



STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES  
BUREAU FOR PUBLIC HEALTH  
OFFICE OF ENVIRONMENTAL HEALTH SERVICES

RECEIVED SEP 22 2008

Joe Manchin III  
Governor

September 12, 2008

Martha Yeager Walker  
Secretary

Mr. B. Lee Snyder, President  
Jefferson Utilities Mountain Water Systems  
270 Industrial Blvd.  
Kearneysville, WV 25430

**RE: Guidance for Developing and Finalizing  
Sub-recipient Grant Agreement**

Dear Mr. Snyder,

You were recently notified that your water system has been selected to participate in the West Virginia Department of Health and Human Resources (DHHR), Bureau for Public Health (BPH), Office of Environmental Health Services, Environmental Engineering Division's *Preliminary Evaluation, Planning, and Project Design Grant Program*. In order to finalize your award, you must complete the tasks listed below. Refer to the attached flowchart (**Attachment A**) for summary of your responsibilities, indicated in blue. Electronic versions of all documents referenced in this packet can be accessed by visiting [www.wvdhhr.org/oehs/eed/i&cd/](http://www.wvdhhr.org/oehs/eed/i&cd/).

**Task 1.** First and foremost you should determine who will carry out the grant activities. For instance, do you have staff members who will complete the work or will you be contracting for goods or services? If you are going to contract to receive goods and services, you should adhere to state procurement policies. In your selection letter, you were given instructions for completing good faith efforts to solicit and utilize Disadvantage Business Enterprises (DBEs). Because grant funding originates from the US Environmental Protection Agency, you must comply with the DBE requirements and document your efforts.

You may determine that your system does not have the resources (i.e. personnel, time, etc.) to accomplish procurement or to administer the grant (i.e. documenting activity, reporting, invoicing, overseeing contractor efforts). Regional Planning and Development Councils have actively assisted systems, such as yours, through similar financial agreements. Because the effort to procure goods and services are conducted before the grant period begins, any expenses incurred during the effort cannot be reimbursed. Your regional council may agree to assist you through procurement. In addition, you may choose to contract with your regional council to administer the grant for a percentage of the total grant award. For contact information, refer to the enclosed list of Regional Planning and Development Councils (**Attachment B**).

- Task 2.** Once you have procured the proper contractors and/or suppliers, or if your staff will be completing the grant activities, you should develop a statement of work and budget. Please see the enclosed instructions for preparing a statement of work (**Attachment C**). See also the budget worksheet and instructions (**Attachment D**). Expenses incurred for grant activities will fit into specific areas of the budget worksheet for guidance please contact our office. We will need to see a draft budget for review before you sign a final version. Once the budget is finalized and signed it will be sent along with your statement of work to:

**Office of Environmental Health Services  
ATTN: Robert Decrease  
Capitol and Washington Streets  
One Davis Square, Suite 200  
Charleston, WV 25314**

Also, please send electronic versions of these documents to: [robertdecrease@wvdhhr.org](mailto:robertdecrease@wvdhhr.org).

The statement of work and budget will be used by BPH staff as the basis for writing your Subrecipient Grant Agreement.

- Task 3.** Because the Sub-recipient Grant Agreement is a formal contract between your water system and the DHHR, you need to designate and authorize a proper representative to sign the budget and Sub-recipient Grant Agreement, invoices, etc. This requires the passage of a formal resolution by your water board or municipality. An example resolution is enclosed for your reference (**Attachment E**).
- Task 4.** Once the statement of work and signed budget are submitted, you should expect at least two months before receiving notice to proceed. During this period of time, the Sub-recipient Grant Agreement will be written and reviewed by DHHR. **You will receive the Sub-recipient Grant Agreement by mail. Please review, sign, and return the document to the address provided.** Upon its return, the DHHR will approve and sign the document. You may proceed with grant activities when all parties have signed the agreement; and on or after the start date.

The Sub-recipient Grant Agreement will specify a start and end date for the one year grant period. Expenses incurred outside of this grant period cannot be reimbursed. Again, no grant activities should commence until the Sub-recipient Grant Agreement is signed by all parties.

**NOTE: If your grant involves any project design, you will be required to submit an Infrastructure and Jobs Development Preliminary Application. - Your design must be approved for funding before any grant funds are reimbursed to you.**

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Your **grant period start date** is dependent upon the completion of **Tasks 1, 2, and 3** above. Take time to complete these tasks to ensure your system retains grant funding, and your project is conducted in a timely manner.

We appreciate your role in providing safe drinking water and are looking forward to working with you to reach your systems goals. If you need additional information or assistance, please contact me at (304)558-6749 or [robertdecrease@wvdhhr.org](mailto:robertdecrease@wvdhhr.org).

Sincerely,



Robert W. DeCrease, P. E.  
Infrastructure and Capacity Development  
Environmental Engineering Division

RWD:bms

Attachments

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