



COMMISSIONERS

Essex County
Vacant
Hon. Edwin E. Smith, Jr.
Hon. John C. Magruder
Mr. Michael A. Lombardo

Town of Tappahannock
Hon. Roy M. Gladding

Gloucester County
Hon. Ashley C. Chriscoe
(Vice-Chairman)
Dr. William G. Reay
Hon. Michael R.
Winebarger

King and Queen County
Hon. Sherrin C. Alsop
Hon. R. F. Bailey
Mr. Thomas J.
Swartzwelder
(Chairman)

King William County
Hon. David E. Hansen
Hon. Travis J. Moskalski
(Treasurer)
Mr. Eugene J. Rivara

Town of West Point
Hon. James Pruett

Mathews County
Hon. George C. Morrow
Mr. Thornton Hill
Mr. Michael C. Rowe
Ms. Melinda Conner


Middlesex County
Mr. Gordon E. White
Hon. Wayne H. Jessie, Sr.
Mr. Matthew L. Walker
Hon. Kathy H. Swinehart

Town of Urbanna
Hon. Diane Gravatt
Ms. Holly Gailey

Secretary/Director
Mr. Lewis L. Lawrence

MEMORANDUM

TO: MPPDC Board of Commissioners

FROM: Lewis Lawrence, Executive Director 

DATE: July 18, 2019

RE: July Commission Meeting

The Middle Peninsula Planning District Commission will host its monthly meeting on Wednesday, July 24, 2019 at 7:00 p.m. in the Regional Board Room at the Middle Peninsula Planning District Commission office in Saluda.

Enclosed are the July meeting agenda and supporting materials for your review prior to the meeting.

If you have any questions concerning material in your agenda packet, please give me a call at 804-758-2311 or email me at LLawrence@mppdc.com.

I look forward to seeing you on **July 24th**!

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***Middle Peninsula Planning District Commission
Meeting***

7:00 P.M.

Wednesday, July 24, 2019

125 Bowden Street

Saluda VA 23149

- I. Welcome and Introductions
- II. Approval of June Minutes
- III. Approval of June Financial Report
- IV. Executive Director's Report on Staff Activities for the Month of July
- V. MPCBPAA Update
- VI. MPA Update
- VII. MPPDC Public Relations/Communications Update
- VIII. Public Comment

AGENDA ITEMS FOR DISCUSSION

- IX. Resilient Coastal Forests Project, Jamie Trost and Karen Firehock, Green Infrastructure Center
- X. Gloucester County Continuity of Operations Plan Presentation, Jessica Roy MPPDC Emergency Management Planner
- XI. Adoption of MPPDC FY2020 Indirect Cost Allocation Plan
- XII. Other Business
- XIII. Adjournment

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MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

June 26, 2019
Saluda, Virginia

I. Welcome and Introductions

The monthly meeting of the Middle Peninsula Planning District Commission was held in the Regional Board Room at the Middle Peninsula Planning District Commission office in Saluda, Virginia on Wednesday, June 26, 2019, at 7:00 p.m. MPPDC Chairman Swartzwelder welcomed everyone in attendance.

Commissioners Present

Essex County: Edwin “Bud” Smith, Jr., John Magruder
King William County: Travis Moskalski, Eugene Rivara
King and Queen County: Tom Swartzwelder, R.F. Bailey
Gloucester County: Ashley Chriscoe, Michael Winebarger
Mathews County: Mindy Conner, Tim Hill
Middlesex County: Matt Walker, Gordon White, Kathy Swinehart
Town of Urbanna: Diane Gravatt

Commissioners Absent

Essex County: Michael Lombardo
King William County: Dave Hansen
King and Queen County: Sherrin Alsop
Gloucester County: Dr. Willy Reay
Mathews County: G.C. Morrow, Mike Rowe
Middlesex County: Wayne Jessie
Town of Tappahannock: Monte “Roy” Gladding
Town of Urbanna: Holly Gailey
Town of West Point: James Pruett

Also in Attendance

Lewis Lawrence, MPPDC Executive Director
Beth Johnson, MPPDC Finance Director
Todd Scheid, MPPDC Rural Transportation Planner
Guests

II. Approval of May Minutes

Chairman Swartzwelder asked whether there were any corrections or changes to the May Minutes. There being no corrections to the Minutes, Chairman Swartzwelder requested a motion to approve the May Minutes. Mr. Rivara moved that the May Minutes be approved. Mr. Winebarger seconded the motion; motion carried.

III. Approval of April Financial Report

Chairman Swartzwelder asked whether there were any questions regarding the May financial report before being approved subject to audit. There being no questions, Chairman Swartzwelder requested a motion to approve the May financial report subject to audit. Mr. Chriscoe moved to approve the May financial report subject to audit. Mr. Rivara seconded the motion; motion carried.

IV. Executive Director's Report on Staff Activities for the Month of May

Chairman Swartzwelder requested MPPDC Executive Director, Lewie Lawrence review the Executive Director's Report on Staff Activities for the month of June. The Executive Director's Report on staff activities is developed at a monthly staff meeting, organized by PDC Service Centers, and the activities are used to report grant funding activities.

Mr. Lawrence directed the Commissioners' attention to several items:

- Drafted a Watershed Implementation Program Sustainability Program which proposes to contract with the Virginia Department of Environmental Quality (DEQ) to provide annual technical and administrative assistance to local governments of the Chesapeake Bay Watershed Area.
- Received notification from the Department of Conservation and Recreation that the MPPDC proposal for the "Fight the Flood" campaign has been funded. This project will create an online marketplace to promote business solutions to consumer needs related to flooding. MPPDC Executive Director, Lewie Lawrence informed the Commission the MPPDC has received notice from the Virginia Clean Water Revolving Loan Fund (VCWRLF) that it has been granted \$75k loan forgiveness on the \$250k recapitalization of the Living Shoreline Fund. Mr. Lawrence and Del. Keith Hodges will meet with the Tidewater Soil and Water Conservation District on July 2nd regarding the cessation of the VCAP applications for our area.
- Consulted with Senior Management at Premier Tech regarding the Company's interest in designing, engineering and elevating a septic system out of the floodplain as a coastal resiliency strategy to help both water quality and protection of public health from systems that are currently flooded. Received a corporate commitment letter from Premier Tech Aqua to help develop a solution.
- Consulted with a member of the Middlesex County Board of Supervisors regarding stormwater regulations and tiered approach. Discussed background and history for the Bill and potential cost savings.
- Consulted with Chris Arabia, DRPT regarding proposal that was not recommended for funding for FY20. DRPT felt that there was no real good transportation solution to the Middle Peninsula problem of a 74% out commute rate and the economic issues that it causes. They sent the proposal over to the Office of Intermodal Planning and Investment who agreed to consider solutions after the VTrans 2040 process is completed. Proposal also sent to DHCD.

- Coordinated with Robert Crockett, President of Advantus Strategies regarding a called meeting by Del. Keith Hodges with Senior staff from the Virginia Department of Transportation (VDOT). Agenda includes:
 - HB2314, Transportation and Economic Development
 - HB2315, At-Risk Infrastructure – Transportation
 - Special Structures (Middle Peninsula)
 - Coleman Bridge, Tolling

MPPDC Executive Director, Lewie Lawrence reported the Chief Deputy Commissioner, Chief Financial Officer and Senior Engineers from VDOT were present while a large number of localities did not attend.

- With consensus of the Commission, MPPDC will apply for an additional \$200k loan from the Virginia Clean Water Revolving Loan Fund (VCWRLF) to continue providing financial assistance to homeowners to repair failing septic systems.
- Consulted with Stephen Geissler, VPPSA regarding identifying gaps in debris contracts. One major gap identified was the location of temporary debris removal sites (solely for vegetative debris).

Commissioners were encouraged to contact Mr. Lawrence with any questions regarding the staff activities reported for the month of June.

V. MPCBPAA Update

Ms. Mindy Conner, PAA Chair stated that the PAA met at a potential marina donation site, mentioned a new Gloucester property donation, Mathews Blueways integration into the Virginia Watertrails and completion of the VOF Easement at Captain Sinclairs Recreation Area.

VI. MPA Update

Ashley Chriscoe, MPA Vice-Chairman provided the Commission with an update on the recent activities of the MPA. The MPA met to interview respondents to the PamunkeyNet RFP.

VII. MPPDC Public Relations/Communications Update

Stephanie Heinatz, Consociate Media discussed Delegate Hodges' testimony before the House Select Committee on Flooding on May 23; the new commuting survey www.surveymonkey.com/r/MidPenCommute, the results of which will be utilized to help market the rideshare program and the pending Telework Center in King and Queen. She also discussed the Virginia Watertrails website - <https://virginiawatertrails.org/middle-peninsula/> big tourism focus on events happening over the summer in the Middle Peninsula.

VIII. Public Comment

None.

IX. Local Government Guide to Emergency Management Discussion

MPPDC Executive Director, Lewie Lawrence directed Commissioners' attention to the *Local Government Guide to Emergency Management* that was provided in the Commission packet. This will be emailed to all MP elected officials with the Commission synopsis.

X. Rural Coastal Summit Hold the Date

Delegate Hodges will convene the Rural Coastal Summit on July 25 at VIMS to bring together federal, state and local policymakers to collaborate and explore opportunities for economic enhancement in the Middle Peninsula, Northern Neck and Eastern Shore. This meeting will provide a forum to educate legislators and localities on the unique issues of our rural coastal region.

XI. Final Housing Report Presentation: Pending VHDA Response

Todd Scheid, MPPDC Transportation Planner provided a power-point presentation to the Commission on the draft *Vacant Housing Study – An Examination of Vacant and At-Risk Housing in the Middle Peninsula* was provided to Commissioners. The US Census Definition of vacant housing was provided along with a map of vacant houses in the Middle Peninsula and a chart showing the # and % of vacant units in the Middle Peninsula, Northern Neck and Eastern Shore by locality. Gloucester and King William have ~10% vacant units, King and Queen < 20%, Essex – 23%, Mathews 34%, and Middlesex 38%. Additionally, the region has 43,501 structures at risk of flooding with an overall value of \$17.7 billion. Discussion ensued regarding solutions to the problems and whether or not the MPPDC has a role. Three options were discussed – status quo of localities managing this on their own with limited assistance from Bay Aging, having the MPPDC begin to look into solutions and resources and build capacity, or establishing a Regional Redevelopment Authority which would require action and 6 local referenda. MPPDC will continue to look for options and resources to bring to the region, focusing staff efforts on option 2.

XII. Adoption of FY2020 Overall Program Design and Budget

MPPDC Executive Director, Lewie Lawrence discussed the draft Overall Program Design and MPPDC Finance Director, Beth Johnson presented the draft FY2020 Budget for Commission approval. Commissioners approved the FY2020 Overall Program Design and Budget which included a 3% COLA for existing staff, hiring of a new Finance Director to replace the current one retiring at end of December, returning the Secretary position to full-time, and filling the vacant Director of Regional Planning position with funding from DEQ. Overall budget includes resources of \$1,197,170 and expenses of \$1,122,005 and requires matching funds of \$138,112 with a leverage ratio of 9:1. Mr. Chriscoe moved that the draft budget as presented, with an increase of \$5,000 for Advantus Strategies to continue to represent the region at the General Assembly, be adopted, Mr. Moskalski seconded; motion carried.

XIII. Election of Officers

Chairman Swartzwelder requested a motion to continue with the current slate of officers. Mr. Magruder so moved; Ms. Conner seconded. The motion carried.

XIV. Other Business

MPPDC Executive Director, Lewie Lawrence announced that the annual VAPDC Summer Conference will be held July 24-25 in Williamsburg. No agenda has been provided and the conference will conflict with Delegate Hodges Rural Coastal Summit on July 25.

XV. Adjournment

Chairman Swartzwelder requested a motion to adjourn. Mr. Chriscoe so moved, Mr. Winebarger seconded, motion carried.

**Note: All handouts distributed at a meeting are filed in the official MPPDC record book of the minutes. Copies of all PowerPoint presentations, if any, are filed with the official minutes.*

COPY TESTE:

(Secretary)

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Project Financial Report

Middle Peninsula Planning District Commission

Run Date: 07/18/2019

Run Time: 9:22:17 am

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Period Ending: 06/30/2019

-----Expenditures-----								
Code	Description	Budget	Curr Month	Project Total	Un/Over	% Budget	Revenues	Balance
30013	EE&CBG Project	3,987.44	(7.21)	4,564.99	(577.55)	114.48%	5,183.78	618.79
30109	MPEDRO Staff Support	20,216.00	674.63	11,553.07	8,662.93	57.15%	9,529.33	(2,023.74)
30111	Blue/Green Infrastructure PDC f	15,000.00	242.93	14,875.36	124.64	99.17%	14,102.68	(772.68)
30115	VHDA Community Impact Grant	30,000.00	1,705.11	34,882.38	(4,882.38)	116.27%	11,599.02	(23,283.36)
30170	MPBDP Staff Support	22,179.81	163.60	22,374.22	(194.41)	100.88%	26,416.78	4,042.56
30214	FY19 Transportation Demand M	84,807.00	12,767.13	86,786.75	(1,979.75)	102.33%	74,151.82	(12,634.93)
30215	TDM Marketieng	24,844.00	2,463.71	13,465.52	11,378.48	54.20%	6,167.49	(7,298.03)
30316	FY19 Rural Transportation Planr	72,500.00	6,314.47	74,778.05	(2,278.05)	103.14%	58,085.01	(16,693.04)
30420	Onsite Loan Management	179,713.02	754.56	159,548.68	20,164.34	88.78%	192,291.67	32,742.99
30428	WQIF 2016, \$183500 RLF match	216,500.00	29,797.18	157,261.80	59,238.20	72.64%	125,445.69	(31,816.11)
30450	Septic Pumpout	0.00	154.08	154.08	(154.08)	0.00%	0.00	(154.08)
30502	Water Supply Planning	167,859.87	(48.09)	166,625.69	1,234.18	99.26%	168,132.45	1,506.76
31002	GA Lobby FY09	40,750.00	0.00	46,478.84	(5,728.84)	114.06%	40,750.25	(5,728.59)
31207	MP/NN Mass Casualty Exercise	64,473.00	(516.92)	55,537.14	8,935.86	86.14%	56,663.45	1,126.31
31208	MP/NN Regional Debris Manage	43,000.00	2,444.17	31,128.78	11,871.22	72.39%	23,559.54	(7,569.24)
31209	Re-entry Plan	44,050.00	3,905.83	11,047.10	33,002.90	25.08%	2,775.16	(8,271.94)
31210	Emergency Mgmt FY19-FY20	49,500.00	2,434.14	19,885.01	29,614.99	40.17%	6,120.21	(13,764.80)
31211	Gloucester COOP	9,000.00	942.51	9,445.33	(445.33)	104.95%	9,000.00	(445.33)
31500	Living Shoreline Incentive Progr:	26,196.92	324.54	14,155.46	12,041.46	54.03%	28,781.91	14,626.45
32015	PAA Staff Support	4,400.00	456.27	5,107.84	(707.84)	116.09%	4,200.00	(907.84)
32016	VIMS Living Shoreline/EPA9633:	92,636.80	(7.27)	92,656.47	(19.67)	100.02%	35,075.98	(57,580.49)
32017	NAWCA PAA project	75,000.00	952.54	56,194.32	18,805.68	74.93%	75,000.00	18,805.68
32140	FY18 Coastal TA	60,000.00	144.67	61,106.29	(1,106.29)	101.84%	60,781.12	(325.17)
32141	WWF_ANPDC	10,000.00	(7.27)	9,701.46	298.54	97.01%	10,000.00	298.54
32142	ANPDC Ecotourism	47,495.00	0.00	49,580.63	(2,085.63)	104.39%	47,495.00	(2,085.63)
32143	WIP III	50,000.00	(106.61)	54,548.37	(4,548.37)	109.10%	50,000.00	(4,548.37)
32144	Coastal TA FY19	69,000.00	5,407.41	48,362.65	20,637.35	70.09%	31,029.92	(17,332.73)
32145	CZM Dredging	50,000.00	775.37	15,332.47	34,667.53	30.66%	5,971.10	(9,361.37)
32146	ANPDC EcoTourism II	48,263.00	6,994.38	35,175.13	13,087.87	72.88%	0.00	(35,175.13)
32147	ANPDC Rural Enhancement Autl	5,000.00	186.83	4,161.32	838.68	83.23%	0.00	(4,161.32)
32148	NNPDC WWF Video	5,000.00	964.03	4,237.13	762.87	84.74%	1,676.06	(2,561.07)
32149	WIP III Update	21,500.00	5,219.69	7,561.62	13,938.38	35.17%	0.00	(7,561.62)
32150	CZM Extraction Fee Study	15,000.00	4,442.35	8,209.07	6,790.93	54.73%	0.00	(8,209.07)
32151	NFWF Landowners Living Shorel	199,914.09	1,266.71	4,475.64	195,438.45	2.24%	0.00	(4,475.64)
38019	FY19 Local Projects	217,617.00	6,636.88	188,430.65	29,186.35	86.59%	224,382.05	35,951.40
38800	Local Dredging Proposal TA	0.00	(44.54)	6,339.96	(6,339.96)	0.00%	0.00	(6,339.96)
Totals:		2,085,402.95	97,797.81	1,585,729.27	499,673.68	76.04%	1,404,367.47	(181,361.80)

Balance Sheet by Category

Middle Peninsula Planning District Commission

Run Date: 7/18/19
 Run Time: 9:23:05 am
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Period Ending: 06/30/2019
 Format: 1 Board

Assets:

Cash in Bank	315,983.08
Cash in Bank, Restricted	353,156.20
Receivables	245,954.54
Property & Equipment	1,102.17
Prepaid Pension (Deferred Outflows)	13,015.24

	Total Assets:	\$929,211.23
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Liabilities:

Accounts Payable	59,061.92
VRA Loan Payables	275,140.08
Payroll Withholdings	19.60
Accrued Leave	47,938.02
Deferred Inflows (VRS)	157,347.00
Net Pension Liabilities	22,476.00
Cost Allocation Control	(2,183.36)

	Total Liabilities:	\$559,799.26
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Equity:

Local Initiatives/Information Resources	23,561.94
Economic Development	359.52
Transportation Programs	(36,626.00)
Emergency Management Projects	(28,925.00)
Onsite Repair & Pumpout	775.16
Housing	(22,943.30)
Coastal Community & Environmental	(80,872.13)
Public Access Auth Programs	(39,682.65)
Mandates	1,512.07
Temporarily Restricted	177,307.09
General Fund Balance	374,945.27

	Total Equity:	\$369,411.97
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	Total Liabilities and Equity	\$929,211.23
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	Balance:	\$0.00
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Agencywide R&E by Category

Middle Peninsula Planning District Commission

Run Date: 07/18/2019

Run Time: 9:23:38 am

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Period Ending: 06/30/2019

Format: 1 Agencywide R&E

With Indirect Cost Detail

Code & Description	Budget	Current	YTD	Un/Over	% Bud
Revenues					
	23,370.00	1,676.06	6,870.68	16,499.32	29.40%
Local Match	94,347.00	0.00	68,033.43	26,313.57	72.11%
Local Annual Dues	135,099.00	0.00	135,099.00	0.00	100.00%
Local Other Revenues	39,948.00	9,000.00	44,897.47	(4,949.47)	112.39%
Local Other Organizations	24,900.00	0.00	10,129.33	14,770.67	40.68%
State Revenues	159,817.00	0.00	143,964.00	15,853.00	90.08%
Federal Revenues	637,162.00	0.00	294,582.27	342,579.73	46.23%
Miscellaneous Income	11,500.00	1,402.12	18,826.17	(7,326.17)	163.71%
RevolvingLoan Program Income	13,250.00	718.12	61,466.73	(48,216.73)	463.90%
Revenues	1,139,393.00	12,796.30	783,869.08	355,523.92	68.80 %
Expenses					
Personnel	376,777.00	28,291.77	410,688.40	(33,911.40)	109.00%
Facilities	30,887.00	3,107.21	30,949.80	(62.80)	100.20%
Communications	3,150.00	339.47	4,681.36	(1,531.36)	148.61%
Equipment & Supplies	3,300.00	2,472.68	9,104.08	(5,804.08)	275.88%
Travel	6,650.00	131.27	3,695.93	2,954.07	55.58%
Professional Development	11,660.00	714.25	11,199.29	460.71	96.05%
Contractual	436,086.00	51,977.25	364,474.40	71,611.60	83.58%
Miscellaneous	58,430.00	10,763.88	63,882.76	(5,452.76)	109.33%
Regional Share	94,347.00	0.00	68,033.43	26,313.57	72.11%
Expenses	1,021,287.00	97,797.78	966,709.45	54,577.55	94.66 %
Agency Balance	118,106.00	(85,001.48)	(182,840.37)		

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Middle Peninsula Planning District Commission
Executive Director's Report of Regional Progress
July 17, 2019

Note: On May 23, 2018, the Commission voted to direct staff to email all future documents including the Commission meeting packets in an effort to save on postage. As we strive to make this report more informative and user friendly, some previously contained information may now be accessed by clicking on the following link(s):

- For Demographic Information:
http://virginialmi.com/report_center/community_profiles/5109000318.pdf
- For MPPDC Website: <http://www.mppdc.com/>

MPPDC Staff and Contact Information

Executive Director: Lewis Lawrence

Contact Info: llawrence@mppdc.com (804) 758-2311x24 (804) 832-6747 (cell)

Programs: *Coastal Zone Technical Assistance, Local Initiatives, Public Access Authority*

Finance Director: Beth Johnson

Contact Info: bjohnson@mppdc.com (804) 758-2311x22

Programs: *Commuter/Employer Transportation Services, Septic Repair & Pumpout Assistance, Living Shoreline Incentive Program, Revolving Loan Programs Administration, PDC Finance & Grants Administration, PAA Staff Support, MPA Staff Support*

Planner 1: Todd Scheid

Contact Info: tscheid@mppdc.com (804) 758-2311x28

Programs: *Rural Transportation Planning*

Planner 1: Jessica Roy

Contact Info: jroy@mppdc.com (804) 758-2311x26

Programs: *Regional Emergency Planning*

Special Projects Planner: Jackie Rickards

Contact Info: jrickards@mppdc.com (215) 264-6451 (cell)

Programs: *Environmental Programs, Hazard Mitigation Planning, Grant Writing, Graphic Arts*

Secretary: Dawn Mantell

Contact Info: dmantell@mppdc.com (804) 758-2311x21

Programs: *Septic Pumpout Assistance, MPA Staff Support, Facilities Scheduling*

Funding – VDEM, MANDATES
VDEQ, localities, MPPDC General Fund

Project 30502 Water Supply Planning

9 VAC 25-780 establishes a planning process and criteria that all local governments will use in the development of local or regional water plans. The plan will be reviewed by the Department of Environmental Quality and a determination will be made by the State Water Control Board on whether the plan complies with this regulation. Within five years of a compliance determination by the board, the plan will be reviewed to assess adequacy and any significant changes will require the submission of an amended plan and review by the board. All local programs will be reviewed, revised, and resubmitted to the Department of Environmental Quality every 10 years after the last approval. The jurisdictions of Essex, King and Queen, King William, Mathews, Middlesex, Tappahannock, Urbanna and West Point opted to prepare a regional plan with assistance from Middle Peninsula Planning District Commission staff and EEE Consulting, an environmental consulting firm. The Regional Plan was completed and submitted to the Virginia Department of Environmental Quality for compliance review by the November 2, 2011 deadline for Regional Plan submission.

INFORMATION RESOURCES/ASSISTANCE

- Updated www.mppdc.com website – meeting notices, reports, news releases, GoVA meetings, and MPA notices, survey links.

COASTAL COMMUNITY DEVELOPMENT/ ENVIRONMENTAL

Funding – VDEQ, VIMS, VDCR, local match from MPPDC General Fund & partners

Project 31501 – DCR Flooding

*The Middle Peninsula **Fight the Flood** program will educate Middle Peninsula property owners on the benefits of and need for flood insurance (including how to reduce premiums); how to protect waterfront land from storm surge and repetitive flooding using building and financing nature-based flood mitigation solutions designed for FEMA's 10-year storm event at a minimum. The MPPDC efforts will target both rural coastal buildings and lands at risk of flooding which threaten the tax base and public safety within the region. This program will comprehensively address flood mitigation risk using a combination of new and innovative approaches including partnering with private sector mitigation experts.*

- Met with Philip Todd, Outside Sales Rep for Atlantic Reefmaker regarding the use of emerging shoreline stabilization technology as part of the MPPDC Fight the Flood program.
- Consulted with Tony Watkinson, Chief of Habitat, Virginia Marine Resource Commission (VMRC) and Elizabeth Andrews, Director, Virginia Coastal Policy Center at William & Mary School of Law regarding emerging shoreline technology that could be considered living shorelines under the VMRC definition.
- Consulted with Elizabeth Andrews, Director, Virginia Coastal Policy Center at William & Mary School of Law regarding how Maryland defines different types of living shoreline technologies. Maryland point of contact is Jonathan Stewart, Regional Chief of the Wetland and Waterways Program.

Project 32015 - Staff Support to Middle Peninsula Chesapeake Bay Public Access Authority (MPCBPAA)

Middle Peninsula Chesapeake Bay Public Access Authority Special Project – Support of Executive Order 23, Goal 8 Coastal Management Coordination Public Access: Continue implementation of adopted annual work program, including identifying land, either owned by the Commonwealth or private holdings that can be secured for use by the general public as a public access site; researching and determining ownership of all identified sites; determining appropriate public use levels of identified access sites; developing appropriate mechanism for transferring title of Commonwealth or private holdings to the Authority; developing appropriate acquisition and site management plan. This Program allows the Authority to function by supporting the individual projects and operations of the Authority, as well as, by responding to daily requests for assistance from local government 14 staff.

- Prepared vouchers, processed A/P, reconciled bank statements. Prepared monthly financial statements.
- Billed Gloucester Rowing Association for pool house electric bills.
- Drafted Agenda and Minutes for the June MPCBPAA meeting held at the Gloucester Point Marina.

Project 32017 – NAWCA PAA Acquisitions

The Wetlands Conservation on the Middle Peninsula of Virginia Phase I proposal is the first in a series of projects planned by the Middle Peninsula District Commission (MPPDC) in coordination with local, state and federal agencies, non-government organizations and landowners to protect key wetlands along the Chesapeake Bay. This project will employ a novel, creative and cost effective land conservation model in order to perpetually protect 77.05 acres of coastal habitat.

- Signed a purchase contract and ordered title search for a parcel of land in lower Guinea, Gloucester County under the US Fish and Wildlife Small Watershed grant award. This last acquisition should complete the grant land purchase requirements.

Project 32143 – WIP III (2)

MPPDC will continue to engage localities, and regional and state partners regarding Bay WIP III programmatic actions and implementation activities with funding provided by DEQ. One outcome of this project may be sustainable funding to the PDC for a designated environmental staff person to provide coordination between DEQ CBP and localities and technical assistance to local governments moving forward.

- Requested data from localities to support the Chesapeake Conservancy’s Bay High-Resolution Land Cover Update project. Data layers of interest include parcel data, local land use data, building footprints, MS4 boundaries, sewer service areas and planned expansions, street centerlines, zoning data, federal, state and municipally owned lands or other relevant data sets. Below are localities that MPPDC staff have requested data from. The checked localities have sent the requested data and the unchecked localities have not provided data or a response to-date.

- Essex County
- Town of Tappahannock
- Gloucester County
- King & Queen County
- King William County
- Town of West Point
- Mathews County
- Middlesex County
- Town of Urbanna

- Convened a Department of Environmental Quality Webinar on the BMP clearinghouse as a training session for local planners.
- Attended Chesapeake Assessment Scenario Tool (CAST) training hosted by the Chesapeake Bay Program.
- Sent a BMP Survey to locality planners for completion by July 12th. The survey is a request by DEQ to compile data, identify data gaps, and determine resource needs. Two localities provided feedback, including the Town of West Point and the Town of Tappahannock.
- Drafted and submitted the semiannual report and Reimbursement Request for Virginia Department of Environmental Quality (DEQ).

Project 32144 – Virginia Coastal TA FY19

This project provides ongoing support to member localities of the Planning District Commission and other stakeholders committed to improving community development and coastal management within the coastal zone.

- Consulted with Jennifer Morgan, GoVirginia Region 6 Administrative Staff concerning potential project application(s) concepts for future project submittals. Discussed the concept of a multi-regional PDC dredging project.
- Consulted with Jeff Flood, new Coastal Zone Management Program Planner concerning various Middle Peninsula Coastal Zone grants and other emerging coastal issues, including solar, extractive industries, resiliency and living shorelines.
- Consulted with Ben Leach, DEQ lead Stormwater Planner regarding approval of the GIS methodology for the development of the Tiered Approach Impervious cover maps as required under HB1307. DEQ approval has been granted for the submitted methodology for the development of GIS base maps
- Attended a special economic development meeting called by the Office of the Secretary of Commerce and Trade, held at VIMS, to discuss ways to expand Economic Opportunity in the Commonwealth.
- Received a call from a Middlesex County resident unhappy that the Tidewater Soil and Water Conservation District (TSWCD) closed down its VCAP program for grant applications for funding living shorelines. Encouraged the citizen to contact Del. Keith Hodges.
- Attended a VACo solar informational meeting held in Dinwiddie County. Discussed unintended economic and social consequences of solar projects built and to be built in Virginia.
- Attended a meeting called by Del. Keith Hodges to meet with Kendall Tyree, Virginia Director for Soil and Water Conservation Districts to discuss the closing of the Tidewater SWCD VCAP program which provides grant funding for the construction of living shorelines in Gloucester, Mathews and Middlesex counties. Was advised the Tidewater SWCD is doing all they can to hire and train so that the program can be reopened. MPPDC staff has received around a dozen calls from citizens and contractors upset by the closing of the VCAP program in these counties.
- Convened the July Local Government Administrators Meeting. Meeting focused on the development of the agenda for the upcoming Rural Coastal Summit hosted by Del. Keith Hodges.

Project 32145 – Dredged Material Siting: Fast-Track Permitting and Beneficial Use Program

This project will help to help localities begin to use their new authority and resources for local dredging projects by identifying opportunities for beneficial use of dredged material. In part, a channel analysis will be conducted by Virginia Institute of Marine Science (VIMS) Shoreline Studies Program to determine the best locations for dredged material. Additionally, the Virginia Coastal Policy Center (VCPC) will conduct legal research associated with HR 1096.

- Finished entering public land data into GIS. Currently formatting maps of potential dredging sites.
- Checked-in with subcontractors concerning deliverables due 8/31/2019. The Virginia Coastal Policy Clinic (VCPC) confirmed they will have their legal research complete by the due date. There was no response, to-date, from the Virginia Institute of Marine Science Shoreline Studies Program.
- Received and reviewed a draft of legal research from VCPC. The paper is titled “Dredged Material Ownership: Right and Reuse.”
- Reviewed the Virginia Marine Resource Commission’s “Fast-Track Permitting Program for Disposal of Dredged Material.” (https://www.mrc.virginia.gov/Regulations/MRC_Scanned_Regs/Habitat/FR1340_06-01-19.pdf)
- Received a KMZ file from VMRC that displays the location of privately-owned oyster leases.

- Below are localities that MPPDC staff has requested tax exempt parcel data from. The checked localities have sent the requested data and the unchecked localities have not provided data or a response. MPPDC staff will work to map data collected to-date.

Northern Neck	Middle Peninsula	Eastern Shore
<input checked="" type="checkbox"/> Lancaster County	<input checked="" type="checkbox"/> Essex County	<input checked="" type="checkbox"/> Accomack County
<input checked="" type="checkbox"/> Northumberland County	<input checked="" type="checkbox"/> Gloucester County	<input checked="" type="checkbox"/> Northampton County
<input checked="" type="checkbox"/> Richmond County	<input checked="" type="checkbox"/> King & Queen County	
<input type="checkbox"/> Westmoreland County	<input checked="" type="checkbox"/> King William County	
	<input checked="" type="checkbox"/> Mathews County	
	<input checked="" type="checkbox"/> Middlesex County	

Project 32146 – ANPDC Ecotourism II

This project will build on efforts from the first year and extend Middle Peninsula Watertrails into the Mobjack Bay and the Severn River. The Rural coastal Virginia Ecotourism Steering Committee will refine the Virginia Watertrails website and will focus on marketing watertrails and eco-tourism in rural coastal Virginia.

- Connected with Marcy Benouameur of Mathews County and discussed one potential PAA location that may fit into the Mathew Blueways. Marcy also mentioned that there is a large gap in access locations on the North River.

Project 32147 – ANPDC Rural Enhancement Authority

ANPDC and MPPDC will host a Summit to engage interested localities towards their participation and membership in the Rural Coastal Virginia Community Enhancement Authority to further legislative advancements in Working Waterfront and other rural coastal Virginia policy.

- Set July 25th as the date for the Rural Coastal Enhancement Authority Summit to be held at the Virginia Institute of Marine Science in Gloucester Point.
- Consulted with Del. Keith Hodges regarding the Rural Coastal Summit. Convened a Summit planning meeting with Stephanie Heinatz, Consociate Media to discuss summit speakers, topics and overall meeting format.
- Advised local government of the July 25th Rural Coastal Summit Save the Date. Summit to be held at VIMS in Gloucester Point.
- Emailed Rural Coastal Enhancement Authority Summit flyers to local elected officials, County Administrators and Town Managers.
- Reached out to Emily Holter, a reporter with the *Tidewater Review*, with questions regarding kayaking in West Point.

Project 32148 – NNPDC WWF Video

This project proposes to expand available tools that help promote and ensure the sustainability of working waterfronts and related industries. Specifically, StoryMaps will be created for the Coastal Region that detail the locations and histories of selected working waterfronts and a video will be produced to capture the most important working waterfront stories of the coastal region of Virginia.

- Gathered the names of public working waterfronts that will be used in developing Story Maps for the region.

Project 32150 – CZM Extraction Fee Study

This project will explore the inequalities between different natural resource extractive industries in Coastal Virginia and beyond. MPPDC staff will review Virginia's current severance taxing framework and relation to existing natural resources extractive industries, and offer recommendations for next steps.

- Researched impact fee in Pennsylvania for energy extraction.
- Researched severance tax programs in Texas and North Carolina.

Project 32151 – NFWF Landowners Living Shorelines & Shoreline Management

This is a two-part project that focused on continuing coastal resiliency and mitigation efforts, while simultaneously improving water quality, managing shoreline erosion and marsh loss. First, MPPDC staff will work directly with FEMA National Flood Insurance repetitive loss property owners to offer grant and loan funds through the MPPDC Living Shorelines Incentives Revolving loan to install living shorelines. Second, MPPDC will contract with VIMS to create a grant template to be used by localities to receive funding through the Virginia Waterway Maintenance Fund.

- Reviewed the draft Quality Assurance Project Plan (QAPP) from VIMS Shoreline Studies Program and sent a copy to the National Fish and Wildlife Foundation for review. A QAPP is needed in order to start field work on this program.

Project 31500 - Living Shoreline Incentive Program RLF

MPPDC submitted a proposal to the National Fish and Wildlife Foundation for VIMS. The objective of this project is to leverage previous funding from NFWF to install oyster bag sills at two publicly-owned (MPCBPAA) properties on and monitor them for a year. In addition, existing oyster bag sill installations at four private locations will be monitored to determine overall project effectiveness. This work will provide recommendations for installations along fetch-limited shorelines of Chesapeake Bay.

- Received phone call from a Walkerton homeowner regarding MPPDC's living shoreline program. Referred her to Three Rivers SWCD for information on their VCAP grant program.
- Received phone call from Gwynn's Island homeowner who was unhappy that she could not access funding from VCAP program as Tidewater SWCD was not taking applications. She learned about the MPPDC program through an article in *The Mechanicsville Local*. She was not interested in a loan for her pending living shoreline project as she could access funds at a better rate through her Home Equity Line of Credit. Discussed lowering interest rates with MPPDC Executive Director when program design is revised in the Bond process with recapitalization.
- Received phone call from Charlie Forbes, Fairfax County regarding information on MPPDC LSIP program. Discussed history of program and emailed him a copy of our Program Design. Fairfax County is considering applying for funds to start a Local Program.
- Sent copies of before and after photos of Living Shoreline projects to Kelly Ward, DEQ. MPPDC's program is being submitted to EPA for an award.
- Received notice that VCWRLF recapitalization will include loan forgiveness terms.
- *Executed ACH loan payments for loans. All MPPDC loan funding programs require that loan recipients authorize loan payments to be made automatically from loan recipients' bank accounts. Loan clients authorize the payments at loan closing (ACH Authorizations). MPPDC staff process these payments on the 15th of each month. This places the onus to not make a payment on the loan client contacting MPPDC staff prior to the loan processing date of the 12th of the month to request a payment be held. This has significantly reduced defaults and delinquent repayments of MPPDC loans.*
- **Remaining uncommitted funds - \$211,170.**

TRANSPORTATION

Funding – VDRPT, VDOT, local match from MPPDC General Fund

Project 30214 - Transportation Demand Management (TDM) Services

This program assists local commuters and employers with transportation issues. The main emphasis is on lowering the number of single occupancy vehicle commutes within and from the Middle Peninsula region through marketing and promotion of the program through local media and provision of ride matching services to commuters.

- Updated website – www.midpenrideshare.org .
- Participated in DRPT Grantee Workshop Seminar.
- Consulted with Stephanie Heinatz, Consociate Media regarding social media campaign. Requested and received report detailing actions to date.
- Prepared and submitted annual certification of expenses to VDRPT for FY19 grant.
- ***Current commuter database – 331***
- ***Number of Commuters with logged alt mode trips – 89***
- ***Number of logged alt trips – 202***
- ***Reduced miles (VMT) – 3,708***
- ***Commuter Savings - \$2,151***

Project 30215 - Transportation Demand Management (TDM) Marketing Plan

MPPDC proposes to engage the services of a marketing firm to assist it's TDM program to update its marketing plan. Special emphasis will be placed on developing a social marketing plan to target regional out commuters and introduce the new Telework Center being constructed in King & Queen County. This is anticipated to be a 2-year project with the first year providing market research and design of the marketing plan and the second year, if funded, implementation of the plan.

- Consulted with Stephanie Heinatz, Consociate Media regarding renewal of billboards for FY20.
- Resent notice to statewide database users regarding Commuter Survey.
- Prepared and submitted quarterly report and quarterly financial report and reimbursement request via VDRPT OLGA.

Project 30316 – Rural Transportation Planning

This program provides rural transportation planning services through the Rural Transportation Planning Work Program which outlines specific tasks and goals to guide the rural planning of transportation services.

- Prepared Monthly Planners Round-Table Meeting minutes from May meeting.
- Consulted with David Kretz, Director of Planning, Middlesex County regarding funding for the Deltaville Multi-Modal Transportation Project.
- Consulted with Donna Sprouse, King and Queen County regarding a zoning question/dilemma with a 5-acre parcel located that was zoned General Business and a rezoning request to be rezoned for commercial use.
- Consulted with Jan Briede and V'Lent Lassiter, DEQ to update them on the interest from Middle Peninsula localities about having a Soil Erosion and Sediment Control and Stormwater Management course in the Middle Peninsula region. Set preliminary date and location.

- Consulted with David Kretz, Director of Planning, Middlesex County regarding the Deltaville Multi-Modal project and questions that need clarification so that the design of the project is completely understood.
- Consulted with Scott Gagnon, Assistant Resident Engineer, Virginia Department of Transportation (VDOT) about the Long-Range Transportation Plan to received a status update for when the MPPDC would have the recommendation section returned.
- Sent emails to local planners asking for agenda items for the Monthly Planners Round-Table Meeting and informing them about VDOT’s Locality Day.
- Attended VAMPO/VAPDC conference in Charlottesville. At this conference, a presentation on “Community Engagement as Equitable Collaboration” was given by Dr. Frank Dukes, Professor, University of Virginia. Sessions at the conference included: “Smart Scale Lessons Learned” by Chad Tucker, “DRPT Transit Reforms” by Jen DeBruhl, and “Progress with Performance Based Planning and Programming Requirements” by Margie Ray.
- Sent out an email to the local planners to remind them of the Monthly Round-Table Planner’s Meeting and asked for their input on agenda items.
- Attended Locality Day at the VDOT Saluda Residency and obtained information on various grant programs and Smart Scale.
- Received the login information for the Smart Scale Portal and began navigating the website to understand exactly what is needed to complete the pre-application for the TA Grant.
- Began preparing the pre-application for the TA Grant in the Smart Scale Portal within VDOT for the Deltaville Multi-Modal Project for Middlesex County.
- Convened June Planner’s Round-Table Meeting.
- Drafted meeting notes for the June Local Planners Round-Table Meeting.
- Designed maps in ArcGIS to represent the location of the Deltaville Multi-Modal Project and also created a design in SketchUp to portray the preliminary concept for the TA Grant.
- Emailed pre-application for Deltaville Multi-Modal project to David Kretz, Director of Planning, Marc Longest, Environmental Planner and Matt Walker, County Administrator of Middlesex County for review.
- Finalized revisions, uploaded all supporting documents, and submitted the pre-application for a TA Grant to help fund the Deltaville Multi-Modal Project to VDOT via the Smart Scale Portal.
- Prepared and submitted final FY19 quarterly financial report and reimbursement request to Stephen Haynes, VDOT.
- Consulted with Matt Walker, Middlesex County Administrator regarding rural transportation planning assistance for a Deltaville bike path project.

ONSITE REPAIR & PUMPOUT

Funding –VRA Loan Funds, local match from MPPDC General Fund, cost sharing

Project 30420/30428 - On-Site Technical Guidance Assistance and Revolving Loan Program

The On-Site Technical Guidance Program aids the Middle Peninsula localities and residents in the technical understanding and implementation of approaches to address On-Site Disposal Systems and improve water quality by assisting local homeowners with repairing failing septic systems through low-interest loans and/or 20

grants. In addition MPPDC received funding under the Water Quality Improvement Fund (WQIF) to provide grants to low to moderate income Middle Peninsula and New Kent County homeowners to repair failing septic systems impacting water quality and health in the region. Grants can be paired with loans from the MPPDC Onsite Wastewater Revolving Loan Fund to provide matching funds as required. It is anticipated this funding will be used to provide assistance to 20-27 homeowners.

- Continuing to receive phone calls from homeowners and contractors regarding assistance for septic repairs.
- Completed 2 Gloucester County repairs. Five approved projects are pending suitable soil conditions for construction.
- Prepared and submitted application to recapitalize MPPDC Onsite Revolving Loan Program through the Virginia Clean Water Revolving Loan Fund at DEQ. Requested \$200,000.
- Provided septic program statistics to Karen Doran, Program Manager, VCWRLF, DEQ upon request.
- Consulted with Mike Soberick, Gloucester County Attorney regarding grant deed encumbrances for a septic repair applicant looking to refinance after a foreclosure on the property.
- *Executed ACH loan payments for septic repair loans. All MPPDC loan funding programs require that loan recipients authorize loan payments to be made automatically from loan recipients' bank accounts. Loan clients authorize the payments at loan closing (ACH Authorizations). These payments occur on the 15th of each month. This places the onus to not make a payment on the loan client contacting MPPDC staff prior to the loan processing date of the 12th of the month to request a payment to be held. This has significantly reduced defaults and delinquent repayments of MPPDC loans as well as collection efforts.*
- **Remaining uncommitted septic repair funding \$32,558 in loan funds – \$0 in grant funds.**

Project 30450 – Septic Pumpout Program

This project will provide grants to 100 LMI Middle Peninsula homeowners to assist them in complying with the Chesapeake Bay Act requirement to have their septic tanks pumped out or inspected every 5 years. Eligible homeowners will receive a voucher equal to 50% of pumpout cost (maximum value \$150).

- Met with Middlesex County resident to answer questions regarding the septic pumpout program. Homeowner returned with completed application. Application was approved and a voucher was issued.
- Received phone call from Essex County applicant stating 45 days is not enough time to save up half of the cost of a septic pumpout. Homeowner was advised of availability of a 30 day extension if needed.
- Received phone call from King William County applicant stating they had received a voucher but realized the house had already been pumped out when they purchased it. Voucher was voided.
- Received phone call from King William County applicant with questions regarding the voucher they received.
- Received phone call from Gloucester County resident requesting a septic pumpout application. Mailed septic pumpout application to Gloucester County resident.
- Received septic pumpout application from Essex County resident. Application was approved and a voucher was mailed to the applicant.
- Received incomplete septic pumpout application from Gloucester County resident. Sent letter requesting updated income information and real estate tax bill.
- Reviewed septic pumpout contract and reporting documents for gallons pumped reporting requirement₂₁

- Received phone calls from 3 Middlesex County residents requesting septic pumpout applications. Applications were mailed as requested.
- Received phone call from King William County resident with questions regarding septic pumpout program.
- Received phone call from Gloucester County resident in response to receiving a request for updated income information and real estate tax bill. Applicant will have Gloucester County Department of Social Services assist and fax the requested verification information to the MPPDC office.
- Received phone call from Gloucester County resident inquiring about septic pumpout program. Resident does not own the home and asked what information can be furnished in place of the county tax bill. Applicants renting their residence are asked to provide a letter from the property owner stating the tenant is responsible for the maintenance of the septic system.

• **Septic Pumpouts as of July 17, 2019**

Applications Mailed	22
Incomplete Applications	02
Approved Applications	10
Vouchers Issued	10
Completions	02

Pumpout Vouchers by County

Essex	02
Gloucester	01
King and Queen	01
King William	05
Mathews	01
Middlesex	00

ECONOMIC DEVELOPMENT

Funding – EDA, local match from MPPDC General Fund, BDP Loan Program Income

Project 30109 – Staff Support to Middle Peninsula Alliance (MPA)

MPPDC staff are providing clerical and fiscal assistance to the Middle Peninsula Alliance.

- Prepared vouchers, processed A/P, processed deposits and balanced bank account. Prepared monthly financial statements.
- Prepared draft FY20 budget and sent to Liz Povar, Principal Officer, Middle Peninsula Alliance for review.
- Drafted member locality invoices for FY20 and emailed to Liz Povar, Principal Officer, MPA for review.
- Mailed and emailed locality invoices for FY20 to local County Administrators and Town Managers.
- Printed MPA Board meeting materials, placed meeting reminder calls and provided Liz Povar, Principal Officer, MPA with the anticipated attendance.
- Attended MPA meeting on July 17, prepared meeting minutes and submitted to Liz Povar, Principal Officer, MPA for review.

Project 301093 – PamunkeyNet

PamunkeyNet, a proposed wireless internet system which would harness the Middle Peninsula's existing emergency services radio infrastructure to create a regional internet service in Middle Peninsula localities. This project proposes to address the business structure necessary for the Pamunkey Nation to operate and become a wireless provider.

Project 301702 - Small Business Revolving Loan Fund

MPPDC agreed to service Middle Peninsula Business Development Partnership's (MPBDP) Small Business Loan Portfolio after MPBDP's dissolution November 30, 2011. MPPDC established a revolving loan fund and staff initiate ACH loan payments from clients bank accounts and manages the accounts. Principal repaid will be held until the Commission determines the best use for these funds as allowed by the USDA (RBEG) original lending restrictions. Interest earned will be used to offset administration costs.

- *Executed ACH loan payments for MPBDP loans. All MPPDC loan funding programs require that loan recipients authorize loan payments to be made automatically from loan recipients' bank accounts. Loan clients authorize the payments at loan closing (ACH Authorizations). MPPDC staff process these payments on the 15th of each month. This places the onus to not make a payment on the loan client contacting MPPDC staff prior to the loan processing date of the 12th of the month to request a payment be held. This has significantly reduced defaults and delinquent repayments of MPPDC loans.*
- ***Funds available – \$141,251***

LOCAL INITIATIVES

Funding - local dues, PDC base-funding from VDHCD and/or MPPDC General Fund. Funding for specific projects may come from locality requesting assistance.

Project 380191 - Local & Regional Technical Assistance

This program responds to daily requests for technical assistance which other commission programs are unable to provide.

Project 38800 - Local Dredging Technical Assistance Projects

MPPDC staff are providing technical assistance to localities to prepare and submit proposals to the Virginia Port Authority for financing local dredging projects in Mathews and Gloucester Counties.

Project 30117 – Urbanna Comprehensive Plan Update

MPPDC will provide the Town of Urbanna with a Comprehensive Plan that contains all the required sections of a plan that can be considered compliant, but not updated. The purpose of phase one is to reassemble all the necessary parts to form a compliant plan. Phase 1 anticipated completion is within 90 days (or sooner) after such date that the MPPDC team is given notice to proceed with the signing of the service agreement. The full update of the plan will happen under a separate Phase 2 proposal.

- *Developed and submitted a contract for professional services to update the Town of Urbanna Comprehensive Plan. MPPDC is awaiting the return of the Contract to initiate the project.*

Project 31002 – GA Lobby

This program provides professional services to represent Middle Peninsula interests at the General Assembly during the current session.

HOUSING

Funding –Housing Loan Program Income

Project 300132 – Energy Efficiency and Conservation Block Grant (EECBG) Revolving Loan Fund

The program emphasizes a community-based approach to help meet energy and climate protection goals. MPPDC was awarded a contract to provide weatherization renovations to 12 homeowners ineligible for LMI 23 weatherization programs in each of the 6 counties. MPPDC subcontracted the promotion and construction

portions of this project to Bay Aging but was tasked with administering the overall project. MPPDC is administering the revolving loan program per DMME.

- Executed ACH loan payments for MPBDP loans. All MPPDC loan funding programs require that loan recipients authorize loan payments to be made automatically from loan recipients' bank accounts. Loan clients authorize the payments at loan closing (ACH Authorizations). MPPDC staff process these payments on the 15th of each month. This places the onus to not make a payment on the loan client contacting MPPDC staff prior to the loan processing date of the 12th of the month to request a payment be held. This has significantly reduced defaults and delinquent repayments of MPPDC loans.
- **Funds available = \$40,561**

Project 30115 – VHDA Community Impact Grant

This project will consider new approaches to address vacant homes and clouds on deeds within the Middle Peninsula. Using recommendations derived from VCPC's extensive policy analysis, MPPDC will identify feasible strategies to address housing issues in the region. This work will also include a limited field inventory which will help MPPDC better evaluate how many vacant homes are in the Middle Peninsula. The short-term objective of Phase I is to identify tools available to address housing vacancies and determine how many vacant homes are in the Middle Peninsula. MPPDC will contract with VCPC and the Berkley Group to provide needed analysis and footwork.

- Gave presentation on the Vacant Housing study to the Middle Peninsula Planning District Commission at the June Commission meeting.
- Continued revisions on graphs and tables for the demographic data portion of the Vacant Housing Report.
- Downloaded and inserted articles/appendices to include in the Vacant Housing Report.
- Finished the formatting for most of the tables on the demographic data for the Middle Peninsula.
- Conducted further research on Land Banks and had an email conversation with staff about possibly including a statutory amendment to pass a referendum to form a housing authority.
- Finished writing the analysis for demographic tables and started to write the conclusion.
- Added in Section 5 from the All-Hazard Mitigation Report to the Vacant Housing Report to show that there are other issues and causes related to the vacant housing issue in the Middle Peninsula.
- Inserted captions to describe each table/graph and ensured that all of the text was consistent in size and style.
- Made final revisions and updated the Table of Contents so that the tables and graphs correlated with the correct page numbers.

EMERGENCY SERVICES

Funding – VDEM/FEMA/Homeland Security

Project 31207 – MP/NN Mass Casualty Exercise

The 2017 Gap Analysis of the Middle Peninsula/Northern Neck's Emergency Operations Plans (EOPs), identified the need of integrating as a region, including the need for a regional exercise that would require multiple jurisdictions to carry out a coordinated response to an incident. This functional exercise will include the Middle Peninsula, will invite the Northern Neck, and will provide jurisdictions that recently purchased regional support trailers, the opportunity to deploy and use that gear in a simulated real-world event.

Project 31208 – MP/NN Regional Debris Management Plan

The Middle Peninsula/Northern Neck Debris Management Plan improves and supports the jurisdictions within the Middle Peninsula/Northern Neck's Operational Coordination, Information Sharing and Recovery Planning. The 2017 Gap Analysis of the Middle Peninsula/Northern Neck's Emergency Operations Plans (EOPs) identified the need to develop a Regional Debris Removal Plan that would engage the 10 county area in a joint planning process.

- Continued to consult with Stephen Geissler, Executive Director, Virginia Peninsula Public Service Authority (VPPSA) regarding identifying gaps in debris contracts. A major gap identified was identifying temporary debris removal sites (solely for vegetative debris).
- Convened the Monthly Debris Management Meeting. Gloucester, Mathews, Middlesex and King William County personnel were present. A representative from VPPSA was also in attendance. Twelve suitable debris management sites were identified (both public and private land).
- Attended the Central Virginia Waste Management Authority's Debris Management Session. Representatives from Virginia Department of Emergency Management (VDEM), Virginia Department of Environmental Quality (VDEQ), Tetratex and Ceres were in attendance. Topics discussed were: Private property debris removal; State eligibility public assistance guidelines; FEMA reimbursement; Classification of debris; and Temporary debris removal site permits. It was crucial to note that since the temporary debris removal sites in the MP will be solely used for vegetative debris, as per the debris management contracts, no permit will be issued. Per VDEQ guidelines, permits are only issued for solid waste management (i.e. tires, construction/demolition waste, white goods, etc.)
- Incorporated Weapons of Mass Destruction/Terrorism Events and Debris Management Plan Maintenance sections into the Regional Debris Plan. Added this section because the MP is highly prone to man-made incidents (i.e. arson induced wildfires, improvised explosive devices, Complex Coordinated Terrorism Attacks (CCTAs, etc.) Additionally, MP localities should understand the processes/responsibilities of the State and Federal personnel/agencies (US Army Corps of Engineers, Federal Bureau of Investigations, etc.) responsible for Weapons of Mass Destruction/Terrorism Events debris removal (i.e. designating specialized/controlled debris sites to investigate debris further for contamination, forensics, etc.) The Debris Management Plan Maintenance section explains how the participating localities will maintain the Regional Debris Management Plan. For example, localities may need to make revisions to the debris removal sites initially identified during the planning process as some sites may be bought out by the locality's government or been deemed inappropriate due to the location, size, etc.
- Incorporated a Debris Management Team organizational chart. This chart illustrates the key jurisdictional players involved in debris management. Members include: Legal, Operations, Environmental, Administrative, Financial/Procurement, etc.
- Prepared and submitted quarterly financial report and reimbursement request to VDEM.

Project 31209 – Re-Entry Plan

The Middle Peninsula/Northern Neck Debris Re-Entry and Access Authorization Plans will improve and support the jurisdictions within the Middle Peninsula/Northern Neck with Operational Coordination, Terrorism Planning, Information Sharing, and Recovery Planning. Re-entry planning is critical to ensure the safe return of citizens to their homes and businesses following an evacuation from a terrorist or natural disaster, while developing a strategy to screen out potential terrorists from infiltrating and taking advantage of a recovery operation.

- Reviewed Gloucester, King William, Essex, Lancaster, Mathews and Middlesex Counties EOPs to establish the roles/responsibilities for law enforcement agencies, fire/rescue squads, county administrations offices, etc. The localities' EOPs designate the appropriate roles/responsibilities before, during and after re-entry and evacuation processes.
- Consulted with MPPDC Rural Transportation Planner and participating localities (Essex, Gloucester, King

& Queen, King William, Lancaster, Mathews and Middlesex) concerning identifying alternate ingress/egress routes. This plan must establish alternate routes because major roadways such as, the bridges that are located in West Point, may become damaged or closed due to large amounts of debris, first responder presence, etc.

- Researched State and Federal agencies that could be used in Re-Entry practices. Agencies included: VA State Police, VA Department of Transportation, VA State EOC, National Guard, etc. These agencies could assist with traffic control, identity verification, etc.
- Researched Charleston County, South Carolina Re-Entry and Security Plan. Staff will incorporate descriptions/sections explaining how individuals with functional needs (i.e. people who are physically/mentally disabled, hospital patients, foreign speakers, people who are homeless, etc.) will ingress/egress from the Middle Peninsula. This is an important issue to address because there is limited transportation in the Middle Peninsula. Further, people who are physically disabled may not have the ability to drive.
- Staff will incorporate a graphic of a “Dash Pass” that will explain what agencies, organizations, businesses etc. are authorized to enter restricted areas. These agencies, organizations, businesses, etc. may need to access these restricted areas because they can provide additional assistance to first responders/police. Personnel will be able to place these passes on their dashboard to gain access/authorization.
- Prepared and submitted quarterly financial report and reimbursement request to VDEM.

Project 31210 – Emergency Management

Provides funding for the Regional Emergency Planner position based at the Middle Peninsula Planning District Commission (MPPDC). The Regional Emergency Planner supports the Emergency Managers, who do not have planners on staff, in each locality with planning.

- Submitted grants for the State Homeland Security Program (SHSP). The SHSP is a core assistance program that provides funds to build capabilities at the State, Local, Tribal and territorial levels to enhance our national resilience to absorb disruptions and rapidly recover from incidents both natural and man-made. Staff sent draft sample letters of support to local Emergency Managers to consider for the MPPDC’s SHSP grant proposals.
- Submitted the following funding proposals:
 1. Satellite phone subscription renewal for the 6 Middle Peninsula localities for a period of 3 years. Due to spotty cell service and other portable modes of emergency communication (i.e. radios) being easily affected by natural, man-made and technological disasters, submitting this grant to renew the satellite phone subscription will allow the localities to have functional communication methods before, during and/or after an incident has occurred. Received letters of support from Gloucester, Mathews, Middlesex and King William Counties.
 2. The creation of the Middle Peninsula Regional Resource Guide and an update to the 2015 Resource Typing and Inventorying of the Middle Peninsula of Virginia. The creation of a Regional Resource Guide will include and identify current local, non-profit, faith-based organizations, State and Federal pieces of equipment/resources, locations and contact information that are present in each county. The update/revision of the 2015 Resource Typing and Inventory of the Middle Peninsula of Virginia will include current locations, personnel and resources in each community. Essex, Gloucester, King and Queen, King William, Mathews, Middlesex and Lancaster have agreed to participate in this project. Staff consulted with Harwen Consulting, LLC to create this Regional Resource Guide. Harwen Consulting, LLC created resource guides for Gloucester and Mathews Counties in 2018. Received letters of support from Gloucester, Mathews, Middlesex, King William and Lancaster Counties.

3. Incorporating an addition of a Continuity of Operations Plan (COOP) annex into Mathews, Middlesex and King William's EOP. Incorporating a COOP annex into Mathews, Middlesex and King William Counties' EOP will allow senior leadership and departments to successfully understand, identify essential functions/vital records. A COOP annex will allow key personnel to maintain those Primary Essential Mission Functions (PMEFs) such as, communications methods during and/or after an incident. Received letters of support from Mathews, Middlesex and King William Counties.
 4. Regional Emergency Planner position at the MPPDC. The Regional Emergency Management grant will provide funding to continue to house a Regional Emergency Planner at the PDC to assist localities with necessary emergency plans that help set forth guidance during response and recovery efforts and allow for regional plans. Some projects the Regional Emergency Planner will work on are as follows: Revision of King William County's EOP; Update/Revision of the 2018 Memorandum of Understanding (MOU) and Cooperation between the Middle Peninsula and Northern Neck localities. This MOU explains how the MP and NN localities will share resources through mutual aid before, during and/or after a disaster; Creating a private group on social media (i.e. Facebook) so Middle Peninsula Emergency Managers can keep each other informed on exercises, events, workshops, classes, etc. Received letters of support from Gloucester, Mathews, Middlesex and King William Counties.
 5. Staff was selected to be a peer reviewer for the SHSP. Peer reviewers closely analyze other grants submitted by other departments. Peer reviewing is an excellent way of allowing emergency managers and their departments to strengthen their grant writing skills.
- Prepared and submitted quarterly financial report and reimbursement request to VDEM.

AGENCY ADMINISTRATION

Funding - Indirect cost reimbursements from all PDC projects

MPPDC Administration

Administrative services provided to MPPDC programs. Planned FY19 Indirect Cost rate =54.86%.

- Presented FY20 draft OPD and Budget to Commission at June meeting. Budget was approved with increase of \$5K to Advantus Strategies for FY20 lobbying services.
- Reviewed and edited staff reports for Berkley Group planners.
- Prepared and posted notice of Finance Director position on MPPDC website and with Government Finance Officers Association and 2 local newspapers.
- Scheduled audit visit with Dunham, Aukamp and Rhodes, LLC for August 8/
- Invoiced localities for FY20 dues.
- Contacted Donna Tiller, Three Rivers Health District in regards to hosting a meeting in the MPPDC Boardroom.
- Responded to email from Jennifer Morgan, Economic Development Coordinator George Washington Regional Commission requesting distribution lists for local elected officials, local economic development staff, County Administrators and Town Managers.

Closed Projects

Project 32016 - VIMS Living Shoreline

- Received updated QAPP from Donna Milligan, VIMS and forwarded to NFWF consultant for review. This document must be approved by NFWF to allow final reimbursement request to be processed by NFWF.

Project 31211 – Gloucester Continuity of Operations Plan (COOP)

The Middle Peninsula/Northern Neck Debris Management Plan improves and supports the jurisdictions within the Middle Peninsula/Northern Neck's Operational Coordination, Information Sharing and Recovery Planning. The 2017 Gap Analysis of the Middle Peninsula/Northern Neck's Emergency Operations Plans (EOPs) identified the need to develop a Regional Debris Removal Plan that would engage the 10 county area in a joint planning process.

- Made stylistic changes to Draft COOP.
- Submitted Draft COOP to Brett Major, Emergency Management Coordinator, Gloucester County for approval. Components in the draft included: appendices of departmental worksheets (alternative locations, alternative modes of communication, delegations of authority, orders of succession, and essential functions/vital records), COOP Leadership Team members, acronyms, organizational charts of Gloucester's government structure, etc.
- Billed Gloucester County for COOP preparation services.

MPPDC: Membership, Appointments, Committee Assignments, and Networks

Coastal Policy Team (CPT): The CPT, whose members and alternates represent the Virginia Coastal Zone Management Program's key partners and eight planning district commissions, provides a forum for discussion and resolution of cross-cutting coastal resource management issues. Members serve on the team at the discretion of their agency or planning district commission director. The CPT recommends funding levels to the DEQ Director for coastal zone management projects. (MPPDC Staff 15 years +)

Congressman Robert Wittman's Fisheries Advisory Committee and Environmental Advisory Committee: (MPPDC Staff 8 years +)

Virginia Sea Grant Program External Advisory Committee (EAC): The EAC provides stakeholder input on the strategic planning process, the research proposal review process, and on Commonwealth-wide trends and needs. The EAC is a diverse group of end-users including representatives from state agencies, the education community, coastal planning and management, the private sector, and NGOs. (MPPDC Staff 9 years+)

The Association for Commuter Transportation (ACT) (Telework Council Secretary): ACT is the premier association for professionals and organizations whose focus is the delivery of commuting options and solutions for an efficient transportation system. The Telework Council is concerned with promoting telework and providing telework information and technical assistance to employers (MPPDC Staff 10 years+)

Middle Peninsula Northern Neck Coordinated Human Services Mobility Committee: Provides direction for a unified comprehensive strategy for transportation service delivery in the Middle Peninsula and Northern Neck Planning Districts focused on unmet transportation needs of seniors, people with disabilities, and people with low incomes. (MPPDC Staff 12 years)

The Coastal Society: The Coastal Society is an organization of private sector, academic, and government professionals and students. The Society is dedicated to actively addressing emerging coastal issues by fostering dialogue, forging partnerships, and promoting communications and education. (MPPDC staff serves as a Director)

Eastern Virginia Groundwater Management Advisory Committee (EVGMAC) Workgroup #2B: EVGMAC is charged with assisting the State Water Commission and DEQ in developing, revising and implementing a management strategy for groundwater in Eastern Virginia Groundwater Management Area. Group #2B will identify trading options and programs used in other states; evaluate how trading programs might help with future growth and development, and individual and regional solutions; and evaluate feasibility, data needs, cost and possible participants.

Opportunities Identified to Implement Commission Priorities - \$13,154,283

Service Center	Project Title and Description	Funding Requested	Status
MPCBPAA	Virginia Outdoor Foundation – Captain Sinclair Easement/Improvements	\$180,000	Funded
Environmental	CZM ANPDC Ecotourism II	\$38,263	Funded
Environmental	CZM NNPDC WWF	\$5000	Funded
Environmental	CZM Dredging	\$50,000	Funded
Environmental	CZM Rural Enhancement Authority	\$10,000	Funded
Emergency Mgmt	Re-Entry and Access Authorization Plans	\$44,050	Funded
Emergency Mgmt	Regional Emergency Planner Position	\$49,500	Funded
Environmental	Virginia CWF Funding – Living Shoreline Capitalization	\$250,000	Approved
Environmental	NFWF – Improving Coastal Resiliency Through Nature Based Solutions	\$269,914	Funded
Local	VPA Dredging Proposals – Mathews -2 proposals	\$261,523	Funded
Local	VPA Dredging Proposals – Gloucester -2 proposals	\$232,856	Funded
Transportation	DRPT – FY20 Operating	\$67,846	Funded
Transportation	DRPT – Technical Assistance – Telecommuting as a Solution to Reduce Outcommuting	\$30,000	Not Funded
Transportation	VDOT – RTP FY20	\$58,000	Funded
Environmental	DEQ – Septic Pump Out Assistance	\$17,600	Funded
Environmental	CZM - Coastal Technical Assistance – FY20	\$34,500	Submitted
Environmental	CZM – Ecotourism III	\$25,000	Submitted
Environmental	CZM – Extraction Fee Study	\$15,000	Funded
Environmental	DCR – Flood Prevention	\$28,173	Funded
Environmental	DEQ – WIP III Part 2	\$21,500	Funded
Emergency Mgmt	VDEM Update to MP All Hazard Mitigation Plan	\$93,750	Submitted
Environmental	NFWF – Elevating Septic Case Study	\$83,478	Submitted
Emergency Mgmt	VDEM – Emergency Mgmt Planning	\$49,500	Submitted
Emergency Mgmt	VDEM – Resource Typing	\$36,055	Submitted
Emergency Mgmt	VDEM – MSAT Service	\$17,000	Submitted
Environmental	VEE – Elevated Septic Case Study	\$75001	Submitted
Emergency Mgmt	VDEM – COOP Annexes	\$30,000	Submitted

ACRONYMS

ACH	Automated Clearing House	MPRSC	Middle Peninsula Regional Security Center
AFG	Assistance to Firefighters Grants	NHD	Natural Heritage Data
AFID	Agricultural and Forestry Industries Development	NIMS	National Incident Management System
AHMP	All Hazards Mitigation Plan	NFWF	National Fish and Wildlife Foundation
BCC	Building Collaborative Communities Project	NOAA	National Oceanic and Atmospheric Administration
BOS	Board of Supervisors	NPS	National Park Services
CBPA	Chesapeake Bay Preservation Area	OCVA	Oyster Company of Virginia
CBSF	Chesapeake Bay Stewardship Fund	OLGA	On-line Grant Administration
CDBG	Community Development Block Grant	PAA	Public Access Authority
CEDS	Comprehensive Economic Development Strategy	RBEG	Rural Business Enterprise Grant
CIP	Capital Improvement Plan	RBOG	Rural Business Opportunity Grant
COI	Conflict of Interest	RFP	Request for Proposal
CRS	Credit Rating System	RFQ	Request for Qualifications
CVE	Countering Violent Extremism	RLF	Revolving Loan Fund
CZMP	Coastal Zone Management Program	RTP	Rural Transportation Planning
DEQ	Department of Environmental Quality	SERCAP	Southeast Rural Community Assistance Project
DGIF	Department of Game and Inland Fisheries	SHSG	State Homeland Security Grant
DHR	Department of Historic Resources	SWCD	Soil and Water Conservation District
DHCD	Department of Housing and Community Development	SWM	Storm Water Management
DMME	Department of Mines Minerals and Energy	SWRP	State Water Resource Plan
DOC	Department of Corrections	THIRA	Threat & Hazard Identification & Risk Assessment
DOE	Department of Energy	TIF	Tax Increment Financing
DRPT	Department of Rail and Public Transportation	TMDL	Total Maximum Daily Loads
EDA	Economic Development Administration	USDA	U.S. Department of Agriculture
EDO	Economic Development Organization	USFWS	U.S. Fish and Wildlife Service
EECBG	Energy Efficiency and Conservation Block Grant	VAPA	Virginia Planning Association
EOC	Emergency Operation Center	VAPDC	Virginia Association of Planning District Commissions
EPA	Environmental Protection Agency	VASG	Virginia Sea Grant
FEMA	Federal Emergency Management Agency	VAZO	Virginia Association of Zoning Officials
Fracking	Hydraulic Fracturing	VCP	Virginia Coastal Program
GIS	Geographic Information System	VCZMP	Virginia Coastal Zone Management Program
HAM	Amateur Radio	VCWRLF	Virginia Clean Water Revolving Loan Fund
HRPDC	Hampton Roads Planning District Commission	VDEM	Virginia Department of Emergency Management
LGA	Local Government Administrators	VDH	Virginia Department of Health
LPT	Local Planning Team	VDOT	Virginia Department of Transportation
LSIP	Living Shoreline Incentive Program	VDMME	Virginia Department of Mines, Minerals, and Energy
MOU	Memorandum of Understanding	VEE	Virginia Environmental Endowment
MPA	Middle Peninsula Alliance	Vertical Assets	"Towers or other structures that hold cell, broadband and other equipment"
MPBA	Middle Peninsula Broadband Authority	VHB	Vanasse Hangen Brustlin
MPCBPAA	Middle Peninsula Chesapeake Bay Public Access Authority	VIMS	Virginia Institute of Marine Science
MPEDRO	Middle Peninsula Economic Development and Resource Organization	VMRC	Virginia Marine Resource Commission

VOAD	Volunteer Organization Active in Disasters
VOP	Virginia Outdoors Plan
VRA	Virginia Resources Authority
VSMP	Virginia Stormwater Management Program
VTA	Virginia Transit Association
VWP	Virginia Water Protection
VWWR	Virginia Water Withdrawal Reporting
WIP	Watershed Implementation Plan
WQIF	Water Quality Improvement Fund

COST POLICY STATEMENT
MIDDLE PENINSULA PLANNING DISTRICT COMMISSON
MPPDC
PO Box 286, Saluda VA 21349
804 758-2311

I. General Accounting Policies

A. Basis of Accounting -Modified Accrual Basis

B. Fiscal Period - July 1 through June 30

C. Allocation Basis for Individual Cost Elements - Direct Allocation Basis

D. Indirect Cost Rate Allocation Base – Modified Total Direct Costs.

E. Fringe benefit expense is allocated using the percentage of benefits to total salaries. Fringe benefits include Group Health Insurance, Retirement and Pension, FICA and medicare, Unemployment, Group Life Insurance and Workers Compensation.

F. MPPDC maintains adequate internal controls to insure that no cost is charged both directly and indirectly to Federal contracts or grants. MPPDC uses the GMS accounting system for its agencywide and project accounting needs. GMS is designed to meet the highly specialized requirements of non-profit and public organizations accounting for contracts and grants by program activity and providing indirect cost, leave and fringe pool allocations.

G. MPPDC accumulates all indirect costs and revenues in an indirect cost pool for allocation to all programs.

II. Description of Cost Allocation Methodology

A. Salaries and Wages

1. Direct Costs - The majority of MPPDC's employees direct charge their salary costs since their work is specifically identifiable to specific grants, contracts, or other activities of the organization such as providing services to members. The charges are supported by auditable labor distribution reports which reflect the actual activities of employees.

2. Mixed Charges - The following employees may charge their salary costs to both direct and indirect activities:

- Executive Director
- Finance Director
- Secretary

The distinction between direct and indirect is primarily based on functions performed. For example, when the positions shown are performing functions that are necessary and beneficial to all programs they are indirect. When functions are specific to one or more programs they are direct because they do not benefit all programs.

Auditable labor distribution records which reflect the actual activities of employees are maintained to support the mix of direct/indirect charges. The time records are certified by the Executive Director or designee.

B. Fringe Benefits

MPPDC contributes to the following fringe benefits for its employees:

1. Health Insurance
2. Worker's compensation,
3. F.I.C.A., Medicare
4. Unemployment
5. Group Life Insurance
6. Matching contributions to a 457 plan
7. Virginia Retirement System

Treatment of Fringe Benefits: MPPDC's accounting system tracks fringe benefit costs by agency and allocates to individual programs through a Fringe pool based on salary and leave charges to the programs.

Treatment of Paid Absences - Release time costs (vacation leave earned, sick leave used, and holiday pay) are considered part of salary costs. Consequently, separate claims for release time costs are not made. MPPDC's accounting system records release time as a direct or indirect cost through a leave pool. Costs are allocated based on salary charges to the programs. Leave earned but not used during each fiscal period is recorded as a cost in the period earned.

C. Travel

Travel costs may be charged as either direct or indirect costs depending on the purpose of the trip.

For example:

If the Executive Director travels to perform a specific task for a contract or grant, the trip would be considered a direct cost. If the Executive Director travels to a venue to learn information of value to the agency as a whole, the trip would be considered an indirect cost.

D. Board Expenses

Board expenses are not charged indirectly.

E. Supplies and Material

To the maximum extent possible, office supplies and materials are direct charged to the contract/grant which uses the supplies or materials. Supplies and materials used by staff who are engaged in indirect activities are charged to the indirect cost pool.

F. Occupancy Expenses

MPPDC occupies space it leases. The lease provides for equal monthly payments during the term of the lease. Monthly lease and facility maintenance costs are charged to the indirect cost pool.

G. Utilities

The cost of electricity is charged to the indirect cost pool.

H. Communications

Local, long distance and mobile telephone service as well as internet access services are charged to the indirect cost pool.

Postage is charged to the indirect cost pool. Express mail costs are specifically identified to the program or activity incurring the cost.

I. Photocopying and Printing

Printing and copying services are generally charged to the indirect cost pool unless very large reports are being printed for a particular project. These exceptional printing costs are charged to the project incurring the cost and subtracted from the indirect cost pool. Outside printing costs are direct charged to the program incurring the cost.

J. Outside Services

MPPDC incurs outside services for its annual audit, legal fees, and for IT services.

1. The cost of the annual audit is charged indirectly.
2. In general, legal fees are charged directly to the benefiting program or activity.
3. IT service fees are charged indirectly.

K. Capital Items

Capital expenditures are charged directly to programs only in cases where a contract or grant specifically authorizes such charges. No capital item is charged indirectly. The cost of capital items purchased with non-Federal funds are recovered through depreciation charges. MPPDC's capitalization threshold is \$1,000.

L. Depreciation

The cost of capital items purchased with non-Federal funds which are used in a manner which benefits Federal programs is recovered through depreciation charged.

The cost of capital items purchased with direct Federal funds are not depreciated for indirect cost recovery purposes.

MPPDC recovers the cost of capital items using straight line depreciation methods in accordance with generally accepted accounting principles. Depreciation is charged indirectly except for special equipment used solely for a specific program.

M. Service to Members

The cost of activities performed primarily as a service to members, clients, or the general public are classified as direct costs and bear their fair share of indirect costs. These activities include: publications, and related functions, providing services and information to members, legislative or administrative bodies, or the public; promotion, lobbying, and other forms of public relations; meetings and conferences; and maintenance, protection, and investment of special funds not used in operation of the MPPDC.

N. Unallowable Costs

MPPDC recognizes that unallowable costs, as defined in 2 CFR Part 200, Subpart E, or the FAR (Subpart 31.205), cannot be charged to Federal awards and has internal controls in place to insure that this is followed. Examples of unallowable costs are:

- 1. advertising and public relations,
- 2. entertainment/alcoholic beverages,
- 3. capital expenditures,
- 4. defense claims by or against the Federal Government,
- 5. interest,
- 6. lobbying and fund raising.



Signature

7/24/2019
Date

Executive Director
Title

Middle Peninsula Planning District Commission
125 Bowden Street
PO Box 286
Saluda VA 23149
804 758-2311

July 24, 2019

MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

INDIRECT COST ALLOCATION PLAN

FY 2019-2020

The FY 2019-2020 Indirect Cost Allocation Plan is based on the budget figures adopted by the Commission in June, 2019.

The Indirect Cost Allocation Plan enables the Commission to charge funding sources for indirect personnel costs including salaries and fringe benefits as well as facility expenses, supplies, professional development, certain shared consultant and contractual fee expenses, travel expenses and other miscellaneous expenses such as postage and printing/duplicating. The Indirect Cost Rate and Employee Benefit Rate are aids used in preparing future funding proposals.

Indirect costs associated with the operating of the Middle Peninsula Planning District Commission are shared by all projects in the Commission's work program and charged as incurred. The direct charges associated with the various programs are charged directly to the appropriate project.

Attached is the Statement of Indirect Costs and the calculation for the FY20 Indirect Cost Allocation rate of **26.34%**. The Statement of Employee Benefits and the Salary Distribution are supporting documents used to calculate the employee benefit rate of **29.03%** and, ultimately, the indirect cost allocation rate.

**MIDDLE PENINSULA PLANNING DISTRICT COMMISSION
STATEMENT OF INDIRECT COSTS FY 2019-2020 BUDGET**

Indirect Personnel Costs

Indirect Salaries	\$68,818	
Employee Benefit Rate at 29.03%	19,978	
Total Indirect Personnel Costs.....		\$88,796

Facility Expense

Rental	\$25,680	
Facilities Maintenance	3,900	
Utilities	4,500	
Telephone	2,800	
Facility Insurance	176	
Total Facility Expense.....		\$37,056

Equipment and Supplies Expense

Office Supplies	\$3,000	
Total Supplies Expense.....		\$3,000

Consultant/Contractual Expense

Accounting/Auditing Expense	\$8,500	
Legal	1,000	
Total Consultant/Contractual Expense.....		\$9,500

Travel Expense

Vehicle Insurance	525	
Vehicle Operating Costs	1,000	
Total Travel Expense.....		\$1,525

Miscellaneous Expense

Postage	1,200	
Printing/Duplicating	13,000	
IT Costs	17,200	
Pub Officials Insurance	1,929	
Dues	3,210	
Total Miscellaneous Expense.....		\$33,639

TOTAL INDIRECT COSTS\$173,516

STATEMENT OF EMPLOYEE BENEFITS

Benefits

Health Insurance	\$53,935	
Retirement	17,471	
Workmen's Compensation	480	
Social Security	26,255	
Life Insurance	3,249	
Unemployment	44	
Total Employee Benefits.....		\$101,434

Basis for Allocation of Employee Benefits

Total Chargeable Salaries.....\$349,410

Employee Benefit Rate

Total Employee Benefits	\$101,434	
		= 29.03%
Total Chargeable Salaries	\$349,410	

FY 2019-2020 SALARY DISTRIBUTION

<u>Position</u>	<u>Salaries</u>	<u>Indirect Salaries</u>	<u>%Indirect</u>
Executive Director	\$141,929	\$17,000	12%
Finance Director	\$66,815	\$27,318	41%
Dir. Regional Plng	\$45,000		
Regional Planner	\$65,666		
Secretary	\$30,000	\$24,500	82%
Total Chargeable Salaries	\$349,410	\$68,818	

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