



**COMMONWEALTH OF VIRGINIA**  
**VIRGINIA DEPARTMENT OF ENERGY**

1100 Bank Street (8th Floor), Richmond, VA 23219  
Office: (804) 692-3200 | TDD: (800) 828-1120

**Date: May 4, 2026**

**Subject: Mandatory Contractor/Engineer Meeting Invitation**

Dear Contractors/Engineers,

Virginia Energy **requires** your attendance at the mandatory contractor/engineer meeting outlined below. This meeting is being held to review important compliance requirements, procedural updates, and contract administration expectations. Attendance by all contractors/engineers (active, current or future), or an authorized representative, is **required**.

### **Meeting Information**

**Date: Wednesday, June 24**

**Time: 9:00 AM – All Day**

**Location: 3405 Mountain Empire Road, Big Stone, VA 24219**

The meeting agenda will be divided into **morning and afternoon sessions**, with a scheduled **lunch break from 11:45 AM to 1:00 PM** (*lunch is not provided*)

### **Morning Session**

- **2 CFR Part 200 Policies and Procedures**
- **Required Documentation**
- **Detailed Time Reporting**

### **Afternoon Session**

- **New Bid Schedule**
- **Contract Modifications**
- **Licensing Requirements**
- **Procurement Procedures**
- **Points of Contact**

To confirm attendance, please email Michelle Hurd @ [abandonedmineinfo@energy.virginia.gov](mailto:abandonedmineinfo@energy.virginia.gov).

Please register no later than COB Thursday, June 18, 2026.

For your convenience, **light breakfast refreshments** will be provided, including coffee, water, and soda, along with **light afternoon snacks**.

Your attendance and participation are essential to ensure compliance and alignment with current and upcoming program requirements. We appreciate your cooperation and look forward to meeting with you.

If you have any questions prior to the meeting, please do not hesitate to contact us.

