



ANDRIA P. McCLELLAN, CHAIR • DAVID JENKINS, VICE-CHAIR • RANDY R. KEATON, TREASURER

ROBERT A. CRUM, JR., EXECUTIVE DIRECTOR/SECRETARY

MEMBER
JURISDICTIONS

April 8, 2022

CHESAPEAKE

Virginia Department of Conservation and Recreation
Attention: Virginia Community Flood Preparedness Fund
Division of Dam Safety & Floodplain Management
600 East Main Street, 24th Floor
Richmond, VA 23219

FRANKLIN

GLOUCESTER

RE: 2022 Virginia Community Flood Preparedness Fund

HAMPTON

Dear Sir or Ma'am:

ISLE OF WIGHT

Please accept this written correspondence as signed documentation authorizing the Hampton Roads Planning District Commission's request for funding from the 2022 Virginia Community Flood Preparedness Fund (CFPF).

JAMES CITY

NEWPORT NEWS

At its meeting on November 18, 2021, the HRPDC board authorized the staff to develop and submit proposals for the CFPF in consultation with the HRPDC Coastal Resiliency Committee. Funding from the CFPF would enable the HRPDC to expand its capacity to assist its member local governments with participation in the National Flood Insurance Program's Community Rating System (CRS) by helping to identify and develop specific regional products and activities that qualify under CRS elements. The total cost of the proposed Capacity Building activity is \$21,149.33. Following the 75% Fund/25% Match requirements for this category, the HRPDC respectfully requests funding from the CFPF in the amount of \$15,000.00. Furthermore, the HRPDC will provide the 25% matching contribution in the amount \$6,149.33 as in-kind services from its Coastal Resiliency Program.

NORFOLK

POQUOSON

PORTSMOUTH

SMITHFIELD

SOUTHAMPTON

Thank you for consideration of this grant proposal. If you have any questions about this proposal, please contact Ben McFarlane at bmcfarlane@hrpdcva.gov.

SUFFOLK

SURRY

Sincerely,

VIRGINIA BEACH

Robert A. Crum, Jr.
Executive Director
Hampton Roads Planning District Commission

WILLIAMSBURG

YORK

Appendix A: Application Form for Grant Requests for All Categories

Virginia Department of Conservation and Recreation
Virginia Community Flood Preparedness Fund Grant Program

Name of Local Government:

Hampton Roads Planning District Commission

Category of Grant Being Applied for (check one):

☒ Capacity Building/Planning

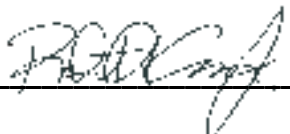
☐ Project

☐ Study

NFIP/DCR Community Identification Number (CID) N/A

If a state or federally recognized Indian tribe, Name of tribe N/A

Name of Authorized Official: Robert Crum

Signature of Authorized Official: 

Mailing Address (1): 723 Woodlake Drive

Mailing Address (2): _____

City: Chesapeake State: VA Zip: 23464

Telephone Number: (757) 420-8300 Cell Phone Number: () _____

Email Address: rcrum@hrpdcva.gov

Contact Person (If different from authorized official): Benjamin McFarlane

Mailing Address (1): 723 Woodlake Drive

Mailing Address (2): _____

City: Chesapeake **State:** VA **Zip:** 23464

Telephone Number: (757) 420-8300 **Cell Phone Number:** () _____

Email Address: bmcfarlane@hrpdcva.gov

Is the proposal in this application intended to benefit a low-income geographic area as defined in the Part 1 Definitions? Yes ____ No X

Categories (select applicable project):

Project Grants (Check All that Apply)

- ☐ Acquisition of property (or interests therein) and/or structures for purposes of allowing floodwater inundation, strategic retreat of existing land uses from areas vulnerable to flooding; the conservation or enhancement of natural flood resilience resources; or acquisition of structures, provided the acquired property will be protected in perpetuity from further development.
- ☐ Wetland restoration.
- ☐ Floodplain restoration.
- ☐ Construction of swales and settling ponds.
- ☐ Living shorelines and vegetated buffers.
- ☐ Structural floodwalls, levees, berms, flood gates, structural conveyances.
- ☐ Storm water system upgrades.
- ☐ Medium and large scale Low Impact Development (LID) in urban areas.
- ☐ Permanent conservation of undeveloped lands identified as having flood resilience value by *ConserveVirginia* Floodplain and Flooding Resilience layer or a similar data driven analytic tool.
- ☐ Dam restoration or removal.
- ☐ Stream bank restoration or stabilization.
- ☐ Restoration of floodplains to natural and beneficial function.
- ☐ Developing flood warning and response systems, which may include gauge installation, to notify residents of potential emergency flooding events.

Study Grants (Check All that Apply)

- ☐ Studies to aid in updating floodplain ordinances to maintain compliance with the NFIP or to incorporate higher standards that may reduce the risk of flood damage. This must include establishing processes for implementing the ordinance, including but not limited to, permitting, record retention, violations, and variances. This may include revising a floodplain ordinance when the community is getting new Flood Insurance Rate Maps (FIRMs), updating a floodplain ordinance to include floodplain setbacks or freeboard, or correcting issues identified in a Corrective Action Plan.
- ☐ Revising other land use ordinances to incorporate flood protection and mitigation goals, standards and practices.
- ☐ Conducting hydrologic and hydraulic studies of floodplains. Applicants who create new maps must apply for a Letter of Map Revision or a Physical Map Revision through the Federal Emergency Management Agency (FEMA). For example, a local government might conduct a hydrologic and hydraulic study for an area that had not been studied because the watershed is less than one square mile. Modeling the floodplain in an area that has numerous letters of map change that suggest the current map might not be fully accurate or doing a detailed flood study for an A Zone is another example.
- ☐ Studies and Data Collection of Statewide and Regional Significance.
- ☐ Revisions to existing resilience plans and modifications to existing comprehensive and hazard.
- ☐ Other relevant flood prevention and protection project or study.

Capacity Building and Planning Grants

- ☐ Floodplain Staff Capacity.
- ☒ Resilience Plan Development
 - ☐ Revisions to existing resilience plans and modifications to existing comprehensive and hazard mitigation plans.
 - ☒ Resource assessments, planning, strategies and development.
 - α Policy management and/or development.
 - α Stakeholder engagement and strategies.

Location of Project (Include Maps): Hampton Roads Planning District

NFIP Community Identification Number (CID#):(See appendix F N/A

Is Project Located in an NFIP Participating Community? ☒ Yes ☐ No

Is Project Located in a Special Flood Hazard Area? ☒ Yes ☐ No

Flood Zone(s) (If Applicable): N/A

Flood Insurance Rate Map Number(s) (If Applicable): N/A

Total Cost of Project: \$21,149.33

Total Amount Requested \$15,000.00

Appendix D: Scoring Criteria for Capacity Building & Planning

Virginia Department of Conservation and Recreation
Virginia Community Flood Preparedness Fund Grant Program

Applicant Name:		
Eligibility Information		
Criterion	Description	Check One
1. Is the applicant a local government (including counties, cities, towns, municipal corporations, authorities, districts, commissions, or political subdivisions created by the General Assembly or pursuant to the Constitution or laws of the Commonwealth, or any combination of these)?		
Yes	Eligible for consideration	X
No	Not eligible for consideration	
2. Does the local government have an approved resilience plan and has provided a copy or link to the plan with this application?		
Yes	Eligible for consideration under all categories	
No	Eligible for consideration for studies, capacity building, and planning only	X
3. If the applicant is <u>not a town, city, or county</u>, are letters of support from all affected local governments included in this application?		
Yes	Eligible for consideration	X
No	Not eligible for consideration	
4. Has this or any portion of this project been included in any application or program previously funded by the Department?		
Yes	Not eligible for consideration	
No	Eligible for consideration	X
5. Has the applicant provided evidence of an ability to provide the required matching funds?		
Yes	Eligible for consideration	X
No	Not eligible for consideration	
N/A	Match not required	

Capacity Building and Planning Eligible for Consideration		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Applicant Name:			
Scoring Information			
Criterion	Point Value	Points Awarded	
6. Eligible Capacity Building and Planning Activities (Select all that apply)			
Revisions to existing resilience plans and modifications to existing comprehensive and hazard mitigation plans.	55		
Development of a new resilience plan.	55		
Resource assessments, planning, strategies and development.	45	45	
Policy management and/or development.	40	40	
Stakeholder engagement and strategies.	25	25	
Goal planning, implementation and evaluation.	25	25	
Long term maintenance strategy.	25	25	
Other proposals that will significantly improve protection from flooding on a statewide or regional basis.	15	15	
7. Is the area within the local government to which the grant is targeted socially vulnerable? (Based on ADAPT VA's Social Vulnerability Index Score.)			
Very High Social Vulnerability (More than 1.5)	15	15	
High Social Vulnerability (1.0 to 1.5)	12		
Moderate Social Vulnerability (0.0 to 1.0)	8		
Low Social Vulnerability (-1.0 to 0.0)	0		
Very Low Social Vulnerability (Less than -1.0)	0		
8. Is the proposed activity part of an effort to join or remedy the community's probation or suspension from the NFIP?			
Yes	10		
No	0	0	
9. Is the proposed project in a low-income geographic area as defined in this manual?			
Yes	10		
No	0	0	
10. Does this project provide "community scale" benefits?			
Yes	20	20	
No			
Total Points		210	

Appendix D: Checklist All Categories

Virginia Department of Conservation and Recreation

Community Flood Preparedness Fund Grant Program

Scope of Work Narrative	
Supporting Documentation	Included
Detailed map of the project area(s) (Projects/Studies)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
FIRMette of the project area(s) (Projects/Studies)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
Historic flood damage data and/or images (Projects/Studies)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
A link to or a copy of the current floodplain ordinance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
Non-Fund financed maintenance and management plan for project extending a minimum of 5 years from project close	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
A link to or a copy of the current hazard mitigation plan	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
A link to or a copy of the current comprehensive plan	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
Social vulnerability index score(s) for the project area from ADAPT VA's Virginia Vulnerability Viewer	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If applicant is not a town, city, or county, letters of support from affected communities	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Completed Scoring Criteria Sheet in Appendix B, C, or D	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Budget Narrative	
Supporting Documentation	Included
Authorization to request funding from the Fund from governing body or chief executive of the local government	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Signed pledge agreement from each contributing organization	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A

Capacity Building Proposal:

Hampton Roads Regional Community Rating System Support

Scope of Work Narrative

The HRPDC proposes to increase local and regional capacity for floodplain management by conducting an assessment and developing a plan for providing regional products for communities in Hampton Roads that participate in the National Flood Insurance Program's (NFIP) Community Rating System (CRS) program. Communities in Hampton Roads participating in the CRS as of April 2022 include Chesapeake (Class 7, Community Number 510034), Franklin (9, 510060), Gloucester County (6, 510071), Hampton (7, 515527), Newport News (7, 510103), Norfolk (5, 510104), Poquoson (8, 510183), Portsmouth (7, 515529), Virginia Beach (7, 515531), and York County (7, 510182). Full and effective participation in this program can require significant effort on the part of localities to develop and implement new policies and programs. The HRPDC has developed several regional products as part of its Coastal Zone Management and coastal resiliency programs, including mapping of flood hazards, developing a database of elevation certificates, promotion of flood insurance and other outreach efforts, and development of higher recommended standards. Some of these programs, such as GetFloodFluent.org, are already used by Hampton Roads localities to receive CRS points for public outreach. The HRPDC is interested in providing these products and other services to Hampton Roads localities participating in the CRS program to help them earn additional points. Specifically, the HRPDC proposes to assess the potential for regional products that would earn points under the following elements:

- Element 310 (Elevation Certificates)
- Element 320 (Map Information Services)
- Element 330 (Outreach Projects)
- Element 350 (Flood Protection Information)
- Element 410 (Floodplain Mapping)
- Element 430 (Higher Regulatory Standards)
- Element 440 (Flood Data Maintenance)
- Element 450 (Stormwater Management)
- Element 510 (Floodplain Management Planning)
- Others as determined in consultation with HRPDC member localities

In addition, the HRPDC proposes to assess the viability of a regional Program for Public Information and to develop an implementation plan for such a program. Tasks to complete this effort will be performed by the HRPDC staff and a contractor to be selected and will include:

- a) Assessment of the applicability of existing, planned, and potential regional products or initiatives to the requirements of the identified CRS elements
- b) Recommendations for the development of new products or changes to existing HRPDC products to earn localities additional points
- c) Assessment of the utility of a regional Program for Public Information (Element 330)
- d) Development of a framework and implementation plan/work plan for a regional Program for Public Information

1. Assessment of Capacity Needs and Assets

The HRPDC requests assistance from the Community Flood Preparedness Fund to fund consultant services to support the activities described above. The HRPDC's Water Resources Department currently has sufficient staffing to support the HRPDC's overall resiliency program. Funding is currently provided for the Coastal Resiliency Program, which covers matters related to floodplain management and the NFIP, through dedicated annual contributions from HRPDC member localities. Although the department staff possesses knowledge and experience with the NFIP and CRS, including having a Certified Floodplain Manager in the department, the organization does not have the staff capacity to conduct the specific research and programmatic activities envisioned in this proposal. Use of consultant resources will help the HRPDC identify recommended approaches and potential changes to its resiliency program, including the possibility of increasing financial support from localities or state and federal grants to support local and regional CRS-related activities. Establishment of a regional Program for Public Information will necessitate ongoing support from HRPDC member localities, which will be incorporated into the HRPDC Coastal Resiliency Program's annual budget and work program.

2. Goals and objectives tied to improving flood protection and prevention in a whole community approach to resilience. Identify and describe the goals and objectives of the project.

The primary goal of this effort is to provide a resource-effective means for regional products to support locality participation in the Community Rating System. Community participation in the CRS provides discounts on NFIP flood insurance policies, which is becoming increasingly important due to changes in FEMA's flood insurance rating methodology as part of Risk Rating 2.0. These discounts accrue to all policy holders in a community, including both property owners and renters. This effort will support local and regional initiatives to encourage Hampton Roads residents to have flood insurance, which will increase community resilience.

3. Stakeholder identification, outreach and education strategies.

The primary stakeholders for this effort will be local government staff representatives who work on their localities' floodplain management and CRS programs. This effort will include outreach and engagement with individual localities and as groups through existing processes such as the HRPDC's Coastal Resiliency Committee and the Coastal Virginia CRS User Group. The HRPDC will coordinate these efforts with Wetlands Watch, which coordinates the user group, to identify possible opportunities for collaboration and enhancement and to avoid duplication of efforts.

4. Implementation plan and timelines for specific elements of completion such as training, certifications, plan development, etc.

The expected timeline for completion of this capacity building project is approximately one year.

- Months 1-3: Project initiation, meetings with stakeholders

- Months 2-5: review of existing CRS elements for opportunities for regional product development and delivery, assessment of existing HRPDC products, stakeholder discussions on regional CRS PPI
- Months 6-10: development of recommendations and discussion with stakeholders, finalizing of recommendations
- Months 11-12: outreach and education with communities, training on use of regional products

5. *Parties responsible for capacity building and/or plan development process.*

This effort will be managed by the HRPDC's Water Resources Department. The tasks described in the project narrative will be completed by the selected consultant with assistance from the HRPDC staff. All products and recommendations developed will be reviewed with HRPDC localities through the HRPDC Coastal Resiliency Committee and the Coastal Virginia CRS Users Group.

6. *Performance outputs and measures. Describe the expected results and benefits and how success will be measured.*

The expected outcomes of this effort will be a report documenting how localities can receive CRS credit for use of regional products, including specific guidance on how to use those regional products. The report will also include recommendations for the development of additional regional products. Another expected output of this project will be a viability assessment and work plan for establishing a regional Program for Public Information. Potential points received by communities through application of these regional products, including participation in the regional Program for Public Information, will also be documented in the report.

7. *Plans for maintaining capacity, as necessary, over the long term.*

The HRPDC intends to incorporate the recommended actions, including ongoing product maintenance, development of additional products, and management of a regional Program for Public Information into its Coastal Resiliency Program, which receives funding annually through a special assessment from Hampton Roads localities as part of the HRPDC's annual budget process.

Budget Narrative

The total projected cost for capacity and planning under this effort is \$21,149.33. According to the guidance outlines in the 2022 Grant Manual for the Virginia Community Flood Preparedness Fund, proposals in the Capacity Building and Planning category are eligible for 75% funding from the Fund with a 25% match requirement. Therefore, the HRPDC respectfully requests financial assistance from the Fund in the amount of \$15,000.00, which will cover the provision of consultant services for this effort, and the HRPDC commits to fund the remaining \$6,149.33 via in-kind contributions from staff time.

Estimated total project cost: \$21,149.33

Amount of funds requested from the Fund: \$15,000.00

Amount of cash funds available: \$6,149.33

	Budget Summary Worksheet		
Category	CFPF Request	HRPDC Matching Funds	Total
A. Personnel	\$0.00	\$3,689.79	\$3,689.79
B. Fringe	\$0.00	\$1,315.93	\$1,315.93
C. Travel	\$0.00	\$0.00	\$0.00
D. Equipment	\$0.00	\$0.00	\$0.00
E. Supplies	\$0.00	\$0.00	\$0.00
F. Contractual	\$15,000.00	\$0.00	\$15,000.00
G. Construction	\$0.00	\$0.00	\$0.00
H. Other	\$0.00	\$0.00	\$0.00
Total Direct Costs	\$15,000.00	\$5,005.72	\$20,005.72
I. Indirect Costs	\$0.00	\$1,143.61	\$1,143.61
Total	\$15,000.00	\$6,149.33	\$21,149.33

Supporting Documentation

Detailed Map of Hampton Roads



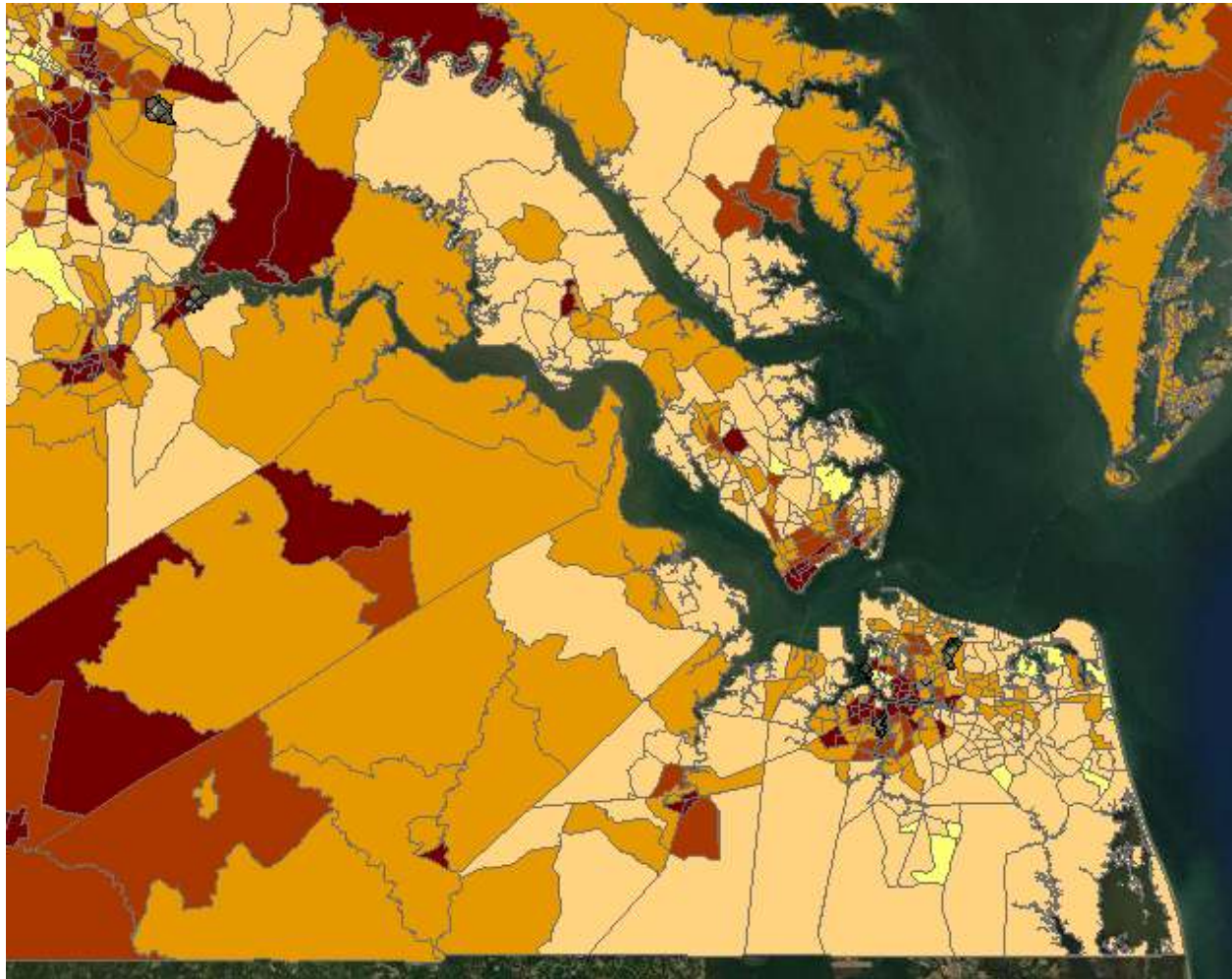
Current Hazard Mitigation Plan

The approved 2017 Hampton Roads Hazard Mitigation Plan is available at <https://www.hrpdcva.gov/departments/emergency-management/2017-hampton-roads-hazard-mitigation-plan>.

The draft 2022 Hampton Roads Hazard Mitigation Plan is available at <https://www.hrpdcva.gov/departments/emergency-management/2022-hampton-roads-hazard-mitigation-plan>.

Map of Social Vulnerability for Hampton Roads

According to AdaptVA, Census tracts in Hampton Roads range from Very High Social Vulnerability to Very Low Social Vulnerability.





CFPF, rr <cfpf@dcr.virginia.gov>

2022 CFPF Grant Application HRPDC 2 - Capacity Building

1 message

Ben McFarlane <bmcfarlane@hrpdcva.gov>

Fri, Apr 8, 2022 at 3:38 PM

To: "cfpf@dcr.virginia.gov" <cfpf@dcr.virginia.gov>

Cc: "Robert A. Crum, Jr." <rcrum@hrpdcva.gov>, Cynthia Mulkey <cmulkey@hrpdcva.gov>, Whitney Katchmark <wkatchmark@hrpdcva.gov>

Good afternoon,

Please find attached the Hampton Roads Planning District Commission's submittal for the third round of grant funding for the Community Flood Preparedness Fund. The submittal contains the official and authorized application from the HRPDC to DCR to conduct a Capacity Building project for Hampton Roads.

The attached electronic file contains the following information:

- Application Form for Grant Requests for All Categories
- Scoring Criteria for Capacity Building and Planning
- Checklist for All Categories
- Scope of Work Narrative
- Budget Narrative
- Supporting Documentation

We appreciate the opportunity to apply for this funding. Please let me know if you have any questions regarding our proposal or if you require additional information.

Sincerely,


Ben McFarlane

Benjamin J. McFarlane, AICP, CFM | Senior Regional Planner | Hampton Roads Planning District Commission

723 Woodlake Dr | Chesapeake, VA 23320 | Office 757-420-8300 | Fax 757-523-4881

Email: bmcfarlane@hrpdcva.gov Web: <http://www.hrpdcva.gov>

All email correspondence to and from this address is subject to the Virginia Freedom of Information Act and to the Virginia Public Records Act, which may result in monitoring and disclosure to third parties, including law enforcement.

 **HRPDC_CFPF_2.pdf**
1773K



ANDRIA P. McCLELLAN, CHAIR • DAVID JENKINS, VICE-CHAIR • RANDY R. KEATON, TREASURER

ROBERT A. CRUM, JR., EXECUTIVE DIRECTOR/SECRETARY

MEMBER
JURISDICTIONS

November 30, 2022

CHESAPEAKE

Virginia Department of Conservation and Recreation
Attention: Virginia Community Flood Preparedness Fund
Division of Dam Safety & Floodplain Management
600 East Main Street, 24th Floor
Richmond, VA 23219

FRANKLIN

GLOUCESTER

HAMPTON

RE: Request for Supplemental Information for 2022 CFPF Grant
Application Number CFPF-22-03-63

ISLE OF WIGHT

Dear Sir or Ma'am:

JAMES CITY

This letter is in response to your correspondence dated September 30, 2022, requesting supplemental information for the HRPDC's application for the Community Flood Preparedness Fund to fund Planning and Capacity Building, Number CFPF-22-03-63. This correspondence requested the following information:

NEWPORT NEWS

NORFOLK

1) CIDs and flood zones for associated communities and letters of support from all affected local governments residing in HRPDC that are impacted by the proposal

POQUOSON

2) Clarification regarding the contractual services being provided for on-call service

PORTSMOUTH

SMITHFIELD

A list of affected communities, their CIDs, and flood zones is included as Attachment 1 to this letter. A resolution of the Hampton Roads Planning District Commission board, dated October 20, 2022, and signed by the HRPDC Chair, Ms. Andria P. McClellan, and the HRPDC Executive Director/Secretary, Mr. Robert Crum, is included as Attachment 2.

SOUTHAMPTON

SUFFOLK

Matching funds for the proposed studies will be sourced from the HRPDC's Coastal Resiliency Program project fund, which is collected for the purpose of providing matching funds for grants such as this. This fund is contributed annually by HRPDC member localities as a special assessment in addition to their regular contributions. The Coastal Resiliency Program is included in the HRPDC's FY2023 Work Program, adopted May 19, 2022, and the HRPDC's FY2023 Budget, also adopted May 19, 2022. These are included as Attachments 3 and 4, respectively.

SURRY

VIRGINIA BEACH

WILLIAMSBURG

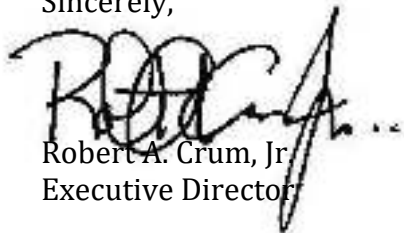
YORK

The HRPDC intends to use one or more of its current continuing services contracts to complete the proposed studies. However, no part of this work is currently funded. Upon notice of a grant award, the HRPDC will solicit proposals from its continuing services contractors and issue a task order or orders based on those responses. An example of one of the HRPDC's current on-call contracts is attached as Attachment 5. Please note that these contracts have been extended to June 30, 2023.

Contracted services for this project will include a review of existing and proposed HRPDC data and analysis products for potential CRS credit; development of recommendations for modifications to existing products or development of new products for CRS credit; an assessment of a potential regional Program for Public Information, including coordination with localities, identification of other regional PPIs that a Hampton Roads program could be modeled after, identification of regional program elements, etc.; and development of a proposed framework and implementation plan, including a proposed budget, to establish and maintain a regional program. The HRPDC in-kind support for this proposal will consist of project management, coordination with localities, hosting meetings, and other support tasks.

Thank you for consideration of this grant proposal. If you have any questions about this proposal, please contact Ben McFarlane at bmcfarlane@hrpdcva.gov.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Crum, Jr.', with a stylized flourish at the end.

Robert A. Crum, Jr.
Executive Director

Locality CIDs and Flood Zones

Locality	CID	Flood Zones
Chesapeake	510034	AE, X, X (shaded)
Franklin (city)	510060	AE, X, X (shaded)
Gloucester County	510071C	A, AE, AO, VE, X, X (shaded)
Hampton	515527B	A, AE, AO, VE, X, X (shaded)
Isle of Wight County	510303A	A, AE, VE, X, X (shaded)
James City County	510201B	A, AE, AO, VE, X, X (shaded)
Newport News	510103	A, AE, AO, D, VE, X, X (shaded)
Norfolk	510104C	A, AE, AH, AO, VE, X, X (shaded)
Poquoson	510183	AE, VE, X, X (shaded)
Portsmouth	515529B	AE, AO, VE, X, X (shaded)
Southampton County	510315	A, AE, X, X (shaded)
Suffolk	510156C	A, AE, VE, X, X (shaded)
Surry County	51181C	A, AE, VE, X, X (shaded)
Virginia Beach	515531B	A, AE, AH, AO, VE, X, X (shaded)
Williamsburg	510294B	A, AE, X, X (shaded)
York County	510182B	A, AE, AH, AO, VE, X, X (shaded)



**HAMPTON ROADS PLANNING DISTRICT COMMISSION
RESOLUTION 2022-02**

**RESOLUTION OF THE HAMPTON ROADS PLANNING DISTRICT COMMISSION
AUTHORIZING SUBMISSION OF A CAPACITY BUILDING PROPOSAL TO THE VIRGINIA
DEPARTMENT OF CONSERVATION AND RECREATION**

WHEREAS, the National Flood Insurance Program's Community Rating System allows participating communities to lower flood insurance premiums by adopting higher standards, implementing sound floodplain management practices, and educating residents;

WHEREAS, several communities in Hampton Roads currently participate in the Community Rating System;

WHEREAS, the development of regional programs, materials, and technical products can support locality participation in the Community Rating System;

WHEREAS, the Virginia Department of Conservation and Recreation has grant funding through the Community Flood Preparedness Fund available for capacity building and planning projects to reduce the impacts of flooding;

Now, therefore, be it resolved by the Hampton Roads Planning District Commission, that the Executive Director is authorized to apply for a Community Flood Preparedness Fund grant from the Department of Conservation and Recreation in support of building regional capacity for Hampton Roads localities participating in the Community Rating System;

Be it further resolved that the Hampton Roads Planning District Commission authorizes the Executive Director to enter into a contract with the Virginia Resources Authority, should the proposal be accepted for funding.

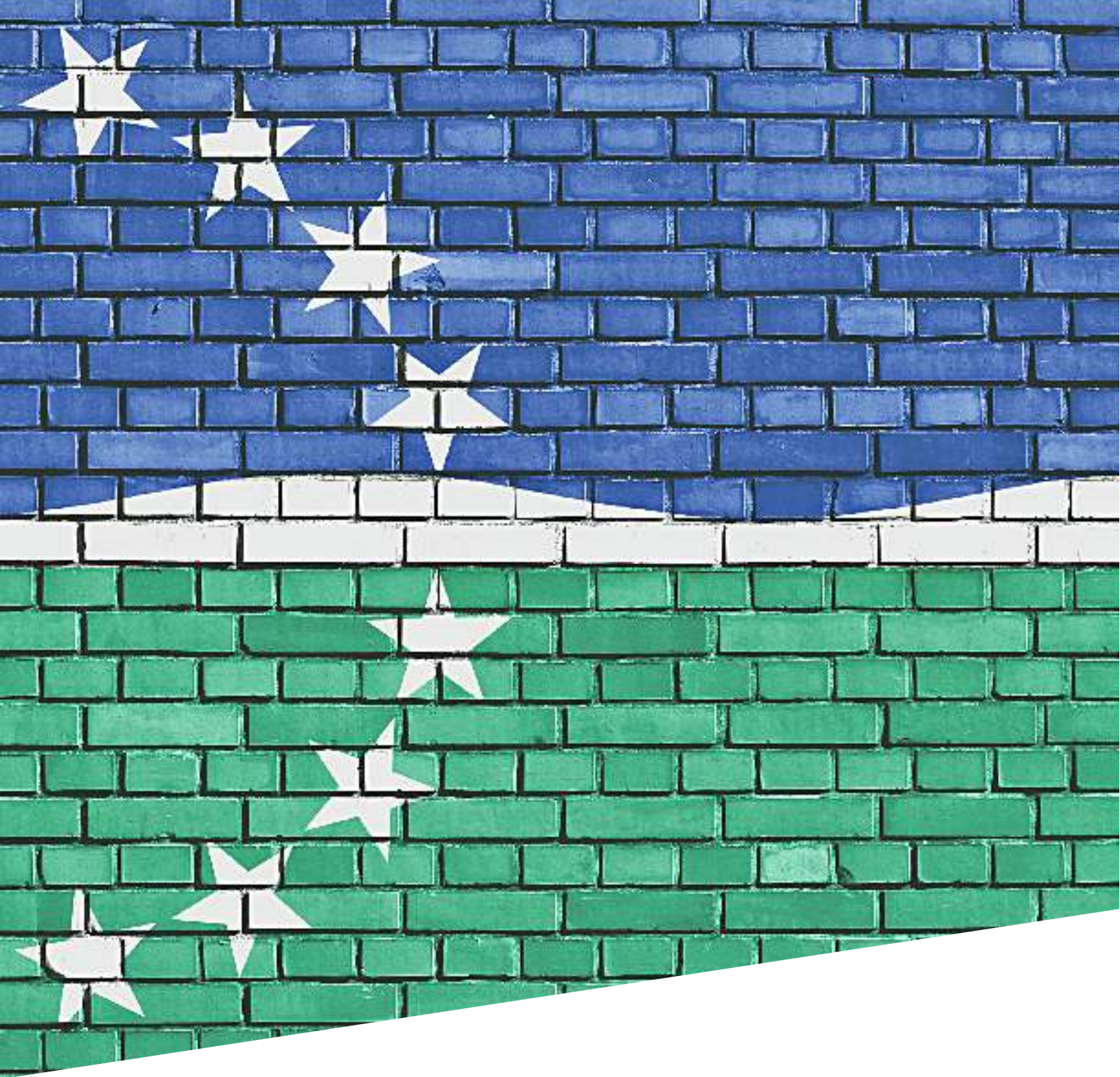
APPROVED AND ADOPTED by the Hampton Roads Planning District Commission on this 20th day of October 2022.

A handwritten signature in blue ink, appearing to read "Andria P. McClellan", is written over a horizontal line.

Andria P. McClellan
Chair
Hampton Roads Planning District
Commission

A handwritten signature in blue ink, appearing to read "Robert A. Crum, Jr.", is written over a horizontal line.

Robert A. Crum, Jr.
Executive Director/Secretary
Hampton Roads Planning District
Commission



HAMPTON ROADS PLANNING DISTRICT COMMISSION

FY 2023 Work Program

— P22-01 // MAY 2022



HAMPTON ROADS PLANNING DISTRICT COMMISSION

CHESAPEAKE

R. Steven Best, Sr.
S.Z. "Debbie" Ritter
Ella P. Ward
Christopher M. Price
Brian S. Solis

FRANKLIN

Frank M. Rabil
Amanda C. Jarratt

GLOUCESTER COUNTY

Phillip N. Bazzani
J. Brent Fedors

HAMPTON

Donnie R. Tuck
Steven L. Brown
Mary Bunting

ISLE OF WIGHT COUNTY

Joel C. Acree
Randy R. Keaton, Treasurer

JAMES CITY COUNTY

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Report Documentation

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Report Date

May 2022

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Abstract

The Hampton Roads Planning District Commission (HRPDC) is one of 21 Planning District Commissions in the Commonwealth of Virginia and is a regional organization representing the 17 local governments of the Hampton Roads area. The HRPDC Fiscal Year (FY) 2023 Work Program (WP) details the various planning activities and associated funding for the period from July 1, 2022 to June 30, 2023. The WP is financed in part by several local, state, and federal agencies that provide grants, contracts, and annual contribution support for HRPDC programs.

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Introduction

The Hampton Roads Planning District Commission (HRPDC) Work Program (WP) describes planning work to be performed by the HRPDC staff for the period between July 1, 2022 and June 30, 2023. This document replaces the FY 2022 Work Program approved by the Commission at the May 20, 2021 meeting.

This work program includes projects to be undertaken for the region as a whole as well as for sub-regional groupings of localities and agencies. Also included are local projects to be carried out in cooperation with or on behalf of individual member localities. The WP functions as a comprehensive guide to the activities of the HRPDC staff and supporting committees and represents the agreement between the HRPDC staff and the Commission on the functions and services to be accomplished on behalf of the Commission and its member localities. The WP is required by the Virginia Department of Housing and Community Development (DHCD), in part, as the basis for the state's annual appropriation to support Planning District Commissions.

The primary sources of funding to support the HRPDC are member local governments and state and federal grants. Specific funding sources include:

- Member Local Governments – per capita contribution, special contributions for specific programs, and contracts
- Virginia Department of Housing and Community Development (DHCD) – annual appropriation and project grants
- Virginia Office of Commonwealth Preparedness (OCP)
- Virginia Department of Environmental Quality (DEQ)
- Virginia Department of Emergency Management (VDEM)
- United States Department of Homeland Security (DHS)
- United States Department of Defense (DOD)/ Office of Local Defense Community Cooperation (OLDCC)

The planning activities in the WP address a wide range of programs, including Community Affairs and Civil Rights, Economics, Emergency Management, Environmental Education, Housing and Human Services, Regional Planning, and Water Resources. Each of these programs concurrently considers many related issues, such as land use, socioeconomic characteristics, transportation, climate change, environmental justice, public involvement, and outreach. To ensure the most effective service to the Hampton Roads community, many of the HRPDC functions, as well as those of the Hampton Roads Transportation Planning Organization (HRTPO), require integration and coordination of key issues such as recurrent

flooding, hurricane evacuation, economic development, and provision of utility and transportation infrastructure.

HRPDC Structure

The HRPDC is one of 21 Planning District Commissions (PDCs) in the Commonwealth of Virginia. The HRPDC was created by the region's local governments in 1990 through the merger of the Peninsula and Southeastern Virginia Planning District Commissions. The Peninsula and Southside PDCs were created by the localities in 1969 pursuant to the Virginia Area Development Act (predecessor to the Regional Cooperation Act, Section 15.2-4207 of the Code of Virginia). The region's localities voluntarily created the HRPDC and its predecessors through a regionally executed charter agreement. Bylaws adopted by the HRPDC govern the operations of the Commission itself.

According to the Regional Cooperation Act, the purpose of PDCs is "to encourage and facilitate local government cooperation and state-local cooperation in addressing, on a regional basis, problems of greater than local significance." The Act identifies the following purposes of PDCs:

1. To improve public health, safety, convenience, and welfare, and to provide for the social, economic, and physical development of communities and metropolitan areas of the Commonwealth on a sound and orderly basis, within a governmental framework and economic environment, which will foster constructive growth and efficient administration.
2. To provide a means of coherent articulation of community needs, problems, and potential for service.
3. To foster planning for such development by encouraging the creation of effective regional planning agencies and providing the financial and professional assistance of the Commonwealth.
4. To provide a forum for state and local government on issues of a regional nature.
5. To encourage regional cooperation and coordination with the goals of improved services to citizens and increased cost-effectiveness of governmental activities.
6. To deter the fragmentation of governmental units and services.

The Act also identifies the following duties and authority for PDCs:

1. To conduct studies on issues and problems of regional significance;
2. To identify and study potential opportunities for state and local cost savings and staffing efficiencies through coordinated governmental efforts;

3. To identify mechanisms for the coordination of state and local interests on a regional basis;
4. To implement services upon request of member localities;
5. To provide technical assistance to state government and member localities;
6. To serve as a liaison between localities and state agencies as requested;
7. To review local government aid applications as required by §15.2-4213 and other state or federal law or regulation;
8. To conduct strategic planning for the region as required by §§15.2-4209 through 15.2-4212;
9. To develop regional functional area plans as deemed necessary by the Commission or as requested by member localities;
10. To assist state agencies, as requested, in the development of sub-state plans;
11. To participate in a statewide Geographic Information System (GIS), the Virginia Geographic Information Network, as directed by the Department of Planning and Budget; and
12. To collect and maintain demographic, economic, and other data concerning the region and member localities, and act as a state data center affiliate in cooperation with the Virginia Employment Commission.

According to State Statute, the HRPDC Charter, and the HRPDC Bylaws, membership on the Commission is based on population, with each jurisdiction having at least two members. All member localities are represented on the Commission by one or more local elected officials and the Chief Administrative Officer (CAO).

The Executive Director, selected by the HRPDC, manages the daily operations of the HRPDC's professional staff and serves as the Commission's elected Secretary. The HRPDC staff serves as a resource of technical expertise to its member jurisdictions on issues pertaining to economics, emergency management, environmental education, housing and human services, regional planning, and water resources.

In carrying out its statutory responsibilities, the HRPDC has adopted the following mission statement:

- To serve as a forum for local and elected officials and chief administrators to deliberate and decide issues of regional importance;

- To provide the local governments and citizens of Hampton Roads credible and timely planning, research, and analysis on matters of mutual concern; and,
- To provide leadership and offer strategies and support services to other public and private, local, and regional agencies, in their efforts to improve the region's quality of life.

HRPDC Regional Strategic Plan

As noted above, the Regional Cooperation Act identifies preparation of a regional strategic plan as one of the duties and authorities of PDCs in the Commonwealth. In November 2016, the HRPDC adopted *ENVISION Hampton Roads* (EHR) as a priority setting framework for regional strategic planning. EHR is based on extensive public and stakeholder input, and it identifies the following priorities:

- Regional Economic Health & Job Creation
- Education and Training
- Diverse Community
- Healthy Community
- Living with Our Environment
- Transportation

The HRPDC staff use these priorities in developing the annual WP. Staff also works with regional partners and stakeholders to promote alignment with the EHR priorities and to establish mechanisms to measure progress over time.

HRPDC Membership

The HRPDC includes the following jurisdictions: Cities of Chesapeake, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg; and the counties of Gloucester, Isle of Wight, James City, Southampton, Surry, and York; and the Town of Smithfield. Gloucester County is also a member of the Middle Peninsula PDC and Surry County is also a member of the Crater PDC.

The HRPDC also includes eleven towns, whose interests are represented on the Commission through the counties in which they are located. The Town of Windsor is located in Isle of Wight County. Southampton County encompasses the Towns of Boykins, Branchville, Capron, Courtland, Ivor, and Newsoms. The Towns of Claremont, Dendron, and Surry are included in Surry County. Depending on the program, these towns are involved to various degrees in regional studies and activities. While not a member of the HRPDC, the Town of Windsor is a full and active participant in a number of HRPDC programs.



HRPDC Member Jurisdictions

HRPDC Committee Structure

The HRPDC staff work closely with staff from the member local governments and regional, state, and federal agencies. Local government and state and federal agency staff participate actively in the committee process, which ensures that the HRPDC programs meet the needs of the region's localities. The HRPDC Committees include subject area experts from each of the member local governments appointed by the CAOs of the localities. Several committees also include representatives from the Town of Windsor and various regional agencies, such as Hampton Roads Sanitation District (HRSD), and Hampton Roads Transit (HRT). Representatives from state and federal agencies with program responsibilities in the activities that fall under the purview of the various committees may also participate in an ex officio capacity.

In several instances, the HRPDC has formalized the operation of programs or projects through Memorandum of Agreements (MOAs) with member local governments, affected Towns, and appropriate regional agencies. Examples include:

- Regional Groundwater Mitigation Program
- Regional Water Supply Plan
- Regional Stormwater Management
- Water Quality Monitoring
- Hampton Roads Help To Others (H2O)

Emergency Management Committees

Hampton Roads All Hazards Advisory Committee (AHAC): AHAC is composed of voting members nominated by each locality in Hampton Roads, subject matter experts, as well as emergency management state and federal partners. AHAC's scope is to foster communication and greater situational awareness among local, state, and federal stakeholders to improve the region's capacity to plan, collaborate, equip, and ultimately respond to and recover from natural and human-caused threats and disasters. Responsibilities of AHAC include:

- Provide direction and oversight for the development and maintenance of a coordinated and integrated regional approach to emergency management planning and response systems and identify ways for the region to work together and combine resources to address planning gaps.
- Make annual recommendations for funding and budget requirements to the Commission and administer all funds appropriated to accomplish the work of the AHAC.

- Develop and maintain interoperable and operable communications capabilities and associated emergency communications activities.
- Foster regional collaboration and communication for various preparedness stakeholder groups.
- Foster regional communication and coordination for community education and citizen preparedness.
- Strengthen mass casualty response, medical surge, and mass prophylaxis capabilities.
- Develop and coordinate hazard mitigation programs among the member jurisdictions.
- Develop and acquire federal, state, and private grant funding opportunities on behalf of the region and make recommendations as to how the region can most efficiently and effectively utilize financial assistance made available for disaster planning, mitigation, and recovery.
- Provide technical guidance and serve as a clearinghouse for homeland security issues for the HRPDC.
- Develop a “whole of community” approach to planning and preparedness by including jurisdictions outside the HRPDC region and representation from critical entities such as the military, the National Voluntary Organizations Active in Disaster (VOAD), non-governmental organizations, and private service agencies and industry.
- Conduct Threat and Hazard Identification and Risk Assessments (THIRA) on behalf of the region on a periodic basis as recommended by the Federal Emergency Management Agency (FEMA) through the National Preparedness System and the Commonwealth of Virginia Emergency Operations Plan (COVEOP).

AHAC has also established and directs the following working group and subcommittees:

- **Interoperable Communications Subcommittee (aka, HR RPAC-I):** plans, develops, and maintains regional interoperable communications between first responders and emergency managers.
- **Public Information Subcommittee:** addresses the challenges of providing coordinated, emergency management related public information to the residents and visitors of Hampton Roads.

- **Urban Area Working Group (UAWG):** coordinates the application and allocation of regional grant programs that address emergency management and homeland security needs in the region.
- **Hampton Roads Emergency Diversity, Equity, and Inclusion (IEP) Subcommittee:** addresses the challenges of protecting the lives of our most vulnerable citizens by collaborating with and leveraging our community partners to provide the most effective guidance, enhancement, and support of local and regional emergency management efforts.
- **Cybersecurity Subcommittee:** promote cybersecurity throughout Hampton Roads through collaboration amongst regional information security partners and investment in regional cyber initiatives.
- **Hazard Mitigation Subcommittee:** updates the Hampton Roads Regional Hazard Mitigation Plan.

Hampton Roads Metropolitan Medical Response System (HRMMRS)

- **HRMMRS Strike Team Committee:** The HRMMRS Strike Team Committee was established to recruit and review recommendations for new and replacement members; conduct a periodic review of operating procedures; identify training courses; facilitate participation in regional exercises; evaluate the need for additional and replacement equipment and supplies; and support the role of the Strike Team in regional agencies, organizations, exercises, and events, review and recommend funding sources for above duties. Membership consists of Strike Team Task Force Leaders and Operations Sections Chiefs, a representative from each jurisdiction that has sponsored a member, one representative from each jurisdiction that supports a Strike Team equipment cache, HRPDC Staff, and HRMMRS Staff. It is co-chaired by a Task Force Leader from the Peninsula and a Task Force Leader from the Southside.

Environmental Education Committees

askHRgreen.org is a comprehensive environmental education program, composed of the existing HR CLEAN, HR FOG, HR STORM, and HR WET Programs. Staffed by the HRPDC, askHRgreen.org is overseen by an Executive Committee representing the HRPDC's four long-standing environmental education committees.

- **askHRgreen.org: Recycling and Beautification Subcommittee (HR CLEAN):** This Subcommittee is charged with developing a cooperative regional education program addressing litter control, recycling, and beautification. Membership includes the local Clean Community Coordinators (or similar positions) from the member local governments and the HRPDC. Local recycling haulers and Goodwill participate as nonvoting members.

- **askHRgreen.org: Fats, Oils and Grease Subcommittee (HR FOG):** The HR FOG Subcommittee was established to develop a regionally consistent program for managing fats, oils, and grease in the wastewater system. This effort includes training and supports compliance with the Regional SSO Consent Order. Representatives from the affected local governments (wastewater operations), HRSD, and HRPDC participate on the subcommittee.
- **askHRgreen.org: Stormwater Education Subcommittee (HR STORM):** The Stormwater Education Subcommittee was established by the Regional Stormwater Management Committee to develop and implement a regional stormwater education program. A primary purpose of this initiative is to support local government compliance with the Phase I and Phase II Stormwater Permits. The Subcommittee includes education, technical and public information staff from the public works and related departments and the HRPDC. The military, the Soil and Water Conservation District, the Virginia Department of Transportation, and the Department of Conservation and Recreation participate in an ex officio capacity.
- **askHRgreen.org: Water Awareness Subcommittee (HR WET):** This Subcommittee was initially established to develop and implement a regional water conservation education program. Its mission has been expanded to include all aspects of drinking water quality and value. It includes education and public information staff representing the participating local government public utility departments and representatives from HRSD and HRPDC.

Hampton Roads Help To Others (H2O): The H2O Program is a 501(c)(3) nonprofit corporation, organized by the region's localities, HRPDC, and HRSD to assist local residents who are unable to pay their water or sewer bill due to an emergency situation. The H2O Board is charged with oversight and direction of the H2O Program and it consists of the Director of Utilities or his/her designee from the member localities, the Town of Windsor, and HRSD.

The HRPDC provides administrative staff support to the H2O Program, while HRSD manages the financial aspects of the Program. An MOA among the H2O Board, HRPDC, and HRSD governs the program management relationship among the three entities.

Planning & Economics Committees

Hampton Roads Planning Directors: The HRPDC facilitates a regular meeting of local government planning directors. The goals of the meeting are to develop and improve working relationships, share best practices, and collaborate to address regulatory and technical matters related to community development. The meeting is also used as a forum to communicate with and receive input from local planners regarding the work of regional organizations and provide input to the Chief Administrative Officers (CAO) as requested. The group meets on the last Thursday of the month. Agendas indicating the meeting location and time are distributed approximately one week prior to the meeting dates.

Regional Environmental Committee (REC): The Regional Environmental Committee addresses technical and administrative issues associated with environmental planning, land use, water quality, stormwater, environmental education, as well as a broad range of other coastal and planning issues. The committee meets on the first Thursday of the month. Agendas indicating the meeting location and time are distributed approximately one week prior to the meeting date. For additional information about Regional Environmental Committee meetings or to be included in agenda distribution, please contact the HRPDC at (757) 420-8300.

Water Resources Planning Committees

Coastal Resiliency Committee (CRC): The responsibilities of the Coastal Resiliency Committee include: 1) developing recommendations related to flooding and sea level rise adaptation and mitigation, 2) advocating for state and federal government support and action on coastal resilience topics, and 3) serving as the primary regional contact for collaboration with federal agencies and academic institutions. The Committee includes senior representatives from local government planning, public works, and community development departments, as well as the City Manager's office. The Coastal Resiliency Committee meets quarterly on the fourth Friday of the month. Agendas indicating the meeting location and time are distributed approximately one week prior to the meeting dates. For additional information about Coastal Resiliency Committee meetings or to be included in agenda distribution, please contact the HRPDC at (757) 420-8300.

Directors of Utilities Committee (DUC): The Directors of Utilities Committee addresses technical and administrative issues associated with the planning and operation of the region's water supply and wastewater systems, as well as a broad range of other water resource management issues. The Committee includes the Director of Utilities or a senior representative from the member jurisdictions, the towns of Smithfield and Windsor, the Hampton Roads Sanitation District (HRSD), and the HRPDC. Semiannually, the committee meets jointly with the local Directors of Health and the Virginia Department of Health to discuss issues of mutual concern associated with drinking water and other water quality issues. The Committee nominates members of their staffs to participate in project specific subcommittees as needed. The subcommittees vet details of the data collection, analysis, and project objectives. The Directors of Utilities Committee meets on the first Wednesday of the month. Agendas indicating the meeting location and time are distributed approximately one week prior to the meeting date. For additional information about Directors of Utilities Committee meetings or to be included in agenda distribution, please contact the HRPDC at (757) 420-8300.

Regional Construction Standards Full Committee: The Regional Construction Standards represent a collaborative effort of the seventeen HRPDC member jurisdictions, the HRSD, and the Hampton Roads Utility and Heavy Contractors Association (HRUHCA) to develop uniform construction standards for improvements in public rights of way. The Full Committee, consisting of up to two voting representatives from each jurisdiction and one

voting member from HRSD and HRUHCA, is the governing body for the Standards and approves and recommends new editions for adoption by the Commission.

Regional Environmental Committee (REC): The Regional Environmental Committee addresses technical and administrative issues associated with environmental planning, land use, water quality, stormwater, environmental education, as well as a broad range of other coastal and planning issues. The committee meets on the first Thursday of the month. Agendas indicating the meeting location and time are distributed approximately one week prior to the meeting date. For additional information about Regional Environmental Committee meetings or to be included in agenda distribution, please contact the HRPDC at (757) 420-8300.

Water Quality Technical Workgroup: The Water Quality Technical Workgroup addresses technical aspects of water quality-related issues. Topics related to best management practices, developing research, and emerging water quality concerns are discussed by technical experts and interested locality practitioners, consultants, scientists, planners, and educators. The workgroup meets quarterly on the first Thursday in March, June, September, and December following the Regional Environmental Committee meetings. Agendas indicating the meeting location and time are distributed approximately one week prior to the meeting date. To be included in agenda distribution, please contact the HRPDC at (757) 420-8300.

External Committees

In addition to the many HRPDC staff level Committees, Subcommittees, and working groups, the HRPDC staff, on behalf of the region's localities, serve on a number of federal, state, regional, and local government advisory committees. The HRPDC staff also represents the region on advisory committees established by various nonprofit, public interest organizations that provide particular expertise in support of or complementary to the initiatives of the HRPDC and its member local governments. External committee participation by HRPDC ranges from broad program committees to technical advisory committees for specific regulatory initiatives. The HRPDC frequently plays a leadership role in these external committees.

Community Affairs and Civil Rights

Total budget including pro-rata share of Administration

\$105,081

As the fiduciary agent for the Hampton Roads Transportation Planning Organization (HRTPO), the HRPDC follows the guidance and oversight administered by the U.S. Department of Transportation and the Federal Highway Administration as it pertains to the observance of Title VI and Environmental Justice in all planning practices engaged by the HRPDC.

Additionally, the HRPDC receives Federal funds and as such, is guided by Title VI and Environmental Justice as well.

The importance of public involvement in the planning and programming process is recognized in federal law and it is reflected in the programs of the HRPDC. Recipients of federal funds are encouraged to use a variety of methods to inform and involve interested parties in planning processes. Specifically, federal regulations require the development of a public participation plan.

Although they are separate, Title VI, Environmental Justice, and Public Involvement complement one another in ensuring a fair and equitable planning process and access to that process. Effective public involvement not only provides the HRPDC with new ideas but also alerts them to potential Environmental Justice concerns during the planning stage of a project. The HRPDC is committed to ensuring that Environmental Justice, as outlined by the 1994 Executive Order, is considered in our planning and outreach efforts, as well as our programs and initiatives, by assuring that all residents of Hampton Roads are represented fairly and not discriminated against in the planning process. In addition to adhering to the principles of Environmental Justice, the HRPDC will work to implement Title VI of the Civil Rights Act of 1964. HRPDC is required to:

- Comply with the public involvement and Title VI requirements of Federal and State regulations.
- Provide specific opportunities for citizens and citizen-based organizations to discuss their views and provide input on the subject areas addressed in plans, projects, or policies of the HRPDC.
- Ensure full and fair participation by all potentially affected communities in the planning decision-making process.
- Inform and educate citizens and other interested parties about ongoing HRPDC planning activities, and their potential role in those activities.
- Focus study and plan recommendations on investments that promote quality of life and mitigate adverse impacts for residents of Hampton Roads.
- Utilize Public Comment Opportunities presented by Partner Agencies, and other state and federal agencies to lend a Title VI/ Environmental Justice perspective to HRPDC policies, reports, and project documents.

- Create materials that effectively inform the public of HRPDC's obligations and commitments under Title VI of the Civil Rights Act of 1964.

Title VI Legislation and Guidance

Title VI of the Civil Rights Act of 1964 created a foundation for future Environmental Justice regulations. Since the establishment of Title VI, Environmental Justice has been considered in local, state, and federal transportation projects. Section 42.104 of Title VI and related statutes require Federal agencies to ensure that no person is excluded from participation in, denied the benefit of, or subjected to discrimination under any program or activity receiving Federal financial assistance on the basis of race, color, national origin, age, sex, disability, or religion.

The National Environmental Policy Act of 1969 (NEPA) addresses both the social and economic impacts of Environmental Justice. NEPA stresses the importance of providing for "all Americans safe, healthful, productive, and aesthetically pleasing surroundings", and provides a requirement for taking a "systematic, interdisciplinary approach" to aid in considering environmental and community factors in decision making.

The Civil Rights Restoration Act of 1987 further expanded Title VI to include all programs and activities of Federal-aid recipients, sub-recipients, and contractors whether those programs and activities are federally funded or not.

On February 11, 1994, President Clinton signed Executive Order 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations. This piece of legislation directed every Federal agency to make Environmental Justice part of its mission by identifying and addressing all programs, policies, and activities that affect human health or the environment so as to identify and avoid disproportionately high and adverse effects on minority populations and low-income populations.

Rather than being reactive, Federal, State, local and tribal agencies must be proactive when it comes to determining better methods to serve the public who rely on transportation systems and other federally funded programs and services to increase their quality of life.

In April 1997, as a reinforcement to Executive Order 12898, the United States Department of Transportation (DOT) issued an Order on Environmental Justice (DOT Order 5610.2), which summarized and expanded upon the requirements of Executive Order 12898 to include all policies, programs, and other activities that are undertaken, funded, or approved by the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), or other U.S. DOT components.

In December 1998, the FHWA issued the FHWA Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (DOT Order 6640.23) which mandated the FHWA and all its subsidiaries to implement the principles of Executive Order 12898 and U.S. DOT Order 5610.2 into all of its programs, policies, and activities.

On October 7, 1999, the FHWA and the FTA issued a memorandum Implementing Title VI Requirements in Metropolitan and Statewide Planning. This memorandum provided clarification for field offices on how to ensure that Environmental Justice is considered during current and future planning certification reviews. The intent of this memorandum was for planning officials to understand that Environmental Justice is equally as important during the planning stages as it is during the project development stages.

Work activities for the Community Affairs and Civil Rights department include the following:

1. Develop a comprehensive Title VI, Public Involvement and Civil Rights program.
2. Develop opportunities to inform the public by participating in community events and coordinating regional forums on regional planning issues, initiatives, and projects. This includes coordination with regional, state, and federal agencies, and HRPDC member jurisdictions.
3. Participate in public meetings, committee meetings, and hearings held by the HRPDC plus those held by local, state, and federal agencies as appropriate.
4. Use Social Media Platforms (Facebook, Twitter, etc.) to promote HRPDC, engage partner organizations, and increase awareness of the HRPDC by the public.
5. Respond to information requests from the general public.
6. Create publications that highlight the efforts of the HRPDC.
7. Support staff in public communications, engagement, and participation in HRPDC programs and projects, studies, plans, and programs.
8. Prepare newsletters and special features on timely issues.
9. Update the HRPDC website to enhance public participation and highlight various events and publications.
10. Respond to and/or facilitate response to general comments received via www.hrpdcva.gov, or by other means of communication from the general public, members of governments, and other stakeholders.
11. Review and evaluate public participation strategies, as necessary, to ensure effectiveness and outreach to a broad audience. Create public participation documents, such as the Public Participation Plan, as needed, to reflect federal

mandates. Create and implement the HRPDC Title VI Plan and the HRPDC LEP Plan which include Title VI, Environmental Justice, and related authorities.

12. Provide training for public involvement staff to build, enhance, and broaden public involvement techniques.
13. Develop and implement outreach activities tailored to engage low-income and/or minority communities or households. Key activities include partnering with regional agencies that advocate for and/or provide services for traditionally underserved persons and creating a community impact assessment tool.
14. Provide translation and/or interpreter services on an as-requested basis.
15. Meet with community groups from varied sectors and with varied interests to provide information about the HRPDC's primary purpose and functions and gather input on key issues, programs, and activities they feel are critical.
16. Enhance and refine a Title VI/ Environmental Justice methodology used to identify Title VI / Environmental Justice communities as well as the benefit/burden analyses (including conducting a broad review of Environmental Justice methodologies by other agencies and investigating potential data sources).
17. Incorporate Title VI/ Environmental Justice analysis into individual studies, programs, and plans contained in the HRPDC Work Program.
18. Update and maintain the HRPDC website.
19. Refine the HRPDC Communications Plan.
20. Create special reports as needed.
21. Create a digital platform for public involvement.
22. Develop surveys to be accessed via the HRPDC social media sites, the HRPDC website, and libraries across the region.

Community Affairs and Civil Rights (CACR) Summary of Major Tasks and Activities

Task or Activity	Lead Staff Member	Project Schedule (Key Milestones)	End Product or Outcome	Funding (Amount & Source)
Tasks 1 – 22	CACR Administrator (Vacant)	Ongoing		

Emergency Management

Total budget including pro-rata share of Administration

\$1,516,764

Hampton Roads All Hazards Advisory Committee (AHAC)

The HRPDC staff will provide project management support for the All Hazards Advisory Committee (AHAC). This committee is a consolidated organization assuming the missions of the Regional Emergency Management Technical Advisory Committee, Hampton Roads Urban Area Working Group, Hampton Roads Regional Catastrophic Planning Team, Hampton Roads Metropolitan Medical Response System Oversight Committee, and Hampton Roads Interoperable Communications Advisory Committee. The group was established to reduce duplication of efforts, enhance collaboration, and establish a governance structure with the necessary flexibility to enhance disaster prevention, preparedness, response, recovery, and mitigation in the Hampton Roads region while serving in an advisory capacity to the Hampton Roads Planning District Commission. Staff will also support AHAC's mission by partnering with Federal and State agencies, private entities, and the citizens of Hampton Roads. The following AHAC Subcommittees will be supported:

- AHAC Public Information Subcommittee
- AHAC Interoperable Communications Subcommittee
- AHAC Urban Area Working Group
- AHAC D.E.I Emergency Planning Subcommittee
- AHAC Cybersecurity Subcommittee

Staff Support, Planning, and Technical Assistance

HRPDC staff support and technical assistance are provided on a regional basis, not only to its member local jurisdictions, but also to a variety of regional homeland security, emergency management, and voluntary organizations. This participation involves a number of different types of services that, when viewed separately, do not constitute a separate and distinct work element.

Grants Management

The HRPDC staff will provide management and administration of emergency management and homeland security grants and associated project management to fill capability gaps within the region. In addition to coordinating the regional application of these grants, emergency management staff also provide direct management of several regional projects. These grants and projects include:

- The Urban Areas Security Initiative (UASI): UASI program funds address the unique risk-driven, capabilities-based planning, organization, equipment, training, and exercise needs of high-threat, high-density urban areas and assists them in building an enhanced

and sustainable capacity to prevent, protect against, mitigate, respond to, and recover from acts of terrorism.

- The State Homeland Security Program (SHSP): SHSP supports the implementation of risk-driven, capabilities-based State Homeland Security Strategies to address capability targets set in Urban Area, State, and regional Threat and Hazard Identification and Risk Assessments (THIRAs). The capability targets are established during the THIRA process and assessed in the State Preparedness Report (SPR) and inform planning, organization, equipment, training, and exercise needs to prevent, protect against, mitigate, respond to, and recover from acts of terrorism and other catastrophic events.

Associated Projects Managed by the HRPDC:

<ul style="list-style-type: none">• FY20 UASI All Hazards Planner• FY20 UASI Cybersecurity• FY20 UASI Election Cybersecurity• FY20 UASI Election Security• FY20 UASI MCI and Mass Care• FY20 UASI THIRA• FY21 UASI MCI I and II• FY21 UASI All Hazards Planning	<ul style="list-style-type: none">• FY21 UASI Cybersecurity• FY21 UASI PPE• FY21 UASI Tent Generator• FY21 UASI THIRA• FY20 SHSP HRMMRS Inventory Equipment• FY20 SHSP Mass Care
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Threat and Hazard Identification and Risk Assessments (THIRA)

HRPDC staff facilitates the annual THIRA. The THIRA is a three-step risk assessment process that helps the region document risks and plan what needs to be done to address them. This document seeks to answer the following:

1. What threats and hazards can affect Hampton Roads?
2. If they occurred, what impacts would those threats and hazards have on our region?
3. Based on those impacts, what capabilities should the regional community have?

Product: FY22 THIRA

Regional Emergency Public Information Plan

During an emergency, providing factual, accurate, and timely information to the public, the media, and state and federal officials is crucial to an effective response. This plan is intended to serve as a framework for all Hampton Roads localities and relevant agencies involved in the creation and dissemination of emergency public information with the goal of enhancing preexisting coordination and collaboration.

Product: Regional Emergency Public Information Plan/Framework

Cybersecurity Enhancement

Cybersecurity is the state or process of protecting and recovering networks, devices, and programs from any type of cyberattack. Cyberattacks are an evolving danger to organizations, employees, and the public. In recent years, there has been an increase in cyberattacks on government agencies. The HRPDC seeks to assist cybersecurity efforts for local governments in Hampton Roads.

Products: Cybersecurity Assessments, Cybersecurity Policies and Procedures, Cyberattack Response Plans, Cyberattack Business Impact Analysis

Regional Logistics Planning

Logistics are an essential component of emergency response plans at local, regional, state, and national levels to ensure the availability of the right products in the right location at the right time and in the right quantities. Logistics planning for a disaster requires knowledge of the geographic, social, political, cultural, and physical characteristics of the region. In general, logistics planning addresses the following questions:

- What resources are needed and in what quantity?
- How can they be procured?
- How can they be transported to the affected location?
- How can they be received, staged, stored, distributed, and tracked?
- Which organizations have critical roles and responsibilities in the logistics supply chain?
- How is coordination regarding logistics activities achieved between different organizations?

Building on recent efforts of the Regional Catastrophic Preparedness Grant, the HRPDC seeks to update and potentially consolidate regional logistics planning efforts.

Product: Regional Logistics Plan/Framework

Interoperable Communications

During an emergency, interoperable communications are vital to an effective response. Hampton Roads has invested heavily in interoperable communications equipment. The HRPDC is tasked with assisting with planning efforts to ensure strategic investment and sustainment of these critical assets.

Product: Regional Interoperable Communication Strategic Planning

Sheltering

Sheltering plays a large part in the disaster response in Hampton Roads. Traditionally, sheltering has been managed by localities with state assistance. In recent months, stakeholders have identified potential, regional collaboration possibilities to enhance sheltering operations. The HRPDC will work with state and local stakeholders to explore and implement these strategies where appropriate.

Product: To Be Determined

Regional Sustainment

The Hampton Roads region has received numerous homeland security and emergency management grants to enhance preparedness. These grants have been used to build critical emergency response capabilities that must be sustained.

Product: Sustainment Planning

Regional Operational Coordination

During an emergency, it is imperative that local, state, and federal entities work together and share information. Several possibilities have been identified to increase regional, emergency coordination. The HRPDC will work with AHAC to identify and implement a solution to enhance coordination.

Product: Enhanced regional coordination.

Emergency Management Summary of Major Tasks and Activities

Task or Activity	Lead Staff Member	Project Schedule (Key Milestones)	End Product or Outcome	Funding (Amount & Source)
Committee Support	John Sadler/ Riana Rich	N/A	N/A	39800
Grants Management	John Sadler/ Riana Rich	Ongoing (various projects)	Multiple	UASI / SHSP
UASI Application	John Sadler/ Riana Rich	Awaiting on Federal NOFO	Completed Application	39800
THIRA	John Sadler/ Riana Rich	Project Underway	Updated THIRA	UASI Grant
Public Information Plan / Framework	John Sadler/ Riana Rich	Working Group Identified to determine next steps	Regional Emergency Public Information Plan/Framework	UASI Grant Funded Staff
Cybersecurity Enhancement	John Sadler/ Riana Rich	The contractor working with localities	Multiple	UASI Grant
Regional Logistics Plan/ Framework	John Sadler/ Riana Rich	Working Group Identified to determine next steps	Regional Logistics Plan / Framework	UASI Grant Funded Staff
Interoperable Communications Strategic Planning	John Sadler/ Riana Rich	Dependent on an upcoming committee vote.	Sustainable, Regional Interoperable Communications	UASI Grant
Sheltering	John Sadler/ Riana Rich	Working Group Identified to determine next steps	Enhanced sheltering capabilities.	39800
Regional Sustainment	John Sadler/ Riana Rich	Working Group Identified to determine next steps	Regional sustainment fund	39800
Regional Operational Coordination	John Sadler/ Riana Rich	Working Group Identified to determine next steps	Enhanced regional coordination.	39800

Environmental Education

Total budget including pro-rata share of Administration

\$798,697

Help to Others (H2O) Program

In 1999, the localities of Hampton Roads created the Help to Others (H2O) Program to provide one-time financial assistance to individuals going through a financial hardship and unable to pay their water and wastewater utility bills.

All seventeen member localities, the Town of Windsor, and HRSD participate in the program. Assistance to individuals is funded through contributions made by citizens.

The HRPDC staff has taken steps to incorporate the Program as a nonprofit to ensure the deductibility of donations. The State Corporation Commission (SCC) approved the incorporation of the H2O Program in November 2007. The H2O Program Board of Directors held its organizational meeting in March 2009. In early 2011, the Internal Revenue Service (IRS) formally approved the non-profit status of the program and the tax-deductibility of donations. A Memorandum of Agreement (MOA) has been executed among the HRPDC, HRSD, and the H2O Program Board. A companion agreement has been executed between the H2O Program Board and the Salvation Army, providing for the Salvation Army to conduct eligibility screening on behalf of the program. This task provides for program coordination with participating entities, required financial reporting, development and promotion of the program, and procurement of donation envelopes and other materials.

Administration of the H2O program is funded through the Regional Water Program by a special local government contribution and all donations to the program go directly to helping local families in need.

H2O Program Summary of Major Tasks and Activities

Budget	Funding Source	Lead Staff
\$33,036	Program contributions from member jurisdictions & HRSD	Katie Cullipher

Activities	Schedule	Products
Fundraising	Ongoing	Paypal account management, fundraising campaigns, promotional materials, social media, public relations
Shareh2o.org website	Ongoing	Website hosting, development tasks, content management, and maintenance
Financial reporting	Tax filing is due November 15, the End of the fiscal year	IRS Forms 990, donation and local utility distribution and usage reporting
Program administration & partner coordination	September Board of Directors Annual Meeting, ongoing	Annual Meeting of the H2O Board of Directors, HRSD coordination, H2O Program partner meetings, general correspondence

Activities	Schedule	Products
Funding Allocations	Every two months	Bi-monthly allocation reports to Salvation Army reps and utility billing contacts

askHRgreen.org

Environmental education efforts are focused on four key topic areas: water conservation and awareness; stormwater education and pollution prevention; recycling, litter prevention, and community beautification; and sanitary sewer overflow prevention. Four separate regional committees comprised of technical experts oversee each of these environmental education initiatives but blend their messages under the umbrella brand of askHRgreen.org.

With both qualitative and quantitative research guiding this effort, the askHRgreen.org website was created as the region's portal to engage Hampton Roads residents in the green conversation. In FY 2023, the focus will be on continuing and enhancing successful public relations efforts to gain added value media, seeking new media and community partners, increasing website visitation and newsletter subscribers, enhancing our social media presence, and building engagement across all platforms. The campaign will continue to use the results of marketing research to further improve branding and messaging as well as support media strategies and public relations initiatives.

This program is funded through special local government contributions provided through the Water & Wastewater, Stormwater, and Recycling & Beautification Environmental Education Program budgets.

askHRgreen.org: Stormwater Education Subcommittee & Program (HR STORM)

The HRPDC will continue to staff the Stormwater Education Subcommittee. This effort includes the facilitation of the subcommittee process; management of the budget and consultant contracts; development and implementation of a comprehensive and cost-effective marketing program; coordination of stormwater, water quality, and watershed management education programs; and development of stormwater-specific educational materials and programs. The HRPDC staff will prepare the askHRgreen.org annual report, which is used by localities with MS4 permits to document public outreach initiatives.

Information is delivered under the umbrella of askHRgreen.org. In FY 2023, messaging and outreach will focus on reducing pollution of Hampton Roads waterways by increasing watershed awareness and promoting best management practices to residents and businesses.

This program is supported through the Regional Stormwater Management Program by a special local government contribution.

HR STORM Program Summary of Major Tasks and Activities

Budget	Funding Source	Lead Staff
\$131,390	Program contributions from member jurisdictions	Katie Cullipher, Rebekah Eastep

Activities	Schedule	Products
askHRgreen.org website	Ongoing	Website hosting, development tasks, content management, maintenance, blog articles, event calendar
Promotions	Ongoing	Educational materials, paid media campaigns, public relations, social media, community events, special projects, and graphic design
Procurement	Ongoing, fiscal year-end	Committee budget, consultant contracts, promotional and print materials
Regional partner coordination	Ongoing, monthly	Monthly committee meetings, annual askHRgreen all-hands meeting, special events, general correspondence, Bay Star Homes Program, Bay Star Business Program
Grants management	Ongoing	askHRgreen environmental education mini-grant program, askHRgreen pet waste station grant program, askHRgreen cigarette receptacle grant program, Chesapeake Bay Restoration Fund Grant Program
Reporting	September	askHRgreen fiscal year annual report, grant reporting

askHRgreen.org: Recycling and Beautification Subcommittee & Program (HR CLEAN)

askHRgreen.org: Recycling and Beautification Subcommittee is a regional coalition of local Clean Community and Recycling Coordinators that promotes litter prevention, recycling, beautification, and general environmental awareness. HRPDC staff facilitates the subcommittee process; management of the budget and consultant contracts; development and implementation of a comprehensive and cost-effective marketing program; coordination of programs and events; and development of educational materials.

Information is delivered under the umbrella of askHRgreen.org. In FY 2023, messaging and outreach will focus on waste reduction, improving the quantity and quality of materials collected through municipal recycling and hazardous waste disposal programs, and reducing litter in Hampton Roads communities.

This program is funded through a special local government contribution.

HR CLEAN Program Summary of Major Tasks and Activities

Budget	Funding Source	Lead Staff
\$107,000	Program contributions from member jurisdictions	Katie Cullipher, Rebekah Eastep

Activities	Schedule	Products
askHRgreen.org website	Ongoing	Website hosting, development tasks, content management, maintenance, blog articles, event calendar
Promotions	Ongoing	Educational materials, paid media campaigns, public relations, social media, community events, special projects, and graphic design
Procurement	Ongoing, fiscal year-end	Committee budget, consultant contracts, promotional and print materials
Regional partner coordination	Ongoing, monthly	Monthly committee meetings, annual askHRgreen all-hands meeting, special events, general correspondence
Grants management	Ongoing	askHRgreen environmental education mini-grant program, askHRgreen cigarette receptacle grant program, DEQ Litter Prevention and Recycling Competitive Grant
Reporting	September	askHRgreen fiscal year annual report, grant reporting

askHRgreen.org: Fats, Oils and Grease Education Subcommittee & Program (HR FOG)

During FY 2004-2005, the Directors of Utilities Committee and the HRPDC finalized the direction and scope of the HR FOG (Fats, Oils and Grease) educational program. HRPDC staff facilitates the subcommittee process; management of the budget and consultant contracts; development and implementation of a comprehensive and cost-effective marketing program; coordination of programs and events; and development of educational materials.

Information is delivered under the umbrella of askHRgreen.org. In FY 2023, messaging will continue to focus on proper disposal of fats, oils, grease, and food waste in both home and commercial kitchens as well as reminding citizens of “what not to flush.” In addition, co-promotions will be coordinated with the Water Awareness Subcommittee’s efforts regarding various water and wastewater infrastructure issues.

The regional Fats, Oils and Grease Program includes regional coordination of training for local food service establishment employees and grease haulers. A web-based training program for both of these sectors is available at www.hrfog.com and ongoing maintenance support and development

are necessary to maintain and enhance the website. HRPDC staff also facilitates updates to the Hampton Roads Model FOG Ordinance and the Hampton Roads Technical Standards for Grease Control Devices.

This program is funded through the Regional Wastewater Program by a special local government contribution.

HR FOG Program Summary of Major Tasks and Activities

Budget	Funding Source	Lead Staff
\$151,925	Program contributions from member jurisdictions and HRSD	Katie Cullipher, Rebekah Eastep

Activities	Schedule	Products
askHRgreen.org website	Ongoing	Website hosting, development tasks, content management, maintenance, blog articles, event calendar
Hrfog.com website	Ongoing	Website hosting, development tasks, training resources and content management, and maintenance
Promotions	Ongoing	Educational materials, paid media campaigns, public relations, social media, community events, special projects, and graphic design
Procurement	Ongoing, fiscal year-end	Committee budget, consultant contracts, promotional and print materials
Regional partner coordination	Ongoing, monthly	Monthly committee meetings, annual askHRgreen all-hands meeting, special events, general correspondence, Model FOG Ordinance, GCD Technical Standards
Grants management	Ongoing	askHRgreen environmental education mini-grant program
Reporting	September	askHRgreen fiscal year annual report

askHRgreen.org: Water Awareness Subcommittee & Program (HR WET)

The HRPDC will continue to act as the administrative agent for the askHRgreen.org Water Awareness Subcommittee. This program, which began as a cooperative water conservation education program in 1994, involves promoting the value of the region's safe drinking water supply, encouraging wise water use, and educating citizens on the importance of maintaining the region's vast network of water infrastructure. HRPDC staff facilitates the subcommittee process; management of the budget and consultant contracts; development and implementation of a comprehensive and cost-effective marketing program; coordination of programs and events; and development of educational materials.

Information is delivered under the umbrella of askHRgreen.org. In FY 2023, messaging and outreach will focus on conservation, communicating the value of tap water, the importance of maintaining our infrastructure, and other related drinking water topics.

Funding is provided through the Regional Water Program by a special local government contribution.

HR WET Program Summary of Major Tasks and Activities

Budget	Funding Source	Lead Staff
\$156,925	Program contributions from member jurisdictions	Katie Cullipher, Rebekah Eastep

Activities	Schedule	Products
askHRgreen.org website	Ongoing	Website hosting, development tasks, content management, maintenance, blog articles, event calendar
Promotions	Ongoing	Educational materials, paid media campaigns, public relations, social media, community events, special projects, and graphic design
Procurement	Ongoing, fiscal year-end	Committee budget, consultant contracts, promotional and print materials
Regional partner coordination	Ongoing, monthly	Monthly committee meetings, annual askHRgreen all-hands meeting, special events, general correspondence
Grants management	Ongoing	askHRgreen environmental education mini-grant program
Reporting	September	askHRgreen fiscal year annual report

Housing and Human Services

Total budget including pro-rata share of Administration

\$4,085,165

Housing and Human Services - Technical Assistance

The HRPDC staff participates in and exists as a liaison between a number of multi-jurisdictional organizations concerned with housing and human services issues, such as programs and initiatives pertaining to affordable housing, services, and programs for the disabled, as well as services for seniors. Due to its unique access and regional orientation, the HRPDC is frequently asked to provide planning and needs assessment information to support the work of these organizations. The following activities are anticipated:

- Act as Regional Administrator and fiscal agent for the Hampton Roads Loan Fund Partnership, a state-sponsored homeownership program for low-income households.
- Support the research, educational and professional training activities of the Hampton Roads Housing Consortium (HRHC), a regional association of government, non-profit and private sector housing organizations. Staff will also assist in the development of a five-year strategic plan as well as the implementation of a new training center for regional housing partners.
- Provide staff support and assistance to the Hampton Roads Disabilities Board.
- Host periodic meetings of Consolidated Plan coordinators from city governments.
- Participate as a Board Member for Senior Services of Southeastern Virginia (SSSEVA).

In addition to the external assistance noted above, the staff will monitor U.S. Census releases and other available data to identify significant trends in housing, income distribution, and social characteristics with particular emphasis on:

- Composition, age, quality, and market value of the housing stock.
- Housing availability and affordability for various demographic groups.
- Housing Studies that evaluate and analyze transit/transportation planning

Products: Studies, Reports, Seminars, Letters/Memoranda, Speaking Appearances, Update Articles

Hampton Roads Loan Fund Partnership (HRLFP) Administrative Support

The HRLFP was organized in late 1996 to enable participation in the Virginia Single Family Regional Loan Fund, a statewide homeownership assistance program for low income households. Throughout the years, the program design has changed to meet the current

trends in addressing the disparity in homeownership for low- and moderate-income buyers. Currently, the program provides flexible gap financing for first-time homebuyers at or below 80 percent of the area median income (AMI) to purchase homes that are safe, decent, and accessible. Funding for this program is made possible through funding from the Department of Housing and Urban Development (HUD). The down payment assistance is provided in the form of a grant with a mandatory “affordability period” for the applicant to continue to occupy the house as their primary residence.

Along with its goals for expanding homeownership opportunities, the HRLFP supports local community development priorities by providing information and referral to community resources for projects in targeted neighborhoods and redevelopment areas. HRLFP partner organizations include Redevelopment and Housing Authorities, local governments, and nonprofit housing organizations. By mutual agreement of the partner organizations, the HRPDC acts as Regional Administrator for the HRLFP and fiscal agent for administrative support funds. Direct allocations are also administered for Chesapeake, Portsmouth, and Isle of Wight/Smithfield. (see additional tasks below)

HRLFP funds are divided into two elements for accounting purposes:

- Element 3004 administrative funds are provided by the Virginia Department of Housing and Community Development (VDHCD) to offset program-related labor, document reproduction, mailing, telephone charges, and miscellaneous costs incurred by the HRPDC staff.
- Element 3005 is a pass-through account for processing federal down payment and closing cost assistance funds provided through VDHCD.

Product: Homeownership Assistance Loans, Progress and Status Reports

City of Portsmouth – Down Payment & Closing Cost Program “Come Home to Portsmouth”

The HRPDC staff serves as the administrator of HOME funds in the City of Portsmouth in administering down payment and closing cost assistance. This city-wide program is designed to expand homeownership opportunities to low and moderate income households.

The program works in partnership with HUD-Approved Housing Counseling partners that provide homeownership education and pre-purchase counseling to buyers in an effort to ensure the buyer is successful in homeownership. By mutual agreement with the City of Portsmouth, the HRPDC acts as Administrator for the HOME funding and fiscal agent for administrative support funds.

Funds are divided into two elements for accounting purposes:

- Element 3090 administrative funds are provided by the City of Portsmouth to offset program-related labor, document reproduction, mailing, telephone charges, and miscellaneous costs incurred by the HRPDC staff.
- Element 3005 is a pass-through account for processing federal HOME down payment and closing cost assistance funds provided through the City of Portsmouth.

Product: Homeownership Assistance Loans, Progress and Status Reports

City of Chesapeake – Down Payment & Closing Cost Program “Call Chesapeake HOME”

The HRPDC staff serves as the administrator of HOME funds in the City of Chesapeake in administering down payment and closing cost assistance. This city-wide program is designed to expand homeownership opportunities to low and moderate income households.

The program works in partnership with HUD-Approved Housing Counseling partners that provide homeownership education and pre-purchase counseling to buyers in an effort to ensure the buyer is successful in homeownership. By mutual agreement with the City of Chesapeake, the HRPDC acts as Administrator for the HOME funding and fiscal agent for administrative support funds.

Funds are divided into two elements for accounting purposes:

- Element 3006 administrative funds are provided by the City of Chesapeake to offset program-related labor, document reproduction, mailing, telephone charges, and miscellaneous costs incurred by the HRPDC staff.
- Element 3005 is a pass-through account for processing federal HOME down payment and closing cost assistance funds provided through the City of Chesapeake.

Product: Homeownership Assistance Loans, Progress and Status Reports

Isle of Wight County/Smithfield – Down Payment & Closing Cost Program “Make Isle of Wight HOME”

The HRPDC staff serves as the administrator of HOME funds for Isle of Wight County/Smithfield in administering down payment and closing cost assistance. This county-wide program is designed to expand homeownership opportunities to low- and moderate-income households.

The program works in partnership with HUD-Approved Housing Counseling partners that provide homeownership education and pre-purchase counseling to buyers in an effort to ensure the buyer is successful in homeownership. By mutual agreement with the Isle of Wight/Smithfield, the HRPDC acts as Administrator for the HOME funding and fiscal agent for administrative support funds that are managed through a consortium of cities and counties of the Western Tidewater Consortium.

Funds are divided into two elements for accounting purposes:

- Element 3008 administrative funds are provided by Isle of Wight/Smithfield to offset program-related labor, document reproduction, mailing, telephone charges, and miscellaneous costs incurred by the HRPDC staff.
- Element 3005 is a pass-through account for processing federal HOME down payment and closing cost assistance funds provided through the Isle of Wight/Smithfield in conjunction with the Western Tidewater Consortium.

Product: Homeownership Assistance Loans, Progress and Status Reports

Virginia Association of Planning District Commissions-Virginia Housing Grant

HRPDC staff will continue to provide project management and oversight for the regional \$3 million grant project sponsored by Virginia Housing in partnership with the Planning District Commissions represented under the Virginia Association of Planning District Commissions' umbrella. Projects identified through local government and housing authorities were identified and PDC staff will be responsible for providing needed gap funding to ensure projects are completed. Current projects identified encompass affordable rental units, homeownership opportunities, and several adaptive use projects where mixed-use features are included.

Product: Delivery of new affordable units throughout project timeline.

Development of Regional Housing Service Portal (RHSP)

The HRPDC Staff will continue to provide information and tools through the Regional Housing Service Portal for the HRPDC. This effort will continue through FY 2023 with the completion of the online customer website. The purpose of this tool is to continue to provide a "one-stop-shop" environment for obtaining and accessing reliable and legitimate services for housing such as first-time homebuyer education and counseling and foreclosure prevention.

There are numerous housing-related organizations in Hampton Roads that provide varied down-payment/closing cost assistance, first-time homebuyer education, foreclosure

prevention, rental counseling, and housing services for persons with disabilities. The HRPDC staff will work to continue to update services and programs in the web portal for consumers and housing providers to utilize. Staff will identify gaps in housing services and continue creating a toolbox of resources for housing providers.

Product: RHSP Web Portal, Reports, Studies, Update Articles

Housing & Human Services Summary of Major Tasks and Activities

Task or Activity	Funding (Amount & Source)	Project Schedule	Deliverables or Outcome	Lead Staff Member
Pass-through funds to closings for down payment and closing cost assistance	\$75,000 (Annual Period) H.O.M.E funds – <i>Department of Housing & Urban Development (HUD)</i> – Funding from the Department of Housing & Community Development (DHCD)	Ongoing assistance to low- and moderate-income buyers/Monthly reporting to City/Annual reporting and budget management	Recorded Closing Settlement from Buyer's Closing	Shernita Bethea, Housing Administrator
Regional Coordination	Pending	Ongoing	Educational materials, meetings, and outreach to community partners	Shernita Bethea

Task or Activity	Funding (Amount & Source)	Project Schedule	Deliverables or Outcome	Lead Staff Member
Come HOME to Portsmouth	~\$195,000 (fiscal) H.O.M.E funds – <i>Department of Housing & Urban Development (HUD)</i> - Allocation from the City of Portsmouth	Ongoing assistance to low- and moderate-income buyers/Monthly reporting to City/Annual reporting and budget management	Closing documentation, recorded deed from City. <i>(Creation of new homebuyer)</i>	Deidre Garrett, Housing Specialist
Call Chesapeake HOME	~\$100,000 (fiscal) H.O.M.E funds – <i>Department of Housing & Urban Development (HUD)</i> - Allocation from the City of Chesapeake	Ongoing assistance to low- and moderate-income buyers/Monthly reporting to City/Annual reporting and budget management	Closing documentation, recorded deed from City. <i>(Creation of new homebuyer)</i>	Deidre Garrett, Housing Specialist
VAPDC – Virginia Housing Grant	\$3 million (passthrough and program management costs included)	Ongoing project oversight to 9 grantees and 11 projects	Qualified quarterly receipts and documents submitted to Staff as proof of project status	Shernita L. Bethea and Finance Staff.
Staff Support of regional housing consortium / network (HRHC)	Pending	Monthly support/Quarterly training and outreach	Reports, Training	Shernita L. Bethea

Task or Activity	Funding (Amount & Source)	Project Schedule	Deliverables or Outcome	Lead Staff Member
Housing & Commuting Study (LRTP)	3001 TA	1st Half (FY23)	Compilation of studies, reports, and data for preparation of formal needs study	Shernita L. Bethea
Make Isle of Wight HOME	~Funding part of revolving pool H.O.M.E funds – <i>Department of Housing & Urban Development (HUD)</i> - Allocation from the Western Tidewater Consortium	Ongoing assistance to low- and moderate-income buyers/Monthly reporting to City/Annual reporting and budget management	Closing documentation, recorded deed from County. <i>(Creation of new homebuyer)</i>	Deidre Garrett, Housing Specialist

Planning and Economics

Total budget including pro-rata share of Administration

\$35,788,262

The Planning & Economics department supports a broad range of activities both within the HRPDC and HRTPO, as well as among our member jurisdictions, and our regional, state, and federal partners. Much of the day-to-day “technical assistance” in regional Planning & Economics supports these diverse efforts, focusing specifically on applying a regional approach to advance the efforts of our numerous partners.

In this coming year, there are several priorities that staff are excited to tackle. With respect to regional planning, we will continue to convene the Regional Planning Directors to facilitate a forum for discussion, enable networking opportunities, as well as to identify and address planning-specific issues across member jurisdictions. We will be working with the Chesapeake Bay Preservation Act Workgroup and the Regional Environmental Committee to provide information and analysis to local planning staff in the hopes of addressing issues of mutual concern. The Department of Housing and Community Development requires that Planning District Commissions maintain a strategic plan, and staff will be looking to update the HRPDC’s existing plan to ensure that it remains relevant and forward-facing. Staff will also be looking to investigate whether there is potential for a regional approach to recycling efforts, and are participating in the Commonwealth’s Waste Diversion & Recycling Task Force. Staff will continue to search for brownfield funding opportunities to assist our localities in gaining access to funding opportunities.

Over the past three years, staff has worked hard to develop a regional spatial dataset portal to collect, organize, and advance the use of spatial datasets in an efficient and consistent manner at HRGEO.com. Maintaining and improving this portal will remain a priority this year, as we work to advance regional GIS tools for organizations across Hampton Roads.

Working to better understand how the region’s federal sector impacts Hampton Roads is also a priority for the coming year. In addition to participating in a federal planning cohort, the staff is also managing a Military Installation Resilience Review (MIRR) grant, to better understand how to protect our region’s military installations. We are working to develop relationships within the military community so that we can fill in the data gaps that exist in the resources that are currently available.

Staff recently completed a Regional Comprehensive Economic Development Strategy (CEDS), rolling the work of the 757 Economic Recovery and Resiliency Action Framework into the existing economic development plans, which was submitted to the Economic Development Administration for approval. Staff will be monitoring CEDS activities and reporting to the EDA as required.

On December 14, 2021, HRPDC, in partnership with Charter Communications, was awarded a \$21 million Virginia Telecommunications Initiative (VATI) grant to bring universal broadband coverage to the City of Suffolk and Counties of Isle of Wight and Southampton. The grant will provide needed funding to build a high-speed, reliable, and affordable fiber internet network to areas of western Hampton Roads that are currently without service. As a regional effort, this project supports the Hampton Roads Regional Broadband Initiative, which is endorsed by all 17-member localities of the HRPDC and will harness the opportunities presented by the subsea cables coming ashore in Virginia Beach.

HRPDC staff will be managing the VATI grant throughout the buildout process that is expected to be completed in 2024.

Finally, staff continues to look for opportunities to advance efforts on diversity, equity, and inclusion, as well as environmental justice across a variety of platforms. We will be looking to better understand what data and tools are available to assist local and regional planning efforts to include a lens of social equity when making planning decisions. If applicable, staff will begin working to compile data and develop tools that could assist in the planning and evaluation process.

Staff Support and Technical Assistance for Planning

In the Regional Cooperation Act, the Code of Virginia calls for planning district commissions to:

- Collect, maintain and analyze demographic, economic, and geographic information.
- Provide for sound and orderly social, economic, and physical development of the region.
- Conduct regional strategic planning.

In order to fulfill this role, the HRPDC staff will provide staff support and technical assistance on a regional basis to its member jurisdictions as well as a variety of regional organizations. The following is a list of organizations that will receive some form of staff support or technical assistance.

- HRPDC Commission and Member Jurisdictions
- Chief Administrative Officers
- Hampton Roads Mayors and Chairs Caucus
- Regional Construction Standards Committee
- Hampton Roads Sanitation District
- Southeastern Public Service Authority of Virginia
- Virginia Peninsula Public Service Authority
- South Hampton Roads Resource Conservation and Development Council

- Soil and Water Conservation Districts
- Regional Environmental Committee
- Hampton Roads Transportation Planning Organization
- Hampton Roads Transportation Accountability Commission
- Hampton Roads Transit Planning Organization
- Hampton Roads Military Federal Facility Alliance
- Hampton Roads Planning Directors
- Hampton Roads Budget Directors
- Hampton Roads Alliance
- Greater Williamsburg Partnership
- Hampton Roads Workforce Council
- The Planning Council
- Hampton Roads Chesapeake Bay Preservation Act Workgroup

Throughout the fiscal year, the HRPDC staff will meet with members of the region's General Assembly and Congressional Delegations, as appropriate, to advise and discuss matters of regional importance and meet with staff of the region's major news media to advise them on matters of regional importance. This Task also includes the ongoing Regional Intergovernmental Review Process.

The HRPDC will continue to serve as the Regional Clearinghouse for Intergovernmental Reviews of federal grant applications pursuant to Executive Order 12372.

Technical assistance will be provided to the jurisdictions on short-term projects such as grant applications, review of plans and studies, geographic information systems (GIS) technical support, assistance with regulatory proposals, comments on other planning matters, facilitation of various local and agency initiatives, and analysis of state and federal actions. When requested, the staff will provide ongoing technical input to major local planning efforts, such as:

- City, County, and Town Comprehensive Plans
- City, County, and Town Development Ordinances

The HRPDC will work with various media outlets in providing citizens with public information and education concerning the activities of the HRPDC. This will include newsletter articles, public forums, as well as online polls, and representation in the various regional speakers' bureaus.

The staff will perform specific technical assistance projects, including technical analyses, graphic design, and printing for other governmental agencies, non-profit entities, and private enterprises. Payment for such efforts will include personnel costs as well as other direct and indirect costs.

Products: Letters, Memoranda, Reports

Regional Solid Waste Management Planning

In 2012, the HRPDC was designated as the regional solid waste planning agency with responsibility for maintaining the regional solid waste management plan and completing the annual Recycling Rate Reports for the localities in the SPSA-service area.

During the fiscal year, the HRPDC staff will maintain the Regional Solid Waste Plan for Southeastern Virginia (SPSA service area) and complete the annual Recycling Rate Reports for the SPSA member communities.

Products: Regional Plan Updates, Annual Recycling Rate Reports

Virginia Telecommunications Initiative

In December of 2021, HRPDC and Charter Communications were awarded a \$21 million Virginia Telecommunications Initiative (VATI) grant to bring universal broadband coverage to the City of Suffolk and Counties of Isle of Wight and Southampton. The grant will provide needed funding to build a high-speed, reliable, and affordable fiber internet network to areas of western Hampton Roads that are currently without service. In total, 12,223 homes, businesses, and community anchors will gain access to broadband.

Universal access to broadband will allow Hampton Roads to continue to develop as a nationally connected 21st-century community and international information gateway, and provide our region with the necessary infrastructure to support economic growth, new ways of learning, and access to healthcare services. As a regional effort, this project supports the Hampton Roads Regional Broadband Initiative, which is endorsed by all 17-member localities of the HRPDC and will harness the opportunities presented by the subsea cables coming ashore in Virginia Beach.

HRPDC staff, along with representatives from each of the three participating localities and Charter Communications will work together to build out the network, which is anticipated to be completed in 2024.

Products: Grant Administration, Meeting Facilitation, Presentations

Hampton Roads Regional GIS

The HRPDC will work in partnership with the Hampton Roads Sanitation District (HRSD) and other local stakeholders to continue building the regional GIS data portal called HRGEO. HRGEO houses dozens of regional GIS data layers related to HRPDC/HRTPO projects as well as “collaborative” regional layers. Collaborative regional GIS data layers are created by combining existing local GIS data and converting it to regional data standards. Further work on collaborative layers will involve holding workshops with stakeholders to develop additional regional data standards.

The goal is to build on the foundation of regional GIS data which can then be used for new applications and analyses in the future.

Products: Workshops, Reports, Training, GIS Data

Hampton Roads Data Center

In the Regional Cooperation Act, the Code of Virginia calls for planning district commissions to collect and maintain demographic, economic, and other data concerning the region and member localities, and act as a state data center affiliate in cooperation with the Virginia Employment Commission. To this end, staff routinely collects and maintains a variety of socio-economic information for Hampton Roads and its localities.

Historically, much of the collected information was published on an annual basis in the Commission’s Data Book. The HRPDC Staff now provides access to expanded data sets through the Commission’s website. Available data series include such items as employment, income, population, retail sales, unemployment, building permits, recently released census data as well as other indicators. Complete data sets are made available for download via the HRPDC website. Staff will also work with localities and other regional organizations to ensure that the best information is made available to the public in a uniform and consistent manner throughout Hampton Roads. This task serves as one of several critically important components of the region’s economic database.

Product: Website Updates

Regional Benchmarking

The HRPDC staff will produce the annual benchmarking study. This Report will contain text, graphs, and tables designed to reveal changes in long-term trends in the region. Comparisons will be made against changes occurring in competitor or “reference” metropolitan regions across the country. The Report will be designed to be diagnostic in nature so as to help the leaders of Hampton Roads identify the region’s strengths and weaknesses. Indicators reviewed in the Report will include population, employment, unemployment, retail sales, defense spending, transportation conditions, education, military activity as well as other related statistics. Benchmarking study indicators will be made readily available through the Commission’s website as part of the Hampton Roads Data Center. The Regional Benchmarking Study will continue to be used as a basis for preparing and delivering presentations to interested parties across the region.

Product: Website Updates, Presentations

Hampton Roads Economic Monthly

The region’s economy is in a constant state of change. Expectations change as new information becomes available and forecasts are revised in the face of unforeseen developments. Economics staff will provide up-to-date information that is regionally significant through the *Hampton Roads Economic Monthly*. This report will include the most current relevant economic indicators to help assess the current condition of the region’s economy.

Product: Monthly Reports

Economic Impact Studies

The economics staff will continue its efforts to provide economic impact information to the cities and counties in Hampton Roads in addition to studies conducted for area businesses, colleges and universities, military bases and other public sector entities as well as for members of the local media. Staff will release “impact briefs” as appropriate to the Commission on issues that might significantly impact the region’s economy. The staff will rely primarily on the REMI and IMPLAN models for this work. Staff will also work to produce White Papers on relevant topics of regional interest such as sea level rise and education. The purpose of these studies is to provide a basis for making informed decisions on issues that impact the regional economy.

Product: Interviews, Studies, Update Articles, and Reports

Annual Economic Forecast

The staff will produce a forecast for the regional economy for 2023. This work effort will contain a review of trends in the regional economy over the preceding year along with a detailed forecast for 2023. The forecast will cover employment, unemployment, gross regional product, retail sales, residential building permits, and other relevant information. A presentation will be made at the quarterly Commission meeting in January. Additional presentations of the forecast will be made available to local governments and organizations throughout the region.

Product: Presentation, News Release, Update Article, Speaking Appearances

Economic Technical Assistance

This work element covers a variety of activities – many of which are ongoing efforts from one year to the next. This activity will include the extensive effort made to prepare and present data, ideas, analysis, and information to public and private sector entities. Also included are presentations/briefings to local governments and other groups, providing economic consultations, as well as the preparation of charts, graphs, and other visual displays, and the writing of material for public distribution. This task will include technical and data support for member jurisdictions as well as regional/statewide efforts including GO Virginia and ReInvent Hampton Roads. Responding to calls and letters from the general public and the local media is also included in this work task. Efforts to meet economic analysis requests regarding Virginia General Assembly and other policy matters are included under this element of the work program. The staff will also extend the Commission's basic research efforts into new areas of the local economy not thoroughly understood at present.

Product: Studies, Reports, Letters/Memoranda, Speaking Appearances

Comprehensive Economic Development Strategy (CEDS)

The Economic Development Administration (EDA) describes a Comprehensive Economic Development Strategy (CEDS) as “a strategy-driven plan for regional economic development.” The CEDS process brings together the public and private sectors to develop a regionally-owned plan to build capacity and guide the economic prosperity and resiliency of a region. This effort would result in individuals, organizations, local governments, institutions of learning, and private industry engaging in meaningful conversation and working together to plan and prioritize investments in a manner that best serves the economic development interests across a region. Staff will work with the Hampton Roads Alliance and ReInvent Hampton Roads to manage and report on the region's approved CEDS.

Product: CEDS Maintenance, Presentations, Reports

Military Installation Resilience Review (MIRR)

HRPDC staff is facilitating a Military Installation Resilience Review funded by a U.S. Department of Defense Office of Local Defense Community Cooperation grant for Navy installations located in the Cities of Norfolk and Virginia Beach. The MIR Review is a cooperative, strategic planning process among the HRPDC, Norfolk, Virginia Beach, the Commonwealth of Virginia, and the four participating Navy installations. The goal of the MIR Review is to facilitate the identification of threats to installation operations from natural and manmade hazards, determine risks from those hazards, develop recommendations for strategies to address those risks, and develop a plan for implementing those recommendations.

Product: Grant Administration, Meeting Facilitation, Presentations

Rural Transportation Planning

The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Work Program was created to aid the State in fulfilling the requirements of the State Planning Process to address the transportation needs of non-metropolitan areas. Funds appropriated under 23 U.S.C. 505 (SPR funds) are used in cooperation with the Department of Transportation and the Commonwealth of Virginia for transportation planning as required by Section 135, Title 23, U.S. Code. These Federal funds provide 80% funding and require a 20% local match.

In FY 2023, each planning district commission/ regional commission that has rural areas will receive \$58,000 from VDOT's Rural Transportation Planning Assistance Program. The corresponding planning district commission/ regional commission will provide a local match of \$14,500 to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds. The arrangement of all such funds involves the development of a scope of work, approval, and other coordination with the VDOT's Transportation & Mobility Planning Division administrative work programs.

In Hampton Roads, the RTP Work Program covers the City of Franklin and the Counties of Gloucester, Southampton, and Surry. Through a series of Memorandums of Understanding between the HRPDC and HRTPO (which outline the provision of planning and administrative staff support) and HRPDC/HRTPO Resolutions of Support directing staff to assist VDOT in transportation-related matters as necessary to comply with the provisions of 23 U.S.C. 135, the RTP Work Program is conducted by HRTPO staff, with support from HRPDC staff. More information about planned rural transportation tasks, schedules, and anticipated work products can be found in the HRTPO FY 2023 Unified Planning Work Program (UPWP) under Task 13.0 – Rural Transportation Planning (available on the

HRTPO website at <https://www.hrtpo.org/page/unified-planning-work-program/>). As Surry County is the only locality that is not a member of the HRTPO Board, any RTP work task that involves Surry County will be presented to the HRPDC Board. Finally, as with the RTP Work Program, there are other tasks in the HRTPO FY 2023 UPWP in which HRPDC staff provide planning and administrative support. Please refer to the HRTPO FY 2023 UPWP for more details.

Planning and Economics Summary of Major Tasks and Activities

Task or Activity	Lead Staff Member	Project Schedule (Key Milestones)	End Product or Outcome	Funding (Amount & Source)
Regional Solid Waste Management Planning	John Harbin	Recycling Rate Report, Amendments to the RSWMP	DEQ approval of Recycling and SWMP reporting and planning	\$20,000, SPSA
Hampton Roads Regional GIS	Sara Kidd	Monthly input and maintenance	Ongoing maintenance and updates to HRGEO	\$63,646, Local Contributions
Regional Data Center	Greg Grootendorst	Monthly input and maintenance	Updates to website and data assistance	\$11,275, Local Contributions
Regional Benchmarking	Greg Grootendorst	Reports delivered on a bi-monthly basis	Series of reports and presentations on socioeconomic indicators	\$40,118, Local Contributions
Hampton Roads Economic Monthly	Katherine Rainone	Monthly	Monthly reports on the current condition of the regional economy, presentations.	\$26,769, Local Contributions
Economic Impact Studies	Greg Grootendorst	As requested	Economic impact assistance and analysis	\$16,058, Local Contributions
Regional Forecasting	Greg Grootendorst	January and as requested	Presentation to commission and member jurisdictions	\$43,195, Local Contributions

Task or Activity	Lead Staff Member	Project Schedule (Key Milestones)	End Product or Outcome	Funding (Amount & Source)
MIRR Grant	Katherine Rainone	Complete by June of 2023	Identify potential hazards to naval installations and provide recommendations on hazard mitigation.	\$319,507, Local Contributions & OLDCC
VATI Grant	John Harbin	Complete 2024	Broadband coverage to Suffolk, Isle of Wight, and Southampton.	\$34,989,576, Local Contributions, Charter Communications, & DHCD
Strategic Plan	John Harbin	Ongoing	Updates to the Hampton Roads Strategic Plan	\$23,846, Local Contributions

Water Resources

Total budget including pro-rata share of Administration

\$3,014,086

The Water Resources department's planning priorities for FY23 are to support the Commonwealth's policy and planning initiatives and provide input by developing regional positions or encouraging localities to submit comments. Areas of particular interest are climate change and sea level rise and integration with water quality improvements, water supply management and protection, and efforts to meet the Chesapeake Bay TMDL implementation deadline of 2025. Priorities for the Water Resources Drinking Water and Wastewater programs include encouraging coordination between water and wastewater utilities on assistance programs, sharing best practices regarding operations and resiliency planning and coordinating on HRSD's integrated plan including SWIFT (groundwater injection). Priorities for the Stormwater program include monitoring state regulations and permit requirements that impact municipal stormwater permits. The Coastal Resiliency program continues to work on design standards, flood risk awareness, and implementing Joint Land Use Study recommendations. The Coastal Zone Management grant supports extensive locality collaboration and small research projects and data analysis based on emerging topics of interest.

Drinking Water Program

The Directors of Utilities Committee guides the Drinking Water Program's priorities. Through this task, the HRPDC staff will facilitate Committee efforts to address these priorities, including undertaking appropriate technical studies and analyses.

The following efforts are included in this task:

- Research industry trends such as changing rate structures, affordability programs, declining demands, and conservation programs.
- Research different state and regional approaches to water management and permitting.
- Collect and compile annual water rate information.
- Update and distribute the Water Quality Response Plan points of contact and guidelines.
- Review the State Water Supply Plan and assess its applicability to the region.
- Complete updates to the Regional Water Supply Plan as needed.
- Regularly update data and maps for the Regional Source Water Protection Plan.
- Assess initiatives identified in the Water Supply Assessment and Emergency Response Training project.

- Monitor legislative and regulatory issues affecting public water supply and coordinate regional comments as needed. Areas of recent interest are lead service lines and PFAS.
- Serve on regulatory advisory panels and coordinate information sharing between regional representatives and other localities regarding potential regulatory changes.
- Facilitate discussions of best practices with a focus on utility management.
- Continue enhancement of communications between the local Departments of Health and Utilities.
- Provide administrative and technical support to the Directors of Utilities Committee and facilitate the Committee process.

On behalf of the local governments, the HRPDC will continue the Regional Groundwater Mitigation Program. The Memorandum of Agreement (MOA) for the Groundwater Mitigation Program was renewed in 2021, extending the program for another five-year MOA. Through this program, the HRPDC provides groundwater hydrology and computer modeling expertise to the participating member local governments.

This effort includes the following activities:

- Hampton Roads Regional Mitigation Program, including analysis of impacts of groundwater withdrawals and administration of the program. HRPDC is currently contracting USGS to provide technical assistance and research on the Coastal Plain groundwater model.
- Manage the Potomac Aquifer Recharge Oversight committee. Serve as the chair as of March 2022.
- Local groundwater studies.
- Groundwater education.
- Administrative support and coordination for cooperative groundwater program with the U. S. Geological Survey (USGS).
- Work with USGS, the Department of Environmental Quality, and the localities to refine the implementation of the state groundwater regulatory programs.
- Continue analysis to estimate the sustainable yield of the Virginia Coastal Plain aquifer system.

- Participate in Mission H2O's Groundwater Subcommittee to provide stakeholder coordination and track regulatory initiatives.
- Track technical and policy changes in DEQ's application of the regional groundwater model in the evaluation of permits.

This project is funded through a special local government contribution.

Product: Technical studies and analyses

Coastal Resiliency Program

The HRPDC has recognized the significance of potential sea level rise and increased recurrent flooding. The Commission created an advisory committee in 2014 to address these issues. The committee's objectives include:

- Developing specific recommendations related to recurrent flooding and sea level rise adaptation and mitigation for local governments.
- Advocating for support and action by the state government and federal government.
- Serving as the primary regional contact to coordinate efforts with federal agencies and academic institutions.

The Coastal Resiliency Program will promote effective long-term planning for sea level rise and flooding adaptation. HRPDC staff will facilitate information sharing among localities and work to develop consistency in local and state policies. This program will build on previous efforts to increase the region's knowledge base and technical capacity to plan for sea level rise. In particular, this program will continue to provide technical assistance for local governments and outreach, education, and coordination efforts on this and related issues such as flooding, hazard mitigation, and planning for sustainable communities.

Hampton Roads Adaptation Forum: The Hampton Roads Adaptation Forum is a partnership between the HRPDC, Virginia Sea Grant, and Old Dominion University. The goal of the forum is to establish a regional dialogue for local government staff and representatives from federal and state agencies to discuss needs and best practices for adapting to flooding and sea level rise. The focus of this forum will continue to be on developing strategies that are specifically suited for our region, with the goal of building a resource that can be readily accessed by local governments seeking information, case studies, and data needed for local planning and adaptation efforts. The forum was originally funded by a grant from the national Sea Grant program, with matching, in-kind funding (in the form of staff time) from the HRPDC and Hampton Roads' local governments. The partners have continued to staff this effort and find new funding for forum events and speakers' travel expenses.

Get Flood Fluent website: HRPDC staff work with localities, a consultant, and ODU to maintain a website to promote awareness of flood risks and the benefits of flood insurance. The work program includes updates such as Risk Rating 2.2 and has led to training opportunities with real estate professionals.

Roadway Flooding Sensors: HRPDC staff manages the contract to establish a regional network of sensors to detect roadway flooding. The pilot project was launched in FY21 and will be completed in the summer of 2022. It is anticipated that the network will be expanded in FY23.

Subsidence monitoring: HRPDC has contracted with the United States Geological Survey (USGS) to perform annual benchmarking surveys to monitor land subsidence. HRPDC staff will also coordinate with multi-agency technical workgroups to share other monitoring data and pursue funding for extensometers to measure aquifer compaction.

Research Projects and Studies with Academic Partners: The HRPDC staff regularly collaborates with academic partners on an informal basis to support HRPDC technical projects and academic research projects. Regular partners include researchers at VIMS, Old Dominion University, and the University of Virginia. HRPDC anticipates partnering with the Norfolk District of the Army Corps of Engineers on a study of potential sites and beneficial uses of dredged materials.

Intergovernmental Coordination: The HRPDC staff regularly coordinates and collaborates with other governmental partners in Hampton Roads and Virginia on projects related to sea level rise and recurrent flooding. Regular partners include the VIMS, ODU, the U.S. Army Corps of Engineers, USGS, NOAA, the Chesapeake Bay Program, other federal and state agencies, and local governments. The HRPDC staff will also provide support for HRTPO efforts related to recurrent flooding and sea level rise.

Technical Assistance: The HRPDC staff will provide technical assistance to local governments upon request to support efforts to incorporate sea level rise and recurrent flooding into local plans and policies, including providing source material, presentations, GIS data, and map products.

This program is supported by a special local government contribution.

Products: Letters, memoranda, reports, seminars, public speaking

Regional Stormwater Management Program

The Regional Stormwater Management Committee guides the Stormwater Management Program's priorities. Through this task, the HRPDC staff will facilitate Committee efforts to address these priorities, including undertaking technical analysis; tracking legislative and regulatory issues; supporting the regional coordination process; consultant management;

and education. A Memorandum of Agreement (MOA) formally establishing the Hampton Roads Regional Stormwater Management Program was executed by the HRPDC and the region's localities in 2003 and renewed in 2008, 2013, and 2018. The MOA outlines the roles and responsibilities of the HRPDC, the localities, and the Committee in carrying out the program.

The Regional Stormwater Management Program includes the following components.

Permit Strategy:

The region's six communities governed by the Phase I Stormwater Permit Regulations (Chesapeake, Hampton, Newport News, Norfolk, Portsmouth, and Virginia Beach) applied for new permits in 2005. The permitting process stalled and eventually, the program shifted from DCR to DEQ. HRPDC staff helped the six localities jointly negotiate permits that were finalized in July 2016.

The cities of Poquoson, Suffolk, and Williamsburg and the counties of James City and York are governed by Phase II General Permits, as required by state and federal regulations. The Phase II localities in Hampton Roads are covered under a revised General VSMP permit for small MS4s issued in 2013 and then updated in 2018 based on the expiration of the permit's five-year term. This most recent Phase II permit requires the localities to focus an increased amount of resources on BMP reporting and retrofits to support the Chesapeake Bay TMDL. This task supports the ongoing implementation and refinement of the local stormwater management programs to meet the new regulatory requirements.

Technical Support:

- Legislative and regulatory monitoring: This activity includes technical review of legislative and regulatory proposals, development of consensus position statements, and participation on state and federal advisory committees. HRPDC staff continues to serve on the Consolidated Stormwater Regulatory Advisory Panel (RAP) and Stormwater Fees RAP and anticipates serving on the Construction General Permit RAP
- Complete Annual Reports required by the stormwater discharge permits for the six Phase II localities.
- Develop and conduct pollution prevention and stormwater management training programs, as required by the local permits. HRPDC maintains a library of training materials and hosts webinars to minimize training costs for localities.
- Assist Phase II localities with ongoing program development, implementation, and evaluation.

- Track developments in BMP innovation including state and national efforts to create performance standards for testing proprietary manufactured treatment devices.

Water Quality Initiatives:

The HRPDC staff provides research and coordination to develop watershed studies. Staff may conduct studies or manage contracts for specific studies if requested and funded by localities.

- The HRPDC staff provides coordination and information on the development of the Polychlorinated Biphenyl Total Maximum Daily Load (PCB TMDL) for the Elizabeth River and supports the development of more effective TMDL implementation strategies for PCBs.
- Staff works with HRSD to increase coordination with local stormwater programs on integrated planning initiatives including SWIFT MOUs for nutrient credits and bacteria source tracking studies.
- Staff participates in advisory committees for water quality studies initiated by non-governmental organizations such as the Elizabeth River Project.
- Staff conducts quarterly Water Quality Workgroup meetings to share information about water quality impairments, restoration projects, and emerging research. Participants include public agencies, academic institutions, and NGOs.

Chesapeake Bay TMDL:

In 2010, the U.S. Environmental Protection Agency (EPA) completed a TMDL study for the Chesapeake Bay and its tributaries. Concurrently, the Commonwealth of Virginia completed Phase I of its Watershed Implementation Plan (WIP), establishing the broad framework for how Virginia plans to achieve the TMDL requirements. In 2012, Virginia completed the Phase II WIP, which includes more details on how local governments will implement the necessary programs and controls to achieve the TMDL. Virginia further refined its strategies in the Phase III WIP submitted to the EPA in August 2019.

- The HRPDC staff participates in the Chesapeake Bay Program's Urban Stormwater Workgroup, was elected to the Water Quality Goal Implementation Team, and tracks many additional Bay Program policy workgroups. This effort allows the region to provide input during the development of policies and revisions to the Chesapeake Bay TMDL models. HRPDC staff also collects information on the state's initiatives for the implementation of the Chesapeake Bay TMDL to share with localities.
- The HRPDC staff chairs the Land Use Workgroup in the Bay Program. Staff continues to advocate for transparency and local input for current and future land use data sets.

- The HRPDC staff serves on the Chesapeake Bay Climate Resiliency workgroup and the subgroup looking at BMPs that are more resilient to sea level rise and changes in precipitation patterns.
- The HRPDC staff serves on Virginia's Chesapeake Bay TMDL Stakeholder Advisory Group which is tasked with supporting the development and execution of the Phase III Watershed Implementation Plan.
- The HRPDC staff also supports the region's representative on the Local Government Advisory Committee with background information and technical expertise as needed.
- HRPDC staff provides input to the Commonwealth on the development of WIP strategies and data to support those efforts.
- HRPDC has established a Chesapeake Bay Preservation Act workgroup to discuss the implementation of local programs, share best practices, and develop training materials. Staff served on the regulatory Stakeholder Advisory Group for 2021-2 revisions, developed extensive regional comments, and continues to work on draft guidance.

Consultant Management:

- The HRPDC has retained a legal consultant to assist localities with stormwater permits and regulatory issues on an as-needed basis.
- New consultant contracts (Continuing Services Agreements) have been executed for stormwater-related activities on an as-needed basis.

This program is supported by a special local government contribution and DEQ Chesapeake Bay WIP grant.

Products: Letters, memoranda, reports, seminars, public speaking

Regional Water Quality Monitoring Program

In 2014, the Regional Water Quality Monitoring Program was established. The cities of Chesapeake, Hampton, Newport News, Norfolk, Portsmouth, and Virginia Beach signed a Memorandum of Agreement to create the program, establish responsibilities and identify funding. The program monitors stormwater in a manner that quantifies the nitrogen, phosphorus, and sediment loads associated with specific land uses in Hampton Roads. The USGS and HRSD are under contract with the HRPDC to provide sampling and data analysis.

The objective of the Regional Water Quality Monitoring Program is to collect data at a regional scale that will accurately measure the number of nutrients and sediments delivered

to waterways by the local MS4 systems. The data will be submitted to the Virginia DEQ and/or the Chesapeake Bay Program for updates to improve the accuracy of existing computer models, provide a basis upon which to administer local stormwater programs with a greater degree of precision and improve action plans to meet the Chesapeake Bay TMDL and other local TMDLs for impaired waters.

The Regional Water Quality Monitoring Program was based on a five-year work plan that has been renewed for another five years to provide compliance with the monitoring requirements in the Phase I MS4 permits issued in 2016.

Products: Contract management

Regional Wastewater Program

The HRPDC staff will facilitate a regional wastewater planning program to develop regional solutions to wastewater management issues identified by the Directors of Utilities Committee in cooperation with HRSD. Issues being addressed include:

Sanitary Sewer Overflows: The process of addressing this issue began in December 2000. Since that time, the Sanitary Sewer Overflow Reporting System (SSORS) training materials for local staff and a web-based reporting procedure have been developed. Consultant assistance is used to maintain SSORS. HRPDC staff will continue to manage the system and provide routine assistance to the localities, Virginia Health Department, and DEQ.

Consent Orders: The HRPDC staff will continue to coordinate the regional process involving DEQ, HRSD, and the thirteen localities, to develop the Regional Wet Weather Management Plan and related policies and standards required by the federal Consent Decree. HRSD is under the federal Consent Decree which establishes regional responsibilities for addressing sanitary sewer overflows. The original state Consent Order was executed by the localities, HRSD and DEQ in September 2007. The Consent Order has been terminated and replaced with a Consent Order signed in December 2014 as part of the sewer consolidation effort. The new order requires localities to implement their sanitary sewer management, operation, and maintenance (MOM) programs. HRSD is not a party to the Consent Order. HRSD will develop the Regional Wet Weather Management Plan with locality input, but HRSD will fund the projects included in the plan. The regional Capacity Team continues to work on policies to support coordination and implementation.

Wastewater Priority Projects: During the course of the year, additional projects may be identified by the Directors of Utilities Committee. HRPDC staff will continue to support regional collaboration and communication related to HRSD's integrated plan (Sustainable Water Initiative for Tomorrow) which proposes to inject highly treated water into the Coastal Plain Aquifer. HRPDC staff is also focused on sharing best practices and innovations for bacteria source tracking and efforts to improve bacteria-impaired waterways and beaches. Future research will likely focus on affordability and customer assistance programs.

New consultant contracts (Continuing Services Agreements) have been executed for wastewater-related activities on an as-needed basis.

This program is funded through a special local government contribution.

Products: Reports, Presentations, Contract Management

Coastal Resources Management Program - Technical Assistance

The HRPDC has received a grant from DEQ through the Virginia Coastal Zone Management Program (VCZMP) to continue its program of technical assistance to the local governments on environmental issues. The grant funding has been expanded to support additional efforts related to resiliency and related state initiatives like the Coastal Resiliency Master Plan. This effort will focus on activities that directly support the core elements of the VCZMP and that provide a communication link between the region's localities and state and federal environmental programs. Under this program, the staff will undertake the following activities:

- Coordinate local and regional review of and response to state and federal environmental impact statements, regulatory and legislative initiatives, shoreline development, and other environmental issues and proposals.
- Complete regional environmental studies, which are of relatively small scale and short duration.
- Facilitate local government consideration of major coastal resource issues; including land conservation, energy policy, and recurrent flooding.
- Serve as a liaison and information clearinghouse between state and federal environmental programs, such as the Chesapeake Bay Program, and the local governments.
- Assist local jurisdictions, as requested, in the development of comprehensive plans, development ordinances, and studies, which may have an impact on coastal resources, including assistance to CBPA implementation efforts.
- Provide information and education about coastal resources to local government staff and the public.
- Maintain and coordinate the environmental elements of the HRPDC Geographic Information System.
- Maintain the elements of the Public Access to Waterways website www.fishswimplay.com created in FY18.

The project is scheduled to be completed by September 30, 2022.

HRPDC staff will apply for another grant for the period of October 1, 2022 to September 30, 2023 to continue providing technical assistance related to Coastal Resources Management.

Products: Letters, memoranda, reports, seminars, public speaking

Joint Land Use Study – Norfolk and Virginia Beach

HRPDC has been awarded two grants from the Department of Defense's Office of Economic Adjustment to fund Joint Land Use Studies (JLUSs). These studies will address conflicts, incompatibilities, and opportunities for collaboration between localities and U.S. Navy facilities in South Hampton Roads.

The first JLUS involved the Cities of Norfolk and Virginia Beach and four Navy installations (Joint Expeditionary Base Little Creek-Fort Story, Naval Air Station Oceana, Naval Station Norfolk, and Naval Support Activity Hampton Roads). This study focused on identifying the impacts of flooding and sea level rise within the two participating localities and how those impacts affect operations and readiness at the Navy installations. The study has been completed. HRPDC staff is working with Norfolk and Virginia Beach to apply for implementation grants from OLDCC to fund recommendations from the study.

Products: Grant management, contract management, reports, presentations

Joint Land Use Study – Chesapeake and Portsmouth

The second JLUS involves the Cities of Chesapeake and Portsmouth and the following Navy installations: NSA Hampton Roads-Portsmouth Annex, NSA Norfolk Naval Shipyard, and Naval Supply Center Craney Island Fuel Terminal. This study was completed in 2021 and addresses issues such as congestion, parking, and land use, in addition to sea level rise and flooding. HRPDC staff is working with the cities to apply for implementation grants from OLDCC to fund recommendations from the study.

Products: Grant management, contract management, reports, presentations

Regional Construction Standards

HRPDC first published the Regional Construction Standards in 1999. The Standards are intended to provide quality construction throughout the region, simplify the bidding and construction administration process, and reduce construction costs. The initial direction of the Standards was to address "horizontal" improvements and those involving the major elements of roadways, drainage, and utilities (water distribution and wastewater collection).

The latest version, the 6th Edition, was adopted by HRPDC in 2016. The committee has decided to begin development of the next edition in the spring of 2022.

The Standards are continually updated through a collaborative effort of staff from the 17 member communities of HRPDC, the Hampton Roads Sanitation District (HRSD), and the Hampton Roads Utility and Heavy Contractors Association (HRUHCA). HRPDC staff manages a consultant that provides administrative support and technical expertise to evaluate changes to the standards and provide training.

This program is funded through a special local government contribution and contributions from HRSD and HRUHCA.

Products: Report, website, training, contract management

Water Resources Summary of Major Tasks and Activities

Task or Activity	Lead Staff Member	Project Schedule (Key Milestones)	End Product or Outcome	Funding (Amount & Source)
Drinking Water	Whitney Katchmark	None	Technical Assistance	\$190,000 Locality Special Assessment, HRSD
Wastewater	Whitney Katchmark	None	Technical Assistance	\$127,000 Locality Special Assessment, HRSD
Stormwater	KC Filippino / Jill Sunderland	Regional Cooperation Summary	Technical Assistance	\$330,000 Locality Special Assessment
Coastal Resiliency	Ben McFarlane	CZM report	Technical Assistance, Special Projects	\$320,519 Locality Special Assessment
Coastal Zone Management	Ben McFarlane	CZM report	Technical Assistance, Special Projects	\$50,000 plus \$1948,000 if get grant in October. Grant, Per Capita
Regional Construction Standards	Whitney Katchmark	None	Standards, Technical Assistance, Training	\$79,900 Locality Special Assessment, HRSD, and Hampton Roads Utility and Heavy Contractors Association

Glossary of Terms

AHAC	Hampton Roads All Hazards Advisory Committee
ARC	American Red Cross
ASPR	Office of the Assistant Secretary for Preparedness and Response
BMP	Best Management Practices
CAO	Chief Administrative Officer
CBPA	Chesapeake Bay Preservation Act
CEDS	Comprehensive Economic Development Strategy
COE	United States Army Corps of Engineers
COVEOP	Commonwealth of Virginia Emergency Operations Plan
CRC	Coastal Resiliency Committee
DCR	Virginia Department of Conservation and Recreation
DEQ	Virginia Department of Environmental Quality
DHCD	Virginia Department of Housing and Community Development
DHS	United States Department of Homeland Security
DOD	United States Department of Defense
DOT	United States Department of Transportation
DUC	Directors of Utilities Committee
EDA	Economic Development Administration
EHR	<i>ENVISION Hampton Roads</i>
EOP	Emergency Operations Plan
EPA	United States Environmental Protection Agency
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration
FSE	Food Service Establishment
FTA	Federal Transit Authority
FY	Fiscal Year
GI	Green Infrastructure
GIS	Geographic Information System(s)
H2O	Help to Others Program
HR CLEAN	askHRgreen.org: Recycling and Beautification Subcommittee
HR FOG	askHRgreen.org: Fats, Oils and Grease Subcommittee
HR STORM	askHRgreen.org: Stormwater Education Subcommittee
HR WET	askHRgreen.org: Water Education Subcommittee
HRHC	Hampton Roads Housing Consortium
HRICAC	Hampton Roads Interoperable Communications Advisory Committee
HRLFP	Hampton Roads Loan Fund Partnership
HRMFFA	Hampton Roads Military and Federal Facilities Alliance
HRGEO	Regional GIS Data Portal
HRMMRS	Hampton Roads Metropolitan Medical Response System
HRPDC	Hampton Roads Planning District Commission
HRSD	Hampton Roads Sanitation District
HRT	Hampton Roads Transit
HRUHCA	Hampton Roads Utility and Heavy Contractors

Glossary of Terms (continued)

HRTPO	Hampton Roads Transportation Planning Organization
HUD	United States Department of Housing and Urban Development
IEP	Inclusive Emergency Planning
IMPLAN	Impact Analysis for Planning
IRS	Internal Revenue Service
IT	Information Technology
JLUS	Joint Land Use Study
LEP	Limited English Proficient
MOA	Memorandum of Agreement
MOM	Management, Operation, and Maintenance
MOU	Memorandum of Understanding
MS4	Municipal Separate Storm Sewer System
NEPA	National Environmental Policy Act of 1969
NOAA	National Oceanic and Atmospheric Administration
NSA	National Security Agency
OCME	Office of the Chief Medical Examiner
OCP	Virginia Office of Commonwealth Preparedness
ODU	Old Dominion University
ORION	Overlay Regional Interoperability Network
NGO	Non-Governmental Organization
PARS	Permit Administration and Reporting System
PCB	Polychlorinated Biphenyl
REC	Regional Environmental Committee
REMI	Regional Economic Models Inc.
RHSP	Regional Housing Service Portal
SCC	State Corporation Commission
SHSP	State Homeland Security Program
SPA	State Preparedness Report
SPSA	Southeastern Public Service Authority
SSO	Sanitary Sewer Overflow
SSORS	Sanitary Sewer Overflow Reporting System
SSSEVA	Senior Services of Southeastern Virginia
Stormwater Phase I Permits	The cities of Chesapeake, Hampton, Newport News, Norfolk, Portsmouth, and Virginia Beach
Stormwater Phase II Permits	The cities of Poquoson, Suffolk, Williamsburg and the counties of Isle of Wight, James City and York
SWIFT	HRSD's Sustainable Water Initiative for Tomorrow
THIRA	Threat and Hazard Identification and Risk Assessment
TMDL	Total Maximum Daily Load
UASI	Urban Areas Security Initiative
UAWG	Urban Area Working Group
USGS	United States Geological Survey
VCZMP	Virginia Coastal Zone Management Program
VDEM	Virginia Department of Emergency Management

Glossary of Terms (continued)

VDH	Virginia Department of Health
VDHCD	Virginia Department of Housing and Community Development
VDOT	Virginia Department of Transportation
VEC	Virginia Employment Commission
VIMS	Virginia Institute of Marine Science
VOAD	Volunteer Organizations Active in Disasters
VPDES	Virginia Pollutant Discharge Elimination System
VSMP	Virginia Stormwater Management Program
WebEOC	Web-Based Emergency Operations Center Software
WHRO	Public Telecommunications Center for Hampton Roads
WIP	Watershed Implementation Plan
WP	Work Program

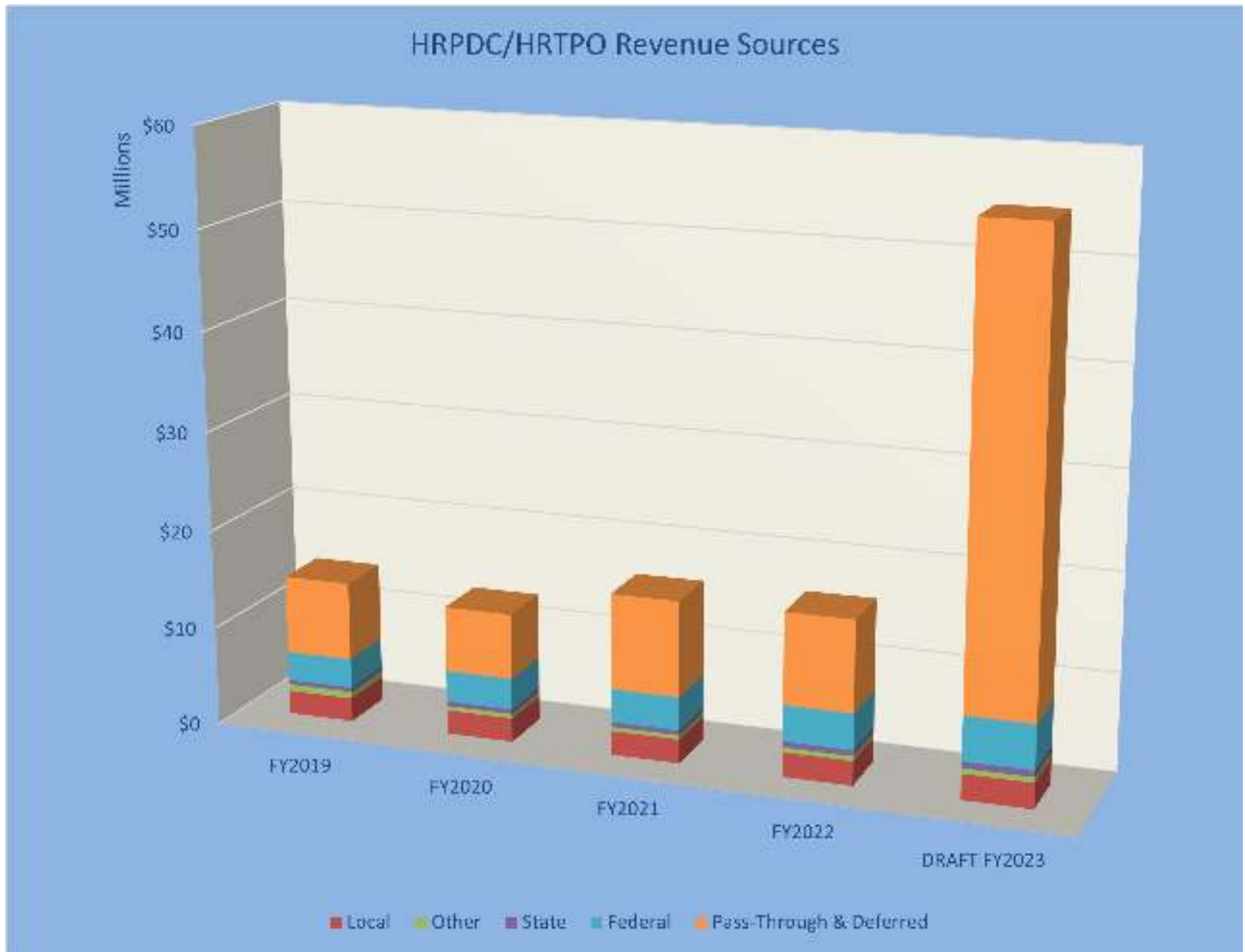


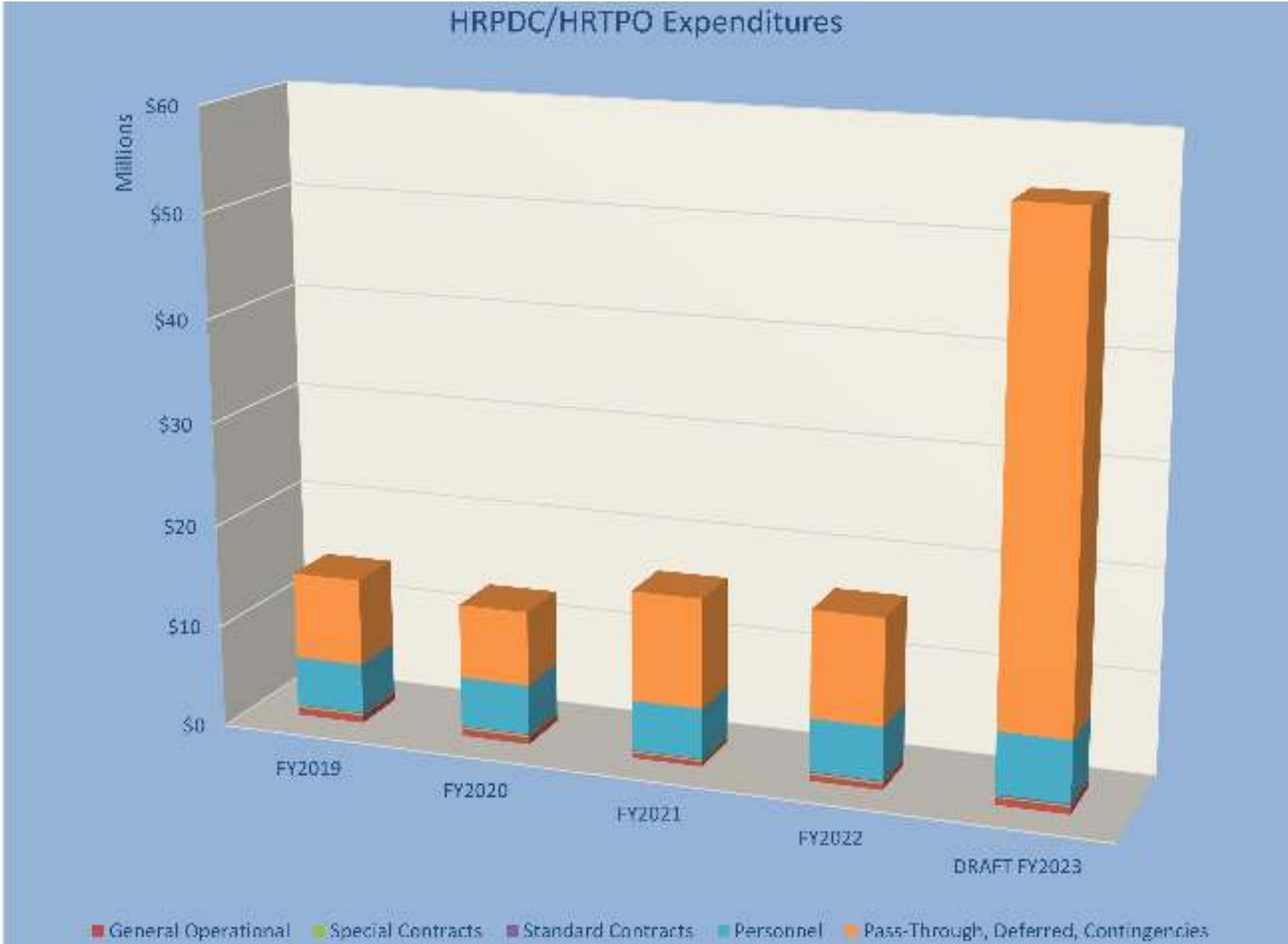
Proposed FY 2023 Budget Compendium

May 19, 2022

**HRPDC/HRTPO
Historical Budget Trend**

	FY2019	FY2020	FY2021	FY2022	DRAFT FY2023
REVENUES					
Operations					
Federal	2,975,719	3,136,390	3,344,827	3,631,990	4,515,337
State	449,009	487,231	505,891	593,138	663,697
State Support to PDCs	151,943	151,943	151,943	165,943	165,943
State Grants	297,066	335,288	353,948	427,195	497,754
Local	2,372,858	2,412,502	2,430,999	2,485,435	2,605,988
Local Member Contributions	1,383,252	1,381,541	1,383,287	1,469,744	1,574,700
(\$0.80/Per Capital FY18 - FY21) (\$0.85 - FY22 & \$0.90 - FY23)					
Local Program Contributions	964,606	1,030,961	1,047,712	995,691	1,011,288
Local Special Program Contributions	4,000	0	0	0	0
Local Other	21,000	0	0	20,000	20,000
Other	716,200	455,301	2,407,975	489,270	542,695
Support for HRTAC	133,500	114,000	154,860	261,900	286,185
Support for HRMFFA	36,000	36,000	25,000	25,000	25,000
Support for SNA	0	0	0	32,000	50,000
Support for HRTAC (RCS)	465,000	221,786	166,467	155,170	155,585
Miscellaneous	81,700	83,515	2,061,648	15,200	25,925
Sub-Total Operations (Without Deferred)	6,513,786	6,491,424	8,689,692	7,199,833	8,327,717
Deferred - Operating	392,116	308,386	136,366	175,276	201,202
Total Operations (With Deferred)	6,905,902	6,799,810	8,826,058	7,375,109	8,528,919
 Pass-Through & Deferred	 7,458,483	 6,293,106	 7,501,416	 9,073,764	 46,339,600
Federal	2,230,298	2,355,801	2,417,824	2,704,727	23,376,011
State	43,500	57,500	43,500	703,500	3,673,500
Local	1,840,711	1,403,492	1,326,641	1,314,998	8,007,364
Miscellaneous	2,400,000	1,462,214	2,400,000	2,753,979	9,928,000
Deferred - Pass Thru	943,974	1,014,099	1,313,451	1,596,560	1,354,725
TOTAL REVENUES	14,364,385	13,092,916	16,327,474	16,448,873	54,868,519
EXPENDITURES					
Operations					
Personnel	4,868,931	4,877,327	4,909,964	5,158,295	5,979,494
Standard Contracts	90,600	92,855	96,915	128,143	166,300
Special Contracts	218,786	227,430	171,920	216,531	167,049
General	705,091	670,866	502,281	554,174	698,123
Subtotal	5,883,408	5,868,478	5,681,080	6,057,143	7,010,966
Pass-Through	7,458,483	6,293,106	7,501,416	9,073,764	46,339,600
Deferred & Contingencies	1,022,494	931,332	3,144,978	1,317,966	1,517,953
TOTAL EXPENDITURES	14,364,385	13,092,916	16,327,474	16,448,873	54,868,519





**HAMPTON ROADS PLANNING DISTRICT COMMISSION
HAMPTON ROADS TRANSPORTATION PLANNING ORGANIZATION
FY2023 DRAFT SUMMARY BUDGET COMPARISON**

	FY2022 TOTAL BUDGET	FY2023 DRAFT BUDGET				
		TOTAL BUDGET	TPO PASS-THRU	PDC PASS-THRU	TPO OPER BUDGET	PDC OPER BUDGET
REVENUES						
Local Member Contribution Dues (Note 1)	1,469,744	1,574,700			499,186	1,075,514
Local Program Contributions	995,691	1,011,288				1,011,288
Local Special Program/Other Local Projects	20,000	20,000				20,000
Miscellaneous/Other	15,200	25,925				25,925
HRMFFA	25,000	25,000				25,000
SNA	32,000	50,000				50,000
HRTAC	261,900	286,185			286,185	
HRTAC - HRCS	155,170	155,585			155,585	
Federal & State Grants	4,225,128	5,179,034			4,420,170	758,864
Transportation	3,439,792	4,420,170			4,420,170	
Planning District	619,393	592,921				592,921
Planning District State Allocation DHCD (Note 2)	165,943	165,943				165,943
TOTAL OPERATING REVENUE (W/O Deferred)	7,199,833	8,327,717	0	0	5,361,126	2,966,591
Deferred	175,276	201,202				201,202
Pass-Thru Revenues	9,073,764	46,339,600	3,191,500	43,148,100		
TOTAL REVENUE FOR FISCAL YEAR	16,448,873	54,868,519	3,191,500	43,148,100	5,361,126	3,167,793
EXPENDITURES						
Personnel (Note 3)	5,158,295	5,979,494			3,158,473	2,821,021
Standard Contracts (Note 4)	128,143	166,300			63,164	103,136
Special Contracts (Note 5)	216,531	167,049			80,747	86,302
Expenditures Schedules Operation (Note 6)	554,174	698,123			361,958	336,165
TOTAL OPERATING EXPENDITURES	6,057,143	7,010,966	0	0	3,664,342	3,346,624
Pass-Thru Expenditures	9,073,764	46,339,600	3,191,500	43,148,100	0	
Deferred Contingencies (Note 7)	1,317,966	1,517,953			1,696,784	(178,831)
TOTAL EXPENDITURES FOR FISCAL YEAR	16,448,873	54,868,519	3,191,500	43,148,100	5,361,126	3,167,793

Note 1: Local Member Contributions were reduced by \$0.02 in FY2013 to FY2021 to \$0.80 per capita. Increase in FY2022 to \$0.85 & Increase in FY2023 to \$0.90.

Note 2: State Allocation grant has been reduced from a high of \$366,628 in FY2001 to \$151,943. Increase to \$165,943 in FY22

Note 3: Funding for 48 Full Time positions.

Note 4: Standard Contracts include: Space, Insurance, Equipment Rental, Maintenance & Repairs, Legal, & Audit.

Note 5: Special Contracts include Internet/Web hosting, design, and maintenance; recycling; public involvement.

Note 6: Schedules: hospitality for mtgs, consumables, equip, copy costs, telephone, memberships, travel.

Note 7: Contingencies consist of those revenues received in current fiscal year that it is anticipated won't be spent until a future fiscal year.

**FUND BALANCE REPORT
FROM FY2021 - FY2022**

	FY2021	ESTIMATED FY2022
TOTAL FUND BALANCE	6,836,944	6,613,425
LESS:		
DESIGNATED*	(2,845,929)	(1,529,788)
RESERVES	(242,104)	(1,370,887)
Minus: Prepaid Exp	(29,171)	(35,200)
GASB 45	(1,000,000)	(1,000,000)
LEAVE	<u>(482,934)</u>	<u>(520,388)</u>
AVAILABLE FUND BALANCE	2,236,806	2,157,162
 CASH IN BANK:		
Truist Investments	1,903,879	2,104,033
LGIP Investments	2,808,462	3,109,972
Truist Checking & Petty Cash	<u>500,185</u>	<u>527,538</u>
TOTAL CASH IN BANK	5,212,526	5,741,543
Plus: A/R	2,210,183	1,308,536
Plus: Prepaid Exp	29,171	35,200
TOTAL CURRENT ASSETS/LIABILITIES	7,451,880	7,085,279
Minus: A/P	(369,924)	(339,650)
Minus: Contracts A/P	(236,021)	(120,083)
Minus: Misc A/P	<u>(8,991)</u>	<u>(12,121)</u>
TOTAL LIABILITIES	<u>(614,936)</u>	<u>(471,854)</u>
TOTAL FUND BALANCE	6,836,944	6,613,425
DESIGNATED (Committed)	(2,845,929)	(1,529,788)
RESERVES (Committed)	(242,104)	(1,370,887)
Minus: Prepaid Exp	(29,171)	(35,200)
GASB 75 (Assigned)	(1,000,000)	(1,000,000)
LEAVE (Assigned)	<u>(482,934)</u>	<u>(520,388)</u>
AVAILABLE FUND BALANCE (Unassigned)	2,236,806	2,157,162

MEMBER DUES AND STATE ALLOCATION TRENDS

FY	MEMBER DUES PER CAPITA	MEMBER DUES AMOUNT	STATE ALLOCATION	TOTAL
1999	0.470	715,668	332,818	1,048,486
2000	0.470	716,374	356,628	1,073,002
2001	0.470	720,041	366,628	1,086,669
2002	0.520	818,897	358,625	1,177,522
2003	0.520	818,897	325,472	1,144,369
2004	0.520	818,901	326,663	1,145,564
2005	0.620	986,420	293,999	1,280,419
2006	0.820	1,304,620	293,995	1,598,615
2007	0.820	1,330,696	293,995	1,624,691
2008	0.820	1,338,739	279,295	1,618,034
2009	0.820	1,341,946	275,106	1,617,052
2010	0.820	1,346,171	253,879	1,600,050
2011	0.820	1,342,835	132,124	1,474,959
2012	0.820	1,362,766	151,943	1,514,709
2013	0.800	1,329,440	151,943	1,481,383
2014	0.800	1,339,935	151,943	1,491,878
2015	0.800	1,358,370	151,943	1,510,313
2016	0.800	1,366,797	151,943	1,518,740
2017	0.800	1,372,414	151,943	1,524,357
2018	0.800	1,380,622	151,943	1,532,565
2019	0.800	1,383,252	151,943	1,535,195
2020	0.800	1,381,541	151,943	1,533,484
2021	0.800	1,383,287	151,943	1,535,230
2022	0.850	1,477,735	165,943	1,643,678
2023	0.900	1,574,700	165,943	1,740,643

Local Jurisdiction Contributions Proposed FY 2023 Summary

Subject to Change (revised 04/13/2022)

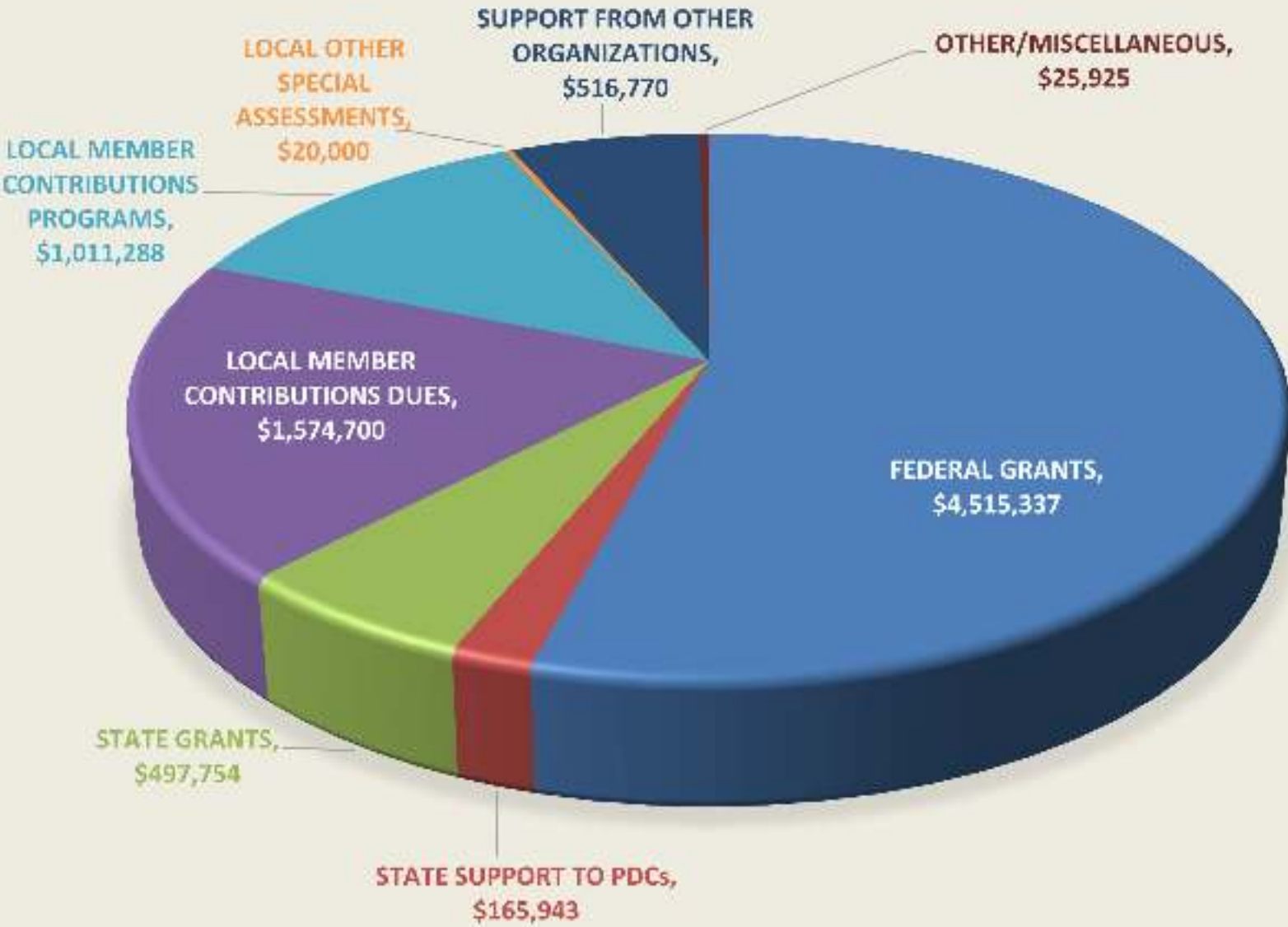
HAMPTON ROADS PLANNING DISTRICT COMMISSION												
Local Jurisdiction Contributions												
PROPOSED FISCAL YEAR 2023 SUMMARY - SUBJECT TO CHANGE												
	Chesapeake	Franklin	Gloucester	Hampton	Isle of Wight County	James City County	Newport News	Norfolk	Poquoson	Portsmouth	Smithfield	
CENSUS Weldon-Cooper 07/01/2021 Population Estimates (Published 01/28/2022)	250,256	8,064	18,731	136,581	30,411	78,567	185,082	238,102	12,514	97,883	8,533	
Agency Activities Member Contributions - Per Capita	\$0.90	\$225,230	\$7,258	\$14,850	\$122,923	\$27,370	\$70,710	\$166,574	\$214,292	\$11,263	\$88,095	\$7,680
Metropolitan Medical Response System (MMRS) - Per Capital	\$0.20	50,051	1,613	7,746	27,316	6,082	15,713	37,016	47,620	2,503	19,577	1,707
Regional Construction Standards - Per Committee		9,518	324	1,452	5,293	1,134	2,960	7,060	9,591	481	3,706	320
RESILIENCY AND WATER RESOURCES PROGRAMS - Per Committee												
Coastal Resiliency TA	90,026	985	4,660	16,510	3,620	9,420	22,420	28,652	1,500	11,786	1,027	
USGS Subsidence Monitoring (Per Committee)	4,992	164	775	2,745	602	1,566	3,728	4,763	249	1,960	171	
Flood Insurance Outreach (Per Committee)	6,438	210	996	3,529	774	2,014	4,759	6,124	321	2,520	220	
Regional Water TA Programs	17,629	3,165	3,512	2,368	3,113	7,624	0	18,243	2,368	9,780	3,079	
Regional Stormwater Program	41,256	1,388	6,201	22,799	4,893	12,758	30,290	41,046	2,079	15,870	1,437	
Regional Wastewater Program	5,082	391	148	3,964	391	2,156	4,289	5,870	439	2,791	272	
ASKHRRGREEN PROGRAMS - Per Committee												
HRWET Staff	10,481	546	785	0	511	3,009	0	10,903	0	5,090	488	
HRWET Direct	10,889	568	817	0	531	3,733	0	11,339	0	5,293	507	
H2O - Help 2 Others (H2O) Program	4,488	234	337	0	219	1,549	0	4,679	0	2,184	209	
HRFOG - Consultant	338	23	9	236	23	128	255	350	27	167	16	
HRFOG - Direct	5,073	348	132	3,539	348	1,925	3,829	5,241	392	2,482	243	
HRFOG - Staff	5,204	357	136	3,630	357	1,974	3,927	5,376	402	2,556	249	
Stormwater Management Education Staff	9,240	311	1,388	5,101	1,095	2,855	6,778	9,184	465	3,551	322	
Stormwater Management ask Hrgreen	8,049	1,237	2,058	4,891	1,835	3,178	6,170	8,006	1,355	3,709	1,245	
HRCIFAN Admin	7,119	239	1,069	3,931	851	2,200	5,222	7,077	359	2,736	241	
HRCIFAN Direct	8,034	327	1,257	4,461	1,011	2,523	5,908	7,985	460	3,123	328	
Total FY2023	\$450,777	\$19,688	\$68,336	\$233,236	\$54,760	\$148,615	\$308,268	\$446,341	\$24,663	\$186,986	\$19,770	
Total FY2022	\$445,877	\$19,473	\$64,625	\$226,814	\$51,310	\$142,400	\$295,535	\$446,154	\$23,826	\$179,489	\$19,081	
Difference	\$11,900	\$215	\$3,711	\$6,422	\$3,450	\$6,215	\$12,733	\$187	\$837	\$7,497	\$889	

Local Jurisdiction Contributions Proposed FY 2023 Summary

Subject to Change (revised 04/13/2022)

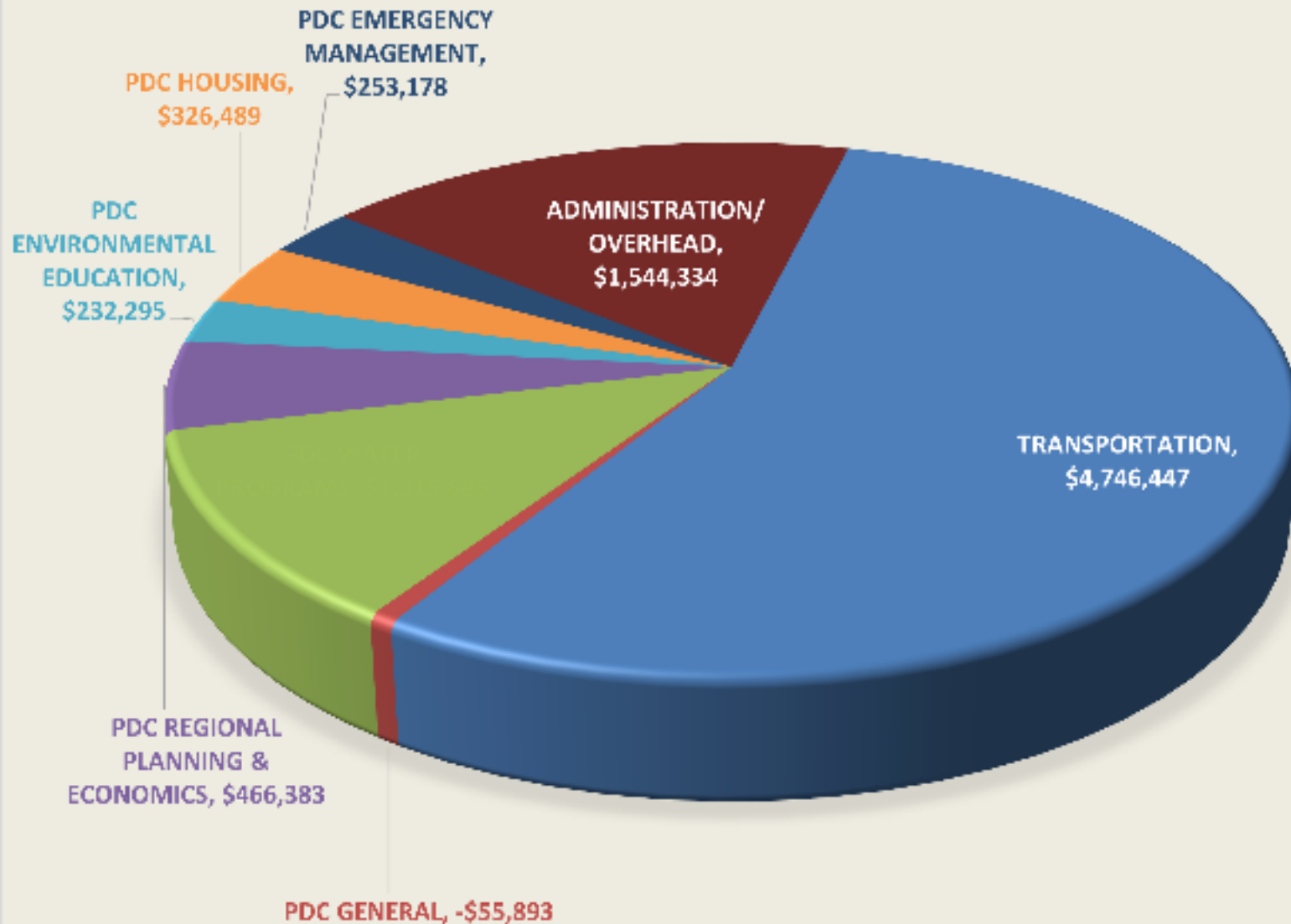
HAMPTON ROADS PLANNING DISTRICT COMMISSION													
Local Jurisdiction Contributions													
PROPOSED FISCAL YEAR 2023 SUMMARY - SUBJECT TO CHANGE													
		Southampton County	Suffolk	Surry County	Virginia Beach	Williamsburg	York County	HRSD	HRUHCA	Water Wo	Total FY2023	Total FY2022	Difference
CENSUS Weldon-Cooper 07/01/2021 Population Estimates (Published 01/28/2022)		17,880	90,130	6,509	458,028	16,015	70,319	0	0	0	1,748,665	1,738,513	11,152
Agency Activities Member Contributions - Per Capita	\$0.90	\$16,092	\$80,517	\$5,912	\$412,225	\$14,414	\$63,287	\$0	\$0	\$0	\$1,574,700	\$1,477,735	96,965
Metropolitan Medical Response System (MMRS) - Per Capital	\$0.20	3,576	19,226	1,314	91,606	3,203	14,064	0	0	0	349,933	347,702	2,231
Regional Construction Standards - Per Committee		697	3,618	257	17,696	593	2,682	5,000	5,000	2,500	79,900	79,900	0
RESILIENCY AND WATER RESOURCES PROGRAMS - Per Committee													
Coastal Resiliency TA		2,167	11,355	790	55,312	1,857	8,432	0	0	0	210,519	215,252	(4,733)
USGS Subsidence Monitoring (Per Committee)		360	1,888	131	9,195	309	1,402	0	0	0	35,000	35,000	0
Flood Insurance Outreach (Per Committee)		463	2,427	169	11,823	397	1,802	0	0	0	45,000	45,000	0
Regional Water TA Programs		2,547	8,268	0	32,981	3,351	2,368	10,105	0	29,499	160,000	150,000	10,000
Regional Stormwater Program		2,990	15,840	1,101	75,787	2,578	11,642	0	0	0	290,000	290,000	0
Regional Wastewater Program		108	2,017	110	11,423	254	2,253	41,442	0	0	84,000	90,000	(6,000)
AS/HRGREEN PROGRAMS - Per Committee													
HRWET Staff		124	4,052	0	21,026	675	0	0	0	18,635	76,925	75,417	1,508
HRWET Direct		129	4,214	0	21,898	701	0	0	0	19,381	80,000	95,000	(15,000)
H2O - Help 2 Others (H2O) Program		53	1,739	21	9,026	289	0	0	0	7,999	33,036	32,879	157
HRFOG - Consultant		7	120	6	680	15	134	2,406	0	0	5,000	0	5,000
HRFOG - Direct		97	1,802	98	10,199	227	2,012	37,003	0	0	75,000	75,000	0
HRFOG - Staff		93	1,848	100	10,461	233	2,063	37,903	0	0	76,925	75,417	1,508
Stormwater Management Education Staff		670	3,544	246	16,958	577	2,605	0	0	0	64,890	63,000	1,890
Stormwater Management ask Hrgreen		1,511	3,704	1,188	13,937	1,440	2,987	0	0	0	66,500	68,500	(2,000)
HRCLEAN Admin		516	2,731	190	13,087	445	2,007	0	0	0	50,000	50,000	0
HRCLEAN Direct		638	3,118	271	14,693	556	2,307	0	0	0	57,000	57,000	0
Total FY2023		\$32,849	\$178,028	\$11,904	\$849,963	\$32,114	\$122,047	\$133,969	\$5,000	\$78,014	\$3,414,328	\$3,322,802	\$91,526
Total FY2022		\$31,903	\$172,323	\$11,325	\$825,916	\$30,655	\$118,140	\$133,678	\$5,000	\$79,278	\$3,322,802		
Difference		\$946	\$5,705	\$579	\$24,047	\$1,459	\$3,907	\$291	\$0	(\$1,264)	\$91,526		

FY2023 OPERATING REVENUE BUDGET



Attachment 7

FY2023 OPERATING EXPENDITURE BUDGET



**HRPDC / HRTPO RESERVES
FY2021**

	ANNUAL CONTRIBUTIONS	6/30/2021 AUDITED BALANCES
GASB 75 Retiree Liabilities Reserve (Note 1)	0	1,000,000
Leave Liability Reserve	15,000	482,934
Vehicle Replacement Reserve	5,000	30,000
Equipment Reserve/Network Servers	17,000	81,534
Capital Building Replacement Reserve	50,000	84,315
Building Operations & Maintenance Reserve	5,000	38,214
Interior Upgrades - offices & public areas	3,000	8,041
TOTAL RESERVES	95,000	1,725,038

Note 1: This balance was capped per management discussion.

MEMBER
JURISDICTIONS

CHESAPEAKE July 17, 2020

FRANKLIN Mr. John Bachmann, Vice President
AECOM Technical Services, Inc.
440 Monticello Avenue, Suite 1500
GLOUCESTER Norfolk, VA 23510

HAMPTON RE: HRPDC Contract #PDC-FY2021-C01
Contract for On-Call Services

ISLE OF WIGHT Dear Mr. Bachmann:

JAMES CITY Enclosed is the contract for On-Call Services. Given the current COVID-19 public
NEWPORT NEWS health concerns, please sign and return an electronic copy of the executed
contract via email to Tiffany Smith (tsmith@hrpdcva.gov).

NORFOLK Specific projects, tasks, and/or work to be performed under this contract will be
POQUOSON authorized through the issuance of individual Task Orders, as needed. A Task
Order must be executed by the Hampton Roads Planning District Commission
and the Consultant prior to the commencement of work. Should you have any
questions, please contact Ms. Smith at (757) 420-8300.

PORTSMOUTH Sincerely,

SMITHFIELD 
SOUTHAMPTON Robert A. Crum Jr.
Executive Director

SUFFOLK TS/cr

SURRY Attachment: HRPDC Contract No. PDC-FY2021-C01

VIRGINIA BEACH

WILLIAMSBURG

YORK

CONTRACT

HAMPTON ROADS PLANNING DISTRICT COMMISSION

CONTRACT WITH

AECOM TECHNICAL SERVICES, INC.

CONTRACT No.: PDC-FY2021-C01

This Contract is made this 17th day of July, by and between the Hampton Roads Planning District Commission (hereinafter referred to as the "Organization") and AECOM Technical Services, Inc. (hereinafter referred to as the "Consultant"). The parties to this Contract, in consideration of the mutual covenants and stipulations set out herein, agree as follows:

1. PROJECT. The Consultant shall carry out the project as set forth in Attachment A – Scope of Work, attached to this document, and as detailed in both the published RFP No. PDC-RFP-2020-02 and the Consultant's submitted Proposal dated May 28, 2020, for the Organization and Attachment B – Task Orders, which may be issued from time to time subject to and in accordance with the terms and conditions listed within this contract.
2. TIME OF PERFORMANCE. The project shall commence on July 1, 2020 and shall terminate no later than June 30, 2021. All work will be accomplished in accordance with individual Task Orders (Attachment B) as they are developed.

The Organization may extend the time of performance to provide for the performance by the Consultant of the optional services, described in Attachment B, and/or any changes to Attachment A or Attachment B, as mutually agreed upon by the Organization and the Consultant.

3. RENEWAL OF CONTRACT. This Contract may be renewed by the Organization upon written agreement of both parties for one-year periods, up to four (4) successive one-year periods, under the terms of the current contract, and at a reasonable time (approximately 90 days) prior to the expiration.
4. SUB-CONTRACTS. No portion of the work shall be sub-contracted without prior written consent of the Organization. In the event that the Consultant desires to sub-contract some part of the work specified herein, the Consultant shall furnish the Organization the names, qualifications and experience of their proposed sub-contractors. The Consultant agrees to pay each sub-consultant under this prime contract for satisfactory performance of its contract no later than seven (7) days from the receipt of each payment the Consultant receives from the Organization. The Consultant agrees further to return retainage payments to each sub-consultant within 30 days after the sub-consultant's work is satisfactorily completed. Any delay or postponement of payment from the above-referenced time frame may occur only for good cause, following written approval of the Organization. This clause applies to both DBE and non-DBE sub-consultants.
5. PAYMENT. The Organization shall pay the Consultant as services are rendered satisfactorily complete. Requests for payment must be accompanied by appropriate financial and work

progress documentation to support the request for payment. Such reports and invoices shall be detailed in accordance with Attachment A and Attachment B to show what tasks have been completed and to compare the time of completion with the proposed time of completion. Subject to receipt of funds by the Organization as provided in Paragraph 6, which Consultant understands and agrees is a condition precedent to receipt of any payment, payment by the Organization shall be made to the Consultant within thirty (30) days of receipt of an invoice in satisfactory form in accordance with the requirements of this contract and in accordance with Organization procedures. Payments due the Consultant shall be subject to a service charge of one (1) percent per month for invoices not paid when due.

- a. Invoices for items ordered, delivered and accepted shall be submitted by the Consultant directly to the Hampton Roads Planning District Commission at 723 Woodlake Drive, Chesapeake, VA 23320. All invoices shall show the Organization contract number; social security number (for individual consultants), and the federal employer identification number (for proprietorships, partnerships, and corporations).
 - b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
 - c. All goods or services provided under this Contract or purchase order, that are to be paid for with public funds, shall be billed by the Consultant at the contract price.
6. SOURCE OF FUNDS. Funds to support the work effort provided for in this Contract are being provided to the Organization by the participating localities. If available, grant funds may also be used to support specific Task Orders, as appropriate. Payment of invoices under this Contract by the Organization is subject to availability of funds from any source. Consultant understands and agrees that compensation for performance under this contract shall be subject to receipt of such grant funds by the Organization, and that the Organization has no obligation or liability to Consultant beyond the funds received. If such funds are not available and/or not distributed to the Organization, the Organization may cancel the Agreement without incurring any liability and/or damages of any type to Consultant.
7. COMMONWEALTH OF VIRGINIA PUBLIC PROCUREMENT ACT. This Contract is subject to the provisions of the Commonwealth of Virginia Public Procurement Act, and any revisions thereto in effect at the time of this Contract.

COOPERATIVE PROCUREMENT. The procurement of the services being provided by Consultant to the Organization is being conducted pursuant to Section 2.2-4304 of the VPPA. Therefore, Consultant agrees that it will contract with any other public agency or body in the Commonwealth of Virginia who so desires, to permit those public agencies or bodies to purchase at contract prices, in accordance with the terms, conditions and specifications of the HRPDC Contract No. PDC-FY2021-C01. Consultant shall deal directly with each public agency or body, in a separate contract between those two entities, in regard to scope of work, order placement, delivery, invoicing and payment. The Organization shall not be responsible or liable for any costs, expenses, or any other matters of any kind to either Consultant or such other public agency or body seeking to obtain services pursuant to cooperative procurement. Such other public agency or body shall be responsible for the administration of its individual contract with Consultant.

8. PURCHASE ORDER/CONTRACT. This resulting purchase order/Contract shall be governed in all respects, whether as to validity, construction, capacity, performance, or otherwise by the laws of the Commonwealth of Virginia.
9. KICKBACK. By signing this Contract, the Consultant certifies that he/she has not offered or received any kickback from any other proposer, supplier, manufacturer, or subcontractor in connection with this proposal. A kickback is defined as an inducement for the award of the contract, subcontract, or order through any payment, loan, subscription, advance, deposit of money, services, or anything of value in return for an agreement not to compete on a public contract.
10. LIABILITY. The Consultant will maintain appropriate liability insurance coverage throughout the term of this Agreement, as follows:
 - a. Name the Organization as an additional insured on the General Liability and Automobile Liability insurance and provide certificates or other evidence that the required insurance is in force.
 - b. Worker's compensation and employer's liability insurance as required by the Commonwealth of Virginia.
 - c. Commercial automobile liability insurance covering claims for injuries to members of the public and/or damages to property of others arising from use of motor vehicles, and owned, non-owned or hired vehicles with \$1,000,000 combined single limits.
 - d. Commercial general liability insurance covering claims for injuries to members of the public or damage to property of others arising out of any covered negligent act or omission of the Consultant or of any of its employees, agents, or subcontractors, with \$1,000,000 per occurrence and in the aggregate.

All insurance policies affected by this contract where additional insured status is afforded shall be primary and noncontributory to any other insurance or self-insurance maintained by the Organization. Before performing any services under this contract, Consultant shall furnish to the Organization insurance certificates or other evidence acceptable to the Organization that the above insurance coverage has been obtained. If Consultant fails to maintain insurance as set forth in this contract, the Organization has the right, but not the obligation, to purchase such insurance at Consultant's expense. Consultant shall provide at least thirty (30) days' advance written notice to the Organization of any cancellation to its insurance policies, except ten (10) days' notice of cancellation for non-payment of premium.

Consultant will require each of its sub-consultants for work performed under this contract to take out and maintain during the life of the subcontract insurance coverage of the same type and limits required of Consultant for work performed by the sub-consultant.

It is the intent of the parties to this Contract that the Organization shall not be held liable for any damages of any kind to the extent they are caused by the fault or negligence of the Consultant, its employees or agents.

Consultant's liability for the Organization's damages not otherwise covered by required insurances will, in the aggregate, not exceed \$500,000 (or the full amount of the contract, whichever is higher). This provision takes precedence over any conflicting Article of this Contract or any document incorporated into it referenced by it. This limitation of liability will apply whether Consultant's liability arises under breach of contract or warranty; tort, including negligence; strict liability; statutory liability; or any other cause of action, and shall include Consultant's officers, affiliated corporations, employees, and sub-contractors.

11. CONSEQUENTIAL DAMAGES. In no event shall either party be liable to the other for any indirect, incidental, special, consequential, or punitive damages whatsoever (including but not limited to lost profits, loss of use or interruption of business) arising out of or related to this agreement, even if advised of the possibility of such damages.

12. NON-DISCRIMINATION and DEBARMENT.

It is the policy of the Organization that Small, Women- and Minority-Owned (SWaM) and Disadvantaged Business Enterprises (DBEs) as defined in 49 CFR Part 26 shall have the maximum opportunity to participate in the performance of federally funded consultant contracts. The Commonwealth's new Department of Small Business and Supplier Diversity (SBSD) has encompassed both SWaMs and DBEs. This Department can be found at www.dmbv.virginia.gov. This department will coordinate certification for these types of vendors. Consultants are encouraged to take all necessary and reasonable steps to ensure that SBSDs have the maximum opportunity to compete for and perform services on the contract, including participation in any subsequent supplemental contracts. If the Consultant intends to sub-contract a portion of the services on the project, the Consultant is encouraged to seek out and consider SBSDs as potential sub-consultants. The Consultant is encouraged to contact SBSDs to solicit their interest, capability and qualifications. Any agreement between the Consultant and an SBSD whereby the SBSD promises not to provide services to other consultants is prohibited. The Organization believes that these services support 6% SBSD participation. If an SBSD is not certified, the SBSD must become certified (with the Virginia Department of Small Business and Supplier Diversity) prior to your response being submitted. If an SBSD is the prime consultant, the firm will receive full credit for planned involvement of their own forces, as well as the work that they commit to be performed by SBSD sub-consultants. SBSD prime consultants are encouraged to make the same outreach efforts as other consultants. SBSD credit will be awarded only for work actually being performed by the SBSD themselves. When an SBSD prime consultant, or sub-consultant, sub-contracts work to another firm, the work counts toward SBSD goals only if the other firm is itself a SBSD. An SBSD must perform or exercise responsibility for at least 30% of the total cost of the contract with its own force.

DEBARMENT: Certification of Eligibility: A signed statement, on your letterhead, stating that: *"The firm is not ineligible to receive award of a contract due to the firm's inclusion on any Federal or Virginia State lists of debarred contractors, or otherwise ineligible to be awarded a contract using Federal or State funds."*

In its performance of work activities under this Contract, the Consultant, or sub-consultant, warrants that it will not discriminate against any employee, or other person, on account of race, color, sex, religious creed, ancestry, age, national origin or handicapped status. The Consultant

shall carry out applicable requirements of 49 C.F.R. Part 26 in the award and administration of DOT assisted contracts. Failure by the Consultant to carry out these requirements is a material breach of this contract which may result in the termination of this contract or such other remedy, as the recipient deems appropriate. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provision of this non-discrimination clause.

The Consultant shall, in all solicitations or advertisements for employees placed by or on behalf of the Organization, state that the Consultant is an equal opportunity employer; provided, however, that notices, advertisements and solicitations placed in accordance with federal law, rules, or regulations shall be deemed sufficient for the purpose of meeting the requirements of the Contract.

All Consultants shall abide by applicable state and federal laws including, but not limited to, all provisions of the Americans with Disabilities Act. Each Consultant agrees to hold the Organization harmless regarding all claims in connection with the Consultant's failure to comply with applicable laws and regulations.

"The Hampton Roads Planning District Commission/Hampton Roads Transportation Planning Organization, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

13. CHANGES. The Organization may direct changes within the general Scope of Work (Attachment A) in this Contract. Any change will require prior notice to the Consultant and agreement on the price of the change. The Consultant must obtain prior written approval from the Organization for any changes to the project, including, but not limited to, changes of substance in program activities, designs, or plans set forth in Attachment A, which are proposed by the Consultant. If the Organization determines that such changes affect the Consultant's cost of or time required for performance of the services, an equitable adjustment will be made through an amendment to the Contract.
14. TERMINATION FOR CAUSE. If the Consultant should breach the contract or fail to perform the services required by the contract, the Organization may terminate the contract for cause by giving written notice or may give the Consultant a stated period of time within which to remedy its breach of contract by delivering a written cure notice to the Consultant. If the Consultant shall fail to remedy the breach within the time allotted by the Organization, the contract may be terminated by the Organization at any time thereafter upon written notice to the Consultant or, in the alternative, the Organization may give such extension of time to remedy the breach as the Organization determines to be in its best interest. The Organization's forbearance by not terminating the contract for a breach of contract shall not constitute a waiver of the Organization's right to terminate nor acquiescence in future acts or omissions by the Consultant of a like nature. If the contract is terminated for cause, breach of contract or failure to perform, the Consultant may be subject to a claim by the Organization for the costs and expenses incurred in securing a replacement contractor to fulfill the obligations of the contract. In the event a Cure

Notice is required, the Organization will use the address provided to the Organization in bids or proposals. It shall be the Consultant's responsibility to notify the Organization in writing within ten (10) days of knowing a change of address. The written notice shall include the Organization's contract number and the effective date of the address change.

In the event the Consultant breaches the contract or fails to perform the services required by the contract, in addition to terminating this contract for cause, the Organization reserves the right, in its sole discretion, to terminate for cause any other open contract the Consultant has with the Organization.

15. TERMINATION FOR CONVENIENCE. The Organization may terminate the contract, in whole or in part, if the Organization determines that the continuation of the contract-supported activities will not produce beneficial results commensurate with further expenditure of funds. The Consultant shall not incur new obligations for the terminated portion after termination notice and shall cancel as many outstanding obligations as possible. In the case of a termination for convenience, the Organization shall pay for contracted services, rendered by the Consultant through the effective date of the termination. The Organization will not be liable for damages or costs of any kind following termination and final payment to the Consultant, specifically including claims for anticipated profit.
16. MAINTENANCE OF RECORDS. The Consultant shall maintain all required records and provide them for review by the Organization for compliance with state and federal laws and regulations. The Consultant will ensure that appropriate corrective action is taken within six months after receipt of the audit report in instances of noncompliance with state and federal laws and regulations.

The Consultant agrees to retain all books, records and other documents relative to this contract for three (3) years after final payment, or until the project is audited by the Organization, whichever is later. The Organization, its authorized agents and/or auditors shall have full access to and right to examine any of said materials during said period.
17. COLLATERAL CONTRACTS. Where there exists any inconsistency between this Contract and other provisions of collateral contractual agreements which are made a part of this Contract by reference or otherwise, the provisions of this Contract shall control.
18. PRIME CONSULTANT RESPONSIBILITIES. The Consultant shall be responsible for completely supervising and directing the work under this contract and all sub-contractors that it may utilize, using its best skill and attention. Sub-contractors who perform work under this contract shall be responsible to the Consultant. The Consultant agrees that it is as fully responsible for the acts and omissions of its sub-contractors and of persons employed by them as it is for the acts and omissions of its own employees.
19. INTEGRATION AND MODIFICATION. This Contract constitutes the entire Contract between the Commission and the Consultant. No alteration, amendment, or modification in the provisions of the Contract shall be effective unless it is reduced to writing, signed by the parties and attached hereto.

20. SEVERABILITY. Each paragraph and provision of this Contract is severable from the entire Contract; and, if any provision is declared invalid, the remaining provisions shall nevertheless remain in effect, at the option of the Organization.
21. INDEMNIFICATION. Consultant agrees to indemnify, defend and hold harmless the Organization, its officers, agents, and employees for any and all damages, to the proportionate extent, resulting from or arising out of the negligent acts, errors or omissions, recklessness or intentionally wrongful conduct of the Consultant or its employees or agents.
22. INVENTIONS AND COPYRIGHTS. As, and only as, requested by the Organization, the Consultant shall apply, or promptly and willingly assist (including without limitation by executing and delivering documents) the Organization in applying for patent, copyright, and/or other intellectual-property protection of any inventions, discoveries, documents, designs, drawings, papers, notes, forms, interim reports, final reports, graphics, images, computer programs and data, other works of authorship, and other information and/or materials, whether in electronic, magnetic/optical-media, or printed form, (collectively, "Materials") prepared by the Consultant in the performance of its obligations under this contract. The provisions of this paragraph are further subject to the provisions of Paragraphs 24 and 25 of this contract.
23. OWNERSHIP OF MATERIALS. The Consultant acknowledges and agrees that the Organization, upon full payment of Consultant's invoices, has and shall have ownership of any and all materials prepared by the Consultant in the performance of its obligations under this contract. The Consultant shall promptly disclose to the Organization any and all Materials and, at the Organization's request, shall provide the Organization with one or, if so requested by the Organization, more electronic, magnetic/optical-media, and/or printed copies of each of the materials. The Consultant may retain electronic, magnetic/optical-media, and/or printed copies of the materials and with the Organization's prior written consent on a case-by-case basis, use such copies, but only in the course of the Consultant's business and provided that the Consultant includes on any and all such materials, regardless of form, any and all appropriate notices of the Organization's rights, including without limitation its intellectual property rights, in and to the materials. The provisions of this paragraph are further subject to the provisions of Paragraph 23 of this Contract.
24. CREATION OF INTELLECTUAL PROPERTY. The Consultant acknowledges and agrees that the Organization owns and shall own any and all patent rights, copyrights, other intellectual property rights, and any and all other proprietary rights in and to the Materials prepared by the Consultant in the performance of its obligations under this Contract. The Consultant agrees to assign, and hereby does assign, to the Organization any and all rights, including without limitation copyrights and any other rights arising under Title 17 of the United States Code, that the Consultant would, except for such assignment, have in and to the Materials. With the Organization's prior written consent, the Consultant may create and use, but only in the course of the Consultant's business, derivative works based on the Materials. Notwithstanding the above, work papers, proprietary information, processes, methodologies, know-how and software previously belonging or licensed to Consultant and used to perform the Subcontracted Services ("Consultant Data") shall remain the property of Consultant.
25. CONFIDENTIALITY. The Consultant expressly acknowledges and agrees that all reports, documents and communications of every kind, whether written or oral, concerning specific contractual

matters, planning or assumptions received in the performance of the work from the Organization, its staff, Board, legal counsel, or other agents or advisors (collectively "Confidential Information") shall be held in strictest confidence and maintained as strictly confidential. Confidential Information shall include information that, when taking into consideration the circumstances surrounding disclosure of the same, a reasonable person would consider being confidential or proprietary. This provision shall not apply to information which (1) has been published and is in the public domain, (2) has been provided to Consultant by third parties who have the legal right to possess and disclose the information, (3) was in the possession of Consultant prior to the disclosure of such information to Consultant by the Organization, (4) is required by law or any governmental agency to be disclosed, or (5) would require disclosure to comply with the ethical obligations of Consultant to protect the public.

No Confidential Information shall be disclosed to other clients of the Consultant, other consultants, private companies, public entities, the media, the general public, or any other third party unless directed to do so by Organization's Executive Director. However, such Confidential Information may be documented in briefing materials provided to the Organization and its staff; provided such briefing materials are clearly annotated as Confidential Working Papers.

The Consultant shall take all appropriate and necessary steps to protect Confidential Information and to limit access to Confidential Information in its possession to those of its employees, agents and sub-contractors required to have access to the Confidential Information in the performance of this work and who are bound in writing to keep the information confidential pursuant to confidentiality agreements with terms no less restrictive than those contained in this contract. The Consultant shall include these confidentiality provisions in any agreement between the Consultant and a sub-contractor or agent related to the performance of the work so that these provisions will be binding upon them with equal and like effect. The Consultant shall be responsible for communicating to each party identified in this paragraph who receives or is given access to Confidential Information the terms of these provisions and the obligations of that party to abide by the requirements hereof.

Upon completion of performance of the work, the Consultant, its agents and any sub-contractors, agree to deliver to the Organization all Confidential Information obtained during performance of the work, in any medium, and, if requested by the Organization, to provide written confirmation that all such Confidential Information has been delivered to the Organization; provided, however, Consultant may retain a record copy of its work product.

The Consultant shall immediately notify the Organization if the Consultant learns of any unauthorized use or disclosure of Confidential Information and will cooperate in good faith to remedy such occurrence immediately to the extent reasonably possible.

In the event that Consultant becomes legally compelled to disclose any such Confidential Information, Consultant will provide the Commission/Organization with prompt notice so that the Organization may seek a protective order or other appropriate remedy; in the event that such protective order or other remedy is not obtained, Consultant will furnish only that portion of the Confidential Information which Consultant is advised by opinion of counsel is legally required and will cooperate with the Organization in seeking reliable assurance that confidential treatment will be accorded the Confidential Information.

The Consultant acknowledges and agrees that a violation of the provisions of this confidentiality requirement may cause irreparable damage to the Organization, and these confidentiality provisions are made for the express benefit of and shall be enforceable by any of the affected parties. Consultant agrees that these provisions may be specifically enforced in any court of law having jurisdiction. In addition to and not in limitation of any other rights or remedies the affected party may have for a breach of the provisions of this confidentiality requirement, the affected party may recover money damages, subject to the limitations in Section 12; and in addition to money damages, the affected party shall be entitled to obtain equitable relief for any such breach (without requirement of bond or corporate surety) so that Consultant shall be required to cease and desist immediately from breaching such provision (it being agreed that damages alone would be inadequate to compensate the affected parties and would be an inadequate remedy for such breach).

These provisions shall expressly apply to and bind the Consultant, its agents, officers, employees, subcontractors and any permitted assigns.

26. CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION. The Consultant assures that information and data obtained as to personal facts and circumstances related to patients or clients will be collected and held confidential, during and following the term of this agreement, and will not be divulged without the individual's and the agency's written consent and only in accordance with federal law or the Code of Virginia. Consultants who utilize, access, or store personally identifiable information as part of the performance of a contract are required to safeguard this information and immediately notify the agency of any breach or suspected breach in the security of such information. Consultants shall allow the agency to both participate in the investigation of incidents and exercise control over decisions regarding external reporting. Consultants and their employees working on this project may be required to sign a confidentiality statement.
27. CONTINGENT FEE WARRANTY. The Consultant warrants that it has not employed or retained any person or persons for the purpose of soliciting or securing this contract. The Consultant further warrants that it has not paid or agreed to pay any company or person any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon the award or making of this contract. For breach of one or both of the foregoing warranties, the Organization shall have the right to terminate this contract without liability, or in its discretion, to deduct from the agreed fee, amount of said prohibited fee, commission, percentage, brokerage fee, gift, or contingent fee.
28. CONFLICT OF INTEREST. The Consultant warrants that it has fully complied with the State and Local Government Conflict of Interests Act.
29. DISCLAIMER. Nothing in this contract shall be construed as authority for either party to make commitments, which will bind the other party beyond the project contained herein.
30. USE OF FUNDS. Funds, paid by the Organization, shall only be used for the purposes and activities covered in Attachment A.
31. FISCAL CONTROL. The Consultant shall establish fiscal control and fund accounting procedures which assure proper disbursement of, and accounting for, project funds, including any required matching funds.

32. STANDARD OF CARE. The standard of care applicable to the Consultant's services will be the degree of skill and diligence normally employed by professional consultants performing the same or similar services at the time said services are performed. The Consultant will re-perform, without additional compensation, any services not meeting this standard.
33. FORCE MAJEURE. If performance of the Services is affected by causes beyond the Consultant's reasonable control, project schedule and compensation shall be equitably adjusted. For purposes of this Contract, the term "Force Majeure Event" means acts or events beyond the Consultant's reasonable control that shall include "acts of God," abnormal weather conditions or other natural catastrophes, war (whether declared or not), terrorism, sabotage, computer viruses, civil unrest, strikes, lockouts or other industrial disturbances, pandemics, epidemics, health emergencies, virus (e.g., SARS Cov-2), disease (e.g. COVID-19), plague, changes in law or regulations, quarantine, travel restrictions, discovery of hazardous materials, differing or unforeseeable site conditions, acts of governmental agencies or authorities (whether or not such acts are made in response to other Force Majeure Events), or any other events or circumstances not within the reasonable control of the party affected, whether or not of a similar kind or nature to any of the foregoing (a "Force Majeure Event").
34. DISPUTE RESOLUTION. The parties will use their best efforts to resolve amicably any dispute, including use of alternative dispute resolution options.
35. GOVERNING LAW AND VENUE. This contract is made under and shall be construed according to the laws of the Commonwealth of Virginia. Venue, in the event of litigation, shall be in the City of Chesapeake, Virginia.

HAMPTON ROADS PLANNING
DISTRICT COMMISSION


Robert A. Crain Jr.
Executive Director/Secretary

July 17, 2020
Date

Contract authorized by the HRPDC Board on:
February 20, 2020

AECOM TECHNICAL SERVICES, INC.


(Printed Name) Randy Mejeur
(Title) Authorized Signatory/
Associate VP
07/20/2020
Date

APPENDIX A

Contractor/ Consultant/Supplier Agreement: U.S. DOT 1050.2A -- Appendix A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, the Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the Federal Highway Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIX B

Contractor/ Consultant/Supplier Agreements: U.S. DOT 1050.2A -- Appendix E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Nondiscrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).

ATTACHMENT A

SCOPE OF WORK ON-CALL SERVICES

The selected Consultant shall provide to the Organization services on an as-needed basis in support of the Organization's various program areas. More information on regional programs administered by the Organization is available at <http://www.hrpdcva.gov/> and <http://www.hrtpo.org>. The Consultant shall provide a variety of services including, but not limited to work in the following areas:

1. Policy and regulatory analysis;
2. General engineering studies, alternatives analysis, and cost estimates;
3. Planning, including water resource planning, environmental planning, solid waste planning, and community/comprehensive planning;
4. Local land use and development regulations and related state programs;
5. Drinking water, wastewater, and stormwater utility management and finance;
6. Drinking water, wastewater, and stormwater systems engineering, operation, and maintenance;
7. Sanitary Sewer Overflow Reporting System maintenance (web-based system – www.hrpdcssors.org) and periodic enhancements;
8. Permit Administration and Review System maintenance (web-based system - www.hrpdcpars.org) and periodic enhancements; and
9. Fats, oils, and grease (FOG) training and certification program maintenance (web-based system - www.hrfog.com) and periodic enhancements.
10. Geology, geotechnical engineering, and groundwater and surface water hydrology;
11. Coastal engineering, sea level rise, climate change, and recurrent flooding studies;
12. Natural resource management (Coastal Zone Management Act, wetlands, coastal ecosystems, soil conservation, and forestry management);
13. Water quality (Clean Water Act compliance, National Pollution Discharge Elimination System, State Pollution Discharge Elimination System, wetlands management, storm water management, and Storm Water Pollution Prevention Plans);
14. Pollution prevention (Safe Drinking Water Act compliance, Underground Injection Control Program, Comprehensive Environmental Response, Compensation, and Liability Act, Superfund Amendments and Reauthorization Act compliance, Resource Conservation and Recovery Act compliance, Hazardous Materials Conservation Act, Toxic Substances Control Act, Federal

Insecticide, Fungicide, and Rodenticide Act, Oil Pollution Act, Emergency Planning and Community Right-to-Know, etc.);

15. Analysis and advocacy for changes to Federal policies and programs, with a focus on resiliency;
16. Data management (Geographic Information Systems, Computer Aided Design and Drafting, mapping and data analysis, boundary and topographical surveying, electronic data management, multimedia sampling and analysis, etc.);
17. Economic impact, economic development, and fiscal studies;
18. Marketing, communications, graphic design, website development/design, and research services;
19. Printing, copying and finishing services (letterhead, envelopes, business cards, brochures, forms, and other miscellaneous print jobs in quantities ranging from hundreds to thousands of pieces);
20. Facilitation services and public involvement;
21. Computer science or engineering services, including database development and maintenance, modeling, application programming, website development, and miscellaneous support services;
22. Rural transportation planning, including but not limited to traffic analyses, transportation impact studies, and active transportation planning;
23. Emergency management planning and project support, including but not limited to risk analysis, capability assessments, continuity of operations, hazard mitigation, disability inclusion, mapping, and cost benefit analysis; and
24. Database management and maintenance of network field sensors (for example, long-term operation and maintenance of roadway flooding sensors and related equipment, such as warning signs).

All services shall be performed under a Contract. Specific projects, tasks, and/or work to be performed will be authorized through the issuance of individual Task Orders as needed. Each Task Order, jointly prepared and reviewed by the Organization and Consultant for each project as appropriate, shall describe the services, schedule, deliverables, and payment conditions. At a minimum, each Task Order will require a letter report or memorandum summarizing the work completed and indicating the recommendations and results of the analysis or evaluation. A Task Order must be executed by the Organization and the Consultant prior to the commencement of work.

ATTACHMENT B

TASK ORDER No. ____

(To be completed when tasks are developed.)