

# CITY OF COLONIAL HEIGHTS

P.O. Box 3401  
COLONIAL HEIGHTS, VA 23834-9001  
[www.colonial-heights.com](http://www.colonial-heights.com)

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## Office of the City Manager

May 13, 2010

The Honorable Mayor and Members of City Council  
Colonial Heights, Virginia

Ladies and Gentlemen:

The City has received a request from KIMCO Realty to install a right in/right out access to their property located in the Southpark Shopping Center at 1891 Southpark Boulevard. Their request is to provide better access to a proposed site development plan that modifies approximately 9,350 square feet of the current Ashley Furniture Store into separate retail locations.

This section of Temple Avenue is a designated limited access road and this entrance modification would have to be requested by the City to VDOT, and then approved by the Commonwealth Transportation Board. Upon this approval, the City's analysis of the turning movements will need to be performed by the Department of Public Works which is normally performed during the preliminary site plan process.

If any additional information or assistance is needed prior to the meeting, please do not hesitate to contact me.

Sincerely,

William E. Johnson  
Acting City Manager

WEJ:eg

Attachments

cc: Hugh P. Fisher, III, City Attorney  
William E. Henley, Director of Public Works & Engineering  
Bonnie E. Kirby, Retail Development Coordinator



February 25, 2010

Bonnie Kirby  
Retail Development Coordinator  
2-1 James Avenue  
City of Colonial Heights, VA 23834

RE: Right In / Right Out Access  
Southpark Shopping Center  
Southpark Circle & Temple Avenue  
Colonial Heights, VA

Dear Bonnie:

We are evaluating potential development at our Southpark property located in the Southpark Shopping Center at 1891 Southpark Boulevard. Based on our preliminary investigations we would like to request right in / right out access along Temple Avenue. Enclosed is a site plan for your review.

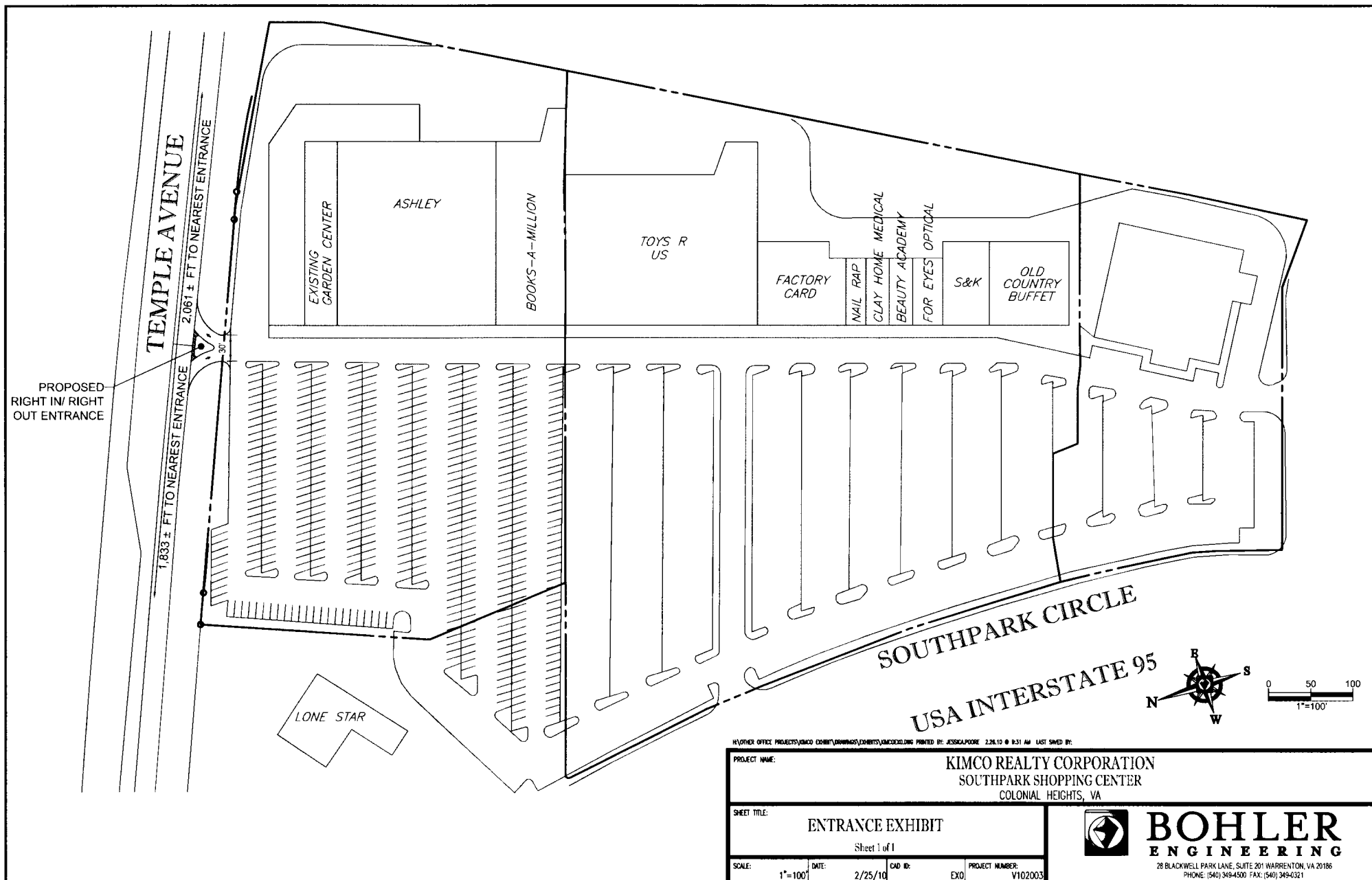
Please advise as to how to proceed.

Sincerely,

A handwritten signature in black ink, appearing to read "G. Reed", written over a horizontal line.

Gregory H. Reed  
Assistant Director of Acquisitions and Development

Cc: Harold Caples, Assistant Director of Public Works  
City of Colonial Heights, VA



## Bill Johnson

**From:** Bonnie Kirby  
**Sent:** Thursday, April 01, 2010 10:07 AM  
**To:** Bill Johnson  
**Subject:** FW: Southpark Access

Bill,  
Waiting on comments of process from Chuck but here is what Harold says about the right in/right out.  
The property owner should be responsible for this study

*Bonnie Kirby*

Retail Development Coordinator  
City of Colonial Heights, VA  
201 James Avenue  
Colonial Heights, VA 23834  
804-520-9265 (o)  
804-731-4421 (c)

**From:** Harold Caples  
**Sent:** Thursday, April 01, 2010 9:59 AM  
**To:** Chuck Henley  
**Cc:** Bonnie Kirby  
**Subject:** FW: Southpark Access

Chuck,

Do you concur with my comments below, regarding the right in/out on Temple Avenue.

Thanks,

*Harold Caples, P.E.*

*Assistant Director of Public Works  
City of Colonial Heights  
Department of Public Works  
201 James Avenue  
P. O. Box 3401  
Colonial Heights VA 23834-9001  
Phone: 804-520-9334  
Cell: 804-400-2725  
FAX: 804-520-9237  
www.colonial-heights.com*

**From:** Harold Caples  
**Sent:** Monday, March 15, 2010 2:53 PM  
**To:** Bonnie Kirby  
**Cc:** Chuck Henley  
**Subject:** RE: Southpark Access

Bonnie,

As previously discussed, the only comments that the Department of Public Works has to offer to date is that an analysis of the turning movements into the site will need to be performed to determine the full extent of any turn lane improvements along Temple Avenue. This analysis will take place as part of the

4/7/2010

preliminary site plan process.

If you have any questions or comments, please let me know.

Thank you,

*Harold Caples, P.E.*

*Assistant Director of Public Works  
City of Colonial Heights VA  
Department of Public Works  
201 James Avenue  
P. O. Box 3401  
Colonial Heights VA 23834-9001  
Phone: 804-520-9334  
Cell: 804-400-2725  
FAX: 804-520-9237  
www.colonial-heights.com*

**From:** Bonnie Kirby  
**Sent:** Monday, March 15, 2010 9:56 AM  
**To:** Harold Caples  
**Subject:** FW: Southpark Access  
**Importance:** Low

Harold,

I was hoping you could draft a response to this this week so that I can keep the ball rolling.

Thanks!

*Bonnie Kirby*

Retail Development Coordinator  
City of Colonial Heights, VA  
201 James Avenue  
Colonial Heights, VA 23834  
804-520-9265 (o)  
804-731-4421 (c)

**From:** Allen, Kevin [mailto:KAllen@kimcorealty.com]  
**Sent:** Thu 3/4/2010 7:18 PM  
**To:** Janice Logue  
**Cc:** Bonnie Kirby  
**Subject:** FW: Southpark Access

FYI

Kevin R. Allen  
Director of Real Estate  
Kimco Realty Corporation  
10451 Twin Rivers Road, Suite 410  
Columbia, Maryland 21044  
443-367-5124  
443-367-0066 (fax)

4/7/2010

[www.kimcorealty.com](http://www.kimcorealty.com)

*This electronic message and the content thereof are offered only for the purposes of information and/or negotiation and nothing contained herein constitutes an offer or option to lease space. You should be aware that the discussions or negotiations may be occurring simultaneously with other parties for use of the space(s) discussed herein, and neither party shall be bound by any terms contained herein until a lease has been fully executed and delivered.*

**From:** Reed, Gregory  
**Sent:** Friday, February 26, 2010 10:59 AM  
**To:** Allen, Kevin  
**Subject:** Southpark Access  
**Importance:** Low

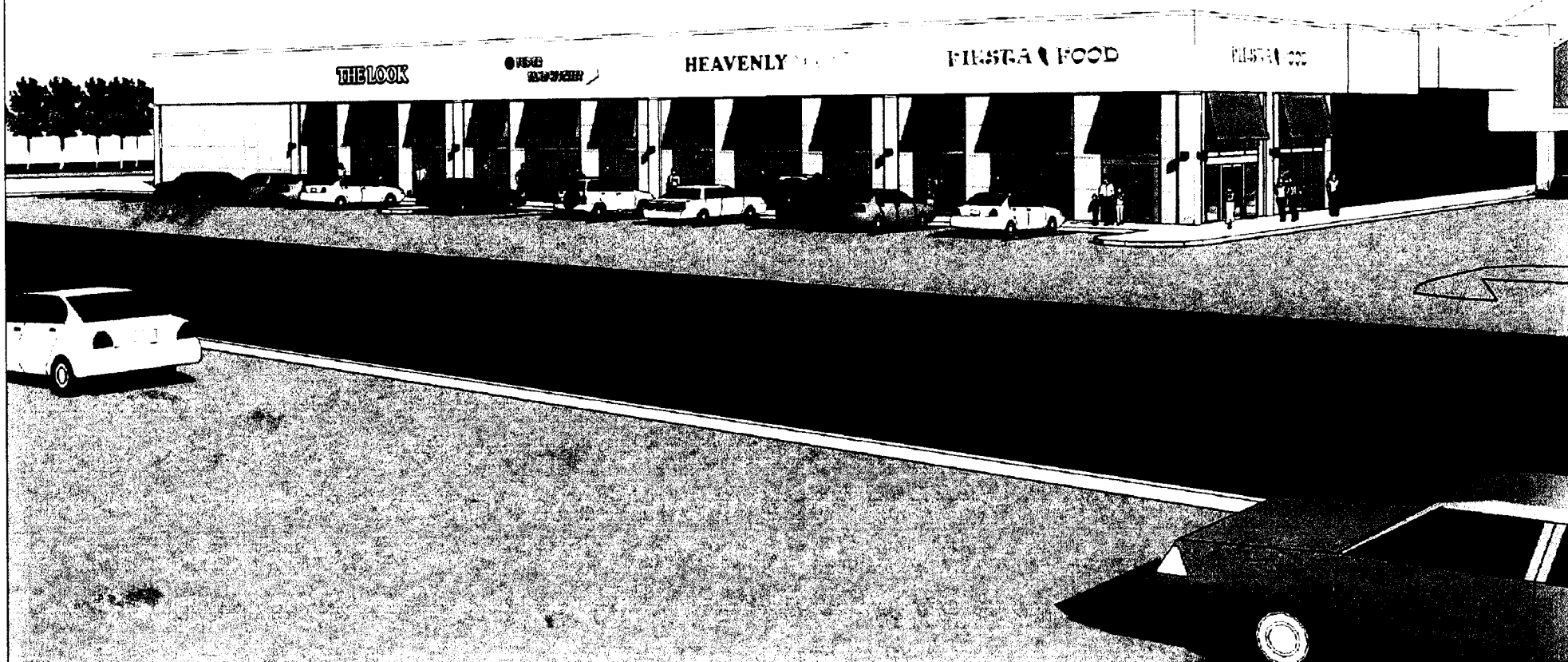
Kevin,  
The attached request is going out today.

x

**Gregory H. Reed**  
Assistant Director of Acquisitions and Development  
Mid-Atlantic Region  
Kimco Realty Corporation  
170 W.Ridgely Road, Suite 210  
Lutherville, MD 21093  
(410) 684-2000  
(410) 427-4428 Direct  
(410) 859-5685 Fax  
[greed@kimcorealty.com](mailto:greed@kimcorealty.com)

*This electronic message and the content thereof are offered only for the purposes of information and/or negotiation and nothing contained herein constitutes an offer or option to lease space. You should be aware that the discussions or negotiations may be occurring simultaneously with other parties for use of the space(s) discussed herein, and neither party shall be bound by any terms contained herein until a lease has been fully executed and delivered.*

4/7/2010



KIMCO

SOUTH PARK SHOPPING CENTER  
COLONIAL HEIGHTS, VIRGINIA

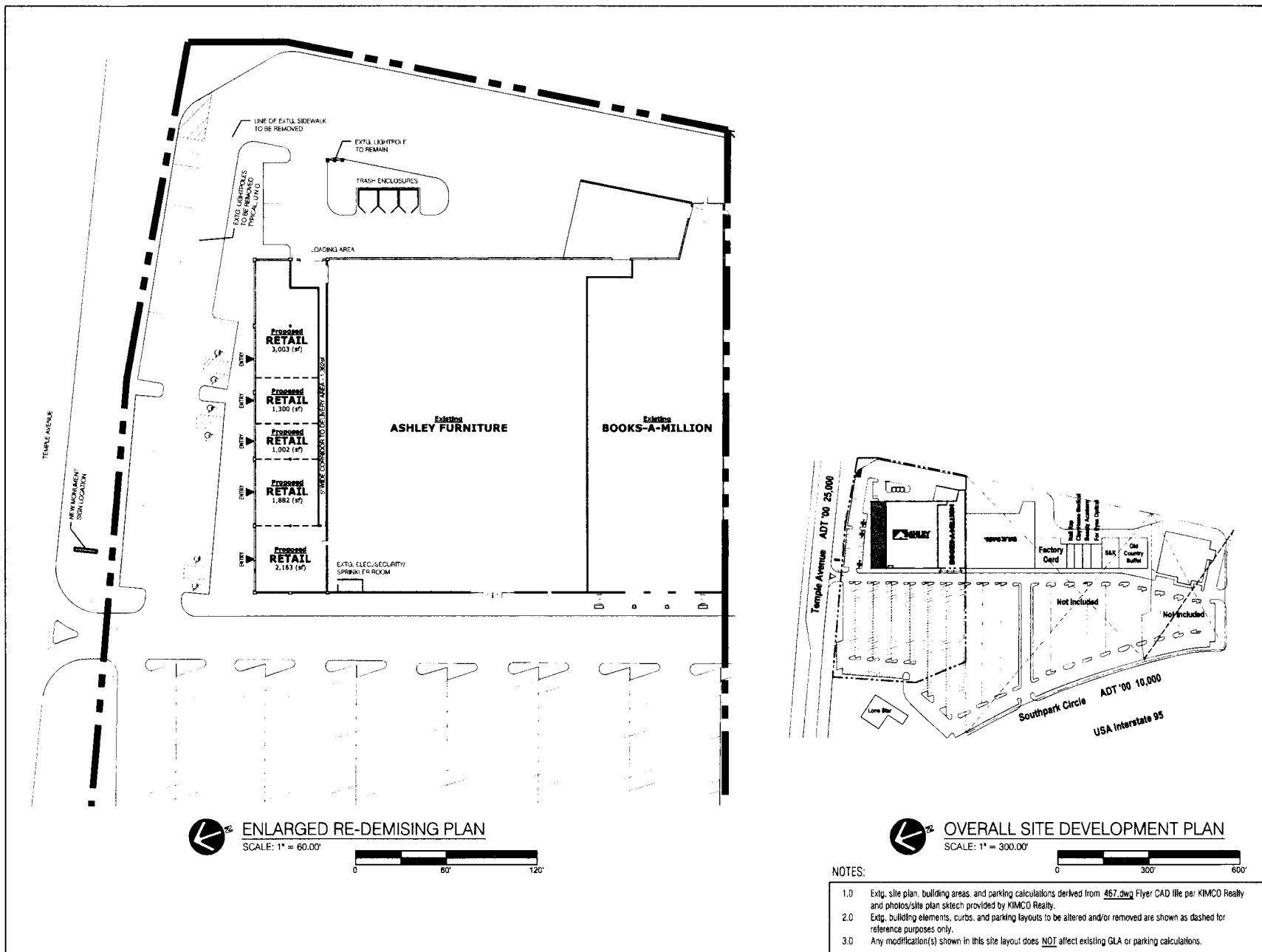
KANN  
PARTNERS

SCALE:  
N / A

FEB 12  
2010

1

PROPOSED  
RENDERING



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1112 S. Washington St. tel 630.527.6723  
Suite 110 fax 630.527.6738  
Naperville, IL 60540 www.ethosworkshop.com

**KIMCO**

3333 New Hyde Park Road tel 516.869.9000  
New Hyde Park, NY 11042 www.kimcorealty.com

Site No.: 0467

Site Name: SOUTH PARK S.C.

Location: COLONIAL HEIGHTS, VA

Date: 03.30.10

Drawn By: GB

**PROJECT DATA**

PARKING	User	Ratio	Spaces
EXISTING			EXISTING
ADDED			55
Total Provided	xxx/1000		EXTG. + 55
Req. by Code	N/A		N/A

**BUILDING AREA**

User	GLA
EXISTING KIMCO RETAIL	60,909 sf
EXTG. RETAIL NOT INCLUDED	(166,830 sf)
GLA total	227,739 sf

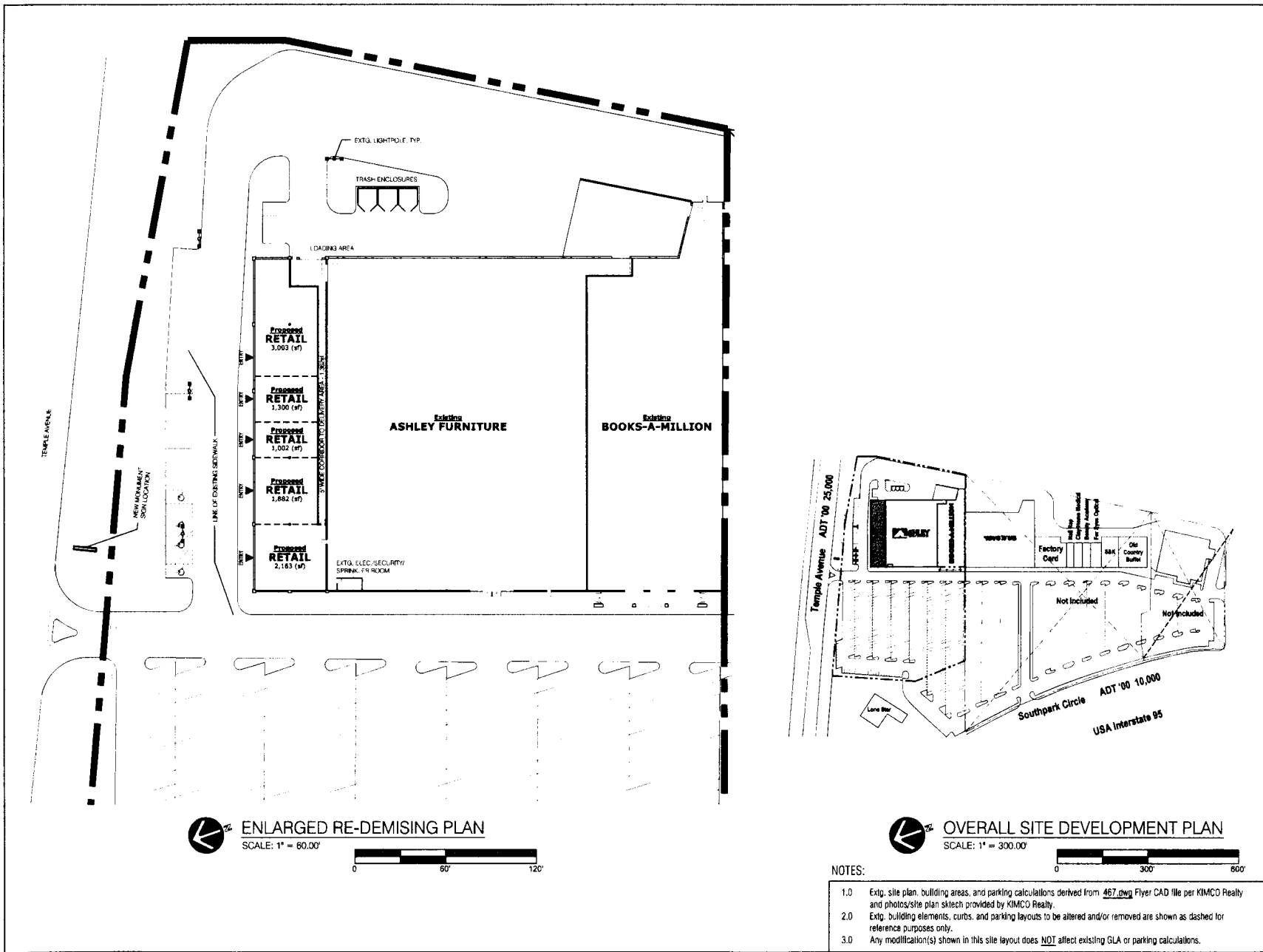
**ZONING**

		CHECKED	NEEDS REVIEW	NOT CHECKED
MUNICIPAL	Zone			
	Use			
	Setbacks			
	Bulk			
COUNTY	Landscape			
	Utility			
	Traffic			
	Landmarks			
SITE	Traffic			
	Remediation			
	Floodplain			
	Water			
UTILITIES	Gas			
	Sanitary			
	Electric			

The information presented herein is intended for use by Kimco Realty Corporation for the purposes of schematic planning only and should not be used as a construction document. Owner, contractor and/or tenant are responsible to verify all dimensions and conditions prior to permit or construction. This information represents a preliminary interpretation of various issues as related to the site under review, and should not be considered a comprehensive report. Information may have been obtained verbally or from other sources including the internet. No testing, surveying, or on-site investigations have been performed as part of this work.

0467\_RM\_3





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**KIMCO**

3333 New Hyde Park Road Tel 516.869.9000  
New Hyde Park, NY 11042 www.kimcorealty.com

Site No.: 0467  
Site Name: SOUTH PARK S.C.  
Location: COLONIAL HEIGHTS, VA  
Date: 03.30.10  
Drawn By: GB

**PROJECT DATA**

PARKING	User	Ratio	Spaces
EXISTING			EXISTING
ADDED			25
Total Provided	xxx/1000		EXTG. + 25
Req. by Code	N/A		N/A

**BUILDING AREA**

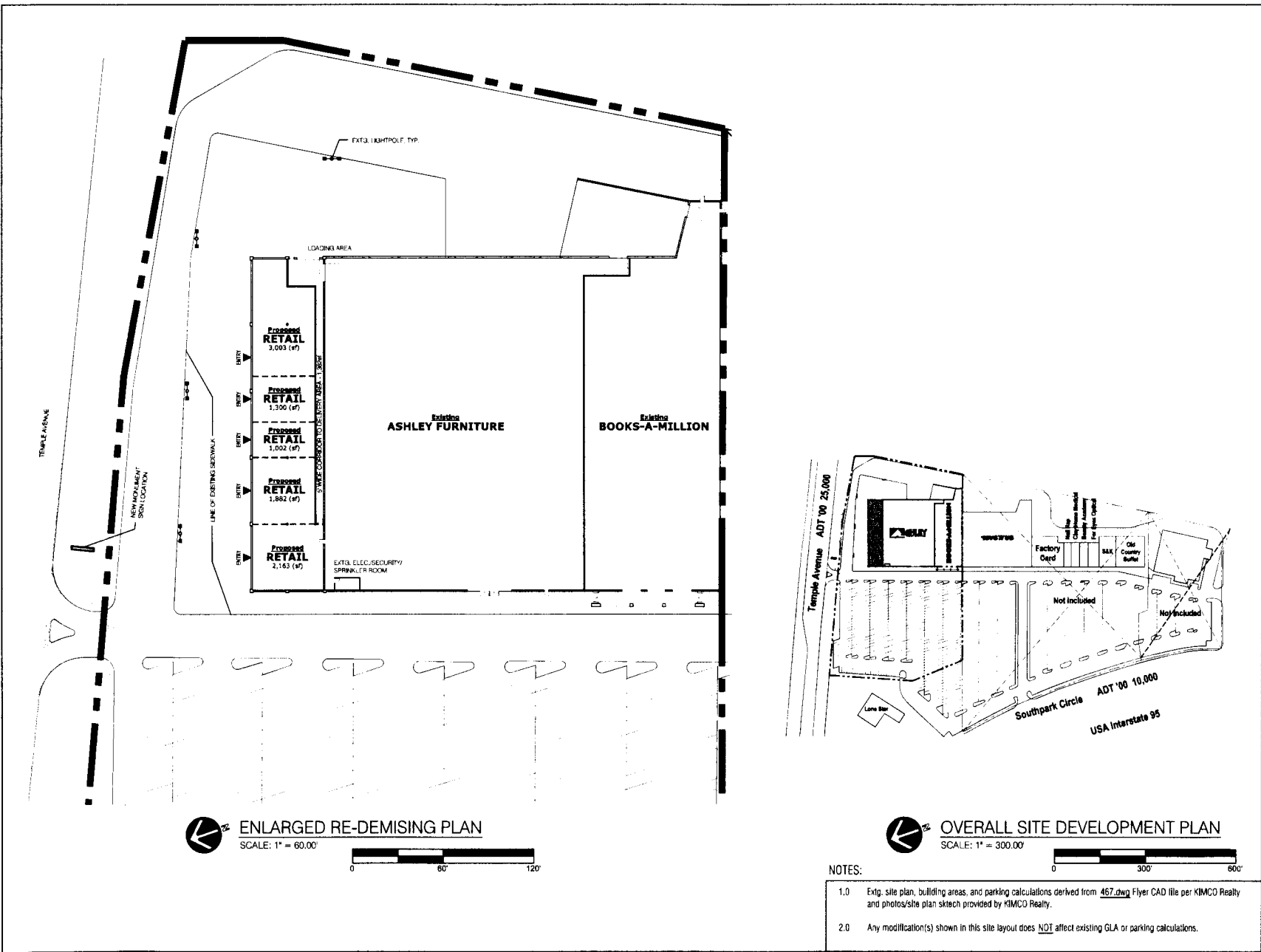
User	GLA
EXISTING KIMCO RETAIL	60,909 sf
EXTG. RETAIL NOT INCLUDED	(166,830 sf)
GLA total	227,739 sf

**ZONING**

	CHECKED	NEEDS REVIEW	NOT CHECKED
<b>MUNICIPAL</b>			
Zone			
Use			
Setbacks			
Build			
Landscaping			
<b>USDA</b>			
Utility			
Traffic			
Landmarks			
<b>SITE</b>			
Remediation			
Floodplain			
<b>UTILITIES</b>			
Water			
Gas			
Sanitary			
Electric			

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0467\_RM\_2



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**KIMCO**

3333 New Hyde Park Road Tel: 516.869.9000  
New Hyde Park, NY 11042 www.kimcorealty.com

Site No.: 0467  
Site Name: SOUTH PARK S.C.  
Location: COLONIAL HEIGHTS, VA  
Date: 03.30.10  
Drawn By: GB

**PROJECT DATA**

PARKING		
User	Ratio	Spaces
Total Provided	xxx/1000	EXISTING
Req. by Code	N/A	N/A

**BUILDING AREA**

User	GLA
EXISTING KIMCO RETAIL	60,909 sf
EXTG. RETAIL NOT INCLUDED	(166,830 sf)
GLA total	227,739 sf

**ZONING**

	CHECKED	NEEDS REVIEW	NOT CHECKED
MUNICIPAL			
Zone			
Use			
Setbacks			
Bulk			
Landscape			
UTILITY			
Traffic			
Landmarks			
TRC			
Retention			
Floodplain			
Water			
Gas			
Sanitary			
Electric			

The information presented herein is intended for use by Kimco Realty Corporation for the purposes of schematic planning only and should not be used as a construction document. Owner, contractor and/or tenant are responsible to verify all dimensions and conditions prior to permit or construction. This information represents a preliminary interpretation of various issues as related to the site under review and should not be considered a comprehensive report. Information may have been obtained verbally or from other sources including the Internet. No testing, surveying, or on-site investigations have been performed as part of this work.

0467\_RM\_1

### § 33.1-58. Power and authority of Board.

The Commonwealth Transportation Board may plan, designate, acquire, open, construct, reconstruct, improve, maintain, discontinue, abandon and regulate the use of limited access highways, in the same manner in which it is now or may be authorized to plan, designate, acquire, open, construct, reconstruct, improve, maintain, discontinue, abandon and regulate the use of other highways within this Commonwealth. The Board shall also have any and all other additional authority and power relative to other highways, which shall include the right to acquire by purchase, eminent domain, grant or dedication title to such lands or rights-of-way for such limited access highways.

Notwithstanding any other provisions of this Code, any highway, street, or portion thereof, to which access rights of abutters have been acquired by the Commonwealth Transportation Board and which is subsequently incorporated into the street system of a city or town by any method, shall remain limited access until and unless the governing body of the city or town, after securing the approval of the Commonwealth Transportation Board, acts to discontinue such limited access feature.

(Code 1950, § 33-38; 1950, p. 476; 1962, c. 348; 1970, c. 322.)

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## CHAPTER 401

### CHANGE OF LIMITED ACCESS CONTROL

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**24VAC30-401-10. Authority.**

A. Pursuant to the authority granted by § [33.1-58](#) of the Code of Virginia, the Commonwealth Transportation Board (CTB) may designate all or any part of any existing or new highway as limited access, as the term "limited access highway" is defined in § [33.1-57](#) of the Code of Virginia, the designation of which requires the CTB to extinguish all easements of access, light or air. Actions regarding limited access control, including changes in control, require CTB approval. These changes typically include shifting, moving, or breaking control, or any combination of these, after a project is completed, finalized and serving in its intended capacity. The commissioner shall pay damages, if any, to owners of properties abutting the existing or new highway for the extinguishment of these rights. This chapter establishes the rules pertaining to change of limited access control.

B. The commissioner or his designee may issue additional instructions to implement this chapter.

**Statutory Authority**

§ [33.1-58](#) of the Code of Virginia.

**Historical Notes**

Derived from Virginia Register Volume 22, Issue 13, eff. February 14, 2006.

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**24VAC30-401-20. Policy and conditions.**

- A. Any change in limited access that is not covered under the General Rules and Regulations of the Commonwealth Transportation Board ([24VAC30-20-80](#)) as authorized by the CTB or commissioner in the department's Land Use Permit Manual ([24VAC30-150](#)) is considered a change of limited access control.
- B. Change of limited access control will be considered only in limited, special situations. The CTB will not consider a change in limited access control without a written determination from the chief engineer.
- C. Any proposed change in limited access control shall, at a minimum, meet the following conditions:
1. Requests for limited access control changes shall be made in writing to the district administrator in charge of the construction district where the requested change in limited access control is proposed.
  2. Requests must be accompanied by the following:
    - a. A resolution, letter of support, or formal request, or any combination of these, from the locality within which the highway is located where the change in limited access is proposed.
    - b. A global traffic analysis prepared by the requestor, which the department will review and approve prior to further action.
    - c. An environmental analysis of the proposed change in limited access provided by the requestor, which the department will review and approve prior to further action.
  3. Prior to review by the department, requestors shall:
    - a. Pay for expenses associated with the department's posting of a Willingness for Public Comment notice to allow public input to be collected concerning the request prior to CTB action. If the requestor is a locality making a request for change in limited access control for public transportation purposes, the chief engineer may waive the requirement to pay for the posting.
    - b. Post a deposit sufficient to cover the estimated cost associated with considering the request, including the department's expenses in completing the required reviews, posting, approvals, and any

other steps involved. The amount of the deposit will be determined by the estimated amount of research and engineering and the cost of the appraisal required to process the request prior to CTB approval. If the actual cost to consider the request exceeds the estimated cost, the requestor shall pay the department the difference. This sum is in addition to any monetary compensation required.

4. A determination by the chief engineer that the change will not adversely affect the safety or operation of the highway.

5. If the location of the request for limited access control change is in an area determined to be a nonattainment area for air quality, the district must verify that the proposed limited access change has been through an air quality conformity review.

D. If the proposed change in limited access does not meet the conditions set forth above, the chief engineer is authorized to deny the request. The chief engineer shall notify the requestor in writing of the denial and the right to a review by the CTB.

E. The chief engineer shall notify the CTB of all denials.

F. The requestor, within 30 days of the date of denial, and any CTB member may request the full CTB to review any denials for change of limited access.

G. Upon the date of CTB approval of the request, the requestor shall have 180 days to submit the monetary or other consideration, and to secure all necessary permits from the department. Failure to comply with these requirements within the specified period shall render the CTB approval void. The department will convey any necessary land rights as necessary to comply with the request.

#### Statutory Authority

§ 33.1-58 of the Code of Virginia.

#### Historical Notes

Derived from Virginia Register Volume 22, Issue 13, eff. February 14, 2006.

**24VAC30-401-30. Monetary compensation.**

A. Monetary compensation or other valuable consideration shall be required for any change in limited access control. Compensation due the department for such change of limited access control shall be determined by an appraisal process approved by the commissioner or his designee. The compensation shall be determined by using the before and after evaluation to determine the enhancement, if any, to adjoining property or properties as a result of CTB change of access control. This compensation determination shall be in an amount determined by the commissioner or his designee.

B. The costs of providing any safety or operational improvements necessary for the safety of the traveling public will be borne by the party or parties granted a change in limited access control in addition to the compensation determined by the appraisal process. The commissioner or his designee shall approve any such compensation or other consideration, when all reviews and preliminary approvals are completed, and prior to CTB consideration. The chief engineer shall approve the necessary safety or operational improvements.

**Statutory Authority**

§ [33.1-58](#) of the Code of Virginia.

**Historical Notes**

Derived from Virginia Register Volume 22, Issue 13, eff. February 14, 2006.

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## **24VAC30-401-40. Federal Highway Administration approval.**

If federal funds were used in right of way acquisition on interstate system projects, or if there is a significant change in the function or operation of the existing interstate system highway facility, and federal funds were used in construction, the Federal Highway Administration shall approve the change or break in access. This approval is required prior to any consideration by the CTB.

### Statutory Authority

§ [33.1-58](#) of the Code of Virginia.

### Historical Notes

Derived from Virginia Register Volume 22, Issue 13, eff. February 14, 2006.

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A RESOLUTION NO. 10-16

Requesting permission from the Commonwealth Transportation Board for installation of a right-in/right-out access to and from property located in the Southpark Shopping Center at 1891 Southpark Boulevard from and onto Temple Avenue.

WHEREAS, part of Temple Avenue is designated a limited access road and any modifications therefore must be approved by the Commonwealth Transportation Board; and

WHEREAS, the City has received a request from KIMCO Realty to install a right-in/right-out access to and from their property located at 1891 Southpark Boulevard; and

WHEREAS, KIMCO's request is to provide better access to and from a development that would modify approximately 9,350 square feet of the current Ashley Furniture Store into separate retail locations.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF COLONIAL HEIGHTS:

1. That City Council hereby requests permission from the Commonwealth Transportation Board for the installation of a right-in/right-out access to and from property located in the Southpark Shopping Center at 1891 Southpark Boulevard, from and onto Temple Avenue, as shown on a sketch which is attached to, and made a part of, this resolution.

2. That upon Commonwealth Transportation Board approval, the City's analysis of turning movements will be performed by the City's Department of Public Works; and KIMCO Realty shall comply with all site plan provisions in the City Code.

3. That this resolution shall be in full force and effect upon its passage.

Approved:

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

\*\*\*\*\*

I certify that the above resolution was:

Adopted on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable Milton E. Freeland, Jr., Councilman: \_\_\_\_\_.

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_.

The Honorable W. Joe Green, Jr., Councilman: \_\_\_\_\_.

The Honorable Elizabeth G. Luck, Vice Mayor: \_\_\_\_\_.

The Honorable John T. Wood, Councilman: \_\_\_\_\_.

The Honorable Diane H. Yates, Councilwoman: \_\_\_\_\_.

The Honorable C. Scott Davis, Mayor: \_\_\_\_\_.

\_\_\_\_\_  
City Clerk

Approved as to form:

Hugh L. Foster, III  
City Attorney





# CITY OF COLONIAL HEIGHTS

P.O. Box 3401  
COLONIAL HEIGHTS, VA 23834-9001  
[www.colonial-heights.com](http://www.colonial-heights.com)

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## Office of the City Manager

May 13, 2010

The Honorable Mayor and Members of City Council  
Colonial Heights, Virginia

Ladies and Gentlemen:

The City has been involved with the Cities of Hopewell and Petersburg and the Crater Planning District to pursue 2009 Virginia Energy Efficiency and Conservation Block Grant (EECBG) programs. This is an energy efficiency and conservation program for buildings and facilities that is funded through federal stimulus monies. The two following proposals have been tentatively approved:

1. Indoor Lighting Retrofit Project – This project will hire contractors to replace all of our T-12 fluorescent lighting and magnetic ballasts with T-8 lights that utilize electronic ballasts. This newer technology gives an estimated 25% reduction in energy consumption and does not require specialized expertise beyond our current vendor pool. The \$30,248 award does require a 40% match of \$20,165.
2. Tri-City Energy Management Program – Colonial Heights, Hopewell and Petersburg would partner to create a program to reduce the total energy use in its buildings by a sustainable 20% in 2011. This would be achieved by purchasing an online subscription to energy tracking software and hiring a regional Energy Manager who compiles energy usage data with the software. He would provide reports on energy usage and recommendations on behavioral changes that would target the 20% reduction goal. The software will also project savings on efficiency upgrades to facilities. A second function would provide citizens with a similar tool to track energy use and to project savings on efficiency upgrades like new windows or air conditioners.

This is a 50/50 \$169,223 match grant with each locality responsible for a \$14,111.48 appropriation for each of the two years.

These programs are scheduled for final Federal fund approval in the upcoming fiscal year and were not included in the City Manager's Recommended Operating Budget for Fiscal Year 2010-11. Your guidance in adding these to any additional budget modification is requested.

The Honorable Mayor and Members of City Council  
May 13, 2010  
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If any additional information or assistance is needed prior to the meeting, please do not hesitate to contact me.

Sincerely,

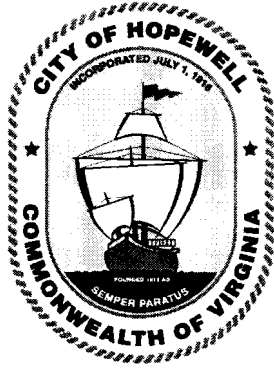
A handwritten signature in black ink, reading "William E. Johnson". The signature is fluid and cursive, with the first name "William" and last name "Johnson" clearly legible.

William E. Johnson  
Acting City Manager

WEJ:eg

Attachments

cc: Hugh P. Fisher, III, City Attorney  
George W. Schanzenbacher, Director of Planning & Community Development



## *Interoffice Memo*

To: Ed Daley, City Manager City of Hopewell  
David Canada, City Manager, City of Petersburg  
Richard Anzolut Jr., City Manager, City of Colonial Heights

From: Benjamin Ruppert, Deputy Coordinator of Emergency Management, City of Hopewell

Date: 3/15/10

Re: EECBG Grant Award

---

Gentlemen,

I just received a call from Victor Liu of the Crater Planning District indicating that our first proposal for the energy manager has also been fully funded if we would like to proceed. Below you will find the basic figures as far as matching requirements broken down into yearly monetary commitments by locality. As you can see the program was divided evenly among each of the three jurisdictions.

The energy manager would be added to the Crater PDC payroll and would be incorporated into their system administratively. His work load however, will be pre-determined by the three participating localities, and will be reflected in his job description. This will include tracking the energy usage of all city owned buildings (excluding schools), sending reports to the facility managers in each of the localities detailing such use on a monthly basis, and conducting onsite inspections to recommend changes in operation to result in reduced energy consumption. A provision requiring a certain percentage of his time be spent on location in each of the three localities will also be added to ensure that we all get benefits to match investment.

Victor Liu has been asked to confirm our participation no later than tomorrow. Please reply to him directly as to your intent to participate or not. Should you have any questions, I can be reached on my cell tonight at 237-9023, and by e-mail tomorrow at [bruppert@hopewellva.gov](mailto:bruppert@hopewellva.gov) (as I will be in training all day). Victor Liu can be reached tomorrow at 861-1666 or by e-mail at [vlui@craterpdc.org](mailto:vlui@craterpdc.org).

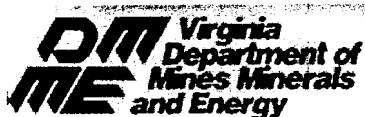
Sincerely,

Benjamin Ruppert

**Crater Energy Efficiency and Conservation Program**

	<b>Requested EECBG</b>	<b>Local Match</b>	<b>Hopewell Share Per Year (2 yrs)</b>	<b>Petersburg Share Per Year (2 yrs)</b>	<b>Colonial Heights Share Per Year (2 yrs)</b>
Personnel Cost	\$94,810	\$38,440	\$6,406.66	\$6,406.66	\$6,406.66
Fringe Benefits	\$45,788	\$17,604	\$2,934.00	\$2,934.00	\$2,934.00
Travel	\$1,000	\$1,000	\$166.66	\$166.66	\$166.66
Supplies	\$800	\$800	\$133.33	\$133.33	\$133.33
Indirect Charges (Office space etc.)		\$84,554	In kind match	In kind match	In kind match
Contractural Energy Cap and Green Quest Software	\$26,825	\$26,825	\$4,470.83	\$4,470.83	\$4,470.83
<b>Totals</b>	<b>\$169.223</b>	<b>\$169.223</b>	<b>\$14,111.48</b>	<b>\$14,111.48</b>	<b>\$14,111.48</b>





**2009 Virginia Energy Efficiency and  
Conservation Block Grant (EECBG) Program  
Application**

Due no later than 11:59 P.M. November 6, 2009

Applications received after this date will not be considered for funding.  
Applicants are urged to read the 2009 Virginia EECBG Application Guidelines.

---

**A. Applicant & Project Information**

1. Lead Applicant Name: Crater Planning District Commission
2. Proposal Name: Crater Energy Efficiency and Conservation Program
3. Participating Jurisdictions: Hopewell, Colonial Heights, Petersburg

Enter Corresponding FIPS Code(s): 051670, 051730, 051570

4. Planning District Commission of Lead Applicant: Crater

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**B. Lead Applicant Contact Information**

5. Contact Name: Victor Liu
6. Contact Title: Community Development Director
7. Mailing Address: PO Box 1808 Petersburg, VA 23805
8. Telephone: (804) 861-1666 9. Fax: (804) 732-8972 10. Email: vliu@craterpdc.org

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**C. Proposal Summary**

11. Eligible Activity<sup>2</sup> (choose one): Energy Efficiency & Conservation Programs for Buildings & Facilities
12. Multi-jurisdictional: ☒
13. Completed Estimated Benefits Calculator: ☒
14. EECBG Grant request: \$169,223
15. Local Leveraged Funding<sup>3</sup>: \$169,223
16. Total Project Funding: \$338,446

<sup>2</sup> Note: All projects receiving financial assistance from DOE must be reviewed under the National Environmental Policy Act (NEPA) of 1969 – 42 U.S.C. Section 4321 et seq. Based on DOE's review of the list of activities that funds can be utilized for under the EECBG Program, DOE has determined that projects in support of activities 1-3, 6, 7A, 7B, 7C, 7E, 7F, 8-10, and 12 will likely be classified as categorical exclusions. Therefore, Applicants proposing projects in support of activities 1-3, 6, 7A, 7B, 7C, 7E, 7F, 8-10, and 12 are not required to submit any NEPA documentation at this time. A pre-NEPA Environmental Questionnaire must be submitted with any application that proposes activities 4, 5, 7D, 11, 13 or 14. If DOE determines that NEPA requires the preparation of an environmental assessment (EA) or environmental impact statement (EIS) for a project proposal, the Applicant will be responsible for paying the cost of preparing an EA or EIS. Preparation of these types of NEPA documents can require 6-24 months. Accordingly applicants should carefully consider whether such projects are consistent with the objectives of the ARRA and will allow the expenditure of funds within the time periods allowed for by that statute.

<sup>3</sup> Note: Leveraged funds are not required; however, DMME is directed by DOE to: "Give priority to programs and projects that leverage federal funds with private resources, such as combining projects with measures financed by an energy savings performance contract, and other public resources, including coordinated efforts involving other Federal programs targeting community development funded through the Recovery Act such as the Community Development Block Grant program, HOME, and job training programs."

## D. Proposal Summary Narrative

Provide a brief summary of the proposal and describe how it supports one or more of the core principles of the 2009 EECBG Program. All partnering jurisdictions or organizations should be identified.

### I. Project Summary (Limit response to 250 word summary)

The Cities of Hopewell, Petersburg, and Colonial Heights will partner to create a Tri-City Energy Management Program. This project is two fold. The first (and main) goal of this program is to reduce the total energy use of local government in the building sector within the Tri-City area by a sustainable \*20% in the year 2011 , and thus reduce the Co2 emissions in the area going forward by approximately 2,000 metric tons a year.

This goal will be achieved by purchasing an online subscription to the Energy Cap energy tracking software, and hiring a regional Energy Manager who will then compile energy usage data from the partner jurisdictions into the software, and provide reports to the local governments on their energy usage, and recommendations on behavioral changes that can eventually result in the target 20% reduction, as well as project additional savings on efficiency upgrades to those facilities.

The second portion of the program will provide the community of the Tri-City area with a tool that will allow them to achieve a scaled down version of the same goal for their family, business, non-profit, etc. through an online portal called Green Quest. This portal will give them energy tracking functionality similar to what the local government has through Energy Cap. It will also allow them to project savings on efficiency upgrades like new windows or air conditioners, simplifying the cost/benefit analysis for the everyday citizen.

\*adjusted for any new space added.

### 2. Attach Detailed Project Description Narrative (up to 10 pages) ☒

Please discuss:

- a. How project conforms to the objectives and core principles described in the Application Guidelines.
- b. How other partner organizations (e.g. other political subdivisions, community organizations, utility companies, etc) contribute leveraging benefit to the project and provide benefits that endure beyond the availability of federal funds.

## **E. Scope of Work and Schedule**

Describe the project scope of work as a timeline (using quarterly or semi-annual breakdowns, as appropriate), emphasizing the tasks that must be completed in order to obligate<sup>4</sup> the grant funds within 16 months and expend them within 34 months from the time of award. Summarize major goals and objectives, with milestones (e.g. provide a chronological list of deliverables).

### **1st Semi-annual Report:**

Solicitation, hiring, and obligation of funds for the Energy Manager's first year. Obligation of funds for 1st year Energy Cap and Green Quest software cost as well as appropriate equipment.

### **2nd Semi-annual Report:**

Expenditure of all first year funds (approximately 50% of grant funds). Review of program effectiveness.

### **3rd Semi-annual Report:**

Obligation of 100% of grant funds (completed in first quarter 15 months total) to include salary, benefits, and support costs for energy manager position, as well as costs for Energy Cap and Green Quest software.

### **4th Semi-annual Report:**

Expenditure of 100% of grant funds, final report to DMME on program expenditures and effectiveness.

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<sup>4</sup> Definition of "obligate/commit funds", from 10 CFR 600.202: "Obligations means the amounts of orders placed, contracts and subgrants awarded, goods and services received, and similar transactions during a given period that will require payment by the grantee during the same or a future period."

## F. Project Budget

1. Provide a cost estimate for the completion of the project by completing the budget table below. A more detailed budget table can be found downloaded at <http://www.dmme.virginia.gov/de/arra/BudgetTemplate.xls>. If needed applicants can use the more detailed table and copy the totals into the below project budget.

Item Description	Requested EECBG Grant Funds	Federal Leveraged Funds	Non-Federal Leveraged Funds	Total Project Funding
Personnel Costs	94,810		38,440	\$133,250
Fringe Benefits	45,788		17,604	\$63,392
Travel	1,000		1,000	\$2,000
Project Equipment				\$0
Supplies	800		800	\$1,600
Contractual	26,825		26,825	\$53,650
Construction <sup>5</sup>				\$0
Other:				\$0
Total Direct	\$169,223	\$0	\$84,669	\$253,892
Indirect Charges			84,554	\$84,554
Total Direct & Indirect	\$169,223	\$0	\$169,223	\$338,446
Program Income <sup>6</sup>				\$0

## G. Project Impact: Application Data

Use the U.S. Department of Energy's Estimated EECBG Benefits Calculator to complete this section.

Download Link for: [User Manual for DOE's Estimated Benefits Calculator](#)  
Download Link for: [DOE's Estimated Benefits Calculator](#)

1. Renewable Technology Capacity Installed (MW): \_\_\_\_\_
2. Methane Captured (ft<sup>3</sup>): \_\_\_\_\_
3. Annual Estimated Energy Savings (KWh): \_\_\_\_\_
4. Annual Estimated Green House Gases Reduced (metric tons of CO<sub>2</sub>): \_\_\_\_\_
5. Annual Estimated Jobs Created/Retained: \_\_\_\_\_ 4.00

<sup>5</sup> Construction: Describe any construction activity in the detailed project description narrative.

<sup>6</sup> Program Income: Amount of income, if any, expected to be generated from this project

## H. Attachments

1. The following attachments are required components of the EECBG application.
  - a. The detailed project description (up to 10 pages)
  - b. Copy of EECBG Estimated Benefits Calculator Worksheet (i.e. used to complete section G above)
  - c. **“All Applicants proposing projects in support of activities 4, 5, 7D, 11, 13, and 14 must supply the environmental information contained in NETL F 451.1-1/3-EECBG contained in Attachment B3”. (Use this download link)**
2. Applicants may provide letters of support from partnering organizations referenced in the application.

## I. DMME NOTIFICATIONS

All EECBG applicants are hereby advised that:

1. All EECBG grant awards payments will be contingent on program compliance and timely reporting and will be made on a reimbursement basis after work is completed according to a milestone schedule to be proposed by the applicant.
2. The project milestone schedule submitted by the Applicant will be used in a grant agreement as the basis for the timing of incremental grant payments from DMME to the recipient on a reimbursement basis.
3. All applicants are advised to read the guidelines for local government applicants (Re: Section C) that include a description of the purpose of the EECBG program, examples of desired outcomes and a list of core principals.
4. Applicant compliance with special terms and conditions of ARRA on transparency and account is required and will be incorporated in any award agreement (see Section E of EECBG Guidelines Implementation Manual).
5. Additional special terms and conditions stemming from the National Environmental Policy Act, Davis-Bacon Act, and requirements to coordinate with related programs (See Sections F-1, F-2 and F-3, respectively, of the EECBG Guidelines Manual) will be incorporated in any EECBG grant award agreement.
6. Applicants should work with the local Planning District Commission to develop proposals and for assistance in completing applications.
7. The EECBG management team will review applications for eligibility, program compliance, completeness and accuracy and send all complete applications to the Virginia Department of Mines, Minerals and Energy for final evaluation, ranking and final grant award decisions.

Applicants: Please insert relevant information into green boxes. For those activities that you are not funding, please leave blank.

EECBG Eligible Activities	1. Geographic Location (please select from from drop-down list (1))	2. Proposed EECBG Budget (\$)	3. Proposed Funds Leveraged (\$) (2)	4. Proposed Total Funding (\$)	5. Proposed RE technology capacity installed (MW)	6. Proposed Methane Captured (cubic feet)	7. Annual Estimated Expected Energy Savings (kWh)	8. Annual Estimated Expected GHG Reduced (metric tons CO2e) (3)	9. Annual Estimated Expected Jobs created and/or retained
	VA								
1. Development of an Energy Efficiency and Conservation Strategy	VA	\$ -	\$ -	\$ -					0
2. Technical Consultant Services	VA	\$ -	\$ -	\$ -			-	-	0
3. Residential and Commercial Building Energy Audits	VA	\$ -	\$ -	\$ -			-	-	0
4. Financial Incentive Programs	VA	\$ -	\$ -	\$ -			-	-	0
5. Energy Efficiency Retrofits	VA	\$ 155,020.00	\$ 105,435	\$ 260,455			520,056	382	3
6. EE and Conservation Programs for Buildings and Facilities	VA	\$ 169,223.00	\$ 169,223	\$ 338,446					4
7. Development and Implementation of Transportation Programs	VA	\$ -	\$ -	\$ -					0
8. Building Codes and Inspections	VA	\$ -	\$ -	\$ -			-	-	0
9. Energy Distribution	VA	\$ -	\$ -	\$ -			-	-	0
10. Material Conservation Programs	VA	\$ -	\$ -	\$ -					0
11. Reduction and Capture of Methane and GHG	VA	\$ -	\$ -	\$ -		0	-	-	0
12. Traffic Signals and Street Lighting	VA	\$ -	\$ -	\$ -			-	-	0
13. RE Technologies on Government Building (enter funding and kW in appropriate RE tech row below)	VA								
13a. Biomass	VA	\$ -	\$ -	\$ -			-	-	0
13b. Concentrating Solar Power	VA	\$ -	\$ -	\$ -			-	-	0
13c. Geothermal	VA	\$ -	\$ -	\$ -			-	-	0
13d. Hydropower	VA	\$ -	\$ -	\$ -			-	-	0
13e. PV	VA	\$ -	\$ -	\$ -			-	-	0
13f. Wind	VA	\$ -	\$ -	\$ -			-	-	0
14. Other	VA	\$ -	\$ -	\$ -					0

(1) For tribes that span more than one state, please choose your primary geographical location

(2) For information on how to input please see step 2 in "Instructions for Using EECBG estimated expected benefits calculator"

(3) Emission factor per State are derived from EPA eGRID for CO2, CH4 and N2O. For Territories, it was assumed that diesel was used to generate electricity and only CO2 emissions are calculated (these are benchm

# **Crater Energy Efficiency and Conservation Program**

## **Meeting Purposes and goals of the EECBG:**

- **Reduce fossil fuel emissions in a manner that is environmentally sustainable and, to the maximum extent practicable, maximizes benefits for local and regional communities.**
- **Reduce the total energy use of the eligible entities**
- **Improve energy efficiency in the building sector, the transportation sector, and other appropriate sectors.**

The production of energy is the main cause of fossil fuel emissions; therefore the reduction of energy usage will directly affect the production of emissions. This reduction at the local level can be most simply affected through change to more efficient end use technologies and by changing the habits of the end user.

This project addresses the fact that people are the users of energy not buildings, so by educating them on appropriate day-to-day conservation practices, and then tracking the results and providing feedback on performance, savings are affected without the need for capital investment in equipment. Another benefit is that this works on all facilities regardless of the level of efficiency with which it was designed. By not requiring capital investment in equipment this method also negates the emissions created through the production and shipment of that equipment.

These same benefits can be realized in the community through Green Quest. By educating our community on energy efficiency practices, and allowing them to track their performance, and compare it to others in the community, we will allow them to realize savings to both the environment and their wallet without any financial investment on their part. On the other hand, it will also spur community investment on new efficient technologies as they utilize the service to make educated decisions on upgrades based on individualized savings projection data.

This method of energy savings has been proven by the Hopewell City Schools. Please see the attached pages showing the savings realized over the last 6 years. This project will not only result in huge savings in the Tri-city area, in the form of energy costs and emission reductions but will result in the hiring of a brand new position in the region.

This project will also demonstrate government leadership on the environmental front at the local level by starting with government

operations, and then rolling it out to the public as well through Green Quest.

This is intended to be a sustainable project that continues beyond the life of the grant. The participating jurisdictions intend to see more than sufficient savings to continue this program with local funding as long as it continues to demonstrate cost effectiveness. They also intend to allow addition jurisdictions in the CPD to participate in the future.



**Richard Anzolut, Jr.**

**From:** Benjamin Ruppert [BRuppert@hopewellva.gov]  
**Sent:** Thursday, March 11, 2010 8:52 AM  
**To:** Richard Anzolut, Jr.  
**Cc:** Ed Daley  
**Subject:** RE: lighting retrofitting  
**Attachments:** EECEBG\_PD19\_R2.pdf

Good Morning,

Attached is the application that was submitted by Victor Liu of the Crater PDC back in November. Below is the original split of the funds based on the number of lights that was submitted to me as set for replacement at the time of the application. Due to the short turnaround of this application, I used \$40 as the cost per light. This was the figure I received from Chesterfield's Energy Manager, who had already done this in some of their schools. Let me know if you have any questions.

Thanks,

		Hopewell Share	Petersburg Share	Colonial Heights Share
<b>Award</b>	<b>\$155,020</b>	<b>\$30,248</b>	<b>\$94,524</b>	<b>\$30,248</b>
<b>Match</b>	<b>\$103,347</b>	<b>\$20,165</b>	<b>\$63,017</b>	<b>\$20,165</b>
<b>Total Project</b>	<b>\$258,367</b>	<b>\$50,413</b>	<b>\$157,541</b>	<b>\$50,413</b>

*Benjamin Ruppert*

Hopewell Bureau of Fire  
Office of Emergency Management  
City of Hopewell  
300 North Main St.  
Hopewell, VA 23860  
PH 804-541-2298 Fax 804-541-2248  
E-Mail- bruppert@hopewellva.gov

**From:** Richard Anzolut, Jr. [mailto:anzolutr@colonial-heights.com]  
**Sent:** Monday, March 08, 2010 9:27 AM  
**To:** Benjamin Ruppert  
**Cc:** Ed Daley  
**Subject:** lighting retrofitting

Mr. Ruppert,

I seem to have misplaced any detail I had on the indoor lighting retrofit grant. I'm looking to get us (Colonial Heights) squared away on the match, but I need the detail on what the grant is supposed to do.

Can you send me what you have please? This email address or PO Box 3401, 23834 if necessary.

Thanks

RAA

Rick Anzolut  
City Manager

3/12/2010

citymanager@colonial-heights.com

*IMPORTANT: The contents of this email and any attachments are confidential. They are intended for the named recipient(s) only.*

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**\*\*\* eSafe scanned this email for viruses, vandals, and malicious content. \*\*\***

3/12/2010

**2009 Virginia Energy Efficiency and  
Conservation Block Grant (EECBG) Program  
Application**

**Due no later than 11:59 P.M. November 6, 2009**

**Applications received after this date will not be considered for funding.**

**October 6, 2009**

**Application Instructions:**

1. Eligible localities that wish to submit multiple projects for funding consideration must complete a separate application form for each project so that project-specific impact and leveraging differences can be evaluated by the Virginia Department of Mines, Minerals, and Energy (DMME). Eligible activities<sup>1</sup> can be found in Section D of the EECBG Application Guidelines. Projects previously submitted through the [www.Stimulus.Virginia.Gov](http://www.Stimulus.Virginia.Gov) website are eligible for consideration, but will not be considered unless re-submitted using this EECBG application form.
2. EECBG applications will **only** be accepted **electronically** to expedite review, evaluation and grant award. The Virginia Planning District Commissions will assist all localities in their respective regions with the preparation and electronic publishing of all applications using Adobe Acrobat software.
  - a. Completed electronic applications, with all electronic attachments should be submitted as a zip-compressed archive file using the following e-mail address:  
**EECBG@NOVAREGION.ORG**  
  
Zip files can be created with Windows XP or Vista or with commercial application programs like **Winzip**, **Pkzip** or free public domain software like **jZip** ([download link](#)).
  - b. Note: A copy of the electronic submittal should be forwarded concurrently to your local PDC office (See list of e-mails by PDC on next page).
  - c. Applicants that do not have Adobe Acrobat are asked to work with their PDC in completing the application. If the application cannot be saved electronically, it is acceptable to print and scan the application and submit it as directed above.
3. Applicants with questions are asked to refer all questions **in writing by e-mail** to:  
**EECBG@NOVAREGION.ORG** & send electronic copy to the local PDC contact.
4. The deadline for all applicant EECBG questions for clarification is Friday, October 30, 2009, one week prior to the Friday, November 6<sup>th</sup> EECBG application submittal deadline.

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<sup>1</sup> **Note:** All projects receiving financial assistance from DOE must be reviewed under the National Environmental Policy Act (NEPA) of 1969 – 42 U.S.C. Section 4321 et seq. Based on DOE's review of the list of activities that funds can be utilized for under the EECBG Program, DOE has determined that projects in support of activities 1-3, 6, 7A, 7B, 7C, 7E, 7F, 8-10, and 12 will likely be classified as categorical exclusions. Therefore, **Applicants proposing projects in support of activities 1-3, 6, 7A, 7B, 7C, 7E, 7F, 8-10, and 12 are not required to submit any NEPA documentation** at this time. A pre-NEPA Environmental Questionnaire **must** be submitted with any application that proposes activities 4, 5, 7D, 11, 13 or 14. If DOE determines that NEPA requires the preparation of an environmental assessment (EA) or environmental impact statement (EIS) for a project proposal, the Applicant will be responsible for paying the cost of preparing an EA or EIS. Preparation of these types of NEPA documents can require 6-24 months. Accordingly **applicants should carefully consider whether such projects are consistent with the objectives of the American Reinvestment and Recovery Act (ARRA)** and will allow the expenditure of funds within the time periods allowed for by that statute.

The primary EECBG application must be sent to:

**EECBG@NOVAREGION.ORG**

**Submit Copy of Local EECBG Application to Local PDC using these E-Mail Contacts:**

PDC Number	PDC Name	EECBG Contact E-Mail
1	Lenowisco Planning District Commission	<a href="mailto:ajones@lenowisco.org">ajones@lenowisco.org</a>
2	Cumberland Plateau Planning District Commission	<a href="mailto:jimbaldwin@bvunet.net">jimbaldwin@bvunet.net</a>
3	Mount Rogers Planning District Commission	<a href="mailto:marmbrister@mrpdc.org">marmbrister@mrpdc.org</a>
4	New River Valley Planning District Commission	<a href="mailto:kbyrd@nrvc.org">kbyrd@nrvc.org</a> <a href="mailto:relsner@nrvc.org">relsner@nrvc.org</a>
5	Roanoke Valley-Alleghany Regional Commission	<a href="mailto:jgilmer@rvarc.org">jgilmer@rvarc.org</a>
6	Central Shenandoah Planning District Commission	<a href="mailto:bonnie@cspdc.org">bonnie@cspdc.org</a>
7	Northern Shenandoah Valley Regional Commission	<a href="mailto:jkeihn@shentel.net">jkeihn@shentel.net</a>
8	Northern Virginia Regional Commission	<a href="mailto:avosper@novaregion.org">avosper@novaregion.org</a>
9	Rappahannock-Rapidan Regional Commission	<a href="mailto:dbclark@rrrregion.org">dbclark@rrrregion.org</a>
10	Thomas Jefferson Planning District Commission	<a href="mailto:swilliams@tjpd.org">swilliams@tjpd.org</a> <a href="mailto:dblount@tjpd.org">dblount@tjpd.org</a>
11	Region 2000 Local Government Council	<a href="mailto:gchristie@region2000.org">gchristie@region2000.org</a>
12	West Piedmont Planning District Commission	<a href="mailto:jhullett@wppdc.org">jhullett@wppdc.org</a>
13	Southside Planning District Commission	<a href="mailto:pd13@spdc.state.va.us">pd13@spdc.state.va.us</a>
14	Virginia's Heartland Commonwealth Regional Council	<a href="mailto:MHickman@virginiashartland.org">MHickman@virginiashartland.org</a>
15	Richmond Regional Planning District Commission	<a href="mailto:jevans@richmondregional.org">jevans@richmondregional.org</a>
16	George Washington Regional Commission	<a href="mailto:byrnes@gwregion.org">byrnes@gwregion.org</a>
17	Northern Neck Planning District Commission	<a href="mailto:jdavis@nnpdc17.state.va.us">jdavis@nnpdc17.state.va.us</a>
18	Middle Peninsula Planning District Commission	<a href="mailto:llawrence@mppdc.com">llawrence@mppdc.com</a>
19	Crater Planning District Commission	<a href="mailto:dmorris@craterpdc.org">dmorris@craterpdc.org</a>
22	Accomack-Northampton Planning District Commission	<a href="mailto:emeil@a-npdc.org">emeil@a-npdc.org</a>
23	Hampton Roads Planning District Commission	<a href="mailto:bmcfarlane@hrpdcva.gov">bmcfarlane@hrpdcva.gov</a> , <a href="mailto:ewalberg@hrpdcva.gov">ewalberg@hrpdcva.gov</a>

5. The EECBG management team will respond in a timely manner to all e-mail questions received. All questions and responses will be posted on the Internet by the EECBG management team for public review.
6. DMME will establish an EECBG program webpage with program resource information and Questions and Answers related the EECBG application process.
7. All EECBG grant award payments will be contingent on program compliance and timely reporting and will be made on a reimbursement basis after work is completed according to a milestone schedule to be proposed by the applicant and used in a final grant agreement.
8. All applicants are advised to read the guidelines for local government applicants (see Section C of EECBG Program Implementation Guidelines) that include a description of the purpose of the EECBG program, examples of desired outcomes, and a list of core principals.
9. Applicants should work with the local PDC to develop proposals and to get assistance in completing EECBG applications.
10. The EECBG management team will review applications for eligibility, program compliance, completeness and accuracy and Virginia Department of Mines, Minerals and Energy will conduct the final evaluation, ranking and selection for grant award.
11. Compliance with special terms and conditions of the American Reinvestment and Recovery Act (ARRA) is required and will be a part of any award agreement resulting from this grant announcement (see Section E of EECBG Program Implementation Guidelines).
12. Additional special terms and conditions stemming from the National Environmental Policy Act and Davis-Bacon Act, and requirements to coordinate with related programs (see Section F of EECBG Program Implementation Guidelines) will be in any award agreement resulting from this grant announcement.
13. DMME will rank proposals, addressing the following evaluation criteria:
  - a. Number of jobs created or preserved
  - b. Amount of fossil fuel conserved
  - c. Amount of renewable energy generated
  - d. Amount of CO<sub>2</sub>-equivalent emissions avoided
  - e. Amount of methane captured
  - f. Amount of leveraged funds
  - g. Degree to which the federal grant is leveraged to create enduring value to a wide segment of the community, by providing energy efficiency and renewable energy education, for example, or using the visibility of the project or program to encourage and enable continuing and future effective energy conservation measures by others.
  - h. Program diversity points may be awarded:
    - To achieve geographical balance
    - To improve equity of distribution by community population size
    - To favor economically distressed areas based on unemployment
    - To achieve project/program diversity and balance
    - To favor regional or multi-jurisdictional projects

**2009 Virginia Energy Efficiency and  
Conservation Block Grant (EECBG) Program  
Application**

**Due no later than 11:59 P.M. November 6, 2009**

**Applications received after this date will not be considered for funding.  
Applicants are urged to read the 2009 Virginia EECBG Application Guidelines.**

**A. Applicant & Project Information**

1. Lead Applicant Name: Crater Planning District Commission
2. Proposal Name: Crater Indoor Lighting Retrofit Project
3. Participating Jurisdictions: Hopewell, Colonial Heights, Petersburg

Enter Corresponding FIPS Code(s): 051670, 051730, 051570

4. Planning District Commission of Lead Applicant: Crater

**B. Lead Applicant Contact Information**

5. Contact Name: Victor Liu
6. Contact Title: Community Development Director
7. Mailing Address: PO Box 1808 Petersburg, VA 23805
8. Telephone: (804) 861-1666 9. Fax: (804) 732-8972 10. Email: vliu@craterpdc.org

**C. Proposal Summary**

11. Eligible Activity<sup>2</sup> (choose one): Energy Efficiency Retrofits

12. Multi-jurisdictional: ☒

13. Completed Estimated Benefits Calculator: ☒

14. EECBG Grant request: \$155,020

15. Local Leveraged Funding<sup>3</sup>: \$103,347

16. Total Project Funding: \$258,367

<sup>2</sup> **Note:** All projects receiving financial assistance from DOE must be reviewed under the National Environmental Policy Act (NEPA) of 1969 – 42 U.S.C. Section 4321 et seq. Based on DOE's review of the list of activities that funds can be utilized for under the EECBG Program, DOE has determined that projects in support of activities 1-3, 6, 7A, 7B, 7C, 7E, 7F, 8-10, and 12 will likely be classified as categorical exclusions. Therefore, **Applicants proposing projects in support of activities 1-3, 6, 7A, 7B, 7C, 7E, 7F, 8-10, and 12 are not required to submit any NEPA documentation** at this time. A pre-NEPA Environmental Questionnaire **must** be submitted with any application that proposes activities 4, 5, 7D, 11, 13 or 14. If DOE determines that NEPA requires the preparation of an environmental assessment (EA) or environmental impact statement (EIS) for a project proposal, the Applicant will be responsible for paying the cost of preparing an EA or EIS. Preparation of these types of NEPA documents can require 6-24 months. Accordingly **applicants should carefully consider whether such projects are consistent with the objectives of the ARRA** and will allow the expenditure of funds within the time periods allowed for by that statute.

<sup>3</sup> **Note:** Leveraged funds are not required; however, DMME is directed by DOE to: "Give priority to programs and projects that leverage federal funds with private resources, such as combining projects with measures financed by an energy savings performance contract, and other public resources, including coordinated efforts involving other Federal programs targeting community development funded through the Recovery Act such as the Community Development Block Grant program, HOME, and job training programs."

## **D. Proposal Summary Narrative**

Provide a brief summary of the proposal and describe how it supports one or more of the core principles of the 2009 EECBG Program. All partnering jurisdictions or organizations should be identified.

### **I. Project Summary (Limit response to 250 word summary)**

The Tri-Cities will hire contractors to replace all of the T-12 fluorescent lighting and magnetic ballasts in our Public facilities with energy efficient T-8 lights utilizing electronic ballasts. Lighting is considered one of the "low hanging fruit" of energy retrofits, giving an estimated 25% reduction on energy usage over the older technology. Lighting technologies are also readily available, allowing us to get the money "on the street" very quickly. Installation requires no specialized expertise beyond the normal vendors we work with on a regular basis, meaning that in addition to affecting the communities that manufacture and ship the products that we will be purchasing on a national basis, a portion of this investment can go directly into our regional economy and have a positive impact on our own community and the Commonwealth. State contract pricing will be utilized for the purchase of the hardware, thereby reducing the overall project cost.

This investment will result in a reduction in the building sector's total energy use for the participating localities in a sustainable way, and thereby reduce our fossil fuel emissions in the region as well.

### **2. Attach Detailed Project Description Narrative (up to 10 pages) ☐**

Please discuss:

- a. How project conforms to the objectives and core principles described in the Application Guidelines.
- b. How other partner organizations (e.g. other political subdivisions, community organizations, utility companies, etc) contribute leveraging benefit to the project and provide benefits that endure beyond the availability of federal funds.

## **E. Scope of Work and Schedule**

Describe the project scope of work as a timeline (using quarterly or semi-annual breakdowns, as appropriate), emphasizing the tasks that must be completed in order to obligate<sup>4</sup> the grant funds within 16 months and expend them within 34 months from the time of award. Summarize major goals and objectives, with milestones (e.g. provide a chronological list of deliverables).

### **1st Semi-annual Report-**

Receive bids and award contract to appropriate vendor(s) to perform the labour involved in replacing all of the light fixtures targeted for replacement. Obligation of 50% of funds.

### **2nd Semi-annual Report-**

Monitor vendor progress on work, anticipate 50% completion of the project.

### **3rd Semi-annual Report-**

100% Expenditure of funds, final report to DMME on project completion.

---

<sup>4</sup> Definition of "obligate/commit funds", from 10 CFR 600.202: "Obligations means the amounts of orders placed, contracts and subgrants awarded, goods and services received, and similar transactions during a given period that will require payment by the grantee during the same or a future period."



## F. Project Budget

1. Provide a cost estimate for the completion of the project by completing the budget table below. A more detailed budget table can be found downloaded at <http://www.dmme.virginia.gov/de/arra/BudgetTemplate.xls>. If needed applicants can use the more detailed table and copy the totals into the below project budget.

Item Description	Requested EECBG Grant Funds	Federal Leveraged Funds	Non-Federal Leveraged Funds	Total Project Funding
Personnel Costs			1,000	\$1,000
Fringe Benefits			460	\$460
Travel				\$0
Project Equipment				\$0
Supplies	81,958		54,639	\$136,597
Contractual	73,062		48,708	\$121,770
Construction <sup>5</sup>				\$0
Other:				\$0
<b>Total Direct</b>	<b>\$155,020</b>	<b>\$0</b>	<b>\$104,807</b>	<b>\$259,827</b>
Indirect Charges			628	\$628
<b>Total Direct &amp; Indirect</b>	<b>\$155,020</b>	<b>\$0</b>	<b>\$105,435</b>	<b>\$260,455</b>
Program Income <sup>6</sup>				\$0

## G. Project Impact: Application Data

Use the U.S. Department of Energy's Estimated EECBG Benefits Calculator to complete this section.

**Download Link for: User Manual for DOE's Estimated Benefits Calculator**

**Download Link for: DOE's Estimated Benefits Calculator**

1. Renewable Technology Capacity Installed (MW):	
2. Methane Captured (ft <sup>3</sup> ):	
3. Annual Estimated Energy Savings (KWh):	520,056.00
4. Annual Estimated Green House Gases Reduced (metric tons of CO <sub>2</sub> ):	382.00
5. Annual Estimated Jobs Created/Retained:	3.00

<sup>5</sup> Construction: Describe any construction activity in the detailed project description narrative.

<sup>6</sup> Program Income: Amount of income, if any, expected to be generated from this project

## H. Attachments

1. The following attachments are required components of the EECBG application.
  - a. The detailed project description (up to 10 pages)
  - b. Copy of EECBG Estimated Benefits Calculator Worksheet (i.e. used to complete section G above)
  - c. **“All Applicants proposing projects in support of activities 4, 5, 7D, 11, 13, and 14 must supply the environmental information contained in NETL F 451.1-1/3-EECBG contained in Attachment B3”. (Use this download link)**
2. Applicants **may** provide letters of support from partnering organizations referenced in the application.

## I. DMME NOTIFICATIONS

All EECBG applicants are hereby advised that:

1. All EECBG grant awards payments will be contingent on program compliance and timely reporting and will be made on a reimbursement basis after work is completed according to a milestone schedule to be proposed by the applicant.
2. The project milestone schedule submitted by the Applicant will be used in a grant agreement as the basis for the timing of incremental grant payments from DMME to the recipient on a reimbursement basis.
3. All applicants are advised to read the guidelines for local government applicants (Re: Section C) that include a description of the purpose of the EECBG program, examples of desired outcomes and a list of core principals.
4. Applicant compliance with special terms and conditions of ARRA on transparency and account is required and will be incorporated in any award agreement (see Section E of EECBG Guidelines Implementation Manual).
5. Additional special terms and conditions stemming from the National Environmental Policy Act, Davis-Bacon Act, and requirements to coordinate with related programs (See Sections F-1, F-2 and F-3, respectively, of the EECBG Guidelines Manual) will be incorporated in any EECBG grant award agreement.
6. Applicants should work with the local Planning District Commission to develop proposals and for assistance in completing applications.
7. The EECBG management team will review applications for eligibility, program compliance, completeness and accuracy and send all complete applications to the Virginia Department of Mines, Minerals and Energy for final evaluation, ranking and final grant award decisions.

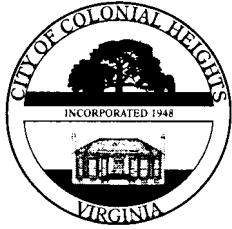
Applicants: Please insert relevant information into green boxes. For those activities that you are not funding, please leave blank.

EECBG Eligible Activities	1. Geographic Location (please select from from drop-down list (1))	2. Proposed EECBG Budget (\$)	3. Proposed Funds Leveraged (\$) (2)	4. Proposed Total Funding (\$)	5. Proposed RE technology capacity installed (MW)	6. Proposed Methane Captured (cubic feet)	7. Annual Estimated Expected Energy Savings (kWh)	8. Annual Estimated Expected GHG Reduced (metric tons CO2e) (3)	9. Annual Estimated Expected Jobs created and/or retained
	VA								
1. Development of an Energy Efficiency and Conservation Strategy	VA	\$ -	\$ -	\$ -					0
2. Technical Consultant Services	VA	\$ -	\$ -	\$ -			-	-	0
3. Residential and Commercial Building Energy Audits	VA	\$ -	\$ -	\$ -			-	-	0
4. Financial Incentive Programs	VA	\$ -	\$ -	\$ -			-	-	0
5. Energy Efficiency Retrofits	VA	\$ 155,020.00	\$ 105,435	\$ 260,455			520,056	382	3
6. EE and Conservation Programs for Buildings and Facilities	VA	\$ 169,223.00	\$ 169,223	\$ 338,446					4
7. Development and Implementation of Transportation Programs	VA	\$ -	\$ -	\$ -					0
8. Building Codes and Inspections	VA	\$ -	\$ -	\$ -			-	-	0
9. Energy Distribution	VA	\$ -	\$ -	\$ -			-	-	0
10. Material Conservation Programs	VA	\$ -	\$ -	\$ -					0
11. Reduction and Capture of Methane and GHG	VA	\$ -	\$ -	\$ -		0	-	-	0
12. Traffic Signals and Street Lighting	VA	\$ -	\$ -	\$ -			-	-	0
13. RE Technologies on Government Building (enter funding and kW in appropriate RE tech row below)	VA								
13a. Biomass	VA	\$ -	\$ -	\$ -	0		-	-	0
13b. Concentrating Solar Power	VA	\$ -	\$ -	\$ -	0		-	-	0
13c. Geothermal	VA	\$ -	\$ -	\$ -	0		-	-	0
13d. Hydropower	VA	\$ -	\$ -	\$ -	0		-	-	0
13e. PV	VA	\$ -	\$ -	\$ -	0		-	-	0
13f. Wind	VA	\$ -	\$ -	\$ -	0		-	-	0
14. Other	VA	\$ -	\$ -	\$ -					0

(1) For tribes that span more than one state, please choose your primary geographical location

(2) For information on how to input please see step 2 in "Instructions for Using EECBG estimated expected benefits calculator"

(3) Emission factor per State are derived from EPA eGRID for CO2, CH4 and N2O. For Territories, it was assumed that diesel was used to generate electricity and only CO2 emissions are calculated (these are benchm



# CITY OF COLONIAL HEIGHTS

P.O. Box 3401  
COLONIAL HEIGHTS, VA 23834-9001  
www.colonial-heights.com

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## Office of the City Manager

May 13, 2010

The Honorable Mayor and Members of City Council  
Colonial Heights, Virginia

Ladies and Gentlemen:

The City Manager was authorized to enter into a "Standard Project Administrative Agreement with the VA Department of Transportation (VDOT) in January, 2008 to coordinate, optimize and modernize five traffic signals on the Boulevard in the amount of \$332,000.

This Boulevard Project, in addition to the traffic signal improvements, will include pedestrian signals, crosswalks and curb ramps at Temple Avenue, Newcastle Drive, Lakeview Avenue, Ellerslie Avenue and Sherwood Drive intersections. The cost of this project exceeded the original appropriation, and staff requested and received additional federal funding from the Tri-Cities Metropolitan Planning Organization to fully fund this project. The additional funding requires my authorization of the attached project form to increase funding authorization to \$482,103.

If any additional information or assistance is needed prior to the meeting, please do not hesitate to contact me.

Sincerely,

William E. Johnson  
Acting City Manager

WEJ:eg

Attachment

cc: Hugh P. Fisher, III, City Attorney  
William E. Henley, Director of Public Works & Engineering



# CITY OF COLONIAL HEIGHTS

P.O. Box 3401  
COLONIAL HEIGHTS, VA 23834-9001  
www.colonial-heights.com

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## MEMORANDUM

TO: William E. Johnson, Acting City Manager *WE Johnson*

FROM: William (Chuck) E. Henley, P. E., Director of Public Works/City Engineer

SUBJECT: Amendment to Standard Project Administration Agreement with VDOT  
Boulevard Signal Coordination, Optimization and Modernization Project, UPC  
77600 - Certification of Funds Request

DATE: May 4, 2010

Attached is a revision to Appendix A of the standard project administration agreement for the subject project. Also attached is the original agreement, which was approved in January 2008 in an amount up to \$332,000. The amendment increases assistance to \$482,103. Staff requested additional federal aid to provide for an increase in the project cost. Funding is being made available to the City through the Tri-Cities Metropolitan Planning Organization from the Congestion Mitigation and Air Quality improvement program of the Safe, Accountable and Flexible Transportation Equity Act of Transportation Act of 2005.

The City has awarded a contract to Midasco, LLC to coordinate, optimize and modernize traffic signals at five locations on the Boulevard: Temple, Newcastle, Lakeview, Ellerslie and Sherwood. In addition to traffic signal improvements, the scope of the project includes pedestrian signals, crosswalks and curbs ramps. The actual construction costs of eligible work up to the maximum amount of the revised agreement will be reimbursed by the Virginia Department of Transportation from the allocation of federal aid.

The Department of Public Works requests Council's appropriation of the funds and the Department of Finance's revision to the project expenditure account. The Department submits this request pursuant to § 6.19. Certification of Funds., prior to incurring costs and making payments on the construction contract. Onsite work is anticipated to begin this month and be completed by Fall 2010.

Attachments

Appendix A1 - Revised 4/23/10

**Project Number: 0001-106-111 (UPC 77600) Locality: City of Colonial Heights**

Project Narrative	
<b>Scope:</b>	<b>Signal Coordination</b>
<b>From:</b>	<b>Sherwood Drive</b>
<b>To:</b>	<b>Temple Ave</b>
Locality Project Manager Contact Info: Harold Caples, PE 524-8708 Department Project Coordinator Contact Info: Sherry Eagle 524-6382	

Project Costs and Reimbursement				
Phase	Estimated Project Costs	Estimated Eligible Project Costs	Estimated Eligible VDOT Project Expenses	Estimated Reimbursement to Locality
Preliminary Engineering	\$50,330	\$50,330	\$11,500	\$38,830
Right-of-Way & Utilities	0	0	0	0
Construction	445,921	\$431,773	\$5,000	\$426,773
Total Estimated Cost	\$496,251	\$482,103	\$16,500	\$465,603

<b>Total Maximum Reimbursement/Payment by Locality to VDOT</b>	<b>\$0</b>
<b>Total Maximum Reimbursement by VDOT to Locality</b>	<b>\$482,103</b>

Project Financing				
A	B	C	D	E
Federal (CMAQ)	State	n/a	n/a	Aggregate Allocations (A+B+C+D)
\$482,103	\$0	0	0	\$482,103

Program and Project Specific Funding Requirements
<ul style="list-style-type: none"> <li>This project shall be administered in accordance with VDOT's <u>Locally Administered Projects Manual</u>.</li> <li>This project will be constructed and maintained in accordance with VDOT's Urban Manual.</li> <li>The locality will continue to operate and maintain the facility as constructed. Should the design features of the project be altered by the Locality subsequent to project completion, without the approval of the Department, the Locality inherently agrees, by execution of this agreement, to make restitution, either physically or monetarily, as required by the Department.</li> <li>This is a limited fund source project. All costs exceeding the \$482,103 will be borne 100% by the City of Colonial Heights.</li> <li>Revising Appendix A to show updated estimates and allocations.</li> </ul>

This attachment is certified and made an official attachment to this document by the parties of this agreement

_____ Authorized Locality Official and date <b>William E. (Chuck) Henley, P.E.</b> Typed or printed name of person signing	_____ Residency Administrator's/Urban Program Manager's Recommendation and date _____ Typed or printed name of person signing
---	---

## STANDARD PROJECT ADMINISTRATION AGREEMENT

Project Number	UPC	Local Designation
0001-106-111, P-101, N-501	77600	City of Colonial Heights

THIS AGREEMENT, made and executed in triplicate this 6 day of March, 2008, by and between the City of Colonial Heights, Virginia, hereinafter referred to as the LOCALITY and the Commonwealth of Virginia, Department of Transportation, hereinafter referred to as the DEPARTMENT.

WHEREAS, the LOCALITY has expressed its desire to administer the work described in Appendix A, and such work for each improvement shown is hereinafter referred to as a Project; and

WHEREAS, the funds shown in Appendix A have been allocated to finance each Project; and

WHEREAS, the LOCALITY will progress with the development of each Project so that any federal funds allocated to each Project may be obligated within three years of allocation to each Project in accordance with the current Statewide Transportation Improvement Program, unless otherwise specified in writing by the Department; and

WHEREAS, both parties have concurred in the LOCALITY's general administration of the phase(s) of work for the respective Project(s) listed in Appendix A in accordance with applicable federal, state, and local law and regulations.

NOW THEREFORE, in consideration of the mutual premises contained herein, the parties hereto agree as follows:

1. The LOCALITY shall:

- a. Be responsible for all activities necessary to complete the noted phase of each Project shown in Appendix A, except the performance of the State Environmental Review Process (SERP), and coordinate with the DEPARTMENT for all reviews, approvals, and environmental actions and decisions, as required. Each Project will be designed and constructed to meet or exceed current American Association of State Highway and Transportation Officials standards or supplementary standards approved by the DEPARTMENT.
- b. Receive prior written authorization from the DEPARTMENT to proceed with preliminary engineering, right-of-way acquisition and utility relocation, and construction phases of each Project.
- c. Maintain accurate and complete records of each Project's development and documentation of all expenditures and make such information available for inspection or auditing by the DEPARTMENT. Records and documentation for items for which reimbursement will be requested shall be maintained for

A COPY, TESTE:

By Kimberly J. Rollinson

Kimberly J. Rollinson, City Clerk

no less than three (3) years following acceptance of the final voucher on each Project, or all such records and documentation may be turned over to the DEPARTMENT in a manner acceptable to the DEPARTMENT.

- d. No more frequently than monthly, submit invoices with supporting documentation to the DEPARTMENT in the form prescribed by the DEPARTMENT. The supporting documentation shall include copies of related vendor invoices paid by the LOCALITY and a to-date project summary schedule tracking payment requests and adjustments. A request for reimbursement shall be made within 90 days after any eligible project expenses are incurred by the Locality. For federally funded projects and pursuant to the Federal Code of Regulation Title 49, Section 18.43, violations of the provision may result in the imposition of sanctions including possible denial or delay of payment of all or a part of the costs associated with the activity or action not in compliance.
- e. Subject to appropriation, reimburse the DEPARTMENT all Project expenses incurred by the DEPARTMENT if, due to action or inaction solely by the LOCALITY, federally funded Project expenditures incurred are not reimbursed by the Federal Highway Administration (FHWA), or reimbursements are required to be returned to the FHWA, or in the event the reimbursement provisions of Section 33.1-44 or Section 33.1-70.01 of the Code of Virginia, 1950, as amended, or other applicable provisions of federal, state, or local law or regulations require such reimbursement.
- f. On Projects that the LOCALITY is providing the required match to state or federal funds, pay the DEPARTMENT the LOCALITY's match for eligible Project expenses incurred by the DEPARTMENT in the performance of activities set forth in paragraph 2.a.
- g. Administer the Project in accordance with all applicable federal, state, or local laws and regulations.
- h. Provide certification by a LOCALITY official that all LOCALITY administered Project activities have been performed in accordance with all federal, state, or local laws and regulations. If the locality expends over \$500,000 annually in federal funding, such certification shall include a copy of the LOCALITY's single program audit in accordance with Office of Management and Budget Circular A-133.
- i. The LOCALITY will use its staff counsel for all legal proceedings. If legal services other than that provided by staff counsel are required, the LOCALITY will consult the DEPARTMENT to obtain an attorney from the list of outside counsel approved by the Office of the Attorney General.
- j. For Projects on facilities not maintained by the DEPARTMENT, provide, or have others provide, maintenance of the Project upon completion, unless otherwise agreed to by the DEPARTMENT.

ACOPY, TESTE.

By *Kimberly J. Hollinson*

Kimberly J. Hollinson, City Clerk



2. The DEPARTMENT shall:

- a. Perform the SERP and provide guidance relative to the coordination of environmental commitments that result from the SERP, provide necessary coordination with the FHWA, and approve plans, specifications, advertisement documents, and contract awards as determined to be necessary by the DEPARTMENT.
- b. Upon receipt of the LOCALITY's invoices pursuant to paragraph 1.d, reimburse the LOCALITY the cost of eligible Project expenses, as described in Appendix A. Such reimbursements shall be payable by the DEPARTMENT within 30 days of an acceptable submission by the LOCALITY.
- c. If appropriate, submit invoices to the LOCALITY for the LOCALITY's share of eligible project expenses incurred by the DEPARTMENT in the performance of activities pursuant to paragraph 2.a.
- d. Audit the LOCALITY's Project records and documentation as may be required to verify LOCALITY compliance with federal and state laws and regulations.
- e. Make available to the LOCALITY guidelines to assist the parties in carrying out responsibilities under this Agreement.

3. Appendix A outlines the phases of work and general items to be administered by the LOCALITY. There may be additional elements that, once identified, shall be addressed by the parties hereto in writing, which may require an amendment to this Agreement.

4. If designated by the DEPARTMENT, the LOCALITY is authorized to act as the DEPARTMENT's agent for the purpose of conducting survey work pursuant to Section 33.1-94 of the Code of Virginia, 1950, as amended.

5. Nothing in this Agreement shall obligate the parties hereto to expend or provide any funds in excess of funds agreed upon in this Agreement or as shall have been appropriated. In the event the cost of a Project is anticipated to exceed the allocation shown for such respective Project on Appendix A, both parties agree to cooperate in providing additional funding for the Project or to terminate the Project before its costs exceed the allocated amount, however the DEPARTMENT and the LOCALITY shall not be obligated to provide additional funds beyond those appropriated and allocated.

6. Nothing in this agreement shall be construed as a waiver of the LOCALITY's or the Commonwealth of Virginia's sovereign immunity.

7. This agreement may be terminated by either party upon 30 days advance written notice. Eligible Project expenses incurred through the date of termination shall be reimbursed in accordance with paragraphs 1.e, 1.f, and 2.b, subject to the

ACOPY, TESTE:

By *Kimberly J. Rollinson*

Kimberly J. Rollinson, City Clerk

limitations established in this Agreement and Appendix A. Upon termination, the DEPARTMENT shall retain ownership of plans, specifications, and right of way, unless all state and federal funds provided for the Project have been reimbursed to the DEPARTMENT by the LOCALITY, in which case the LOCALITY will have ownership of the plans, specifications, and right of way, unless otherwise mutually agreed upon in writing.

THE LOCALITY and DEPARTMENT acknowledge and agree that this Agreement has been prepared jointly by the parties and shall be construed simply and in accordance with its fair meaning and not strictly for or against any party.

THIS AGREEMENT, when properly executed, shall be binding upon both parties, their successors, and assigns.

THIS AGREEMENT may be modified in writing by mutual agreement of both parties.

A COPY, TESTE:

By   
Kimberly J. Bollinson, City Clerk

IN WITNESS WHEREOF, each party hereto has caused this Agreement to be executed  
as of the day, month, and year first herein written.

**CITY OF COLONIAL HEIGHTS, VIRGINIA:**

*Raymond A.*  
City Manager

1/10/08  
Date

*Emile B. Gibbs*  
Signature of Witness

1/10/08  
Date

NOTE: The official signing for the LOCALITY must attach a certified copy of his or her  
authority to execute this agreement.

**COMMONWEALTH OF VIRGINIA, DEPARTMENT OF TRANSPORTATION:**

*David D. Egan*  
Commonwealth Transportation Commissioner  
Commonwealth of Virginia  
Department of Transportation

03/06/2008  
Date

*Carol Amato*  
Signature of Witness

3/6/2008  
Date

**Attachments**

Appendix 0001-106-111-P-101, N-501 UPC 77600

A COPY, TESTE:

By *Kimberly J. Rollinson*  
Kimberly J. Rollinson, City Clerk

Project Number: 0001-106-111 UPC 77600

Locality: Colonial Heights

### Project Narrative

Scope: Signal coordination

From: Sherwood Drive

To: Temple Avenue

Locality Project Manager Contact Info: John Rooney, Jr. - 804-520-9336

Department Project Coordinator Contact Info: Kerry Batten 804-524-6283

### Project Costs and Reimbursement

Phase	Estimated Project Costs	Estimated Eligible Project Costs	Estimated Eligible VDOT Project Expenses	Estimated Reimbursement to Locality
Preliminary Engineering	\$38,000	\$38,000	\$7,500	\$30,500
Right-of-Way & Utilities	0	0	0	0
Construction	\$294,000	\$294,000	0	\$294,000
Total Estimated Cost	\$332,000	\$332,000.00	\$7,500.00	\$324,500.00

Total Maximum Reimbursement by Locality to VDOT

Total Maximum Reimbursement by VDOT to Locality

\$324,500.00

### Project Financing

A	B	C	D	E
Federal (CMAQ)	State	<fund source C>	<fund source D>	Aggregate Allocations (A+B+C+D)
\$332,000	0	0	0	\$332,000.00

### Program and Project Specific Funding Requirements

- This project will be administered in accordance with the "Guide For Local Administration of Virginia Department of Transportation Projects."
- The project will be constructed and maintained in accordance with VDOT's Urban Manual.
- The municipality will continue to operate and maintain the facility as constructed. Should the design features of the project be altered by the Municipality subsequent to project completion, without the approval of the Department, the Municipality inherently agrees, by execution of this agreement, to make restitution, either physically or monetarily, as required by the Department.
- This is a limited fund source project. All costs exceeding the \$332,000 will be borne 100% by the City of Colonial Heights.

This attachment is certified and made an official attachment to this document by the parties of this agreement

February 2007

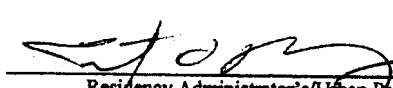
A COPY, LESIE:

By Kimberly J. Bollinson


Kimberly J. Bollinson, City Clerk

  
Authorized Locality Official and date

W. E. HENRY  
Typed or printed name of person signing

 2/19/08  
Residency Administrator's/Urban Program Manager's  
Recommendation and date  
Z. Le. Benjamin  
Typed or printed name of person signing

Approved as to Form:

  
City Attorney

A COPY, TESTE:

By 

Kimberly J. Rollinson, City Clerk

A RESOLUTION 08-1

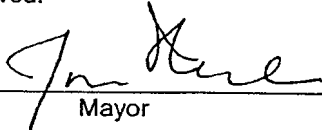
Authorizing the City Manager to enter into a "Standard Project Administrative Agreement" with the Virginia Department of Transportation pertaining to signal coordination on the Boulevard from Sherwood Drive to Temple Avenue.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF COLONIAL HEIGHTS:

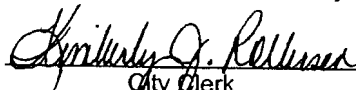
1. That Richard A. Anzolut, Jr., City Manager, be, and is hereby, authorized to enter into, on behalf of the City, an Agreement with the Virginia Department of Transportation entitled "Standard Project Administrative Agreement," pertaining to signal coordination on the Boulevard from Sherwood Drive to Temple Avenue – VDOT Project No.: 0001-106-111, P-101, N-501 UPC 77600 – a copy of which is attached to and made a part of this resolution; subject to approval by the City Attorney as to form.

2. That this resolution shall be in full force and effect upon its passage.

Approved:

  
Mayor

Attest:

  
City Clerk


\*\*\*\*\*


I certify that the above resolution was:


Adopted on January 8, 2008

Ayes: 7 Nays: 0 Absent: 0 Abstain: 0

The Honorable Patricia L. Cox, Councilwoman: 

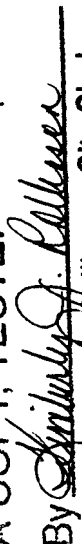
The Honorable C. Scott Davis, Councilman: 

The Honorable Milton E. Freeland, Jr., Councilman: 

The Honorable T. Gregory Kochuba, Councilman: 

The Honorable Elizabeth G. Luck, Councilwoman: 

Resolution No. 08-1

A COPY, TESTE:  
By   
Kimberly J. Rollinson, City Clerk

The Honorable Elizabeth G. Luck, Councilwoman:

*Agree*

The Honorable David A. Salot, Vice Mayor:

*Agree*

The Honorable John T. Wood, Mayor:

*Agree*

*Kimberly J. Rollinson*  
City Clerk

Approved as to form:

*Hugh P. Stricker III*  
City Attorney

A COPY, TESTE:

By *Kimberly J. Rollinson*  
Kimberly J. Rollinson, City Clerk

A RESOLUTION NO. 10-17

Authorizing the Acting City Manager to enter into a revised Appendix A of a "Standard Project Administration Agreement" with the Virginia Department of Transportation that was previously authorized, pertaining to signal coordination on the Boulevard from Sherwood Drive to Temple Avenue.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF COLONIAL HEIGHTS:

1. That William E. Johnson, Acting City Manager, or his designee, is authorized to enter into, on behalf of the City, a revised Appendix A of a "Standard Project Administration Agreement" with the Virginia Department of Transportation that was previously authorized, pertaining to signal coordination on the Boulevard from Sherwood Drive to Temple Avenue – VDOT Project No.: 0001-106-111, P-101, N-501 UPC 77600 – a copy of which is attached to and made a part of this resolution; subject to approval by the City Attorney as to form.

2. That this resolution shall be in full force and effect upon its passage.

Approved:

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

\*\*\*\*\*

I certify that the above resolution was:

Adopted on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable Milton E. Freeland, Jr., Councilman: \_\_\_\_\_.

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_.

The Honorable W. Joe Green, Jr., Councilman: \_\_\_\_\_.

Resolution No. 10-17



The Honorable Elizabeth G. Luck, Vice Mayor:

\_\_\_\_\_.

The Honorable John T. Wood, Councilman:

\_\_\_\_\_.

The Honorable Diane H. Yates, Councilwoman:

\_\_\_\_\_.

The Honorable C. Scott Davis, Mayor:

\_\_\_\_\_.

\_\_\_\_\_  
City Clerk

Approved as to form:

Hugh P. Foster, III  
City Attorney

Appendix A1 - Revised 4/23/10

**Project Number: 0001-106-111 (UPC 77600 ) Locality: City of Colonial Heights**

Project Narrative	
<b>Scope:</b>	<b>Signal Coordination</b>
<b>From:</b>	<b>Sherwood Drive</b>
<b>To:</b>	<b>Temple Ave</b>
Locality Project Manager Contact Info: Harold Caples, PE 524-8708 Department Project Coordinator Contact Info: Sherry Eagle 524-6382	

Project Costs and Reimbursement				
Phase	Estimated Project Costs	Estimated Eligible Project Costs	Estimated Eligible VDOT Project Expenses	Estimated Reimbursement to Locality
Preliminary Engineering	\$50,330	\$50,330	\$11,500	\$38,830
Right-of-Way & Utilities	0	0	0	0
Construction	445,921	\$431,773	\$5,000	\$426,773
Total Estimated Cost	\$496,251	\$482,103	\$16,500	\$465,603

Total Maximum Reimbursement/Payment by Locality to VDOT	\$0
Total Maximum Reimbursement by VDOT to Locality	\$482,103

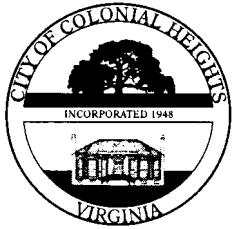
Project Financing				
A	B	C	D	E
Federal (CMAQ)	State	n/a	n/a	Aggregate Allocations (A+B+C+D)
\$482,103	\$0	0	0	\$482,103

Program and Project Specific Funding Requirements
<ul style="list-style-type: none"> <li>This project shall be administered in accordance with VDOT's <u>Locally Administered Projects Manual</u>.</li> <li>This project will be constructed and maintained in accordance with VDOT's Urban Manual.</li> <li>The locality will continue to operate and maintain the facility as constructed. Should the design features of the project be altered by the Locality subsequent to project completion, without the approval of the Department, the Locality inherently agrees, by execution of this agreement, to make restitution, either physically or monetarily, as required by the Department.</li> <li>This is a limited fund source project. All costs exceeding the \$482,103 will be borne 100% by the City of Colonial Heights.</li> <li>Revising Appendix A to show updated estimates and allocations.</li> </ul>

This attachment is certified and made an official attachment to this document by the parties of this agreement

\_\_\_\_\_  
 Authorized Locality Official and date  
**William E. (Chuck) Henley, P.E.**  
 Typed or printed name of person signing

\_\_\_\_\_  
 Residency Administrator's/Urban Program Manager's  
 Recommendation and date  
 Typed or printed name of person signing



# CITY OF COLONIAL HEIGHTS

P.O. Box 3401  
COLONIAL HEIGHTS, VA 23834-9001  
www.colonial-heights.com

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## Office of the City Manager

May 13, 2010

The Honorable Mayor and Members of City Council  
Colonial Heights, Virginia

Ladies and Gentlemen:

Over the past three years, the City has qualified for Safe Routes to School Grants, which have been appropriated in the Capital Projects Fund. This is a federal aid project, and as such, design and construction are subject to approval by the Federal Highway Administration and Virginia Department of Transportation.

The attachments show the phasing of the Middle School Project with an aerial view of the project developed by the consultant. During the citizen input phase, questions on one particular intersection was sited by the consultant as being a particularly unsafe crossing. City staff has developed the attached Alternate 1 and Alternate 2 designs to show two ways to increase the safety factor of this intersection, which currently has extremely long walkways. Alternate 1 was the presented designed at the public hearing.

Current funding will not be sufficient to fully implement Phase I & 2 as outlined in the attached Action Plan. Staff will be prepared to give a project update and answer any details on the overall design, including advantages and disadvantages of each alternate presented.

If any additional information or assistance is needed prior to the meeting, please do not hesitate to contact me.

Sincerely,

William E. Johnson  
Acting City Manager

WEJ:eg

Attachment

cc: Hugh P. Fisher, III, City Attorney  
William E. Henley, Director of Public Works & Engineering  
George W. Schanzenbacher, Director of Planning & Community Development

**Bill Johnson**

**From:** Chuck Henley  
**Sent:** Thursday, May 06, 2010 3:20 PM  
**To:** Bill Johnson  
**Cc:** George Schanzenbacher  
**Subject:** "CH Sidewalk Plan" aka Safe Routes to School Project  
**Attachments:** Full\_Document\_FINAL 66.pdf; Full\_Document\_FINAL 67.pdf; Alternative 1.pdf; Alternative 2.pdf

Attached are exhibits for the work session discussion having to do with the issue referred to as the "CH Sidewalk Plan." This is a federal aid project funded through the Safe Routes to School program. Design and construction are subject to approval by the Federal Highway Administration and the Virginia Department of Transportation.

The first two attachments are taken from the consultant's planning document. Only phases I and II are funded. The remaining phases are unfunded.

The second two attachments are options that satisfy the project objectives and meet the school pedestrian safety requirements. The estimated cost of Alternative 1 is approximately \$30 K. The estimated cost of Alternative 2 is approximately \$90 K.

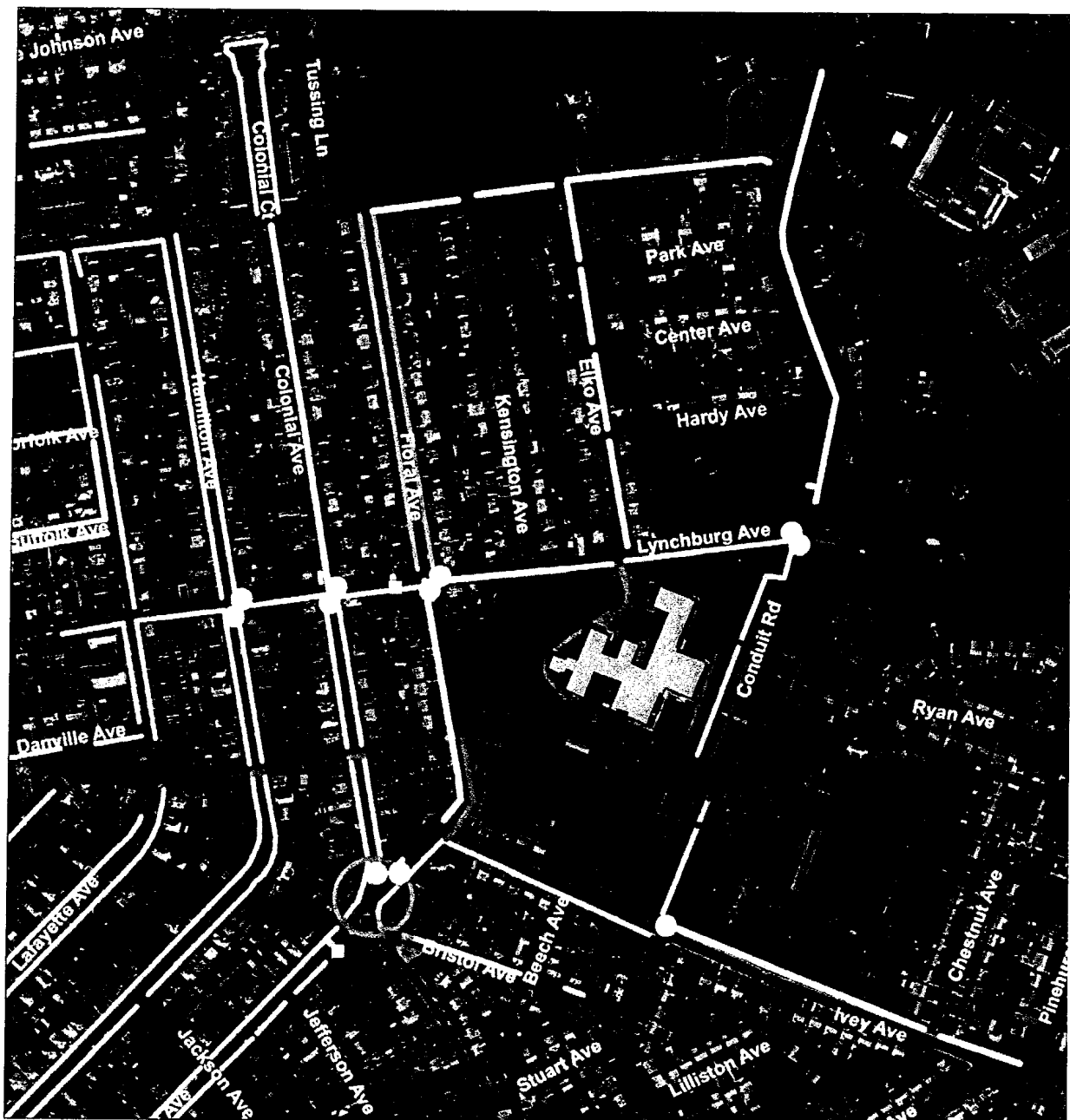
I recommend sharing the advantages and disadvantages of each with Council.

**William (Chuck) E. Henley, P.E.**  
Director of Public Works/City Engineer  
City of Colonial Heights  
201 James Avenue  
PO Box 3401  
Colonial Heights, VA 3401  
Office: (804) 520-9334  
Mobile: (804) 400-8218  
Fax: (804) 520-9237  
E-mail: [henleyc@colonial-heights.com](mailto:henleyc@colonial-heights.com)  
Web: [www.colonial-heights.com/public works](http://www.colonial-heights.com/public%20works)

**Table 5-1. Recommended phasing for engineering improvements at Colonial Heights Middle School.**

Action		Cost Estimate
<b>Middle School</b>		
Phase 1 (within first five years of program start)	<ul style="list-style-type: none"> <li>◆ Construct sidewalk and crossing improvements from VDOT Grant.</li> <li>◆ Signage and paint for school zones on Conduit Road (upgrade existing), Lynchburg Avenue, and Cameron Avenue.</li> <li>◆ Repaint existing crosswalk in front of school on Conduit Road.</li> </ul>	\$281,000*  *includes \$212,000 VDOT Grant
Phase 2	<ul style="list-style-type: none"> <li>◆ Improve Colonial Avenue / Cameron Avenue / Washington Avenue:               <ul style="list-style-type: none"> <li>○ Install crosswalks and raised pedestrian across Colonial Avenue at south leg of intersection with Cameron Avenue.</li> <li>○ Extend curb at intersection of Washington Avenue with Bristol Avenue and install crosswalk.</li> <li>○ Install crosswalks at the intersections of Cameron Avenue with Jefferson Avenue and Ivey Avenue, and crosswalks at the intersections of Danville Avenue with Colonial Avenue, Floral Avenue, and Hamilton Avenue.</li> <li>○ Construct sidewalk on east side of Floral Avenue from Danville Avenue to Ivey Avenue</li> </ul> </li> </ul>	\$121,000
Phase 3	<ul style="list-style-type: none"> <li>◆ Make improvements at Conduit Road and school entrance:               <ul style="list-style-type: none"> <li>○ Widen south entrance to parents/visitors lot to accommodate three lanes (1 in, two out), and close north entrance.</li> <li>○ Install crosswalks at bus lot and parents/visitors parking lot.</li> <li>○ Provide sidewalk along grass area in front of parents/visitors parking lot.</li> </ul> </li> </ul>	\$61,000
Phase 4	<ul style="list-style-type: none"> <li>◆ Construct sidewalk on both sides of Conduit Road from existing sidewalk at Ivey Avenue to Stuart Avenue</li> <li>◆ Build steps from school ball fields to Floral Avenue</li> </ul>	\$89,500
Phase 5	<ul style="list-style-type: none"> <li>◆ Construct additional sidewalk on Floral Avenue, Ivey Avenue, and Conduit Road.</li> </ul>	\$270,000

**NOTE:** Cost estimates represent a very general cost range for activities and may change based on increases in construction costs and materials or further engineering needs. A more thorough engineering and cost analysis for any project should be conducted prior to implementation.



### Legend

- Existing Asphalt Trail
- Existing Concrete Sidewalk
- Colonial Heights Middle School

### Project Phasing

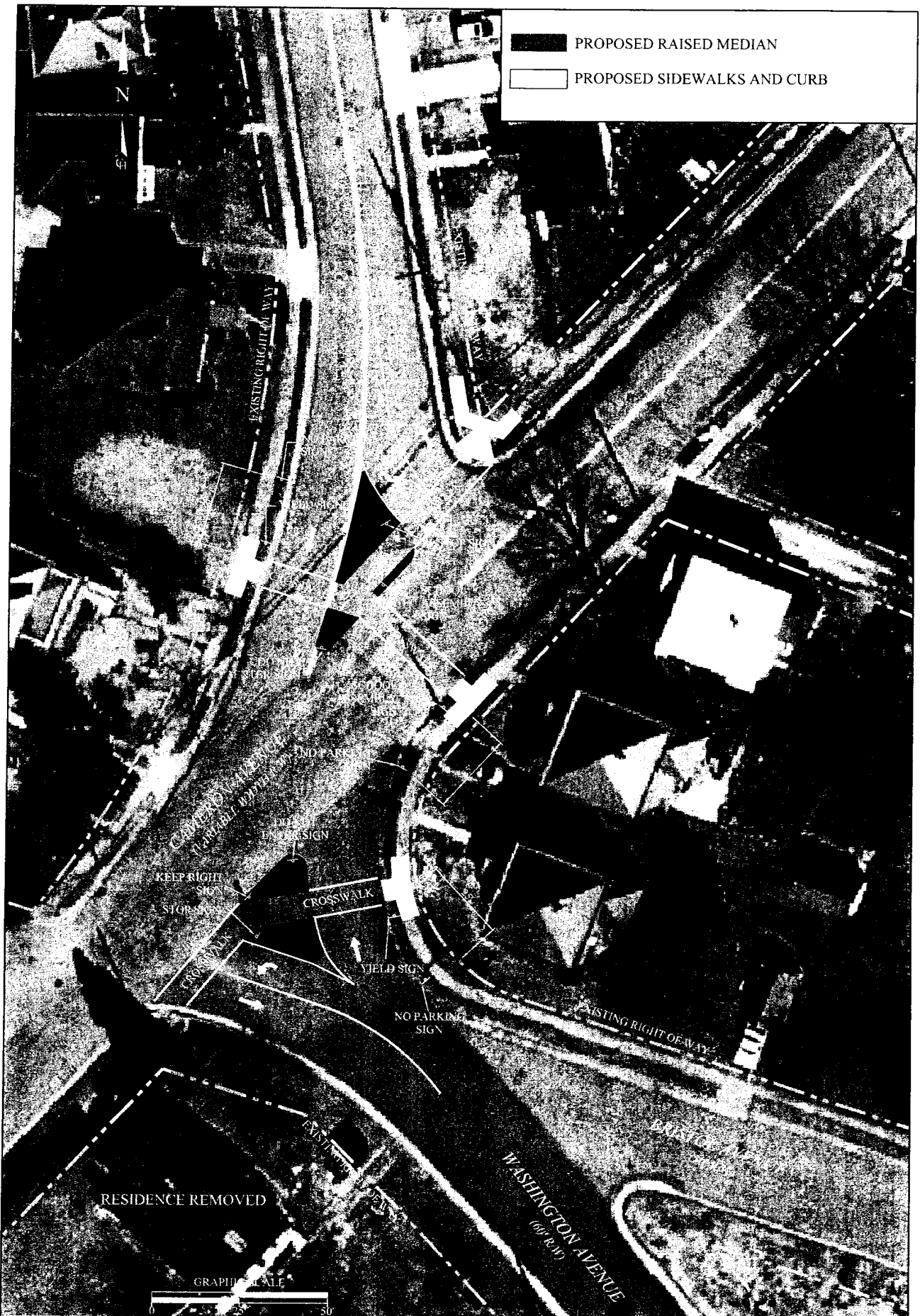
- Phase 1
- Phase 2
- Phase 3
- Phase 4
- Phase 5

0 0.025 0.05 0.1 0.15 0.2 Miles

N



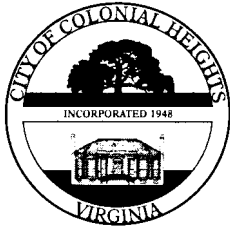
**Figure 5-1.** Map of the suggested phasing for the improvements near Colonial Heights Middle School.



<b>CITY OF COLONIAL HEIGHTS</b> DEPARTMENT OF PUBLIC WORKS ENGINEERING & DEVELOPMENT DIVISION		SCALE: 1"=20' DATE: 6/10/11 JOB TYPE: 101079	201 JAMES AVENUE   COLONIAL HEIGHTS, VA. 23834 TEL 804.520.9334 FAX 804.520.9237 <a href="http://www.colonial-heights.com">www.colonial-heights.com</a>
101079		<b>SAFE ROUTES TO SCHOOL - PHASE I AND II</b> ALTERNATIVE I	
		SHEET NO: 1	







# CITY OF COLONIAL HEIGHTS

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www.colonial-heights.com

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## Office of the City Manager

May 13, 2010

The Honorable Mayor and Members of City Council  
Colonial Heights, Virginia

Ladies and Gentlemen:

As you may be aware, the City received an unsolicited proposal pursuant to the Public Private Education Facilities and Infrastructure Act of 2002 (PPEA) for the construction of the City of Colonial Heights Courthouse. This proposal from the W.M. Jordan Company, Inc. was received on March 26, 2010 which was the same day we received the RFP for the A/E services for the Preliminary Design of an Adaptive Reuse of the former Colonial Heights Baptist Church.

Under our PPEA guidelines, City Council, after receiving the recommendation of the City manager, must determine whether to reject the unsolicited proposal or accept the unsolicited proposal for publication and further conceptual-stage consideration. Since City Council has proceeded with the A/E services for the former site and is in a similar proposal path of development, I recommend the rejection of the unsolicited proposal. If you agree to reject this PPEA proposal, all submitted fees and accompanying documentation will be returned to the proposer.

If any additional information or assistance is needed prior to the meeting, please do not hesitate to contact me.

Sincerely,

William E. Johnson  
Acting City Manager

WEJ:eg

cc: Hugh P. Fisher, III, City Attorney