100-5110 ELECTRICITY/STREETLIGHTS	39,000	0.00	0.00	0.00	5,232.04	33,767.96	13%
100-043100-5230 TELECOMMUNICATIONS	3,000	0.00	0.00	0.00	1,707.73	1,292.27	57%
100-043100-5300 INSURANCE	7,500	0.00	0.00	0.00	0.00	7,500.00	
100-043100-5540 EDUCATION/ TRAINING	1,000	0.00	0.00	0.00	0.00	1,000.00	
100-043100-6001 OFFICE SUPPLIES & PRINTING	1,000	0.00	61.04	61.04	239.50	760.50	24%
100-043100-6006 HAND TOOLS	1,000	0.00	184.99	184.99	405.10	594.90	41%
100-043100-6007 REPAIR/ MAINT TOWN BUILDINGS	75,000	0.00	510.00	510.00	2,251.97	72,748.03	3%
100-043100-6008 VEHICLE FUEL/ OIL	3,000	0.00	0.00	0.00	0.00	3,000.00	
100-043100-6009 EQUIPMENT/ SUPPLIES	14,000	0.00	244.83	244.83	1,021.94	12,978.06	7%
100-043100-6011 UNIFORMS/ SAFETY EQUIP	1,500	0.00	410.05	410.05	751.88	748.12	50%

Period Ending 10/31/2026

100 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
100-043100-7110 PARKING LOT/STREET/SIDEWALK MAINT	6,000	0.00	2,885.00	2,885.00	2,885.00	3,115.00	48%
100-043100-7120 PARK MAINTENANCE/GATEWAY BEAUTIFICATION	9,000	0.00	105.86	105.86	519.03	8,480.97	6%
100-043100-7130 REFUSE COLLECTION	100,221	0.00	0.00	0.00	17,013.73	83,207.27	17%
100-043100-7140 LITTER GRANT	1,200	0.00	0.00	0.00	0.00	1,200.00	
100-043100-7200 TOWN HALL EXPENSES	40,000	0.00	1,536.22	1,536.22	15,263.31	24,736.69	38%
100-043100-7201 Grant Matching Funds	25,000	0.00	0.00	0.00	0.00	25,000.00	
PUBLIC WORKS Totals:	435,757	0.00	14,072.52	14,072.52	76,688.14	359,068.86	18%
100-072000-5800 REFUNDS OF ACTIVITY FEES	0	0.00	0.00	0.00	175.00	(175.00)	
100-093100-0300 TRSF TO CIP FR GENERAL FUND	105,000	0.00	0.00	0.00	0.00	105,000.00	
100-093100-0320 TRSF TO EDA FUND	25,000	0.00	0.00	0.00	0.00	25,000.00	
100-093100-0400 TRNSFR TO EVENTS AND ACTIVITIES	24,500	0.00	0.00	0.00	0.00	24,500.00	
100-093100-0500 TRANSFER TO WATER FUND	166,700	0.00	0.00	0.00	0.00	166,700.00	
100-093100-0520 TRANSFER TO SEWER FUND	434,100	0.00	0.00	0.00	0.00	434,100.00	
Totals:	755,300	0.00	0.00	0.00	175.00	755,125.00	0%
Expenses Totals:	2,278,394	0.00	85,699.23	85,699.23	452,350.28	1,826,043.72	20%

Budget vs Actual

Period Ending 10/31/2026

100 GENERAL FUND	Revenues Over/(Under) Expenses:	(25,526.71)	(25,526.71)	(126,638.20)	

Period Ending 10/31/2026

300 CAPITAL PROJECTS

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
300-021101-0009 STATE GRANT PROCEEDS	25,000	0.00	0.00	0.00	0.00	(25,000.00)	
300-041050-0100 TRANSFER FR GEN FUND TO CIP	105,000	0.00	0.00	0.00	0.00	(105,000.00)	
Revenues Totals:	130,000	0.00	0.00	0.00	0.00	(130,000.00)	

Budget vs Actual

Period Ending 10/31/2026

300 CAPITAL PROJECTS

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Expenses							
300-300100-8233 TOWN HALL RENOVATIONS	25,000	0.00	1,361.00	1,361.00	22,092.13	2,907.87	88%
300-300100-8277 PARK PLAYGROUND UPGRADES	105,000	0.00	0.00	0.00	4,200.00	100,800.00	4%
Totals:	130,000	0.00	1,361.00	1,361.00	26,292.13	103,707.87	20%
Expenses Totals:	130,000	0.00	1,361.00	1,361.00	26,292.13	103,707.87	20%

Period Ending 10/31/2026

300 CAPITAL PROJECTS	Revenues Over/(Under) Expenses:	(1,361.00)	(1,361.00)	(26,292.13)	

Period Ending 10/31/2026

310 INTERGOV SERVICE AGREEMENT

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
310-016010-0002 INTERGOV SERVICE AGREEMENT	75,000	0.00	0.00	0.00	0.00	(75,000.00)	
Revenues Totals:	75,000	0.00	0.00	0.00	0.00	(75,000.00)	

Period Ending 10/31/2026

310 INTERGOV SERVICE AGREEMENT

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Expenses							
310-016010-0001 INTERGOV SERVICE AGREEMENT	70,000	0.00	0.00	0.00	882.00	69,118.00	1%
310-016010-0003 CONTRACTED SERVICES - IGSA COORDINATION	5,000	0.00	0.00	0.00	0.00	5,000.00	
INTERGOV SERVICE AGREEMENT Totals:	75,000	0.00	0.00	0.00	882.00	74,118.00	1%
Expenses Totals:	75,000	0.00	0.00	0.00	882.00	74,118.00	1%

Period Ending 10/31/2026

310 INTERGOV SERVICE AGREEMENT	Revenues Over/(Under) Expenses:	0.00	0.00	(882.00)	

Period Ending 10/31/2026

320 ECONOMIC DEVELOPMENT AUTHORITY

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
320-041050-0100 TRANSFER FROM GENERAL FUND	25,000	0.00	0.00	0.00	0.00	(25,000.00)	
Revenues Totals:	25,000	0.00	0.00	0.00	0.00	(25,000.00)	

Period Ending 10/31/2026

320 ECONOMIC DEVELOPMENT AUTHORITY

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Expenses							
320-053400-0200 WINE FESTIVAL	12,500	0.00	0.00	0.00	0.00	12,500.00	
320-053400-0300 MURAL FUNDING	5,000	0.00	0.00	0.00	5,000.00	0.00	100%
320-053400-0400 FACADE IMPROVEMENT GRANT PROGRAM	5,000	0.00	0.00	0.00	0.00	5,000.00	
320-053400-0500 BANNERS - VETERANS, 4TH FRIDAYS, 360TH BOWLING GRE	2,500	0.00	0.00	0.00	0.00	2,500.00	
ECONOMIC DEVELOPMENT AUTHORITY Totals:	25,000	0.00	0.00	0.00	5,000.00	20,000.00	20%
Expenses Totals:	25,000	0.00	0.00	0.00	5,000.00	20,000.00	20%

Period Ending 10/31/2026

320 ECONOMIC DEVELOPMENT AUTHORITY	Revenues Over/(Under) Expenses:	0.00	0.00	(5,000.00)

Period Ending 10/31/2026

400 EVENTS AND ACTIVITIES

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
400-016050-0005 HARVEST FESTIVAL - MEALS TAX	0	0.00	932.26	932.26	932.26	932.26	
400-016050-0020 HARVEST FESTIVAL - DONATIONS/SPONSORS	0	0.00	3,500.00	3,500.00	12,670.14	12,670.14	
400-019050-0100 HARVEST FESTIVAL	20,000	0.00	860.00	860.00	12,540.00	(7,460.00)	63%
400-019050-0300 TOWN HALL ACTIVITIES	1,000	0.00	0.00	0.00	0.00	(1,000.00)	
400-041050-0100 TRANSFER FROM GF TO EVENTS	24,500	0.00	0.00	0.00	0.00	(24,500.00)	
Revenues Totals:	45,500	0.00	5,292.26	5,292.26	26,142.40	(19,357.60)	57%

Period Ending 10/31/2026

400 EVENTS AND ACTIVITIES

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Expenses							
400-031100-1201 TOWN HALL SECURITY - OVERTIME	1,500	0.00	0.00	0.00	0.00	1,500.00	
POLICE DEPARTMENT Totals:	1,500	0.00	0.00	0.00	0.00	1,500.00	
400-071100-3101 NNO - ENTERTAINMENT	0	0.00	0.00	0.00	1,435.00	(1,435.00)	
400-071200-1210 HARVEST FESTIVAL	24,000	0.00	6,825.00	6,825.00	11,822.59	12,177.41	49%
400-071200-1230 MUSIC ON THE GREEN	5,000	0.00	271.00	271.00	2,881.00	2,119.00	58%
400-071200-1250 PARADE/HOLIDAY EVENTS	2,500	0.00	0.00	0.00	0.00	2,500.00	
400-071200-1310 TOWN HALL ACTIVITIES	1,000	0.00	0.00	0.00	0.00	1,000.00	
400-071200-3120 CONTRACTED SERVICES - EVENT COORDINATION	11,500	0.00	6,400.00	6,400.00	7,400.00	4,100.00	64%
Totals:	44,000	0.00	13,496.00	13,496.00	23,538.59	20,461.41	53%
Expenses Totals:	45,500	0.00	13,496.00	13,496.00	23,538.59	21,961.41	52%

Budget vs Actual

Period Ending 10/31/2026

400 EVENTS AND ACTIVITIES	Revenues Over/(Under) Expenses:	(8,203.74)	(8,203.74)	2,603.81	

Period Ending 10/31/2026

500 WATER

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
500-016099-0001 WATER SALES	642,600	0.00	54,315.66	54,315.66	199,199.73	(443,400.27)	31%
500-016099-0003 ACCOUNT SETUP FEES	150	0.00	0.00	0.00	0.00	(150.00)	
500-016099-0004 WATER RECONNECT FEES	250	0.00	150.00	150.00	407.56	157.56	163%
500-016099-0005 CONNECTIONS FEES-WATER	1,500	0.00	0.00	0.00	0.00	(1,500.00)	
500-016099-0010 WATER AVAILABILITY FEES	18,000	0.00	0.00	0.00	0.00	(18,000.00)	
500-016099-0015 IRRIGATION SYSTEM APPLICATION FEES	100	0.00	0.00	0.00	0.00	(100.00)	
500-016099-0016 CAPITAL PROJECTS INFRASTRUCTURE FEE	32,065	0.00	3,209.43	3,209.43	10,925.95	(21,139.05)	34%
500-016099-0040 GRANT PROCEEDS	1,300,000	0.00	0.00	0.00	0.00	(1,300,000.00)	
500-041050-0100 TRANSFERS IN	166,700	0.00	0.00	0.00	0.00	(166,700.00)	
Revenues Totals:	2,161,365	0.00	57,675.09	57,675.09	210,533.24	(1,950,831.76)	10%

Period Ending 10/31/2026

500 WATER

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Expenses							
500-093100-0520 TRANSFER FROM WATER FUND TO SEWER FUND	33,000	0.00	0.00	0.00	0.00	33,000.00	
500-500100-1101 SALARIES	117,220	0.00	12,056.91	12,056.91	65,778.22	51,441.78	56%
500-500100-1200 SALARIES/WAGES PART TIME	6,500	0.00	0.00	0.00	386.41	6,113.59	6%
500-500100-1201 SALARIES/WAGES-OVERTIME	3,000	0.00	27.41	27.41	283.17	2,716.83	9%
500-500100-2100 FICA	8,967	0.00	431.91	431.91	3,046.59	5,920.41	34%
500-500100-2210 VRS	12,463	0.00	0.00	0.00	529.75	11,933.25	4%
500-500100-2220 457 PLAN	1,000	0.00	0.00	0.00	43.49	956.51	4%
500-500100-2300 HEALTH PLAN	27,205	0.00	0.00	0.00	983.29	26,221.71	4%
500-500100-2400 GROUP LIFE	1,279	0.00	0.00	0.00	44.20	1,234.80	3%
500-500100-2500 HYBRID DISABILITY	822	0.00	0.00	0.00	0.00	822.00	
500-500100-3102 CONTRACTED SERVICES	0	0.00	1,301.50	1,301.50	1,301.50	(1,301.50)	
500-500100-3120 FINANCIAL SERVICES	51,667	0.00	2,445.90	2,445.90	2,445.90	49,221.10	5%
500-500100-3125 CONTRACTED SERVICES - INBODEN ENVIRONMENTAL	68,226	0.00	0.00	0.00	0.00	68,226.00	
500-500100-3139 CONTINGENCY (3100)	28,000	0.00	0.00	0.00	0.00	28,000.00	
500-500100-3140 ENGINEERING/PROF. SERVICES	15,000	0.00	0.00	0.00	24,741.32	(9,741.32)	165%
500-500100-3141 CONTRACTED SERVICES - COMMUNITY DEVELOPMENT	85,000	0.00	0.00	0.00	0.00	85,000.00	
500-500100-3311 VEHICLE MAINT	2,000	0.00	0.00	0.00	0.00	2,000.00	
500-500100-3320 COMPUTER LICENSES/SUPPORT	10,500	0.00	0.00	0.00	5,173.39	5,326.61	49%
500-500100-5110 ELECTRICITY	23,500	0.00	0.00	0.00	3,138.05	20,361.95	13%
500-500100-5210 MAILING COSTS	5,500	0.00	0.00	0.00	0.00	5,500.00	
500-500100-5230 TELECOMMUNICATIONS	4,200	0.00	0.00	0.00	0.00	4,200.00	
500-500100-5300 TOWN	10,000	0.00	0.00	0.00	0.00	10,000.00	

Period Ending 10/31/2026

500 WATER

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
INSURANCE-WATER							
500-500100-5540 Education/Training/License/Permits	1,500	0.00	0.00	0.00	0.00	1,500.00	
500-500100-5810 FEES AND DUES	3,100	0.00	0.00	0.00	0.00	3,100.00	
500-500100-5820 LICENSES AND PERMITS	18,500	0.00	0.00	0.00	2,733.00	15,767.00	15%
500-500100-5840 MISCELLANEOUS	3,000	0.00	0.00	0.00	1,219.17	1,780.83	41%
500-500100-5899 Miss Utility Costs	500	0.00	0.00	0.00	0.00	500.00	
500-500100-6001 OFFICE SUPPLIES/EQUIPMENT	2,000	0.00	0.00	0.00	385.41	1,614.59	19%
500-500100-6005 Janitorial Supplies	1,500	0.00	0.00	0.00	0.00	1,500.00	
500-500100-6006 HAND TOOLS	1,000	0.00	0.00	0.00	0.00	1,000.00	
500-500100-6007 REPAIR / MAINTENANCE	185,000	0.00	19,358.00	19,358.00	77,336.30	107,663.70	42%
500-500100-6008 VEHICLE FUEL/OIL	5,500	0.00	0.00	0.00	2,019.80	3,480.20	37%
500-500100-6009 EQUIPMENT/SUPPLIES	2,000	0.00	0.00	0.00	0.00	2,000.00	
500-500100-6011 UNIFORMS/SAFETY EQUIP	1,500	0.00	0.00	0.00	0.00	1,500.00	
500-500100-6021 TESTING SUPPLIES/CHEMICALS	5,000	0.00	452.50	452.50	1,470.20	3,529.80	29%
500-500100-6022 WATER TESTING	7,000	0.00	785.00	785.00	1,145.00	5,855.00	16%
500-500100-6050 METER/FIRE HYDRANTS	2,500	0.00	0.00	0.00	790.76	1,709.24	32%
500-500100-8500 2018 Loan Interest Expense	53,986	0.00	0.00	0.00	0.00	53,986.00	
500-500100-8550 2026 LOAN INTEREST EXPENSE	52,730	0.00	0.00	0.00	0.00	52,730.00	
500-500500-3510 WATER QUALITY IMPROVEMENT PROJEC (VDH GROSS ALPHA)	1,300,000	0.00	3,840.00	3,840.00	3,840.00	1,296,160.00	0%
Totals:	2,161,365	0.00	40,699.13	40,699.13	198,834.92	1,962,530.08	9%
Expenses Totals:	2,161,365	0.00	40,699.13	40,699.13	198,834.92	1,962,530.08	9%

Budget vs Actual

Period Ending 10/31/2026

500 WATER	Revenues Over/(Under) Expenses:	16,975.96	16,975.96	11,698.32	

Budget vs Actual

Period Ending 10/31/2026

520 SEWER

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
520-016099-0002 SEWER SALES	642,600	0.00	53,344.32	53,344.32	199,937.33	(442,662.67)	31%
520-016099-0007 CONNECTION FEES-SEWER	1,500	0.00	0.00	0.00	0.00	(1,500.00)	
520-016099-0011 SEWER AVAILABILITY FEES	10,000	0.00	0.00	0.00	0.00	(10,000.00)	
520-016099-0016 CAPITAL PROJECTS INFRASTRUCTURE FEE	32,065	0.00	2,418.20	2,418.20	7,714.21	(24,350.79)	24%
520-024100-0200 STATE GRANT PROCEEDS	2,700,000	0.00	0.00	0.00	0.00	(2,700,000.00)	
520-041050-0100 TRANSFER IN	434,100	0.00	0.00	0.00	0.00	(434,100.00)	
520-041050-0500 TRANSFER IN FROM WATER FUND TO SEWER	33,000	0.00	0.00	0.00	0.00	(33,000.00)	
Revenues Totals:	3,853,265	0.00	55,762.52	55,762.52	207,651.54	(3,645,613.46)	5%

Period Ending 10/31/2026

520 SEWER

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Expenses							
520-500100-1101 SALARIES	117,220	0.00	30,269.97	30,269.97	139,392.82	(22,172.82)	119%
520-500100-1200 SALARIES/WAGES PART TIME	7,500	0.00	0.00	0.00	386.58	7,113.42	5%
520-500100-1201 OVERTIME	4,000	0.00	109.64	109.64	965.20	3,034.80	24%
520-500100-2100 FICA	8,967	0.00	422.89	422.89	3,069.97	5,897.03	34%
520-500100-2210 VRS	12,463	0.00	0.00	0.00	529.75	11,933.25	4%
520-500100-2220 457 PLAN	0	0.00	0.00	0.00	43.49	(43.49)	
520-500100-2300 HEALTH INSURANCE	27,205	0.00	0.00	0.00	983.29	26,221.71	4%
520-500100-2400 GROUP LIFE	1,279	0.00	0.00	0.00	44.20	1,234.80	3%
520-500100-2500 HYBRID DISABILITY	824	0.00	0.00	0.00	0.00	824.00	
520-500100-2501 CONTINGENCY(3100)	30,090	0.00	0.00	0.00	0.00	30,090.00	
520-500100-3100 CONTRACTED SERVICES	0	0.00	2,397.36	2,397.36	2,397.36	(2,397.36)	
520-500100-3120 FINANCIAL SERVICES	51,667	0.00	2,445.91	2,445.91	2,445.91	49,221.09	5%
520-500100-3125 CONTRACTED SERVICES - INBODEN ENVIRONMENTAL	278,642	0.00	0.00	0.00	0.00	278,642.00	
520-500100-3160 TESTING	30,000	0.00	681.97	681.97	2,745.06	27,254.94	9%
520-500100-3180 SLUDGE REMOVAL	25,000	0.00	2,600.10	2,600.10	28,330.10	(3,330.10)	113%
520-500100-3311 VEHICLE MAINT	2,000	0.00	0.00	0.00	0.00	2,000.00	
520-500100-3321 COMPUTER LICENSES/SUPPORT	10,300	0.00	0.00	0.00	5,173.39	5,126.61	50%
520-500100-5110 ELECTRICITY	78,000	0.00	0.00	0.00	2,836.10	75,163.90	4%
520-500100-5120 PROPANE	2,500	0.00	0.00	0.00	0.00	2,500.00	
520-500100-5210 MAILING COSTS	500	0.00	0.00	0.00	0.00	500.00	
520-500100-5230 TELECOMMUNICATIONS	1,500	0.00	0.00	0.00	0.00	1,500.00	
520-500100-5300 INSURANCE	6,000	0.00	0.00	0.00	0.00	6,000.00	
520-500100-5540 Education/Training/License	2,500	0.00	0.00	0.00	0.00	2,500.00	
520-500100-5613 VPDES FEES/DEQ	4,500	0.00	0.00	0.00	3,619.00	881.00	80%
520-500100-5840 SEWER OPS MISCELLANEOUS	12,250	0.00	1,693.85	1,693.85	3,966.23	8,283.77	32%

Period Ending 10/31/2026

520 SEWER

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
520-500100-5899 MISS UTILITY COST	500	0.00	0.00	0.00	0.00	500.00	
520-500100-6001 OFFICE SUPPLIES	1,500	0.00	0.00	0.00	385.41	1,114.59	26%
520-500100-6004 EQUIPMENT / SUPPLIES	15,000	0.00	85.96	85.96	3,173.12	11,826.88	21%
520-500100-6005 Janitorial Supplies	1,200	0.00	0.00	0.00	0.00	1,200.00	
520-500100-6006 SMALL TOOLS	1,000	0.00	0.00	0.00	0.00	1,000.00	
520-500100-6007 REPAIR / MAINTENANCE	140,000	0.00	51,045.61	51,045.61	730,574.97	(590,574.97)	522%
520-500100-6008 VEHICLE FUEL/OIL	3,500	0.00	0.00	0.00	0.00	3,500.00	
520-500100-6011 UNIFORMS/SAFETY EQUIPMENT	1,150	0.00	0.00	0.00	0.00	1,150.00	
520-500100-6030 PLANT & LAB SUPPLIES/CHEMICALS	500	0.00	0.00	0.00	0.00	500.00	
520-500100-8500 Loan Interest Expense	161,277	0.00	0.00	0.00	0.00	161,277.00	
520-500100-8550 2026 LOAN INTEREST EXPENSE	52,731	0.00	0.00	0.00	0.00	52,731.00	
520-500500-4100 SLUDGE MANAGEMENT UPGRADES (BELT PRESS & FACILITY)	2,700,000	0.00	0.00	0.00	0.00	2,700,000.00	
520-500500-4110 GENERATOR - LIFT STATIONS MEADOWS	60,000	0.00	0.00	0.00	0.00	60,000.00	
Totals:	3,853,265	0.00	91,753.26	91,753.26	931,061.95	2,922,203.05	24%
Expenses Totals:	3,853,265	0.00	91,753.26	91,753.26	931,061.95	2,922,203.05	24%

Budget vs Actual

Period Ending 10/31/2026

520 SEWER	Revenues Over/(Under) Expenses:	(35,990.74)	(35,990.74)	(723,410.41)	

TO: **The Honorable Mayor Gambill & Town Council**
FROM: **Perry Hickman, Assistant Town Manager-Capital Projects and Grants Manager**
SUBJECT: **November Capital Projects Report**
DATE: **December 3, 2026**

SUMMARY:

During the month of November, the Capital Projects and Grant Manager worked on the following projects:

Capital Projects

- Gross Alpha Updates
    - Participated in the Stantec kickoff meeting for the Bowling Green Groundwater Treatment Plant (Gross Alpha) 30% design phase.
        - Groundwater Treatment Plant
        - Well Replacement
            - Test Well Boring
- Sludge Management
    - Containerized Dewatering Box
        - New High Flow Bag Usage
    - Met with AECOM to review sludge management planning, discuss revisions to the Preliminary Engineering Report (PER), and evaluate DEQ submission deadlines.
- Wastewater System
    - Researched a foreign substance entering the plant
        - Discussion on reseeding efforts at the wastewater treatment plant and possible causes of biomass loss.
    - Addressing Inflow and Infiltration Issues

Financial Planning

- Personal Property and Real Estate Billing
    - Worked with staff to address personal property and real estate tax billing issues, including processing errors that delayed bill generation and distribution.

Other Noteworthy Items

- Alliance for the Chesapeake Bay
    - Met to discuss funding opportunities and potential Green Stormwater Infrastructure (GSI) projects that could benefit the Town.
        - Mitigating storm water,
        - Erosion or flood issues
- Virginia Foundation for Healthy Children
    - Grant application for playground rubberized matting
- Addressed a significant billing system issue that created billing errors which temporarily shut down our computer.
    - Coordinated corrective actions

TO: The Honorable Tina Gambill and Members of Town Council
FROM: John Anzivino, Interim Town Manager
DATE: November 22,2026
RE: Town Manager's Report -December 3, 2026 Council meeting

This will be a rather brief report due to the date of my prior bi-weekly report and the Thanksgiving holiday. Please be aware of the following actions, notifications, activities, etc. since my last biweekly report:

- **Budget Schedule FY 2027- 28** – Attached please find a proposed budget preparation/review/adoption schedule for the Town's FY 2028 budget. The schedule is proposed to give the Town's new manager a realistic guide as the staff and Council embark on a key function of Town government. The schedule includes a number of work sessions for Council review of the manager's proposed budget and adequate time for the governing body to consider the Town's priorities with some time cushion built in for any unexpected delays which arise.

- **Bids for AP Hill** – The Town has issued its first bid invitations for maintenance work at Fort AP Hill under the revised procurement agreement. Through the Town's efforts twenty (20) potential bidders attended a prebid conference last week. Needless to say, this is the most potential bidders we have experienced during the Town's procurement relationship with Fort AP Hill and Army representatives are extremely pleased as this means that they will receive a number of bids which are likely to be highly competitive. Some credit should go to Jeffrey Smith for this turnout as we have increased our outreach efforts to prospective bidders.

- **Town Organizational Chart –** Attached please find a revised organizational chart for the town. It has been developed utilizing job descriptions and prior assignment of duties by the Town's former manager. I've developed this because staff did not seem to have a good grasp on reporting and supervisory relationships and offer it for informative purposes.

- **Miscellaneous Projects** – In advance of an offer from several community members to provide a fence for the new playground staff has been working to locate the easement plat for the roadway which was exercised by Breezeline's predecessors. In addition, we have been working with our engineering firm who is designing/locating the Town's Gross Alpha water treatment facility to identify where the plant will be located in relationship to the playground. To date, soil borings have been completed for the new treatment plant and it has been determined due to equipment needs the plant ca not be located within the fenced area of the water tank and is best suited for a location behind the playground and adjacent to the County's erosion and sediment control pond. Unfortunately, in a search of the Town's records and filings in the Circuit Clerk's office we have not been able to locate an easement plat or the recorded easement documents for Breezeline's access to their equipment buildings. We are continuing to search the Town's records but we are developing alternatives to clearly define and record an acceptable easement.

  I have also had a discussion with Kathy McVey from the Caroline Historical Society about use of the Courthouse Lane building they outlined at your October meeting. I've noted to her that the Town in good conscience could not allow use of a building with a mold issue and that the issue of remediation would be considered during the FY 2028 budget process, but that there was no guarantee given the Town's office space limitations that her organization's requests would be granted.

- **Southeastern Crescent Regional Commission Grant Application –** Perry Hickman is investigating the Town's options for submission of a grant for utilities improvements through the Southeastern Crescent Regional Commission, a smaller federal agency, that has limited funding for economic development and

- community revitalization projects (see attached). I completed an application for Port Royal last year and while it was not funded it was a relatively simple process. If the Town submits a preapplication for utility line replacements and is invited to submit a full application, staff will fully brief the Council on the program.

- **Fats, Oils and Grease (FOG) Program –** Due to a need to ensure our FOG program is operating properly, and the Town's recently amended ordinance is enforced Perry Hickman and I will be meeting with Imboden representatives to discuss full implementation of the program. As previously noted, relatively inexpensive alternatives exist for businesses who require a grease trap, but who have limited options to locate a grease trap on their property. When an outreach program is ready to be implemented staff will brief Council on 'next steps'.

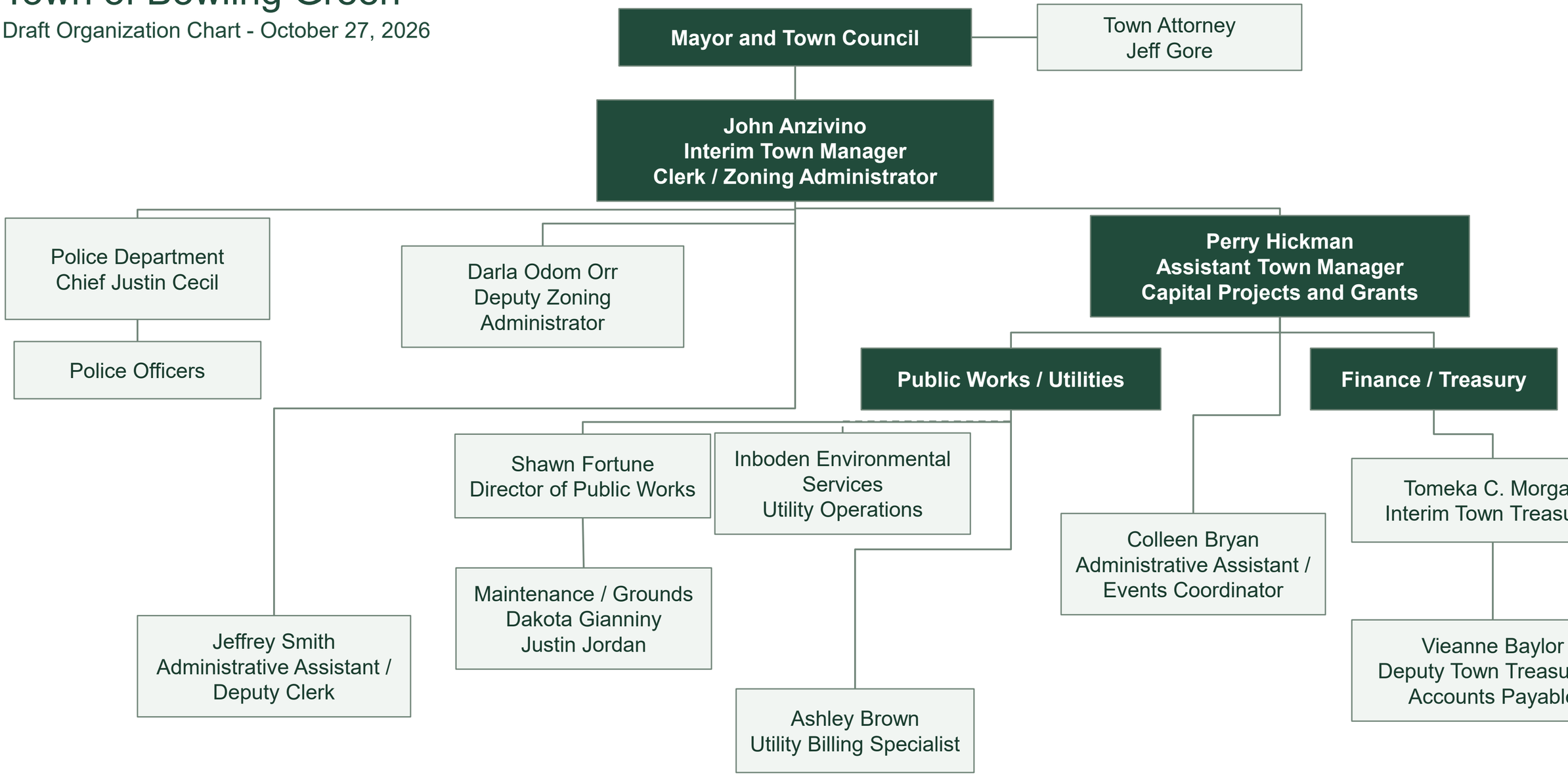
- **Town Council Retreat** – As discussed previously with Council we have begun the process of planning a Council/staff retreat for late January/early February 2027. I will be receiving proposals for facilitation services within the next week and Jeffrey Smith has spoken to Fort AP Hill concerning available dates for use of the facilities. When I have confirmed potential dates with the prospective facilitators, we will poll Town Council and officially confirm the date via official action at Council's January, 2027 meeting.

- **2026 Christmas in Bowling Green Events** – The Christmas events planning committee has met and it appears that all permits are in place and the route and logistics for the December 12 Christmas parade and related events have been finalized. The Committee will meet one more time prior to the parade weekend to resolve any questions that arise.

That concludes my report to the Council should you have any questions please feel free to contact me.

Town of Bowling Green

Draft Organization Chart - October 27, 2026



DRAFT – FOR INTERNAL DISCUSSION ONLY

Town of Bowling Green Virginia FY 2028 Budget Calendar
(Tentative)

Action	Date	Notes
Initial Budget Guidance Meeting with Department Heads	Early December, 2026	
Initial Departmental Requests Due to Town Manager	January 28, 2027	
Revenue Estimates Prepared	February 12,2027	
Town Council Retreat	Late January/ early February 2027	
Town Manager Meetings with Department Heads	Week of March 1,2027	
Town Manager's Proposed Budget Presentation to Council	April 1, 2027 Council Meeting	
Town Council Budget Work session #1	To be determined	
Town Council Budget Work session # 2 (if needed)	To be determined	
Public Hearing Notice Budget, Tax and Utility Rates	Weeks of April 19 and 26, 2027	
Town Council Public Hearing on the Proposed FY 2027-2028 Budget, Tax and Utility Rates	May 6, 2027 (Council Meeting)	
Town Council work session, if needed	To be determined	
Town Council adopts FY 2027-2028 Budget, Tax and Utility Rates	June 3, 2027 (Council Meeting)	

State Economic and Infrastructure Development (SEID) Grant Program



2027 Notice of Funding Availability (NOFA)

Milestone	Date
NOFA Release	November 9, 2026
Pre-Application Opens	November 9, 2026
Pre-Application Deadline	December 14, 2026
Full Application Opens	Rolling release dates up to January 25, 2027
Full Application Deadline	February 22, 2027

Summary of Grant Information State Economic and Infrastructure Development (SEID) Grant Program	
Issuing Agency	Southeast Crescent Regional Commission (SCRC)
Program Overview	This grant cycle will fund projects spurring economic development in parts of Alabama, Georgia, Mississippi, North Carolina, South Carolina and Virginia.
Goals and Objectives	❖ **Invest in Critical Infrastructure** ❖ **Improve Health and Support Services Access and Outcomes** ❖ **Strengthen Workforce Capacity** ❖ **Foster Entrepreneurial and Business Development Activities** ❖ **Expand Affordable Housing Stock and Access** ❖ **Promote Environmental Conservation, Preservation, and Access** ❖ **State Economic Development Plans and Strategy Statements** In addition to aligning with one of the strategic goals above, projects should reflect the priorities outlined in State Economic Development Plans and Strategy Statements of the state where projects will be located. Plans and statements can be found on scrc.gov.
Eligible projects	Infrastructure projects categorized as basic health care, public telecommunications and transportation, providing access to affordable housing, business and workforce development, resource conservation and preservation, and tourism and recreation.
Eligible applicants	● State governments of Alabama, Georgia, Mississippi, North Carolina, South Carolina and Virginia ● Local governments (village, town, city and county) ● Other political subdivisions of States (regional planning commissions, or local economic or community development activities or a consortium of political subdivisions) ● Indian Tribes; 2 CFR 200.54 Indian tribe (federally recognized Indian tribe) ● Non-profit organizations described in section 501(c) and 501(a) of the Internal Revenue Code.
Funding Total	$17.5 million (P.L. 119-74) Commerce, Justice, Science; Energy and Water Development; and Interior and Environment Appropriations Act, 2026
Cost Share	● In Distressed counties, federal cost share may not exceed 80%. ● In Transitional counties or isolated areas of distress, federal cost share may not exceed 50%. ● In multi-county or multi-state projects, federal cost share can increase to 60-90% for a project or activity.

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I. INTRODUCTION

Key Dates for FY 2027 SEID NOFA

Milestone	Date
NOFA Release	November 9, 2026
Pre-Application Opens	November 9, 2026
Pre-Application Deadline	December 14, 2026
Full Application Opens	Rolling release dates up to January 25, 2027
Full Application Deadline	February 22, 2027

All dates referenced throughout this NOFA are governed by the Key Dates above. Updates will be communicated by SCRC. ***After the pre-application phase, States may accelerate the timeline of the full application phase and release on a rolling basis to meet state priorities.***

The Southeast Crescent Regional Commission (SCRC) is publishing this Notice of Funding Availability (NOFA) to solicit applications for grants under the FY 2027 State Economic Development and Infrastructure (SEID) grant program. This NOFA provides a general overview of the SEID grant program and outlines specific requirements needed to complete the application process. Access to the application and additional information can be found on scrc.gov.

II. GENERAL INFORMATION

A. About Southeast Crescent Regional Commission (SCRC)

The Southeast Crescent Regional Commission (SCRC) is a federal-state partnership authorized by Congress in the 2008 Food, Conservation, and Energy Act ("the Farm Bill") to promote and encourage economic development in parts of Alabama, Georgia, Mississippi, North Carolina, South Carolina, Virginia and all of Florida. SCRC invests in projects that support basic infrastructure, business development, natural resource preservation and workforce development. SCRC is committed to supporting job creation, building communities and improving the lives of those who reside in the 428 counties of the seven-state region.

Commission leadership consists of a Senate-confirmed Federal Co-Chair (FCC) and the collective of Governors representing each state located within the SCRC footprint. The collective is led by a States' Co-Chair, one Governor elected by majority vote of the Governors. Local participation is represented by 55 local development districts (LDDs).

B. SCRC States, Counties and County Equivalents

FY27 County and County Equivalent Listing by Participating States and Isolated Areas of Distress

Alabama – 13 counties

Autauga, Baldwin, Coffee, Covington, Crenshaw, Dale, Geneva, Henry, Houston, Lee, Mobile, Montgomery County, Pike

Georgia – 122 counties

Appling, Atkinson, Bacon, Baker, Baldwin, Ben Hill, Berrien, Bibb, Bleckley, Brantley, Brooks, Bryan, Bulloch, Burke, Butts, Calhoun, Camden, Candler, Charlton, Chatham, Chattahoochee, Clarke, Clay, Clayton, Clinch, Cobb, Coffee, Colquitt, Columbia, Cook, Coweta, Crawford, Crisp, De Kalb, Decatur, Dodge, Dooly, Dougherty, Early, Echols, Effingham, Emanuel, Evans, Fayette, Fulton, Glascock, Glynn, Grady, Greene, Hancock, Harris, Henry, Houston, Irwin, Jasper, Jeff Davis, Jefferson, Jenkins, Johnson, Jones, Lamar, Lanier, Laurens, Lee, Liberty, Lincoln, Long, Lowndes, Macon, Marion, McDuffie, McIntosh, Meriwether, Miller, Mitchell, Monroe, Montgomery, Morgan, Muscogee, Newton, Oconee, Oglethorpe, Peach, Pierce, Pike, Pulaski, Putnam, Quitman, Randolph, Richmond, Rockdale, Schley, Screven, Seminole, Spalding, Stewart, Sumter, Talbot, Taliaferro, Tattnall, Taylor, Telfair, Terrell, Thomas, Tift, Toombs, Treutlen, Troup, Turner, Twiggs, Upson, Walton, Ware, Warren, Washington, Wayne, Webster, Wheeler, Wilcox, Wilkes, Wilkinson, Worth

Mississippi – 18 counties

Clarke, Forrest, George, Greene, Hancock, Harrison, Jackson, Jones, Lamar, Lauderdale, Leake, Neshoba, Newton, Pearl River, Perry, Scott, Stone, Wayne

North Carolina – 69 counties

Alamance, Anson, Beaufort, Bertie, Bladen, Brunswick, Cabarrus, Camden, Carteret, Caswell, Chatham, Chowan, Columbus, Craven, Cumberland, Currituck, Dare, Davidson, Duplin, Durham, Edgecombe, Franklin, Gaston, Gates, Granville, Greene, Guilford, Halifax, Harnett, Hertford, Hoke, Hyde, Iredell, Johnston, Jones, Lee, Lenoir, Lincoln, Martin, Mecklenburg, Montgomery, Moore, Nash, New Hanover, Northampton, Onslow, Orange, Pamlico, Pasquotank, Pender, Perquimans, Person, Pitt, Randolph, Richmond, Robeson, Rockingham, Rowan, Sampson, Scotland, Stanly, Tyrrell, Union, Vance, Wake, Warren, Washington, Wayne, Wilson

South Carolina – 39 counties

Abbeville, Aiken, Allendale, Bamberg, Barnwell, Beaufort, Berkeley, Calhoun, Charleston, Chester, Chesterfield, Clarendon, Colleton, Darlington, Dillon, Dorchester, Edgefield, Fairfield, Florence, Georgetown, Greenwood, Hampton, Horry, Jasper, Kershaw, Lancaster, Laurens, Lee, Lexington, Marion, Marlboro, McCormick, Newberry, Orangeburg, Richland, Saluda, Sumter, Williamsburg, York

Virginia – 100 counties

Accomack, Albemarle, Alexandria city, Amelia, Amherst, Appomattox, Arlington, Augusta, Bedford, Brunswick, Buckingham, Campbell, Caroline, Charles City, Charlotte, Charlottesville city, Chesapeake city, Chesterfield, Clarke, Colonial Heights city, Culpeper, Cumberland, Danville city, Dinwiddie, Emporia city, Essex, Fairfax, Fairfax City, Falls Church city, Fauquier, Fluvanna, Franklin, Franklin city, Frederick, Fredericksburg city, Gloucester, Goochland, Greene, Greensville, Halifax, Hampton city, Hanover, Harrisonburg city, Henrico, Hopewell city, Isle Of Wight, James City, King And Queen, King George, King William, Lancaster, Loudoun, Louisa, Lunenburg, Lynchburg city, Madison, Manassas city, Manassas Park city, Mathews, Mecklenburg, Middlesex, Nelson, New Kent, Newport News city, Norfolk city, Northampton, Northumberland, Nottoway, Orange, Page, Petersburg city, Pittsylvania, Poquoson city, Portsmouth city, Powhatan, Prince Edward, Prince George, Prince William, Rappahannock, Richmond, Richmond city, Roanoke, Roanoke city, Rockingham, Salem city, Shenandoah, Southampton, Spotsylvania, Stafford, Staunton city, Suffolk city, Surry, Sussex, Virginia Beach city, Warren, Waynesboro city, Westmoreland, Williamsburg city, Winchester city, York

C. Economic Distress Designations

SCRC annually assesses levels of distress throughout the region as dictated by the authorizing statute, *Section 40 U.S.C., Subtitle V, §15702*, which identifies and defines three economic designations – *Distressed, Transitional, and Attainment*. The authorizing statute can be found on scrc.gov.

SCRC uses an index-based county economic classification system to identify the economic status of each county using three indicators – the *three-year average unemployment rate, per capita market income and poverty rate*. The results are summed and averaged to create a composite index value for each county. A full list of SCRC counties and county equivalents by economic designation can be found on scrc.gov.

Distressed Counties	Transitional Counties	Attainment Counties
Distressed Counties have high rates of poverty, unemployment, or outmigration and are persistently economically distressed and underdeveloped.	**Transitional Counties that have recently suffered high rates of poverty, unemployment, or outmigration or are economically distressed and underdeveloped.**	**Highest 25% Counties in the U.S and neither distressed nor transitional.**

Isolated Areas of Distress

Additionally, *Section 40 U.S.C., Subtitle V §15702,* directs SCRC to identify Isolated Areas of Distress, areas within attainment counties with high rates of poverty, unemployment and outmigration. To identify Isolated Areas of Distress, SCRC pulled Census tracts and assessed them using three variables – those at or above the U.S. median poverty rate of 18.8%, those below the U.S. median household income ($77,540) and those designated as a historically-distressed community. To be classified as an isolated area of distress, two of the three variables must be met. A full list of Isolated Areas of Distress can be found on scrc.gov.

D. SCRC Five-Year Strategic Plan Goals

SCRC investments are directed by the authorizing statute and six goals from the Five-Year Strategic Plan guide SEID funding that support programs and/or projects in the region:

1. **Invest in Critical Infrastructure**
   - **1.1** Expand basic water and sewer infrastructure to be more resilient
   - **1.2** Expand and improve access to affordable and reliable digital infrastructure
   - **1.3** Support transportation infrastructure systems and transit services
2. **Improve Health and Support Services Access and Outcomes**
   - **2.1** Support initiatives that expand access to affordable, high-quality healthcare and services that support mental and physical health
   - **2.2** Provide support to build capacity for navigating and accessing services
3. **Strengthen Workforce Capacity**
   - **3.1** Promote workforce development programs for local, high-demand job opportunities
   - **3.2** Increase enrollment and completion of critical training programs
4. **Foster Entrepreneurial and Business Development Activities**
   - **4.1** Support the expansion of access to business capital to support innovation, entrepreneurship and economic development
   - **4.2** Invest in programs and business opportunities that address critical challenges facing communities while attracting and retaining talent
5. **Expand Affordable Housing Stock and Access**
   - **5.1** Increase access to wrap-around services and legal assistance to resolve title, heirship, land tenure and eviction issues
   - **5.2** Support enrollment in and access to homebuyer programs
   - **5.3** Invest in efforts to improve the affordability and availability of quality housing across the region
6. **Promote Environmental, Conservation, Preservation, and Access**
   - **6.1** Invest in air, water and soil clean-up efforts
   - **6.2** Preserve and expand access to natural resources to increase outdoor recreation and tourism opportunities

E. State Economic and Infrastructure Development Plans

In addition to alignment with the authorizing statute and Five-Year Strategic Plan, applicants must ensure projects align with priorities outlined in the State Economic and Infrastructure Development Plans. These plans prioritize SCRC economic development activities for each state. State plans can be accessed on scrc.gov.

SEID grants focus on investments that impact communities and spur economic development. Applicants are strongly encouraged to refer to the State Strategy Statements for state investment priorities for guidance pertaining to eligible uses of SEID funds and contact the State Program Manager(s) with any questions. The State Strategy Statements can be found here (https://scrc.gov/SCRC-Region/region) and selecting the appropriate state.

III. PROGRAM INFORMATION

A. Overview

The Southeast Crescent Regional Commission (SCRC) officially began operations in January 2022 and receives annual Congressional appropriations to invest in economic and infrastructure development projects to reduce the effects of poverty, unemployment and outmigration.

This Notice of Funding Availability (NOFA) makes $17.5 million in grant funds available for awards through the competitive State Economic and Infrastructure Development (SEID) Grant Program. The SEID Grant program is funded through SCRC's annual appropriations.

B. Authorizing Statute

SCRC's authorizing statute, *40 U.S.C., Subtitle V, §15501 (b)(c)(d)*, mandates how much and where grant funds must be spent. At least **50%** of grant funds must be allocated to distressed counties and isolated areas of distress. At least **40%** of grant funds must be allocated to telecommunications, transportation and basic public infrastructure (See Section III F).

C. Alignment with Administration Priorities

The SEID grant program is committed to fostering economic growth, strengthening infrastructure, and enhancing workforce development focused on distressed and rural communities. The contents outlined within this notice align with the Administration's agenda by ensuring investments target the Nation's most economically distressed regions of the United States, helping to revitalize struggling economies and improve quality of life.

D. Funding Availability and State Allocations

The SEID program is SCRC's flagship grant program, designed to encourage and support economic and infrastructure development activities across the Southeast Crescent region. The 2027 SEID grant program will invest $17.5 million in projects that align with the priorities identified in the authorizing statute, Five-Year Strategic Plan and State Economic Development Plans. Each state's grant allocation is calculated via a formula using percentages of equal distribution, total population in the region, total distressed population and distressed area in square miles.

SEID Grant Awards

SEID grant awards will fund construction and non-construction projects. Projects will range from $50,000 (minimum) to $1,000,000 (maximum).

Possibility of Additional Funding Under this NOFA

If, after the release of this NOFA, additional funds become available through the current appropriations, a supplemental appropriation, other appropriations or recapture of funds, SCRC may, in accordance with the appropriation, use additional funds to fund additional applicants that were eligible to receive an award but for which there were no funds available. If additional funds are made available under this NOFA in the future, applications reconsidered for funding may be required to submit updates to project scopes of work, budgets, or other relevant details to reflect any changes in project status or alignment with the SCRC Strategic Plan and state priorities.

Any updates and additional application materials will be used to reevaluate the project under the criteria established in the original NOFA to issue awards. This process eliminates the need to resubmit an application, expediting the review and decision-making process for unfunded, eligible projects.

E. Period of Performance

The period of performance for SEID grant awards is **24** months. Projects may be granted two extensions, for one year each, when reasonable progress is demonstrated. All extensions must be approved in writing by SCRC.

F. Eligible Applicants

- State governments of Alabama, Georgia, Mississippi, North Carolina, South Carolina and Virginia
- Local governments (village, town, city and county)
- Other political subdivisions of States (regional planning commissions, special purpose district of a state or local government engaged in economic or community development activities or a consortium of political subdivisions)
- Indian Tribes; *2 CFR 200.54* Indian tribe (or "federally recognized Indian tribe"). Indian tribe means any Indian tribe, band, nation or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act *(43 U.S.C. Chapter 33),* which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians *(25 U.S.C. 450b(e))*. See annually published Bureau of Indian Affairs list of Indian Entities Recognized and Eligible to Receive Services.

- Non-profit entities. The term 'nonprofit entity' means any organization described in section 501(c) of the Internal Revenue Code of 1986 and exempt from taxation under 501(a) of that Code.

G. Ineligible Applicants

- For-profit entities, LLCs and other entities that are not a 501(c), *40 U.S.C. §15101(c)*.
- Those entities normally deemed eligible but, due to prior federal or state funding debarment, have been identified as ineligible for future investments.
- A non-profit identified by a state that does not have a federally recognized 501(c) status is not an eligible applicant.
- Any entity seeking to implement a project in Florida, as the State of Florida has opted out of the FY 2027 SEID grant cycle.

H. Eligible Activities - SEID funds <u>may</u> be used for:

<u>Infrastructure Projects</u>

Congressional appropriations will support economic investments into SCRC communities. The SEID grant program addresses infrastructure needs and priorities, allocating **at least 40%** of grant funds to public infrastructure projects categorized as basic public, telecommunications and transportation.

Grant recipients must maintain ownership/control over all investments made with SCRC funds. Ownership of physical equipment and/or structures may not transfer to any other entity, unless fully depreciated, in which case documentation will be required. Facilities that are owned by a for-profit entity or who will serve to benefit as a pass-through from an eligible entity will NOT be eligible.

Basic Public Infrastructure:

Basic public infrastructure shall mean construction, alteration or repair, including those services that are generally necessary to conduct business. Public infrastructure are facilities, systems and structures that are owned or available for use by the public to catalyze economic development, and includes core infrastructure (such as water, wastewater and energy), critical infrastructure (such as those required to maintain public health and economic vitality) and community infrastructure (such as those required to improve health outcomes and increase community connectedness). This definition includes specific projects such as: collection and distribution systems, treatment plants and other infrastructure that collects, treats and delivers drinking water and wastewater-related services; electric power generation and transmission; systems for heat distribution; childcare facilities, outdoor recreation infrastructure and public meeting spaces such as community centers; facilitate and improve health outcomes and

physical activity. In addition to SCRC strategic goals, the applicant must also ensure alignment with one or more of the investment priorities identified in their state plan.

Telecommunications Infrastructure:

Telecommunications infrastructure shall mean construction, alteration or repair to accommodate the use of, or connection with, a telecommunications network, including lines, equipment, apparatus, towers, antennas, etc., and/or cyber infrastructure (routing and switching software, operational support systems, etc.) necessary to transmit information from one location to another. Investments in telecommunications infrastructure support reliable and affordable broadband to provide local businesses access online learning and workforce development opportunities.

Transportation Infrastructure:

Transportation infrastructure shall mean construction, alteration or repair, for the purpose of transporting people and goods, including fixed installations and rights of way necessary for transporting from one point to another. This includes infrastructure that improves mobility for individuals, and may include roads, railways, airways, waterways, canals and terminals such as airports, railway stations, bus stations, and parking.

Non-Infrastructure Projects

Funds can be used for non-infrastructure projects support basic health care, access to affordable housing, business and workforce development, resource conservation and preservation, recreation, restoration, and tourism.

Health and Support Services Access

Access to health and support services include costs of basic health care facilities and remote clinical services to include telemedical services, provider training, technical assistance to health care facilities/networks and health education services. Key components of basic health care include the capacity to assess, evaluate, monitor and respond to both acute (emergency) threats and chronic (ongoing) challenges to public health. This includes prioritizing the role of nutrition and food security in overall health, including disease prevention and management, training a capable and qualified workforce, up-to-date data and information systems, developing policies and plans that support community health efforts, linking people to personal health care services and research for innovative solutions to solve community health problems. Basic health care services shall also include treatment of mental illness and substance abuse. Operating costs of facilities are NOT eligible.

Strengthen Workforce Capacity

Workforce Development shall mean job training or employment-related education for local employers to fill immediate job openings or retain current jobs, which are documented as such by the employer. Such training shall be delivered using existing public educational facilities located in the region. However, if the applicant demonstrates (1) sufficient information demonstrating an inability (e.g., insufficient capacity, curriculum, and/or accessibility) to satisfy the defined need, and the applicant (2) demonstrates a compelling need to use a non-existing public educational facility for such training, then a project may be eligible.

Entrepreneurial and Business Development

Business Development shall mean the creation of new businesses or the retention or expansion of existing businesses in the local communities and are deemed eligible. Projects shall document job-creation or job-retention. Expansion of existing business incubators and industrial parks are also allowed. Business incubation shall mean a business support process that accelerates the successful development of start-up and early-stage companies by providing entrepreneurs with an array of targeted resources.

Affordable Housing Access

Projects that increase access to services and legal assistance to resolve title, heirship, land tenure and eviction issues, by supporting the creation, promotion or marketing of an online knowledge bank of information of existing organizations that provide support services, assistance and education for aforementioned services, especially in rural areas, are eligible projects. Programs that support enrollment in and access to homebuyer programs or market existing readiness programs are eligible. Programs to improve the affordability and availability of housing through technical assistance and deregulatory reforms and providing incentives for affordable housing investments are eligible. Projects that support the development of community land trusts and shared equity homeownership models are eligible. Construction, rehabilitation, or acquisition of rental or owner-occupied units are NOT eligible.

Environmental Conservation, Preservation, and Access

Projects that promote environmental conservation, preservation and access, including those that foster the benefits of physical activity, ensuring access to safe places to be active, and preservation of open space, such as access roads, bridges and signage are eligible. Programs that plan, develop and manage tourism in a natural resource setting are also eligible. While easements and land purchases are eligible under the Federal criteria, an economic development case must be made to substantiate funds used for this purpose.

I. Ineligible Activities and Expenses - SEID funds shall NOT be used for:

- Pass-through funding where eligible entities are conduits for entities such as private-sector businesses or other entities that are not listed as co-applicants. Property purchased with SCRC funding cannot be sold or donated.

- Financial assistance to assist in relocating from one area of the region to another.
- Funds to "supplant" existing federal programs.
- Projects that promote unfair competition between businesses within the same immediate service area are not eligible.
- Application preparation
- Entertainment, including Food and beverages (unless directly related to a conference, training, forum or other event held in support of the project)
- Alcohol
- Lodging (unless directly related to a conference, training, forum or other event held in support of the project)
- Appraisals of property to be purchased or used as a match
- Routine and deferred maintenance
- Short-term operational needs, defined as day-to-day business needs to operate. This does not include costs associated with grant implementation which falls under indirect costs as defined in 2 CFR 200.
- Any committed or incurred costs prior to receiving a Notice to Proceed (includes SCRC funds and matching funds committed to the project)
- Allowance or payment of debts

J. Eligible Costs - SEID funds may be used for:

- Fees to contractors, but not any fee or profit to the recipient or subrecipient.
- Construction and pre-construction costs such as engineering and environmental review.
- Indirect costs for work performed by recipient staff. SEID Grant applicants may use the de minimis indirect cost rate of up to 15% as your indirect cost rate for the purposes of this application. Approved federal agency indirect cost rates will only be allowable for this competition if under the de minimis rate of 15%.
- Applicable and allocable costs as outlined in the Federal Cost Principles. Uniform Guidance (*2 CFR 200*).
- Funds to match federally funded projects (when both federal agencies allow) only when the total funds from SCRC and other federal funders does not exceed 80% of the total project budget. *40 USC §15506*(e).
- Food, Beverage, and Lodging: SCRC funds can only cover the cost of food, beverages, and lodging when purchased for the purpose of a conference or forum held in support of the project and is clearly outlined in the budget narrative.

K. Regional Projects (Multi-County and/or Multi-State)

Multi-jurisdictional applications are acceptable. Within the project narrative, multi-jurisdictional applicants must detail the specific financial request for each location (municipality, county, state) involved in the application. If a multi-state or multi-county project, include a comprehensive list of the counties and states in which the project will occur. If this

information is not clearly provided within the materials submitted, your project will not meet the definition of multi-jurisdictional. If the project is multi-state, each state will review the pre-application and application independently. It is possible to be funded in one state and not another.

L. Match Requirements

County economic designations determine the percent of match required for SCRC funded projects. SCRC expects a recipient of a SEID grant to contribute its own resources to a project to the extent it can do so and to seek additional non-SCRC funding assistance.

SCRC's statute has match requirements on grants as described below:

- For projects in SCRC-designated distressed counties, the federal cost share may not exceed 80%, thus requiring a 20% grantee match.
- For projects in SCRC-designated transitional counties or isolated areas of distress, the federal cost share may not exceed 50%, thus requiring a 50% grantee match.
- For multi-county or multi-state projects, the federal cost share can be raised to 60-90% for a project or activity.
- SCRC funding is generally not available for projects located in SCRC-designated attainment counties unless the project is located in an isolated area of distress or part of a multi-county project.

Distressed Counties	*Up to 80% SCRC funding / 20% match required*
Transitional Counties/ Isolated Areas of Distress	*Up to 50% SCRC funding / 50% match required*
Attainment Counties	*Not eligible for SCRC funding with the exception of isolated areas of distress or in a multi-county project with eligible counties*
Regional Projects (Multi-County and/or Multi-State)*	*Up to 90% SCRC funding depending on county designation/10-40% match required based on provided formula*

**Regional Projects must include three or more counties or two or more states to qualify for increased funding and lower match requirements.*

To determine the match requirement for multi-jurisdictional projects, use the SCRC Match Calculator to enter relevant data. Submit the results with the grant application.

Applicants can meet their cost share/match requirement via cash and/or in-kind contributions by non-SCRC sources. Matching sources may be non-federal, other federal* or a combination of sources.

**SCRC may accept other federal dollars as a match contribution. Some federal agencies or specific projects may limit the use of other and/or total federal funding. Applicants should consult the State Program Managers and LDDs prior to submission if planning to use other federal funding as a source to meet the cost share/match requirement.*

M. Exceptions to the Use of Funds in Attainment Counties

SCRC funds may only be used for projects located within an attainment county if one exception below is met:

a) Isolated Areas of Distress

Isolated Areas of Distress have high rates of poverty, unemployment or outmigration. The Commission has identified isolated areas of distress within attainment counties where SCRC funds can be used for projects.

If a project is located within an isolated area of distress, an application may be submitted. The applicant must identify the isolated area in the application.

b) Multi-County or Multi-State Projects

Projects within an attainment county may be funded if the project is a part of a multi-county project with at least one or more distressed or transitional counties. Match for multi-county projects will be determined as described in Section K. An exception for projects within an attainment county must bring significant economic benefit to SCRC distressed counties.

N. Federal Funding Ceiling

If a project uses funds from multiple federal sources (including SCRC), no more than 80% of the total project cost can be funded (e.g., if an applicant receives $100,000 from a federal source, such as the U.S. Department of Agriculture, and the total project cost is $200,000, the total SCRC award cannot exceed $60,000). It is important for applicants to check with other federal sources, as each federal agency may have its own restrictions. *See 40 USC §15506(e).*

O. Indirect Costs

Non-Construction applicants must not use an indirect cost rate greater than the de minimis rate of 15% based on modified total direct costs, as defined in 2 CFR 200. No documentation is required to justify this rate. However, costs must be consistently charged as either indirect or direct costs and may not be double-charged or inconsistently charged as both. Approved federal agency indirect cost rates will only be allowable for this competition if under the de minimis rate of 15%.

IV. APPLICATION AND SUBMISSION INFORMATION

A. How to Apply

The mandatory online pre-application and full application submission timelines are outlined in the Key Dates table in Section I. Applicants must adhere to those deadlines. Any subsequent updates will be communicated formally by SCRC.

States may accelerate internal timelines; however, all applicants are responsible for meeting the deadlines established in the Key Dates table.

Applicants are encouraged to work closely with the State Program Managers, Local Development Districts (LDDs) and other organizations and agencies involved in their project for planning and to meet all deadlines. After the pre-application phase, States may accelerate the timeline of the application phase to meet state priorities. As always, be sure to reach out to State Program Managers to confirm individual state full application timelines. Applicants proposing a construction project should be aware of the time constraints and alert engineers to strictly observe set deadlines.

B. State Program Manager Outreach

Applicants are required to submit a pre-application and be in contact with their SCRC State Program Managers of the states directly impacted by the project proposal. State Program Managers will ensure that the project proposal is aligned with SCRC Strategic Goals and the State Plan(s). (*See Appendix I for a list of State Program Managers.*)

State Program Managers serve as a resource to answer questions about the SEID Grant Program or the use of Commission funds to support projects in their communities and regions. Applicants with additional questions may submit them to grants@scrc.gov.

C. System for Award Management (SAM) and Unique Entity Identifier (UEI)

As required by the Federal Funding Accountability and Transparency Act of 2006 and *2 CFR 200*, applicants must meet the following criteria:

- Register in the System for Award Management (SAM) before submitting the application (SAM.gov);
- Provide a valid Unique Entity ID (UEI); and
- Maintain an active SAM registration with current information during times when in receipt of an active Federal award or an application or plan is under consideration by a federal awarding agency.

D. SCRC Grants Management System

Pre-applications and full applications (including required and optional attachments) **must be** submitted electronically via the grant portal located on scrc.gov.

Neither mail, facsimile nor email transmissions of applications will be accepted.

E. Grant Administration

The Commission is assisted by 54 regional organizations called Local Development Districts (LDDs) that help SCRC with outreach activities and application development. Applicants are encouraged to work with their local LDD for support administering SEID Grant Program funds on behalf of grant recipients. The list of LDDs can be found on scrc.gov.

LDDs are knowledgeable about federal and state programs that can fund economic and community development projects. SCRC leverages LDDs to ensure Commission resources are deployed effectively and efficiently, while maintaining the integrity of the SEID Grant Program through quarterly reporting. The Commission will maintain regular communication with LDDs to monitor project performance and settle compliance issues.

Qualified administrative work may be reimbursed through a process based on the formula of 4% of the total SCRC grant award. Grant administration costs are eligible under the SEID Grant Program for an amount not to exceed the formula. If grant administration assistance is needed beyond the total available under the formula, that assistance must be paid for with non-SCRC sources such as matching funds. Grant administration costs must be reflected within the budget submitted for the project.

Each SCRC grant recipient is encouraged to use an LDD for grant administration assistance unless they are an agency of a state or local government or entity demonstrating capacity and requisite experience administering Federal funds. Required grant administration activities include:

- Quarterly financial and program reports: Complete and submit quarterly financial and program reports on time. Quarterly reports must thoroughly describe project progress, in accordance with the approved scope of work, and actual outcomes. Quarterly reports are due 30 days after the end of the reporting period (e.g., the quarterly report for October 1-December 31 is due January 30).
- Reimbursement requests: Complete reimbursement requests (SF-270 "Request for Advance or Reimbursement") by ensuring the reimbursement requests are accurate, in alignment with the scope of work and budget narrative and include the necessary documentation to substantiate the reimbursement (or partial advance) request.
- Final report: Complete and submit final report and final reimbursement request. Final reports are due 30 days after the completion of the project.
- General assistance: LDDs can assist grantees by providing technical assistance, such as grant compliance and the procurement of goods, services, and/or contractors, etc.

  Note: Grant administration does not include documentation related to the National Environmental Policy Act (NEPA). If an LDD can provide the applicant with services

to complete NEPA documentation, that must be in a separate contract and is an eligible SEID Grant Program cost. Include this information in the project budget.

F. Pre-Application (Required)

Eligible entities interested in applying for a SEID Grant are required to submit a pre-application via the grant portal. The pre-application is due no later than **December 14, 2026**, **at 5 p.m. EST.**

The type of information requested in the pre-application includes:

- Legal name of applicant
- Point of contact name
- Entity type
- Applicant EIN
- SAM.gov registration/UEI#
- Co-applicant information *(if applicable)*
- Project type
- Project state(s)/county(ies)
- Project summary
- Major activities
- Project timeline
- Alignment with SCRC's Five-Year Strategic Plan Goals
- Alignment with State Plan(s)/Strategy statement(s)
- Budget information (SCRC funds requested, matching funds, and total project cost)
- Optional attachments

Pre-applications are reviewed for funding and assessed by the State Program Manager where the project will be implemented. The pre-application also provides an opportunity for State Program Managers to offer feedback to eligible entities intending to submit a full application for SEID Grant Program funding.

G. Full Application (Required)

Eligible entities invited to apply for a SEID Grant must submit a full application via the SCRC grant portal to be considered for funding. The full application is due no later than **February 22, 2027, at 5 p.m.**

The type of information requested by SCRC in the full application includes the following:

- Project name
- Project summary
- Service area and community needs
- Project design
- Rationale
- Applicant experience
- Partnerships

- Work plan (including timeline)
- Anticipated outcomes
- Budget and budget narrative

Required Forms and Attachments to upload to the SCRC Grant portal.

- SF-424: Application for Federal Assistance
- Letter(s) of engagement from significant project partners
- Debarment and Suspension Certification
- Grant Administration Assurances
- Evidence of Match Requirement (e.g. executed grant agreement, commitment letter on funder's letterhead, etc.
- Disclosure Form to Report Lobbying
- Drug-Free Workplace Certification
- SEID Project Team Sheet
- SEID Grant Authorized Official Documentation
- SCRC 1003: Committed Partnership Form
- SEID Timeline
- Scope of Work
- SCRC and Project Target Reporting Workbook
    - *(Non-construction projects only)*
        - SF-424A: Budget Information for Non-Construction Programs
        - SF-424B: Assurances Non-Construction Programs
    - *(Construction projects only)*
        - SF-424C: Budget Information for Construction Programs
        - SF-424D: Assurances Construction Programs
        - Preliminary engineering report
        - NEPA Intake Form
        - BABA Acknowledgement Form

H. Certification by State Member

In accordance with *40 U.S.C. § 15503*, applications for grant assistance shall be made through and evaluated for approval by the State member representing the applicant. Only SEID grant applications that have been certified by the State member are eligible for funding consideration. The State member certifies that the project:

- complies with the SCRC strategic plan and applicable State economic and infrastructure development plan(s);
- meets applicable program criteria under *40 U.S.C. § 15504*;
- adequately ensures that the project will be properly administered, operated and maintained; and
- meets all other requirements for assistance.

V. APPLICATION REVIEW INFORMATION

A. State Application Funding Review Strategy and Priority Ranking

In accordance with *40 U.S.C. § 15504*, when considering programs and projects to receive funding, member states shall use the rubric found in Section B as well as the following statutory criteria, to the maximum extent practicable, to evaluate applications and develop a prioritized list of projects:

- The relationship of the project or class of projects to overall regional development;
- The per capita income and poverty and unemployment and outmigration rates in an area;
- The financial resources available to the applicants for assistance seeking to carry out the project, with emphasis on ensuring that projects are adequately financed to maximize the probability of successful economic development;
- The importance of the project or class of projects in relation to the other projects or classes of projects that may be in competition for the same funds;
- The prospects that the project for which assistance is sought will improve, on a continuing rather than a temporary basis, the opportunities for employment, the average level of income, or the economic development of the area to be served by the project; and
- The extent to which the project design provides for detailed outcome measurements by which grant expenditures and the results of the expenditures may be evaluated.

The Final review process is as follows:

1. Submission of Applications: Once applicants submit their full applications via the grant portal, the applications are assigned to the state where the project will be implemented. The State Program Managers follow an assessment protocol for final review and ranking, using the criteria outlined in the next section (B).

2. Eligibility and Policy Review by SCRC: While the State Program Managers are moving through the assessment process, SCRC staff will ensure each application meets eligibility requirements and aligns with relevant laws, policies, and strategic goals.

3. State Submissions: After completing the evaluation, each state will submit a list of recommended projects to move forward in the process.

4. Commission Approval: Once all states have submitted their funding recommendations, the Commission (which includes the Federal Co-Chair and a majority of the participating SCRC state members) must cast an affirmative vote to approve the final list of applications.

The Director of Grants and Programs, reserves the right to negotiate all budget costs with applicants that have been selected to receive awards, which may include requesting that the applicant remove or adjust certain proposed costs. Additionally, the Commission may request that the applicant modify outcomes or work plans and provide supplemental information pertaining to any aspect of the application. SCRC also reserves the right to reject an application where information is uncovered that raises a reasonable doubt as to the applicant's ability to successfully fulfill the objectives and requirements of the grant award. SCRC, under its complete and sole discretion, may select to award some, all or none of the applications received under this solicitation.

B. Criteria and Scoring Rubric

SCRC has established a technical review process to provide an objective evaluation of all applications. The criteria set forth aligns with the Commission's statutory purpose, strategic goals and state priorities.

Application Scoring Rubric Maximum Points Possible = 100	
I. Project Description	**30 Points**
a. Identification of Needs	5
b. Project Design	15
c. Demonstration of Inclusion of Distressed or Transitional County/County Equivalent(s)	10
II. Project Rationale	**20 Points**
a. Demonstration of Impact	7
b. Demonstration of evidence-based success	8
c. Alignment with SCRC Five-Year Strategic Plan and State Plan(s) and Strategy Statement(s)	5
III. Community Capacity and Partnerships	**10 Points**
a. Experience of Project Team	5
b. Demonstration of Local and Regional Partnerships	5
IV. Work Plan	**15 Points**
a. Project Activities/Deliverables	10
b. Project Timeline	5
V. Performance Measurement and Sustainability	**15 Points**
a. Demonstration of Realistic and Attainable Outcomes	8
b. Demonstration of Project Sustainability	7
VI. Budget Information	**10 Points**
a. Demonstration of Match Requirement	5
b. Budget Narrative Alignment with Acceptable Costs	5

Application Scoring Information – 100 Points

Project Description – 30 Points

Identification of Needs

Each community has unique characteristics, make up, and needs. The applicant should describe the project service area and population to be served by the proposed project. This section should incorporate the area's demographics and economic challenges, including population, median household income, unemployment rate, poverty rate, labor force participation rate, and any other data that may be applicable to the project.
Demographic and economic data indicators should come from primary sources, such as the U.S. Census Bureau, U.S. Bureau of Labor Statistics or U.S. Bureau of Economic Analysis.

Project Activities

The applicant should describe a coherent and feasible approach for successfully implementing the proposed project. Project design should describe all grant activities by demonstrating how the applicant will implement its proposed project, including all start-up activities. This section must also be clearly reflected in the Work Plan (i.e. project activities/deliverables and timeline), Budget, and Budget Narrative. The applicant must address factors that could impact the project's success and a related contingency plan.

Inclusion of Distressed and/or Transitional County/County Equivalent(s) and/or Isolated Areas of Distress

Applicant must show project activities will occur in one or more distressed and/or transitional counties/county equivalents and/or isolated areas of distress.

Project Rationale – 20 Points

Demonstration of Impact

The applicant should demonstrate how the proposed project will generate broader impacts both within the project's immediate scope focusing on statutory criteria as well as the development of economic growth. The applicant should explain how the project will be strengthened and connected to wider community benefits as stated in the identification of needs section. Documentation could include strategic plans, feasibility studies, etc. Below are examples of impact areas that could be addressed:

- Economic Impact: Explain how the project will stimulate local economies.
- Workforce Development: Detail how the project will create job opportunities
- Community Resilience: Demonstrate how the project will contribute to overall community stability and well-being.
- Cross-Sector Collaboration: Highlight partnerships with sectors like health, education, and local government.
- Scalability and Replicability: Describe how the project can be scaled or replicated in other areas to broaden its impact.
- Alignment with Priorities: Show how the project aligns with federal and local goals.

Applicants should provide data, case studies, or other supporting evidence to illustrate how the project connects to broader economic, social, and developmental goals. The ability to demonstrate these connections will be a critical factor in evaluating the project's potential for long-term success.

Demonstration of Evidence-Based Rationale

The applicant should provide supporting documentation demonstrating that the project is designed based on successful implementation in another location with similar demographics or evidence indicating a high likelihood of success.

This documentation should connect with various aspects of the project to demonstrate expected success. Examples of possible supporting documentation include, but not limited, to the following:

- Case studies
- Evaluation Reports
- Benchmark data
- Preliminary Engineering Reports (PERs)

Alignment with SCRC Five-Year Strategic Plan and State Plan(s) and Strategy Statement(s)

The extent to which the applicant demonstrates alignment with one or more of SCRC's Strategic Goal(s) identified in the SCRC Five-year Strategic Plan, as well as the alignment with one or more of the investment priorities identified in the SCRC State Plan(s).

Community Capacity and Partnerships – 10 Points

Experience of Project Team

The applicant should identify key members of the project team and describe their roles and responsibilities as a part of the project. To be considered for full points, the applicant must demonstrate the project team has relevant experience and the organizational capacity to manage and implement the proposed project, including but not limited to prior experience in or demonstrated capacity for managing federal grant requirements. Staff resumes and/or job descriptions (for positions the applicant is proposing to fill with grant funds) must be included as attachments to the application.

Demonstration of Local and Regional Partnerships

The applicant must demonstrate partnerships with local and regional entities representing the public and/or private sectors which could include Historically Black Colleges and Universities (HBCUs), Minority Serving Institution (MSI), Federally Recognized Tribes, etc. To be considered for full points, the applicant must describe the role and responsibilities of each partner and identify any leveraged resources (i.e. cash, in-kind, other). Letters of engagement are required. Letters of engagement must describe how the partner will be involved in the proposed project, the extent to which a partnership between them and the applicant has evolved, and/or how it will be strengthened. *Generic letters of support will not receive points.*

Work Plan – 15 Points

Project Activities/Deliverables

The applicant must describe the phases/tasks necessary to complete the proposed project including key personnel assigned, timeline for completion, major activities/deliverables and budget estimate for each phase/task. The applicant must provide a detailed work plan for the entire grant period of performance which may not exceed 24 months.

Project Timeline

To the extent possible, the applicant should demonstrate project completion deadlines during the period of performance. The timeline should cover the entire proposed period of performance of 24-months.

Performance Measurement and Sustainability – 15 Points

Driven to affect change, SCRC has established key impact measures to evaluate efforts and investments made through this grant. The targets listed below will measure outcomes associated with the priorities of the SEID program. Applicants must combine both quantitative and qualitative measures when evaluating the impact of these grants. Additional project specific outcomes will also be required by the applicant and listed in the project workbook.

- **Target 1: Number of households and businesses with new or improved access to critical services because of SCRC efforts or investments.** SCRC is committed to empowering community and economic development and growth by serving and impacting as many households, businesses and residents as possible.

- **Target 2: Number of jobs created and/or retained through SCRC efforts and investments.** Spurring job creation and retention underpin a thriving economy and community. SCRC is committed to investments that will enable community and economic development through job growth.

- **Target 3: Number of communities with enhanced capacity due to SCRC efforts or investments.** Of the 428 counties in SCRC, 166 are facing economic distress and pockets of persistent poverty exist throughout others. Capacity building, in the form of technical assistance, technology support and institutional strengthening enables communities to bridge critical service gaps and enhance quality of life. This plan targets meaningful investment across distressed counties and communities needing enhanced capacity.

Demonstration of Realistic and Attainable Outcomes

The applicant should propose realistic and attainable Project specific outcomes to be achieved during the period of performance. To receive full points, the applicant must include anticipated outcomes for the targets listed above as well as additional project specific targets that are specific and relevant to the proposed project.

Demonstration of Project Sustainability

The applicant should demonstrate project sustainability as to how the project will continue operating beyond the period of performance. To receive full points, the applicant must describe how the project will continue to have support after completion including how the project's partnerships support continued sustainability. *Complete reliance on SCRC Grant Program funding or other federal funding to demonstrate project sustainability will not receive points.*

Budget Information – 10 Points

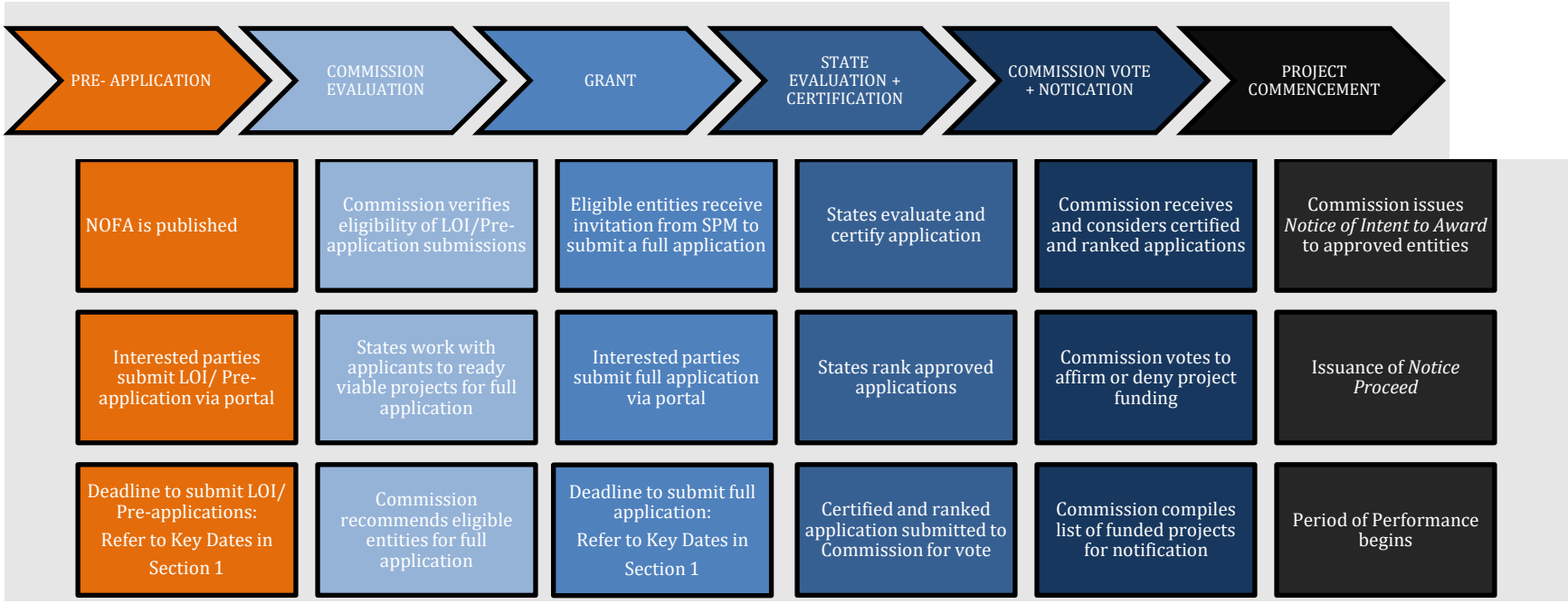
Budget Alignment with Project Narrative and Acceptable costs

The applicant's budget and budget narrative must align with the project narrative. To receive full points, the applicant must provide a detailed budget narrative, using the SCRC Budget Narrative form with specific cost descriptions for each entry under the corresponding category.

Demonstration of Cost Share/Match Requirement

The applicant must demonstrate they can fulfill the cost share/match requirement for their project through non-SCRC sources, such as other public or private contributions (e.g., cash, in-kind, or both). To receive full points, the applicant must attach documentation (e.g., grant agreement, letter of commitment, etc.) of committed funds to their application.

C. Timeline



** After the pre-application phase, States may accelerate the timeline of the application phase to meet state priorities. As always, be sure to reach out to State Program Managers to confirm individual state full application timeline.*

D. Grant Management Overview

Upon final voting of the Commission, the grantee will receive a Letter of Acknowledgement from the Southeast Crescent Regional Commission (SCRC) identifying the applicant as a new grantee. In the letter, the grantee will receive initial processing steps, including the submission of additional financial forms and technical assistance dates, that will begin the process of moving the grantee through to an official Notice to Proceed.

A grantee **will not** be permitted to expend any funds (SCRC or Match) prior to receiving a Notice to Proceed. Once officially a grantee, each project will be assigned a program specialist from the SCRC staff who will work with the grantees throughout the life of the project. The assigned program specialist will work with the State Program Manger to support an easy transition and will also support the grantee with all paperwork, quarterly and final reporting, as well as any other issues that may arise during the life of the project.

Additionally, the SCRC program specialist will also work in conjunction with a contractor to complete all aspects of the National Environmental Policy Act (NEPA) review process required for all construction projects. SCRC's contractor is a construction and engineering firm that supports the oversight of all construction projects. This includes an initial review of the project application as well as an initial NEPA screening. As the projects begin to move towards a Notice to Proceed, the contractor will oversee the environmental screening process and assist SCRC in executing the basic agency role to finalize the NEPA oversight. Once a grantee is awarded the Notice to Proceed, the contractor will remain a partner with SCRC to support progress monitoring, the financial process, and project completion.

E. Administrative Program Requirements

Administration of SCRC awards is subject to the same regulations, restrictions and requirements as other federal awards. These include but are not limited to Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards at *2 CFR 200*, as currently updated; SCRC Information Access Policy; past performance and non-compliance; restrictions on making awards to corporations convicted of felony criminal violations and unpaid federal tax liabilities; environmental and historic preservation; and national policy requirements, including but not limited to those protecting free speech, religious liberty, public welfare, the environment and prohibiting discrimination, e.g., Equal Employment Opportunity and the Americans with Disabilities Act (ADA). SCRC reserves the right to change the reporting time periods and, depending on the nature of the project, may request additional relevant data.

In addition, SCRC requires grantees to cooperate with post-award evaluations, which require maintaining records for at least three years after project closeout. All SCRC awards are subject to audit. If the applicant's organization has been subject to a federal audit within the past five years, the applicant must include in the application, recommendations made and the response(s) to those recommendations. SCRC may terminate all or part of your award as described under 2 CFR 200.340 through 200.343 pursuant to the terms and conditions of your award, including, to the extent authorized by law:

• if an award no longer effectuates the program goals or agency priorities; or

• in the case of a partial termination, if SCRC determines that the remaining portion of the award will not accomplish the purposes for which the SCRC award was made. SCRC may also impose specific conditions on your award or take other remedies as described by 2 CFR 200.339 through 200.343, if you do not comply with your award terms and conditions.

Additional program requirements can be found in *Appendix II: Award Administration*.

F. Reimbursement

Funds are reimbursed to awardees for eligible expenses as determined by 2 CFR 200. Payments made outside of the reimbursement process may be considered with proper justification. All required supporting documentation (i.e., itemized bills, invoices and receipts, detailed accounting of personnel costs, copies of contracts and/or a contractor's partial pay estimate, etc.) should be retained per grantee records retention policy in accordance with 2 CFR 200. An SCRC program specialist will review the materials and associated budget balances before uploading the request into the funding portal. As outlined in the approved project Budget, there can be SCRC costs and non-SCRC costs; invoices should be retained for ALL costs. All funding sources should be drawn down as approved in the budget. Budget items that include both SCRC and non-SCRC sources will be drawn down at the predetermined pro-rata share. Other budget items may be dedicated 100 percent to SCRC or a non-SCRC source.

- All reimbursement requests, scope changes, modifications, etc., will be received by or emailed directly to the assigned Program Specialist using the proper forms,
- Reimbursement requests will not be paid unless the project is in compliance with reporting requirements or any other deficiency, such as, a project that is beyond its performance period has been remedied, and,
- Any questions or feedback regarding actions taken by the Program Specialist should be directed back to the same team.

Upon receipt, review, and approval of the request, funds will be transferred electronically to the bank account registered in SAM.gov under the awardee's Unique Entity Identifier (UEI). The UEI controls the designated account to which all payments are directed, as

established in the Automated Clearing House (ACH) form (SF-3881) provided by SCRC. Banking information provided on the ACH form must match the account registered in SAM.gov under the awardee's UEI.

It is the sole responsibility of the grantee to ensure that banking information registered in SAM.gov under their UEI is current and accurate at all times. Failure to maintain updated banking information in SAM.gov may result in payments being directed to an incorrect account. Grantees are strongly encouraged to verify their SAM.gov banking information prior to submitting each payment request.

G. SCRC Contact Information

SCRC strongly encourages interested applicants to contact their State Program Manager (refer to Appendix I) and their Local Development District with questions about the SEID grant program or the use of Commission funds to support projects in communities located within the SCRC region.

All other questions can be directed to the Southeast Crescent Regional Commission (SCRC) via grants@scrc.gov or call 803-851-3356. Additional information can be found on the official website at scrc.gov.

APPENDIX I. SCRC STATE PROGRAM MANAGERS

Alabama
Crystal Talley
SCRC State Program Manager
Alabama Department of Economic and Community Affairs
Phone: 334-353-2630
Email: crystal.talley@adeca.alabama.gov

Alabama
Cleandra Jones
SCRC State Program Manager
Alabama Department of Economic and Community Affairs
Phone: 334-353-2909
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Alabama
Xhia Wilson-Morris
Federal Initiatives Programs Specialist
Alabama Department of Economic and Community Affairs
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Georgia
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SCRC Program Manager
Georgia Department of Community Affairs
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North Carolina
Olivia A. Collier
SCRC State Program Manager
North Carolina Department of Commerce
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North Carolina
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Program Manager
North Carolina Department of Commerce
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Mississippi
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South Carolina
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SCRC State Program Manager
South Carolina Department of Commerce
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Email: cgriffin@sccommerce.com

Virginia
Matt Weaver
SCRC State Program Manager
Virginia Department of Housing and Community Development
Phone: 804-371-7011
Email: matthew.weaver@dhcd.virginia.gov

Virginia
Rachel Gardner
SCRC State Program Manager
Virginia Department of Housing and Community Development
Phone: 804-773-9098
Email: Rachel.gardner@dhcd.virginia.gov

APPENDIX II. AWARD ADMINISTRATION

A. Administrative Program Requirements

All grantees will be subject to all applicable federal laws and regulations, including the OMB Uniform Guidance, and the terms and conditions of the award. The grant(s) awarded under this NOFA will be subject to the following administrative standards and provisions.

- **i.** Non-Profit Organizations, Educational Institutions, For-profit entities and State, Local, and Indian Tribal Governments–*2 CFR Part 200* (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards)
- **ii.** All recipients must comply with the applicable provisions of the *Workforce Innovation and Opportunity Act (WIOA), Public Law No. 113-328, 128 Stat. 1425* (codified as amended at *29 U.S.C. 3101 et. seq*.) and the applicable provisions of the regulations at *20 CFR Part 675 et. seq*.
- **iii.** All entities must comply with *29 CFR Part 93* (New Restrictions on Lobbying), *29 CFR Part 94* (Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)), *2 CFR Part 180* (OMB Guidance to Agencies on Government-wide Debarment and Suspension (Non-procurement)), and, where applicable, 2 CFR Part 200 (Audit Requirements).
- **iv.** All entities must comply with *the Build America, Buy America Act (the Act), Pub. L. No. 117-58, §§ 70901-52*, as well as the Executive Memorandum M-24-02 and M-22-11, Initial Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure.
- **v.** SCRC may terminate awards made under this NOFA in whole or in part if SCRC determines that the award no longer effectuates the program goals or SCRC's priorities.

A. Build America, Buy America Act Requirements

All grantees must comply with the Build America, Buy America Act (the Act), Pub. L. No. 117-58, §§ 70901–70927, including the implementing requirements at 2 CFR Part 184 and M-24-02 and M-22-11. None of the funds provided under this award may be used for an infrastructure project unless:

a) All iron and steel used in the project are produced in the United States. This means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
b) All manufactured products used in the project are produced in the United States. This means the manufactured product was manufactured in the United States, and the cost of the components of the manufactured product that are mined,

produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation.

c) All construction materials are manufactured in the United States. This means that all manufacturing processes for the construction material occurred in the United States. The construction material standards are listed in the definitions section below.

Incorporation into an infrastructure project - The Buy America preference only applies to articles, materials and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

Waivers – When necessary, recipients may submit a written waiver request to SCRC to waive the Buy America Preference. Waiver requests are subject to public comment periods of no less than 15 days and must be reviewed by SCRC and the Office of Management and Budget Made in America Office.

Recipients should consult the SCRC Buy America page here SCRC to determine whether there are any applicable waivers in place.

When SCRC has determined that one of the following exceptions applies, a final determination of the waiver request will be made:

i) applying the Buy America Preference would be inconsistent with the public interest.
ii) the types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or
iii) the inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent.

Before applying a Buy America preference to a covered program that will affect Tribal Communities, SCRC will follow the consultation policies established through Executive Order 13175, Consultation and Coordination with Indian Tribal Governments.

B. Other Federal Requirements

a) Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance.

b) Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the SCRC pursuant to the Age Discrimination Act of 1975, as amended. The Act prohibits discrimination on the basis of age by recipients of Federal financial assistance and in federally assisted programs or activities but permits the use of certain age distinctions and factors other than age that meet the requirements of the Act and this part.

c) Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance pursuant to Title IX of the Education Amendments of 1972, as amended (except sections 904 and 906 of those Amendments) 20 U.S.C. 1681, 1682, 1683, 1685, 1686, 1687, 1688), which is designed to eliminate (with certain exceptions) discrimination on the basis of sex in any education program or activity receiving Federal financial assistance, whether or not such program or activity is offered or sponsored by an educational institution as defined in these Title IX regulations.

d) Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act.

e) Labor Standards for the Registration of Apprenticeship Programs, and Equal Employment Opportunity in Apprenticeship and Training, as applicable.

f) SCRC will follow the procedures outlined in the agency's Freedom of Information Act (FOIA) policy. If SCRC receives a FOIA request for your application, the procedures in SCRC's FOIA policies for responding to requests for commercial/business information submitted to the government will be followed, as well as all FOIA exemptions and procedures. See generally *5 U.S.C. § 552*.

C. Other Legal Requirements

a) Religious Activities - SCRC notes that the Religious Freedom Restoration Act (RFRA), *42 U.S.C. § 2000bb*, applies to all federal law and its implementation. If an applicant organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled to receive federal financial assistance under this grant solicitation and maintain that hiring practice. Religious organizations are eligible on the same basis as any other organization, to seek SCRC support or participate in SCRC programs for which they are otherwise eligible.

b) Lobbying or Fundraising the U.S. Government with Federal Funds - In accordance with Section 18 of the Lobbying Disclosure Act of 1995 *(Public Law 104-65) (2 U.S.C. § 1611)*, non-profit entities incorporated under Internal Revenue Service Code section 501(c)(4) that engage in lobbying activities are

not eligible to receive federal funds and grants. No activity, including awareness-raising and advocacy activities, may include fundraising for, or lobbying of, U.S. federal, state, or local governments (see 2 CFR 200.450for more information).

c) Transparency Act Requirements - Ensure that the necessary processes and systems are in place to comply with the reporting requirements of the *Federal Funding Accountability and Transparency Act of 2006 (Pub. Law 109-282, as amended by the Government Funding Transparency Act of 2008, Pub. Law 110-252, Title VI, Chap. 2, Sec. 6202),* as follows.

- **i.** Except for those excepted from the Transparency Act under subparagraphs 1, 2, and 3 below, you must ensure that you have the necessary processes and systems in place to comply with the subaward and executive total compensation reporting requirements of the Transparency Act, should you receive funding.
- **ii.** Upon award, you will receive detailed information on the reporting requirements of the Transparency Act, as described in *2 CFR Part 170*, Appendix A, which can be found at https://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf.

D. Types of Awards Not Subject to the Federal Funding Accountability and Transparency Act.

a) Federal awards to individuals who apply for or receive federal awards as natural persons (e.g., unrelated to any business or non-profit organization he or she may own or operate in his or her name);

b) Federal awards to entities that had a gross income, from all sources, of less than $300,000 in the entities' previous tax year;

c) Federal awards, if the required reporting would disclose classified information, and

d) Safeguarding Data Including Personally Identifiable Information (PII) Applicants submitting applications in response to this NOFA must recognize that confidentiality of PII and other sensitive data is of paramount importance to the Southeast Regional Commission and must be observed except where disclosure is allowed by the prior written approval of the Grant Officer or by court order.

- **i.** By submitting an application, you are assuring that all data exchanges conducted through or during the course of performance of this grant will be conducted in a manner consistent with applicable federal law and TEGL 39-11 (issued June 28, 2012). All such activity conducted by recipient(s) will be performed in a manner consistent with applicable state and federal laws.

ii. By submitting a grant application, you agree to take all necessary steps to protect such confidentiality by complying with the following provisions that are applicable in governing the handling of confidential information: You must ensure that PII and sensitive data developed, obtained or otherwise associated with SCRC funded grants is securely transmitted.

iii. To ensure that such PII is not transmitted to unauthorized users, all PII and other sensitive data transmitted via e-mail or stored on CDs, DVDs, thumb drives, etc., must be encrypted using a Federal Information Processing Standards (FIPS) 140-2 compliant and National Institute of Standards and Technology (NIST) validated cryptographic module. You must not e-mail unencrypted sensitive PII to any entity, including SCRC or contractors.

iv. You must take the steps necessary to ensure the privacy of all PII obtained from participants and/or other individuals and to protect such information from unauthorized disclosure. You must maintain such PII in accordance with the SCRC standards for information security and any updates to such standards we provide to you. Grantees who wish to obtain more information on data security should contact their Federal Project Officer.

v. You must ensure that any PII used during the performance of your grant has been obtained in conformity with applicable federal and state laws governing the confidentiality of information.

vi. You further acknowledge that all PII data obtained through your SCRC grant must be stored in an area that is physically safe from access by unauthorized persons at all times and the data will be processed using recipient-issued equipment, managed information technology (IT) services and designated locations approved by SCRC. Accessing, processing and storing of SCRC grant PII data on personally owned equipment, at off-site locations, (e.g., employee's home), and non-recipient managed IT services, (e.g., Yahoo mail), is strictly prohibited unless approved by SCRC.

vii. Your employees and other personnel who will have access to sensitive / confidential / Proprietary / private data must be advised of the confidential nature of the information, the safeguards required to protect the information, and that there are civil and criminal sanctions for noncompliance with such safeguards that are contained in federal and state laws.

viii. You must have policies and procedures in place under which your employees and other personnel, before being granted access to PII, acknowledge their understanding of the confidential nature of the data and the safeguards with which they must comply to address the handling

of such data, and that they may be held liable to civil and criminal sanctions for improper disclosure.

ix. You must not extract information from data supplied by SCRC for any purpose not stated in the grant agreement.

x. Access to any PII created by the SCRC grant must be restricted to only those employees of the grant recipient who need it in their official capacity to perform duties in connection with the scope of work in the grant agreement.

xi. All PII data must be processed in a manner that will protect the confidentiality of the records/ documents and is designed to prevent unauthorized persons from retrieving such records by computer, remote terminal or any other means. Data may be downloaded to, or maintained on, mobile or portable devices only if the data are encrypted using NIST validated software products based on FIPS 140-2 encryption. In addition, wage data may be accessed only from secure locations.

xii. PII data obtained by the recipient through a request from SCRC must not be disclosed to anyone but the individual requestor, except as permitted by the Grant Officer or by court order.

xiii. You must permit SCRC to make onsite inspections during regular business hours for the purpose of conducting audits and/or conducting other investigations to assure that you are complying with the confidentiality requirements described above. In accordance with this responsibility, you must make records applicable to this Agreement available to authorized persons for the purpose of inspection, review, and/or audit.

xiv. You must retain data received from SCRC only for the period required to use it for assessment and other purposes, or to satisfy applicable federal records retention requirements, if any. Thereafter, you agree that all data will be destroyed, including the degaussing of magnetic tape files and deletion of electronic data.

E. Record Retention

You must have an individual records retention policy which follows federal guidelines on record retention, which require that you maintain all records pertaining to grant activities for a period of at least three years from the date of submission of the final expenditure report. See *2 CFR 200.333-.337* for more specific information, including information about the start of the record retention period for awards that are renewed quarterly or annually, and when the records must be retained for more than three years.

F. Use of Contracts and Subawards

You must abide by the following definitions of contract, contractor, subaward, and subrecipient.

a) Contract: Contract means a legal instrument by which a non-federal entity (defined as a state or local government, Indian tribe, institution of higher education (IHE), non-profit organization, for-profit entity, foreign public entity or a foreign organization that carries out a federal award as a recipient or subrecipient) purchases property or services needed to carry out the project or program under a federal award. The term as used in this NOFA does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward (see definition of Subaward below).

b) Contractor: Contractor means an entity that receives a contract as defined above in Contract.

c) Subaward: Subaward means an award provided by a pass-through entity (defined as a non-federal entity that provides a subaward to a subrecipient to carry out part of a federal program) to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

d) Subrecipient: Subrecipient means a non-federal entity that receives a subaward from a pass-through entity to carry out part of a federal program but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency. You must follow the provisions at *2 CFR 200.330-.332* regarding subrecipient monitoring and management. Also see *2 CFR 200.308(c)(6)* regarding prior approval requirements for subawards. When awarding subawards, you are required to comply with provisions on government-wide suspension and debarment found at *2 CFR Part 180* and codified at *2 CFR Part 2998*.

G. Closeout of Grant Award

Any entity that receives an award under this Announcement must close its grant with SCRC at the end of the final year of the grant, no later than 60 days after conclusion.

H. Administrative Requirements

b) Award Announcements **-** SCRC will coordinate award announcements with appropriate federal and state entities. Grantees will be informed by the Commission once cleared to share award announcements with media outlets.

a) Notice to Proceed - The Commission will issue a Notice to Proceed letter to each grantee once grant agreements have been executed. Grantees shall not incur any project-related expenses funded by their SCRC award until a Notice to Proceed letter has been signed by the Federal Co-Chair and received by the grantee's authorized organizational representative. Costs incurred before the Notice to Proceed letter has been received will not be eligible for reimbursement by SCRC grant funds.

I. Other Administrative Standards and Provisions

Except as specifically provided in this NOFA, our acceptance of an application and an award of federal funds to sponsor any program(s) does not provide a waiver of any grant requirements and/or procedures. For example, the OMB Uniform Guidance requires that an entity's procurement procedures ensure that all procurement transactions are conducted, as much as practical, to provide full and open competition. If an application identifies a specific entity to provide goods or services, the award does not provide the justification or basis to ole-source the procurement (i.e., avoid competition).

J. Special Program Requirements

a) SCRC Evaluation - As a condition of grant award, grantees are required to participate in an evaluation, if undertaken by SCRC. The evaluation may include an implementation assessment across grantees, an impact and/or outcomes analysis of all or selected sites within or across grantees, and a benefit/cost analysis or assessment of return on investment. Conducting an impact analysis could involve random assignment (which involves random assignment of eligible participants into a treatment group that would receive program services or enhanced program services, or into control group(s) that would receive no program services or program services that are not enhanced). Applicants are required to collect data elements to aid the evaluation. As a part of the evaluation, as a condition of award, grantees must agree to:

i. make records available to the evaluation contractor on participants, employers, and funding;

II. provide access to program operating personnel, participants, and operational and financial records, and any other relevant documents to calculate program costs and benefits;

III. in the case of an impact analysis, facilitate the assignment by lottery of participants to program services, including the possible increased recruitment of potential participants; and

IV. follow evaluation procedures as specified by the evaluation contractor under the direction of SCRC.

b) Performance Goals

Please note that applicants will be held to outcomes provided, and failure to meet those outcomes may result in technical assistance or other intervention by SCRC and may also have a significant impact on decisions about future grants with SCRC.

c) Definitions

i. Construction materials means articles, materials, or supplies that consist of only one of the items listed in paragraph (1) of this definition, except as provided in paragraph (2) of this definition. To the extent one of the items listed in paragraph (1) contains as inputs other items listed in paragraph (1), it is nonetheless a construction material.
   i. The listed items are: (i) Non-ferrous metals; (ii) Plastic and polymer-based products (including polyvinylchloride, composite building materials, and polymers used in fiber optic cables); (iii) Glass (including optic glass); (iv) Fiber optic cable (including drop cable); (v) Optical fiber; (vi) Lumber; (vii) Engineered wood; and (viii) Drywall.
   ii. (2) Minor additions of articles, materials, supplies, or binding agents to a construction material do not change the categorization of the construction material.

V. "Buy America Preference" means the "domestic content procurement preference" set forth in section 70914 of the Build America, Buy America Act, which requires the head of each Federal agency to ensure that none of the funds made available for a Federal award for an infrastructure project may be obligated unless all of the iron, steel, manufactured products, and construction materials incorporated into the project are produced in the United States.

ii. Infrastructure means public infrastructure projects in the United States, which includes, at a minimum, the structures, facilities, and equipment for roads, highways,

and bridges; public transportation; dams, ports, harbors, and other maritime facilities; intercity passenger and freight railroads; freight and intermodal facilities; airports; water systems, including drinking water and wastewater systems; electrical transmission facilities and systems; utilities; broadband infrastructure; and buildings and real property; and structures, facilities, and equipment that generate, transport, and distribute energy.

APPENDIX III. MATCH & COST SHARING QUALIFICATIONS & EXCEPTIONS

With the following qualifications and exceptions, SCRC matching or cost sharing requirements may be satisfied by any of the following:

- Applicant is providing cost share: Letter from the appropriate authority stating that the entity will provide the cost share. A letter is required to have the following elements:

    - state the amount of the commitment;
    - the dates the commitment will cover, consistent with the period of performance;
    - the funds are for the purpose outlined in the application; and
    - document hours dedicated to project as differentiated from their "normal employment" responsibilities.

    If the funds will be used for paying staff within the applicant's organization, the letter should also state the following:
    - the # of hours staff are anticipated for work on the project;
    - the pay of those staff (hourly rate); and
    - the indirect cost rate that will be used (if applicable).

- Municipal lending: SCRC requires proof of authorization to spend. This may be different for different states and may take the form of city/county/independent city council approval, Town or City manager approval, or demonstration of town meeting approval. It is the applicant's responsibility to ensure that they have the appropriate authority to loan/bond funds for the project, but there must be some sort of authorization documented.

- Commitment from project partner: A letter is required to have the following:
    - state the amount of the commitment;
    - the date that the award was made; and
    - the purpose of the funds must match the scope outlined in the application.

  ***Please note** - A letter of submission, or status notification of 'application received' or 'pending' is NOT a letter of commitment.*

- Volunteer Services: Provide a written plan of how the volunteer donation amount will be calculated. (Ex: 4 meetings a year, taking place quarterly that are expected to last 1.5 hours and 5 volunteers will participate. 4X1.5X5 = 30 hours x 24.14 = $723.60.) Applicants may use the state or national rate. The volunteer

rate may be used as cost share and should be consistent with the national average www.independentsector.org/volunteer_time, or consist of the professional fee charged in any situation. Volunteers may not be counted for the same activity in a different project (counted twice) or be federal employees. You may include any Indirect Cost Rate in addition to the volunteer rate. *Note: the rate that is calculated at the time of the grant agreement will be the rate for the remaining project period until project completion. It is not feasible to renegotiate these rates during the project period. In-kind services in the form of volunteers on a construction site are highly discouraged.*

- Municipal Force Accounts: Applicants must document that they have experienced staff. Force account work is limited to work that the municipality can demonstrate is within the technical skill and managerial ability of the applicant and its forces. The applicant must provide an accounting of time and costs and provide appropriate documentation of indirect costs, if used. Both salaries of staff and cost of mobilization and fees for vehicles may be counted as cost share when those costs are appropriately documented.

- Land or other donated real property or equipment: A Letter of Intent from the current property owner stating that they will provide the land to the project stating the sale and 'appraised' value of the land, the anticipated date of transaction and identification of the property. Even if the property is being donated, a MAI appraisal is required. NOTE: A municipal assessment is NOT an appraisal. An appraisal of the property must be completed within the past 18 months, or an appraisal must be made prior to issuing a Notice to Proceed if the project is being donated. RE EQUIPMENT: The entity that is donating equipment must provide a letter with the following elements:

    - date that the equipment will be transferred to the grantee;
    - market value of the equipment;
    - a description of the equipment, and
    - a statement that the donation is for the purpose of the project as detailed in the grant agreement. [NOTE: *2 CFR 200.306(i)(1)* does not address the timing of the donation of property]

- Cost sharing or matching requirements may be met by other Federal grants when authorized by the other agencies, but only up to 80% of the total project cost.

- Neither costs nor the value of third-party in-kind contributions may count towards satisfying a cost sharing requirement of a grant agreement if they have been or will be counted towards satisfying a cost sharing requirement

of another Federal grant agreement, a federal procurement contract, or any other award of Federal funds in another project.

- Unless SCRC expressly approves use of program income under the additive alternate contained in *2 CFR 200.307(e)(2)* or the cost share alternative in *2 CFR 200.307(e)(3)*, it is required to treat program income under the deductive method as outlined in *2 CFR 200.307(e)(1)*. This means that if program income is received it will reduce the SCRC award amount.

- Costs and third-party in-kind contributions counting towards satisfying a cost sharing requirement must be verifiable from the records of the applicant. These records must show how the value placed on third party in- kind contributions were derived. To the extent feasible, volunteer services will be supported by the same methods that the organization uses to support the allocability of regular personnel costs.

- If an applicant includes matching funds/cost share in their application, cost share must be committed by September 30 of the year following the award year. This date allows for extraordinary situations that may occur. If this date cannot be met, the applicant should consider postponing the application until the subsequent year.

APPENDIX IV: SEID FORMS/DOCUMENTS

Section 1: SEID Grant Forms for ALL Applicants

- SF-424_SEID Application for Federal Assistance
- Certification Regarding Lobbying Activities
- SCRC Form 1001 – Debarment and Suspension
- SCRC Drug-Free Workplace Certification
- SCRC Record Retention Attestation
- SCRC Procurement Attestation
- Authorized Officials Verification and Point of Contact Documentation
- Grant Administration Assurances Form
- SCRC Form 1002 – Match and Cost Share
- Evidence of Match Requirement (e.g. executed grant agreement, commitment letter on funder's letterhead, etc.)
- SEID Timeline for Implementation
- SEID Scope of Work
- SCRC and Project Target Reporting for SEID

Section 2: Non-Construction Forms

- SEID Budget Narrative for Non-Construction Projects
- SF-424 A Budget Information
- SF-424 B Assurances

Section 3: Construction Forms

- SEID Budget Narrative for Construction Projects
- SF-424 C Budget Information
- SF-424 D Assurances
- SCRC NEPA Intake Form
- BABA Overview Acknowledgment

TO: The Honorable Tina Gambill and Members of the Bowling Green Town Council
FROM: John Anzivino, Interim Town Manager/ Clerk
DATE: November 22, 2026
RE: Potential January Town Council Meeting Date Change

Background

As Council may recall from prior communications, the annual Virginia Municipal League (VML) Elected Officials Conference scheduled for January 7 and 8 conflicts with the Town Council's first meeting in January (January 7, 2027). In the past, I believe that those Council members attending have found Conference attendance to be worthwhile as you learn about changes in state legislation and practice which effect municipal operations. While the conference is held in Henrico County, the Mayor noted that for those Council members wishing to attend it may find it challenging to participate in the conference and return to Bowling Green for a 6 PM meeting, so it might be wise to adjust the Council's meeting schedule.

Elected Officials Conference Preliminary Schedule

NOTE: The timing of the FOIA and COIA training sessions is TBD but will take place during the "Program" blocks listed below.

Thursday, January 7:
- 1:00pm - 4:30pm - Program
- 5:00pm - 6:30pm - Reception at the Capital Ale House (adjacent to the event venue)

Friday, January 8:
- 8:00am - Breakfast
- 8:30am - 12:00pm - Program
- 12:00pm - 1:00pm - Lunch
- 1:00pm - 4:30pm - Program

A detailed agenda will be posted in the coming weeks.

Proposed Action

Given that the first meeting in January also serves as the Council's organizational meeting where the annual calendar of meetings is adopted and other administrative matters discussed, it would be appropriate to discuss and consider adoption of an alternate meeting date and/or time for the Council's January 7, 2027 meeting since the VML Conference adds value to the training and knowledge of the individuals attending.

Proposed Motion

Upon conclusion of discussion the Council may wish to adopt the following motion: "I move to reschedule the January 7, 2027, Council meeting to **date and time of proposed change** due to several Council members attendance at VML's annual Elected Officials Conference.

MEMORANDUM

TO:	The Honorable Mayor & Town Council
FROM:	Jeffrey Smith, Deputy Clerk/Administrative Assistant
COPY:	John Anzivino, Interim Town Manager
DATE:	December 3, 2026
SUBJECT:	CivicPlus Product Migration and Accessibility Alternatives

BACKGROUND:

The Town's current CivicPlus website and Municode Meetings service both reach end of service on **June 30, 2027**. Both systems must transition to supported platforms to maintain adequate Town security and service to residents.

- Website migration is expected to take **9–12 weeks**, allowing time to transfer content and train staff.
- A prior review identified accessibility issues in **374 of 375 Town documents**.
- Staff will coordinate both transitions to maintain public access to Town information and meeting records throughout the process.

PROPOSED SOLUTION:

The recommended services address three Town needs.

- **Central Starter** replaces the Town's website and provides tools for notices, events, forms, documents, and resident subscriptions.
- **DocAccess** provides versions of online PDFs that screen readers can read aloud, improving access to Council packets, budgets, and other documents.
- **Agenda and Meeting Management** replaces Municode Meetings. A separate quote is needed for the service, transfer of existing records, and staff training.

FISCAL IMPACT:

Funding is budgeted under **100-012110-3152, Web Based Services**.

- **FY27 adopted budget:** $20,000.00
- **Year-to-date expenditures:** $6,041.40
- **Available funding:** $13,958.60
- **CP Contract FY26 Amount:** $7,586.67
- **Estimated Starter and DocAccess purchase:** $8,445.40
- **FY27 Contract Continuation Difference:** $858.73
- **Estimated balance after purchase:** $5,513.20

The remaining balance would be available for meeting-management costs and other remaining web-based service expenses. Total funding needs can be confirmed once the meeting-management quote is received.

The Town currently pays **$7,586.67 annually** for its website and meeting services combined from CivicPlus. Estimated future costs are as follows.

- **Estimated first-year website and DocAccess cost** — $8,445.40, including setup and an assumed introductory discount.
- **Estimated second-year website and DocAccess cost** — $9,020.55, including the quoted 5% renewal increase.

RECOMMENDATION:

Staff recommends transitioning the Town's website to CivicPlus Central Starter with DocAccess at an estimated first-year cost of $8,445.40. The Town must also replace Municode Meetings. Pricing for that service is pending.

The Web Based Services budget currently has $13,958.60 available. Purchasing Starter with DocAccess would leave $5,513.20 for meeting-management costs and other remaining expenses for FY27.

SUGGESTED MOTION: I move to authorize the Town Manager to execute a revised CivicPlus Statement of Work for Central Starter with DocAccess at an initial cost not to exceed $8,445.40 from account 100-012110-3152, subject to Town Attorney review, available funds, and confirmed pricing and coverage, and to obtain and present an Agenda and Meeting Management proposal for Council approval.

TO: The Honorable Tina Gambill, Mayor and Members of Town Council
FROM: John Anzivino, Interim Town Manager
DATE: November 22, 2026
RE: Caroline Sheriff's Department Fee Waiver Request for Use of Town Hall

Background
Attached please find an application for use of Town Hall on December 11, 2026, for the Caroline County Sheriff Department's annual Christmas party. Sheriff Moser is asking for a waiver of fees from the Town Council based upon security services provided to the Town by his department for various Town sponsored events (Harvest Festival, Christmas Parade, etc.).

In considering this request Council should be aware that your previous Town Manager had entered into an agreement with the Sheriff's Department that such a waiver of fees was possible for two (2) Sheriff's Department sponsored events per fiscal year, given that the current Sheriff was not charging the Town for deputies assigned to provide security at the Town's events As such, the agreement saves the individual Town sponsored events and/or the Town considerable money and allows the events to remain affordable and the Town to minimize or avoid subsidizing worthwhile events.

In consideration of this request Chief Cecil has assembled data on security costs that the Town would incur if the Sheriff charged for deputies at the events which is common practice in many communities. The information below indicates that the Town receives considerable benefit from the agreement.

Cost Summary for Services Provided by the Caroline Sheriff's Department for Town of Bowling Green Sponsored Events	
Event/ Overtime pay rate for Caroline Sheriff Deputies	$56.00 per hour
Caroline Sheriff's Deputy hours for assigned Bowling Green Town sponsored events	109 hours
Security Expense (hourly overtime rate X number of hours spent on site)	$6,104
	(Source of hourly rate and hours expended provided by the Caroline County Sheriff's Department)
Town Hall Rental Costs and Net Impacts of Fee Waiver as Requested by the Caroline County Sheriff's Department (per event includes set up, breakdown and cleaning of facility after event)	
Rental Cost per Event (includes set up, break down and clean up as published in fee schedule)	$575 non-profit fee per event (per Council adopted fee schedule)
Total fees waived by the Town under the current agreement	$1,150 (2 events @$575 per event)
Net Benefit to the Town's Special Events under the agreement	**$4,954.00**(Sheriff's overtime costs for events ($6,104) minus waived fees ($1,150)

Summary and Recommendation

Considering the data above and after discussions with staff not continuing to waive the fees noted in lieu of services rendered under the current agreement could jeopardize the financial viability of the Town sponsored events. Consequently, it is recommended that the Council waive the fees for use of Town Hall by the Caroline County Sheriff's Department for their annual Christmas Party.

Proposed Motion

'I move that the Town Council of the Town of Bowling Green authorize the waiver of rental fees for the use of the Ball Room in Bowling Green Hall for the Caroline County Sheriff's Department annual Christmas party to be held on December 11,2026' in recognition of the Sheriff's Department's contribution of security services, at no cost, to the Town of Bowling Green. '

TOWN OF BOWLING GREEN

RENTAL AGREEMENT

TOWN HALL BUILDING
117 BUTLER STREET

THIS AGREEMENT, made this 11 day of August, 2026 by and between the Town of Bowling Green, a municipal corporation, party of the first part, hereinafter referred to as the Town; and Caroline Co. S.O. party of the second part, hereinafter referred to as Lessee.

The Town hereby grants to Lessee the (Lobby Only) (Lobby and Main Hall) of that certain building, excluding offices and storerooms, located at 117 Butler Street, known as Town Hall, from 12 a.m./p.m. 12/11, 2026 ,until 1 a.m./ p.m on 12/12, 2026 for the purpose of Christmas Party in accordance with the Town Hall Rental Policies and the following terms and conditions: **NOTE: DECORATING THE NIGHT BEFORE YOUR EVENT REQUIRES AN ADDITIONAL FEE.**

1. Lessee agrees to pay in advance the sum of $ Ø as rental for the use of Town Hall during the term of this agreement, and that a Town Hall key must be picked up by 4:00 p.m. the day before your event (Key pickup is not available on weekends and state holidays, so make arrangements to pick up your key before your event). The key must be returned to receive a refund of your deposit. **Payment by check must be made two weeks before your event.** Any false statement made by Lessee will also result in forfeiture of the deposit. The Town Hall Office is open 9:00 a.m.-5:00 p.m Monday-Friday and closed all state holidays. **If a problem should arise with the date scheduled for the event, Lessee is allowed one transfer without forfeiture of deposit. Lesee must transfer their deposit within 30 days to avoid forfeiture of deposit. If the Lessee terminates the event for any reason or wishes to transfer more than one time, the deposit will be forfeited. Any new dates after the first transfer will require the payment of a new deposit.**
2. Lessee agrees to pay for all damage inflicted on Town Hall, its furnishings, or appurtenances, arising from the use of Town Hall by Lessee. Lessee further agrees to place on deposit with the Town the sum of $ Ø. In the event that damage is inflicted on Town Hall, its furnishings, or appurtenances, arising from the use of Town Hall by Lessee, then said deposit, or any portions thereof, shall be used by the Town to pay the actual cost of repairing such damage. A charge of $20.00 per hour will be assessed against the deposit for cleaning or repairs if the Town Hall is not left in a clean condition as determined by Town Personnel. The deposit or the balance thereof after deductions for damages or cleaning shall be refunded to the Lessee after any damage has been repaired. Nothing in this agreement shall limit the liability of Lessee for damages or cleaning in excess of the amount of deposit.
3. Lessee hereby agrees that the Town shall not be liable to Lessee or any other person for any loss, damage, or injury suffered as a result of the use of Town Hall by Lessee, and Lessee assumes all risk to persons or property arising from the use of Town Hall by Lessee and holds the Town and its officials harmless therefor.

4. It is mutually agreed and understood by the Town and Lessee that Lessee has read the Town Hall Rental Agreement and Town Hall Rental Policies and shall abide by all these Town Hall Rules and Policies as posted and written on the back of this agreement.

5. This agreement may be terminated by the Town at any time for violation of Town Hall Policies, Rules and Regulations, but Lessee shall remain liable for any loss, damage, or injury in accordance with this agreement. Lessee's signature below indicates that Lessee received a copy of the Town Hall Policies, Rental Agreement, Town Hall Closing Check List and the Town Hall Set-Up Form and agrees to abide by them.

6. It shall be the responsibility of the lessee to supply a written drawing of the event setup one week prior to the event. If written setup is not received lessee will be responsible for the setup of tables and chairs for their event.

7. Alcohol will be served or brought in X YES _____ NO ABC Permit - Phone # (See Attached)

If yes Lessee agrees to contact Town Police at (804) 632-1600 to arrange and pay for security.

Name Angel Lambert
(Print Name of Lessee)

By [signature]
(Signature of Lessee)

Mailing Address P.O. Box 39
Bowling Green, VA 22427

Work Phone 804-633-1125

Home Phone 804-366-6640

TOWN OF BOWLING GREEN

By Ashley Brown
(Town Representative)

TOTAL DUE INCLUDING DEPOSIT Ø

- DEPOSIT PD (DATE _____)

BALANCE DUE $ Ø

AFTER RENTAL REPORT:

- ☐ No Problems Found
- ☐ Extra Cleanup Needed
- ☐ damage found see attached

REFUND CHECK: # _____

☐ Mailed to above address on _____

☐ Will pick up at office _____

REVISED 05/2019

70-100 pp1

EVENT DATE 12/11/2026

