



## Purcellville NeighborWoods Program Partnership Roles

Three entities will be involved in the Purcellville NeighborWoods Program: Homeowner associations (HOAs), the Town of Purcellville, and the Virginia Department of Forestry (VDOF). This program is funded in part through a grant from the VDOF's Virginia Trees for Clean Water program. The roles and responsibilities of each organization are outlined below.

### HOAs

- Prepare and submit the application with all required documentation by the deadline
- Review and agree to terms of the grant including requirements for documentation, reporting, and receipts
- If approved, implement the project
- The HOA will be required to fund all project elements up front and approved costs will be reimbursed by the Town of Purcellville
- Submit required documentation for reimbursement; this documentation is required for the Town of Purcellville's final report to the VDOF

### Town of Purcellville

- Announce grant program
- Review grant applications
- Determine which submissions to fund
- Coordinate with VDOF for potential site visits and technical support
- Notify HOAs of their status and contact approved HOAs with award letters and reporting requirements
- Administer the grant program, which includes:
  - Reviewing reports and documentation from HOAs
  - Submitting required reimbursement request to VDOF
  - Submitting required reports and documentation to VDOF
  - Issuing reimbursements to HOAs
  - Providing support to the HOAs

### VDOF

- Technical support as requested
- Review final report and reimbursement request from Town of Purcellville
- Issue reimbursement payment