

**RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION AGRI-ECONOMY
PLANNING GRANT
MANAGEMENT PLAN
MAY 23, 2014**

Contract #- 14-PG-23

Grantee: Culpeper County

Project Name: Rappahannock-Rapidan Agri-Economy Regional Planning Grant

Project Cost: An initial Regional Planning Grant award not-to-exceed a maximum total amount of \$40,000 CDBG funds. The match includes \$0 in local cash contributions.

National Objective: Gives maximum feasible priority to activities which will benefit low and moderate-income families / includes activities which are designed to meet other community and economic development needs such as job creation.

Project Description: Culpeper County in collaboration with the Rappahannock-Rapidan Regional Commission has partnered to conduct an economic analysis of the region’s food system as an effort to foster sustainable agriculture in the region. The analysis will allow them to establish a baseline to better understand the workings of the regional farm and food economy. The project will include an agricultural economic analysis, survey of the local agricultural community, and completion of a strategic plan. The strategic planning process will address impacts to low- and moderate- income persons in developing a list of priority projects. The total project cost is up to \$40,000 to the County for developing solutions to the identified needs. The project will consist of the following activities:

- a) Completion of an Asset Inventory
- b) Completion of an Economic Impact Analysis
- c) Administer a Regional Survey
- d) Host Focus Group and Strategic Planning Meetings
- e) Completion of a Regional Food System Plan

MANAGEMENT TEAM ROSTER:

The core Management Team has the authority to monitor grant progress to ensure project outcome success (on time, in budget, products and benefits delivered).

The Management Team should work closely with the Steering/Advisory Committee members to complete the contract agreement products.

Monthly meetings should compare the initial timeline with reality, and identify corrective measures if needed to get the project back on track for completion within the agreed upon time frame.

This core team should always be looking at the “big picture” to be sure actions taken or not taken now will not create devastating delays in the future.

Name	Affiliation	Title	Project Role
Carl Sachs	Culpeper County	Economic Development Director	Applicant/Co. Rep.
Michelle Edwards	RRRC	Regional Planner II	Project Manager
Jenny Biché	RRRC	Planning Technician	Project Support
Ray Pickering	Fauquier County	Ag Development Director	County

**RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION AGRI-ECONOMY
PLANNING GRANT
MANAGEMENT PLAN
MAY 23, 2014**

			Representative
Kenner Love	Cooperative Extension	Rappahannock Unit Coordinator	Technical Expert
Carl Stafford	Cooperative Extension	Culpeper Unit Coordinator	Technical Expert
Don Loock	Piedmont Enviro. Council	Ag. and Rural Economy Program Manager	Organization Rep/Technical Expert
John McCarthy	Rappahannock County	County Administrator	County Representative
Ernest Brown	Madison County	County Administrator	County Representative
Leigh Miller	Orange County	Tourism Director	County Representative

OTHER PROJECT TEAM MEMBERS (Attends Mgmt Team meetings as needed or available):

Name	Grant Role	Telephone
Ramona Chapman	Capacity Development Specialist	804-371-7167/434-249-2288

COMMUNICATIONS PROCESS AND PROJECT OVERSIGHT:

The County Administrator, as the Grant Administrator, will provide monthly updates on the project's activities to the Board of Supervisors. Rappahannock-Rapidan Regional Commission (RRRC) will submit the required monthly progress report to the Capacity Development Specialist by the 20th of each month on a form to be provided by DHCD.

Monthly Project Management Team (PMT) meetings will be held at RRRC or via teleconference. RRRC will coordinate meetings, prepare meeting agendas, record minutes, and place meeting minutes in the project files. RRRC will forward meeting minutes to PMT members.

The Project Management Plan (PMP) will serve as the primary tool to monitor the progress of the project. The roles and responsibilities of those assigned to a specific task are defined in the plan. At each meeting, RRRC will ensure the PMT reviews the timeline to determine if deadlines are being met. If not, the PMT will determine why they haven't been met and what action needs to be taken to get the project back on track.

EXPENDITURE REVIEW AND PAYMENT PROCESS:

CDBG funds will be requested on a reimbursement basis. Therefore, cutting checks and dispersing funds within five working days will not need to be tracked.

**RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION AGRI-ECONOMY
PLANNING GRANT
MANAGEMENT PLAN
MAY 23, 2014**

Administrative invoices will be approved, signed/initiated and dated by RRRC. Based upon eligible invoices, drawdown requests, now known as remittances, will be prepared and saved in CAMS by RRRC. RRRC will be responsible for submitting the remittances to DHCD. Remittances will be submitted on an as needed basis but at least quarterly.

RRRC will be responsible for ensuring that copies of all remittances, approved invoices, EFT receipts and proof of deposit/cancellation (bank statements) are placed in the grant files.

RRRC will prepare any necessary budget revisions and save them in CAMS. RRRC will be responsible for submitting the revision through CAMS. DHCD will be responsible for ensuring copies of all budget revision requests and approval letters are placed in the grant files.

RRRC will be responsible for uploading the annual audit into CAMS.

POTENTIAL PROBLEMS, CONCERNS, SOLUTIONS:

Problem: Getting agricultural producers to participate.

Solution: Holding focus group meetings specifically for them in conjunction with existing events they already attend. Also will work through with local Farm Bureau and extension agents to increase participation.

**RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION AGRI-ECONOMY
PLANNING GRANT
MANAGEMENT PLAN
MAY 23, 2014**

RESPONSIBILITY CHART and TIMELINE

*The purposes of this chart it to show that you are generally aware of all the tasks involved in conducting a successful planning grant. **R = Responsibility.** This can either be the person who will ensure a task gets done or the person who will actually do it. **S = Support;** The person(s) whose assistance is necessary in order for the task to be completed.*

	<i>Specific Person (“R”) Solely Responsible</i>	<i>Specific Person (“S”) Providing Support</i>	Scheduled Completion Date	Actual Completion Date
<i>All CDBG Planning Grant Activities will be completed by December 31, 2015...</i>				<i>December 31, 2015</i>
Facilitated Planning Strategy Meeting	R. Chapman		05/19/2014	
Submission of Management Plan & Pay for Performance Budget within 7 calendar days			05/26/2014	
CDBG PLANNING GRANT TASKS & DELIVERABLES				
Conduct a Local Food System Asset Inventory <ul style="list-style-type: none"> • Base data research and gathering...(could be SWOT analysis) • Provide draft & final inventory report 	County Administrator	PDC	August 2014	
Conduct an Economic Impact Analysis (could include topics such as): <ul style="list-style-type: none"> • Ag retail trade possibilities & economic outcomes • Detailed regional agriculture production characteristics • Data on expected population consumption of produce & commodities • Provide draft and final report 	County Administrator	Consultant TBD	October 2014	
Conduct surveys and interviews of Agricultural Community to include a survey results report <ul style="list-style-type: none"> • Describe survey process 	County Administrator	PDC	January 2015	
Conduct a Stakeholder Identification	PDC		05/26/2014	

**RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION AGRI-ECONOMY
PLANNING GRANT
MANAGEMENT PLAN
MAY 23, 2014**

and Analysis —Stakeholder Viewpoint, Affiliation, Issues, Win, Outreach Strategy, Mtg. participation, level of involvement: <ul style="list-style-type: none"> • Primary • Secondary 				
Conduct Focus Group and Strategic Planning Meetings <ul style="list-style-type: none"> • Hold up to 3 stakeholder focus group meetings to identify common goals & form new partnerships • Hold a minimum of 3 regional strategic planning meetings • Include sign-in sheets, photos, mtg. summaries 	County Administrator	PDC	September 2015	
Complete a Regional Food System Plan (Strategic Plan) and Implementation Strategy to include recommendations for future project organizational structure & project leadership succession Plan <ul style="list-style-type: none"> • Provide draft and final report 	County Administrator	PDC	December 2015	
Create a detailed Road Map of overall project process that describes the public involvement strategy in terms of major events & meetings <ul style="list-style-type: none"> • In-house meetings • Public meetings 	PDC		05/26/2014	
General Activities				
Ensure accounting system complies with DHCD's requirements	County Administrator	PDC		
Submission of Certification of Signatures and Address	County Administrator	PDC		
Complete Management Plan & Distribute to Management Team & DHCD for comments	County Administrator	PDC		
Provide written procurement procedure(s) especially for small purchases and professional services	County Administrator	PDC		
Submit Close-out Reports and final drawdown	PDC		06/30/2015	
Submit to DHCD draft contract	County	PDC		

**RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION AGRI-ECONOMY
PLANNING GRANT
MANAGEMENT PLAN
MAY 23, 2014**

agreements for service provider(S) and other agreements as required	Administrator			
Ensure proof of publication, minutes, sign-in sheets and that accessible accommodations are met	County Administrator		Ongoing	
Monthly Management Team Meeting summaries			On-going	
Set up Grantee Project Filing System	R. Chapman			
Submission of Management Plan & Pay for Performance Budget into the CAMS	PDC			

PAY FOR PERFORMANCE BUDGET

ACTIVITY	CDBG TOTAL
Signed CDBG PG Contract	
Local Food Analysis & Asset Inventory Report	\$3,000
Economic Impact Analysis Report	\$15,000
Agricultural Community Surveys Results	\$8,000
Focus Group Meeting Summaries, Stakeholder Analysis and Project Road Map	\$9,000
Regional Food System Plan and Implementation Strategy	\$5,000
TOTAL	\$40,000

Frank Bossio,
Culpeper County Administrator

Date

Jeffrey Walker, Executive Director
Rappahannock-Rapidan Regional Commission

Date

Ramona Chapman, Capacity Development Specialist
Department of Housing and Community Development

Date