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Hon. Dr. William T. Goldsmith

Secretary/Director

Mr. Lewis L. Lawrence, III

MEMORANDUM

TO: MPPDC Board of Commissioners
FROM: Lewis Lawrence, Executive Director
DATE: July 18, 2023
RE: July Commission Meeting

The Middle Peninsula Planning District Commission will host its monthly meeting on Wednesday, July 26 at 7:00 p.m. in the Regional Board Room at the Middle Peninsula Planning District Commission office in Saluda.

Enclosed are the June 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 26th**!

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Middle Peninsula Planning District Commission Meeting

7:00 P.M.

Wednesday, July 26, 2023

125 Bowden Street

Saluda VA 23149

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

AGENDA ITEMS FOR DISCUSSION

- IX. Adoption of MPPDC FY2024 Indirect Cost Allocation Plan
- X. Discussion on DCR Community Flood Fund Public Comment Period
 - Draft 2023 DCR Flood Fund Manual:
<https://www.dcr.virginia.gov/dam-safety-and-floodplains/document/Round-4-2023-CFPF-Manual-DRAFT-Final.pdf>
 - Draft 2023 DCR Resilient VA Revolving Fund:
<https://www.dcr.virginia.gov/dam-safety-and-floodplains/document/Round-4-2023-RVRF-Manual-DRAFT-Final.pdf>
- XI. Presentation and discussion related to Federal Infrastructure Funding Opportunities
 - MPPDC Service Center Model
 - Local Government Administrators Request: Local Priorities
 - Dedicated Staff
 - Contract Workers
 - Other models
- XII. Other Business
- XIII. Adjournment

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MIDDLE PENINSULA PLANNING DISTRICT COMMISSION
June 28, 2023
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 28, 2023 at 7:00 p.m. MPPDC Chairman, Chriscoe welcomed newly appointed Commissioner Kay Carlton, representing the Town of Tappahannock, and everyone in attendance.

Commissioners Present

Essex County: Bud Smith, Sarah Pope

Gloucester County: Ashley Chriscoe, Michael Hedrick

King and Queen County: Vivian Seay

King William County: Ed Moren, Travis Moskalski, Percy Ashcraft

Mathews County: Ramona Wilson

Middlesex County: Wayne Jessie, Reggie Williams

Commissioners Absent

Essex County: John Magruder

Gloucester County: Dr. Willy Reay

King and Queen County: Sherrin Alsop, R.F. Bailey

King William County: Otto Williams

Mathews County: Melissa Mason, David Jones, Harry Meeks

Middlesex County: Kendall Webre

Town of Tappahannock: Fleet Dillard

Town of West Point: Jamie Pruett, John Edwards

Also in Attendance

Lewie Lawrence, MPPDC Executive Director

Curt Smith, MPPDC Deputy Director

Heather Modispaw, MPPDC Chief Financial Officer

Dawn Mantell, Executive Assistant

Guests

II. Approval of May Minutes

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

III. Approval of Financial Report for May

MPPDC Chief Financial Officer, Heather Modispaw presented the Financial Report for May and reported project closeout has begun. Preparation for the new fiscal year is underway and the auditor will be contacted to schedule the annual financial audit. Additional items to note were 2 septic loans that had been written off to bad debt. The other Chairman Chriscoe asked whether there were any questions regarding the MPPDC financial report for May before being approved subject to audit. There being

no questions, Chairman Chriscoe requested a motion to approve the financial report for May subject to audit. Mr. Moskalski moved to approve the financial report for May subject to audit. Mr. Jessie seconded the motion; motion carried.

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

Chairman Chriscoe requested MPPDC Executive Director, Lewie Lawrence review the Executive Director's Report on Staff Activities for 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 a few items:

- Continued to coordinate with Triangle Environmental regarding designs and structural modifications for elevated septic systems for commercial application at the King & Queen County facility. *Mr. Lawrence reported attending the Rappahannock River Basin Commission Meeting in Essex County. Mr. Lawrence provided a presentation on the Fight the Flood program. Senators Stuart, Hanger, and McDougal were among those present and seemed intrigued by the Triangle Environmental septic system which doesn't require a drainfield.*
- Continued to coordinate the use of DCR funds and GO Virginia funds to complete the project. Received a final contract with GO Virginia needed to initiate work under both DCR and Go Virginia funding. *Mr. Lawrence stated after years in the making, flood fund resources are beginning to flow. There are 2 different grants involved in developing a structural design to address ongoing flooding for a bridge owned by the Town of West Point adjacent to the Middle Peninsula Regional Airport. This is a collaborative project between the Town of West Point and King & Queen County.*
- Construction of the project has begun, and the Middlesex property owner has provided the first installment of the requisite matching funds and additional funds for MPPDC staff to administer and manage the project. *Mr. Lawrence reported this project is now in the construction phase and flood fund resources should be moving soon.*
- Sent CFPPF onboarding grant agreement packet to the two private property owners who have indicated they wish to proceed with their projects. Addressing property owner questions and concerns related to the landowner maintenance agreement required by DCR. *Mr. Lawrence reported the first CFPPF onboarding grant agreement packet has been received by MPPDC staff and that project will commence soon.*
- Continue conversations with Virginia Sea Grant regarding permit challenges for water management solutions within VMRC, DEQ Chesapeake Bay Preservation Act area and local wetland board jurisdiction. *Mr. Lawrence stated conversations are continuing regarding how to obtain an experimental permit while trying to develop a strategy to bring these water management projects to*

completion.

- Consulted with several Mathews County Hurricane Florence grant awardees regarding necessary documentation to close out their grant award and request reimbursement. *Mr. Lawrence reported the final 3 of the five total projects are complete, invoices are in-hand, and this project is in the process of being closed.*
- Hosted training between DEQ Stormwater staff and local government staff for VA Stormwater Management Program opt-out localities during the May MPPDC local government planners meeting. *Mr. Lawrence reminded those present of the special legislation created to assist rural MP, NN, and Eastern Shore government manage stormwater. MPPDC Deputy Director, Curt Smith hosted a training between DEQ Stormwater staff and local government staff to bring awareness to this opt-out legislation.*
- Vetted and approved Portadam, Inc. as a new Fight the Flood partner business.
- Vetted and approved Earth Systems Management, LLC as a new Fight the Flood partner business. *Mr. Lawrence announced 2 more companies have become Fight the Flood participating businesses. Portadam, Inc. and Earth Systems Management, LLC. Portadam has been invited to the September Local Government Administrators meeting to demonstrate their product.*
- Assisted two citizens with loan applications and income verification for living shoreline construction. *Mr. Lawrence reported an increase in interest for both septic and living shoreline loan programs and expects this to continue.*
- Consulted with a Gloucester County campground regarding various funding options to address septic failures at the campground. *Mr. Lawrence reported he has been working with the campground for ~5 months on a resolution. A new law beginning July 1 will allow campgrounds and working waterfront businesses eligible for loan funding. The campground may utilize MPPDC loan funds for a more affordable solution after the original estimate they received to upgrade all of their septic tanks was ~\$2.5M.*
- *Mr. Lawrence noted the numerous marketing and promotion efforts Stephanie Heinatz, Consociate Media has made on the Commuter Assistance Program. Consociate Media staff have been publishing blog posts and attending various events around the Middle Peninsula to raise awareness of the program and sign-up users.*
- Coordinated presentation from VDOT to MPPDC Board regarding Smart Scale Round 5 project at Woods Cross Roads on US-17 in Gloucester. The Board voted to notify the CTB to have the project removed from consideration for funding following similar action taken by the Gloucester County Board of Supervisors. *Mr. Lawrence reported that at the Commission's direction, a letter was sent to VDOT requesting the SmartScale award funds not be allocated for the Woods*

Cross Roads project. A response has not been received but Mr. Chriscoe reported the CTB met and voted to allocate the funds elsewhere.

- *Mr. Lawrence reported demand for septic assistance continues to increase and noted the multiple pages of septic activities that have taken place over the last month.*
- *Attended a Gloucester Chesapeake Bay Board meeting to discuss permitting needed to advance the project to construction. Mr. Lawrence reported attending a Gloucester Chesapeake Bay Board meeting to discuss permitting of the Captain Sinclair's project activities occurring within the Chesapeake Bay Protection Act Resource Protection Area. MPPDC staff is trying to determine how to maximize the public's use of donated properties when the permitting for such is complicated. The discussion was tabled while additional information is obtained by the Board and Mr. Lawrence will return to next month's meeting for further discussions.*

V. MPCBPAA Update

MPCBPAA Secretary, Lewie Lawrence reported working and entering into negotiations with another Veteran Program that had been seeking nature-based outdoor facilities to be used for additional training of the Veterans they serve. This opportunity creates jobs and revenue. Mr. Lawrence will keep the Commission updated as this partnership progresses.

VI. MPA Update

MPA Chairman, Ashley Chriscoe reported the MPA Board will reconvene on July 12th at 7:00 pm in the MPPDC boardroom. A notification was emailed. Mr. Ashcraft, Ms. Seay, and Ms. Wilson requested the invitation be extended to the local County Administrators. Mr. Chriscoe will resend the invitation and keep the Commission updated on the work of the MPA.

VII. MPPDC Public Relations/Communications Update

None.

VIII. Public Comment

None.

IX. CZM Habitat Protection and Restoration Bipartisan Infrastructure Law (BIL) Competition

MPPDC Deputy Director, Curt Smith announced the availability of approximately \$3B in funding through NOAA over the next several years for Coastal Resilience projects and Habitat Preservation Protection projects. MPPDC staff have been working with the local government planners to identify coastal resilience and habitat conservation projects. Currently, \$60M in match-free funding is available nationally, for acquisition of public property and coastal resilience. NOAA's goal for this funding is to create public access

while protecting habitats. The ideal project would be in the \$1-4M range. MPPDC Executive Director, Lewie Lawrence has also been working with the MP County Administrators on prospective project ideas. A two-page letter of intent is due by July 14th.

X. Discussion on Septic Impediments to Economic Growth

Chairman Ashley Chriscoe reported for the last 4 months, he has been working with a Gloucester County Marina with multiple septic systems and permitting difficulties. Each time the marina applies for permits at the health department, they are rejected for different reasons. VDH engineers are requesting specific designs; however, when the business' engineers delivers those designs, VDH staff continuously disagree with those designs. This is hurting local businesses by costing time and money. Mr. Chriscoe stated the VDH regulations pertaining to these situations are outdated and the permitting process is in need of revision. MPPDC Executive Director, Lewie Lawrence reported meetings have been held with the owner of the marina, VDH staff, and Del. Hodges to devise a solution. Mr. Lawrence was directed by the Commission to send a letter to Del. Hodges with a copy sent to Sen. Norment and Sen. McDougal requesting his assistance in developing a solution that keeps businesses operating while protecting water quality.

XI. King & Queen County Tele Work/Business Accelerator/Tele Health and MPPDC Office

MPPDC Executive Director, Lewie Lawrence drew the Commission's attention to a handout containing the floor plans and design concept of the new King & Queen Tele Work Center and future site of the MPPDC offices. Ms. Vivian Seay, King & Queen County Administrator and Attorney reported the U.S. Economic Development Administration has requested additional edits and the consultant is currently working on the last round of requested edits. Drawings and documents will also be submitted to VDOT for review and approval. The concept for this project began 5 years ago, prior to the pandemic, at an estimated cost of \$2.1M. The current cost estimate is at approximately \$2.9M and is being funded by King & Queen County in partnership with a \$1.6M Federal EDA grant and \$300-\$350k in VDOT funding. The Tele Work Center is expected to be complete and ready for business within the next year.

XII. Report from Advantus Strategies on Primary Election Results

MPPDC Executive Director, Lewie Lawrence drew the Commission's attention to a handout from Advantus Strategies and briefly reviewed the results of the Virginia Primary Elections. There was a tremendous amount of turnover and a state budget has yet to be adopted. If a state budget is adopted, Mr. Lawrence will invite Mr. Crockett to lead that discussion with the Commission.

XIII. Other Business:

MPPDC Deputy Director, Curt Smith drew the Commission's attention to a map provided by Fredericksburg VDOT staff, illustrating much of the work MPPDC staff and local planners are conducting towards smaller scale improvements to address immediate need in the Middle Peninsula.

XIV. Adjournment

Chairman Chriscoe requested a motion to adjourn. Mr. Moskalski so moved, Mr. Jessie 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)

Middle Peninsula Planning District Commission
Executive Director's Report of Regional Progress
July 18, 2023

Note: On May 23, 2018, the Commission voted to direct staff to email all future documents including the Commission meeting packets 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: [Community Profiles \(viriniaworks.com\)](http://viriniaworks.com)
- For MPPDC Website: <https://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*

Deputy Director: Curt Smith

Contact Info: csmith@mppdc.com (804) 758-2311x28 (804) 384-7509 (cell)

Programs: *Rural Transportation Planning, Dredging Coordination, General Environmental and Community Development Management*

Chief Financial Officer: Heather Modispaw

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

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

Special Projects Planner: Jackie Rickards

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

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

Coastal Resilience Planner I: Taylor Ovide

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

Programs: *Fight the Flood Program, Septic and Well Assistance Programs*

Executive Assistant: Dawn Mantell

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

Programs: *Septic Pumpout, Repair/Replacement Assistance Programs, PDC Staff Support, MPA Staff Support, PAA Staff Support, Facilities Scheduling, Website Management*

INFORMATION RESOURCES/ASSISTANCE

- Updated www.mppdc.com website – meeting notices, reports, news releases, GO Va meetings, and MPA notices, etc.

COASTAL COMMUNITY DEVELOPMENT/ ENVIRONMENTAL

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

Project 30186 – Elevated Septic Pilot FY22

Construction of a vertically elevated septic system will occur at the King & Queen Telehealth and Business Development Center as part of a three-year pilot program to analyze an engineered septic unit that houses and treats all sewage effluent in a vertically elevated, self-contained unit suitable for areas with high water tables and flooding in Coastal Virginia.

- Continued to coordinate with Triangle Environmental regarding designs and structural modifications for elevated septic systems for commercial application at the King and Queen facility.
- Discussed storage for monitoring equipment until the facility is constructed with Virginia Sea Grant staff.

Project 30190 – DCR Flood Fund - Hoskins Creek (Tappahannock)

Project is to design, obtain permits for, and construct a living shoreline on the Town-owned property adjacent to the Rte. 17 bridge over Hoskins Creek in Tappahannock.

- Coordinated with Town regarding permitting for the project. The Town has decided to apply for the shoreline permit and continue working towards construction.
- Finalized living shoreline design and continued with internal coordination on permit documents.

Project 30191 – DCR Flood Fund – Mill Creek Boat Ramp (Middlesex)

Project is to design and develop a draft Joint Permit Application for the shoreline and structures adjacent to the boat ramp at the Carlton Road (Mill Creek) public wharf in Middlesex. The designed solution will help mitigate the shoaling of the boat ramp and enhance the overall resilience of the public wharf.

- Continued project discussions between Wetland Studies & Solutions and MPPDC on behalf of Middlesex County to find long-term solutions for the boat ramp sand sedimentation challenge.
- Provided data on volume of sand removed under the last two dredging operations and dates for estimates on sand infill rate calculations.

Project 30192 – DCR/FEMA - Fight the Flood GIS Tool Enhancements

Improvements will be made to the FTF online and GIS tools which are intended to enhance the GIS data tool capabilities and the overall management of the program. Improvements will include automated programs to expedite and streamline the grant application process, programs for identifying needs and advancing projects which align with available funding resources, improvements which will help feature products and services for participating FTF businesses, and training for MPPDC staff.

- Purchased \$2,000 worth of ArcGIS credits from ESRI.
- Finalized the modified RLAA report. Added narrative regarding the how the methodology will be implemented by MPPDC staff.
- Finalized draft surveys for living shoreline and septic loan fund applications and prepared to test surveys with PDC staff responsible for administering the loan programs to ensure no issues exist before making the surveys live on the FTF website.
- Published content updates to the Fight the Flood website regarding mitigation options for property owners.

- Updated the FTF website to include new language and links to informational documents regarding land donation for participating FTF property owners interested in learning more about the option to donate or conserve their land.
- Drafted and submitted the quarterly report to VDEM.
- Developed scope of work for the development of website materials featuring FTF business living shoreline products to enhance the educational and interactive experience of the website.
- Began development with Timmons group of scripting that would allow GIS data to be automatically backed up from Fight the Flood daily.

Project 30193 – DCR Flood Fund - West Point Bridge Study

Project is to conduct a Hydrologic and Hydraulic Study and Structural Design and Level of Service Study to address ongoing flooding for a Town owned bridge adjacent to the Middle Peninsula Regional Airport.

- Received and executed final contract with GO Virginia as part of the project.
- MPPDC staff is initiating procurement necessary to start the project.

Project 30195 – Community Flood Preparedness Fund (CFPF) – Round 3 Supplemental (Piankatank)

VDCR CFPF funding for one shoreline protection construction project on private property within the Piankatank River watershed.

- Construction of the project has begun, and the Middlesex property owner has provided the first installment of the requisite matching funds and additional funds for MPPDC staff to administer and manage the project.

Project 30196 – Community Flood Preparedness Fund (CFPF) – Round 3 Supplemental (York)

VDCR CFPF funding for two shoreline protection construction projects on private properties within the York River watershed.

- Sent CFPF onboarding grant agreement packet to the two private property owners. Addressing property owner questions and concerns related to the landowner maintenance agreement required by DCR.

Project 30197 – Community Flood Preparedness Fund (CFPF) – Round 3 Supplemental (Mobjack)

VDCR CFPF funding for three shoreline protection construction projects and one stormwater flood protection project. All are located on private property within the Mobjack Bay watershed.

- Sent CFPF onboarding grant agreement packet to the two private property owners who have indicated they wish to proceed with their projects. Addressing property owner questions and concerns related to the landowner maintenance agreement required by DCR.
- One project has completed all necessary agreements to initiate the work.

Project 32005 – MPPDC Virginia Outdoors Foundation (VOF) Get Outdoors

This project will provide the Middle Peninsula Chesapeake Bay Public Access Authority with nature trail demarcation and location services on the Captain Sinclair's complex in Gloucester by partnering with Knott Alone Hold Fast, a veteran support program.

- Initiated pre-planning discussion with Dan Knott, Principle with Knott Alone Hold Fast for trail planning.

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 staff.

- Finalized and submitted signed VAcorp FY24 coverage intent form.
- Forwarded Dominion Power bill for the Captain Sinclair Pool House to Daniel Hogge of Gloucester Rowing Association for reimbursement.
- Continued discussion with a licensed veteran's support program interested in providing nature based therapeutic programs and services at the Captain Sinclair's complex.

Project 32019 – Sinclair’s Public Fishing Pier

The MPCBPAA has contracted the MPPDC to administer a grant from the VA Saltwater Recreational Fishing Development Fund to rehabilitate the public fishing pier at the Captain Sinclair’s Recreational Area, which had fallen into a state of disrepair. The project will consist of procuring a qualified contractor to rebuild a traditional wooden framed open pile 400-foot long public use fishing pier that will provide year-round opportunities for saltwater fishing and recreational viewing.

- Project has been successfully closed out.

Project 32021 – PAA GO VA Sea Grant Resilience Economy

Virginia Sea Grant was awarded a GO Virginia award to assist the Middle Peninsula and other coastal areas with developing a water management economy to combat flooding and sea-level rise. This project will utilize land owned by the MPCBPAA as field stations to encourage business innovation in the flood resiliency space.

- Continued to assist water management business competition winners move into applied implementation space using PAA sites and other public holdings.
- Consulted with Troy Hartley, Director for Virginia Sea Grant on numerous Federal Infrastructure resiliency-oriented Notices of Funding Opportunities
- Consulted with Troy Hartley, Director for Virginia Sea Grant regarding the need for an experimental permit(s) on public access authority lands to monitor water management solutions, as well as to expedite the ability for companies to test and bring the market water management solutions.
- Consulted with Faith Alejandro, Sands Anderson as well as Virginia Sea Grant staff regarding appropriate employment structure to hire interns needed under the GO Va grant.
- Coordinated with RISE/Virginia Sea Grant communications team for ongoing public relations outreach.

Project 32157 – NFWF Mathews – East River Yr2

This project will design, permit, construct and monitor living shorelines in targeted shorelines on the East River.

- Drafted and submitted an interim report.
- Working with NFWF staff to submit a scope of work amendment. The amendment is focused on the monitoring work that will be completed by Virginia Institute of Marine Science (VIMS). Due to delays relating to the availability of the raw materials, construction was delayed. With construction finishing in July 2023 and with the end of the contract in September, both an as built and a monitoring survey will be nearly identical. VIMS suggests acquiring vertical and oblique drone imagery. This imagery can be compared to drone imagery taken pre-construction and will prove more useful for long-term monitoring of the site.
- Project will be closed out upon completion of construction, VIMS monitoring and final photographic documentation of the site.

Project 32164 – CZM 306 Next Generation Shoreline Plan (Pilot Project – Yr1)

VIMS Shoreline Studies Program will develop a whitepaper to examine the use of technology, modeling,

alternative materials, proprietary products, and innovative nature-based mitigation measures in the planning process for “next generation shorelines” which are intended to provide an enhanced level of shoreline resilience and water quality in response to more frequent and severe flooding and accelerated sea-level rise. One design of a next generation shoreline for a publicly owned property in a high energy wave environment will be completed. Year 2 will involve further development of the whitepaper and a next generation shoreline design for a moderate wave energy publicly owned site.

- Finalized complete draft of the presentation following edits from MPPDC leadership. Continue to review and make final edits with anticipated completion and project close out in July or August.

Project 32166 – Fight the Flood Participant Grant Application Development

MPPDC staff work regularly to develop and oversee grant applications for property owners who have submitted flooding-related needs and projects to the Fight the Flood program.

- Continued to coordinate with Supplemental Round 3 private property award recipients regarding whether they wish to proceed with the grant-funded projects.

Project 32167 – DEQ Florence Disaster Living Shoreline Micro-grants

This project will offer grant funds as micro-grants to property owners in the Piankatank River, Gwynn’s Island, Milford Haven Implementation Plan area to install living shorelines and other eligible BMPs to improve water quality and coastal resilience. It is estimated that four micro-grants of \$20,000 each will be accomplished under this project.

- Processing final grant reimbursement for the fourth and final project.
- Initiating project close out once certifications of completion are received.

Project 32170 – Virginia Coastal TA FY23

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.

- Updated Fight the Flood website’s investments page to show that the total level of grant and loan investments attained via the program have now reached over \$27M since the program’s inception in 2020.
- Advised CBNERRS staff regarding development of public workshops in the region focusing on addressing property owner flood protection needs and outreach promoting participation in the Fight the Flood program.
- Shared additional information from VDH to local government staff regarding finalization of necessary details regarding the transfer of CBPA septic pumpout program responsibilities over to VDH.
- Coordinated a demonstration of flood wall protection technology by FTF Business, Portadam, for an upcoming Local Government Administrators meeting.
- Continuing to work on Coastal TA FY23 Product 5: a community inundation assessment and analysis for the Bavon Community at New Point.
- Continued to coordinate a proposal for the US Department of Commerce Economic Development Administration FY 23 disaster funding for coastal resiliency related infrastructure.
- Assisted one citizen with loan applications and income verification for living shoreline construction.
- Met with VCZMP and NOAA staff at the New Point Comfort Natural Area Preserve in Mathews County to discuss MPPDC initiatives and NOAA/VCZMP funded projects.
- Developed and submitted four applications for NOAA and NERRS Bipartisan Infrastructure Law funding for conservation projects in Middlesex County and King and Queen County.

- Partnered with VMRC on the development and submittal of two applications for NOAA Bipartisan Infrastructure Law funding for 3 habitat restoration projects (Hog Island, New Point Comfort Natural Area Preserve, and Captain Sinclairs West) and 1 habitat restoration project for beneficial reuse of dredged material for living shorelines and other habitat restoration, coastal resilience, and public access needs.
- Drafted and submitted a proposal to the Virginia Outdoor Foundation's Coastal Resilience and Tree Planting grant program to install permeable pavers at the Captain Sinclair Recreational Area. This project will help mitigate flood waters, increase infiltration of water, and create an ADA compliant access location that is close to the new fishing pier.
- Developed scope of work for the development of website materials featuring FTF business living shoreline products to enhance the educational and interactive experience of the website.
- Received several new business registrants under Fight the Flood. Staff is reviewing qualifications of each business.
- Requested a technical assistance memo from the Department of Environmental Quality (DEQ) requesting assistance with examining the Chesapeake Bay Preservation Act (Bay Act) and accompanying regulations related to "beaches and other public water-oriented recreation areas" within the definition of "water-dependent facilities." Received the memo and will provide to Middle Peninsula local planners.
- Initiated review on the DCR Flood Fund Round 4 manuals now open for public comment. The program is shifting away from grants toward loans. Encouraging all citizens who have registered in Fight the Flood to express public comment on the program shift.
- Coordinated with Delegate Keith Hodges for a visit by Lieutenant Governor, Winsome Seares. The Lieutenant Governor requested information of rural coastal economic development issues.
- Participated in the NOAA Climate Resilience Regional Challenge Informational Webinar during July and organized concepts for Middle Peninsula proposal(s).
- Provided Mike Walls, Mathews County Board of Supervisors member with historical right away and aerial photography of the Mathews Heritage Park site located in Moon Virginia.
- Attended the Rappahannock River Basin Commission meeting held in Tappahannock to present on the MPPDC water management economy initiative and how the Fight the Flood program works.
- Attended the Coastal Resilience Technical Advisory Committee Quarterly Meeting held in Richmond. Continued to advocate for financial and policy needs unique to rural coastal Virginia.
- Met with VCZMP staff regarding logistics for submitting local and regional resilience projects into the state resilience priorities spreadsheet and Coastal Resilience Master Plan database.
- Participated in a stakeholder meeting conducted by VIMS for development of planning tool for siting oyster structures projects in the Middle Peninsula and provided feedback to improve the outputs so that they provide useful information that can assist with advancing projects.
- Drafted and submitted an application to the Boating Infrastructure Grant Program to upgrade the north end of Upton's Point Marina with a floating dock system.
- Drafted and submitted a proposal for the HMGP for the 2027 All-Hazards Mitigation Plan update.
- Met with VA Tourism Corporation staff to discuss opportunities and prospects for VTC funding in the region.
- Met with John Sanderson, Virginia Interactive, to discuss the MPCBPAA Reservation site issues and the current cooperative procurement. Staff is working with John to schedule a meeting.

- Published content updates to the Fight the Flood website regarding mitigation options for property owners.
- Updated websites (Fight the Flood, Virginia Water Trails, Virginia Coastal Wilds) with new GA4 code for Google Analytics to ensure proper tracking of metrics moving forward.
- Developed next steps for developing e-commerce section on Virginia Coastal Wilds website.

Project 32171 – CZM 306 Next Generation Shoreline Plan Yr2

VIMS Shoreline Studies Program will continue to develop a whitepaper to examine the use of technology, modeling, alternative materials, proprietary products, and innovative nature-based mitigation measures in the planning process for “next generation shorelines” which are intended to provide an enhanced level of shoreline resilience and water quality in response to more frequent and severe flooding and accelerated sea-level rise. One design of a next generation shoreline for a publicly owned property in a moderate energy wave environment publicly owned site will be completed.

- Continued progress with literature research regarding living shoreline construction which will supplement the Year 2 white paper.
- Met with VIMS staff to finalize approach to be included into the development of the Next Generation Shoreline Management Plan to protect the Captain Sinclairs West property. The design will involve living shoreline using concrete sills and thin spraying of dredged material to provide elevation to the marsh complex at the site. Coordinated with living shoreline designers to initiate the design process.

Project 32172 – DEQ CZM ANPDC Ecotourism VI FY23

This project will build on the efforts completed between 2020-2021. During this project, PDCs will focus on implementing actions identified in the 36-month Marketing Strategy and Action Plan. MPPDC staff will also develop a grant application to seek funds which address resilience needs identified in the 2022 resilience assessment of MPCBPAA properties. PDCs will also collaborate to identify a long-term sustainability plan for maintaining the site for years to come.

- Received signatures on the memorandum of understanding from ANPDC and PlanRVA. Still waiting on the NNPDC for signature.
- Discussed the transition of the Virginia Water trails website in more detail with ANPDC staff. ANPDC staff has provided steps to take in order to transition the website and domain names to a MPPDC account.
- Drafted and submitted a proposal to the Virginia Outdoor Foundation’s Coastal Resilience and Tree Planting grant program to install permeable pavers at the Captain Sinclair Recreational Area. This project will help mitigate flood waters, increase infiltration of water, and create an ADA compliant access location that is close to the new fishing pier.

Project 32174 – NFWF & VCZMP Hog Island Restoration

Project is for permitting and constructing a nature-based shoreline protection solution along the perimeter of the MPCBPAA-owned Hog Island property which continues to experience substantial erosion. The project is funded in part with federal funding from NFWF and NOAA via the VA Coastal Zone Management Program.

- Received the NOAA Contract for second phase of Hog Island Restoration. Contractor continues to install reefs and request reimbursement. Project is advancing and is on schedule.

Project 32175 – DEQ Chesapeake Bay WIP Technical Assistance (2023)

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.

- Drafted and submitted the interim report to DEQ.
- Received several new business registrants under Fight the Flood. Staff is reviewing qualifications of each business.

- Advised CBNERRS staff regarding development of public workshops in the region focusing on addressing property owner flood protection needs and outreach promoting participation in the Fight the Flood program.
- Drafted and submitted a proposal to the Virginia Outdoor Foundation's Coastal Resilience and Tree Planting grant program to install permeable pavers at the Captain Sinclair Recreational Area. This project will help mitigate flood waters, increase infiltration of water, and create an ADA compliant access location that is close to the new fishing pier.
- Reviewed the grant manual of the Virginia Land Conservation Fund. Staff will work to develop a proposal for Middlesex County to acquire Bushy Park Farm on the Rappahannock River.
- Partnered with VMRC on the development and submittal of two applications for NOAA Bipartisan Infrastructure Law funding for 3 habitat restoration projects (Hog Island, New Point Comfort Natural Area Preserve, and Captain Sinclairs West) and 1 habitat restoration project for beneficial reuse of dredged material for living shorelines and other habitat restoration, coastal resilience, and public access needs.
- Participated in a stakeholder meeting conducted by VIMS for development of planning tool for siting oyster structures projects in the Middle Peninsula and provided feedback to improve the outputs so that they provide useful information that can assist with advancing projects.
- Participated in the NOAA Climate Resilience Regional Challenge Informational Webinar during July and organized concepts for Middle Peninsula proposal(s).

Project 32176 – NFWF Veterans Partnership

MPPDC will develop and formalize an operating agreement between the MP-PAA and Knott Alone-Hold Fast, Inc, a nonprofit organization providing counseling and coastal eco and restoration workforce development services focusing on leveraging Chesapeake Bay coastal environs for veterans. The project will build capacity to address a known gap in local workforce for resilience and restoration activities.

- Initiated edits to first draft of MOU between Knott Alone Hold Fast and MP-PAA based on comments received.

Project 38809 – VPA Hole-in-the-Wall Dredging Implementation

Mathews County was awarded VA Port Authority Waterway Maintenance Funding to dredge the Hole in the Wall channel to -7 feet Mean Low Water and place the dredged sand at the county-owned Haven Beach property. MPPDC is administering the grant on behalf of the County with procurement and permitting assistance and project oversight.

- After negotiating with the sole offeror for the Phase 1 dredging work, the County decided to end negotiations without offering a contract. MPPDC staff communicated these updates with all offerors.
- Closed the procurement process and initiated discussions with MPPDC legal counsel regarding re-procuring Phase 1 dredging and Phase 2 breakwater construction. Advised the County to do the same with its legal counsel.
- Coordinated with VDOT regarding the re-procurement of Phases 1 and 2.
- Provided updates to the sole Phase 3 offeror and the sole IFB offeror. Each offeror requested that their proposal be left on the table for consideration once contracts have been executed for Phases 1 and 2 after re-procurement is completed.

TRANSPORTATION

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

Project 30219 – Commuter Assistance Program (CAP) Operating FY23

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.

- Participated in monthly conference call with Kathy Molin of DRPT.
- Provided Consociate Media with links from DRPT for TDM Communications Workshop that may be of interest.
- Received request for more details regarding submitted FY20-FY22 (7/1/2019-6/30/2022) Compliance Review by James Boudreau, DRPT Senior Compliance Review Analyst. Began compiling for submission.
- Requested quote from Tina Weaver of National Print+Promo for stickers and car chargers to be given at FY24 Rideshare events.
- Began a discussion with Stephanie of Consociate Media regarding needed updates to the Rideshare website to implement the Ride Home Rewards program that should go live by August.
- Scheduled a FY24 kickoff meeting with Stephanie of Consociate Media to discuss the next year. Once contract is received from DRPT, we can provide Consociate with an MOU.
- Received a Rideshare inquiry from a Hampton Roads resident and directed them to HRPDC and their program for assistance.
- Set up an informational booth about the program at the Gloucester Chamber of Commerce After Hours event on June 15, 2023.
- Designed and printed additional materials for booths at special marketing events to include laminated posters with details about the program, coloring pages with new mascot for program for children to take home and informational sheets.
- Coordinated pop up events at local restaurants for June and July 2023 to bring marketing booth to businesses during busy time of day. Events to roll out through the summer.
- Performed monthly maintenance and security updates to MidPen RideShare website.
- Delivered rack cards promoting programs to businesses across the Middle Peninsula.
- Prepared packages of rack cards for business owners attending the Gloucester Chamber of Commerce June After Hours event at Consociate Media.
- Set up information booth at Gloucester Chamber of Commerce June After Hours.
- ***Current commuter database in June – 449***
- ***Number of Commuters with logged alt mode trips in June – 88***
- ***Number of logged alt trips in June – 688***
- ***Reduced miles (VMT) in June – 16,416***
- ***Commuter Savings in June – \$10,260***

Project 30320 – Rural Transportation Planning FY23

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.

- Met with VDOT staff regarding execution of the FY24 RTP letter of authorization and submitted signed FY24 LOA to Tammy Poore of VDOT on July 5 and received fully executed FY24 LOA on July 19.

- Coordinated and hosted the MPPDC Local Government Planners meeting on June 28 and developed meeting agenda for next meeting on July 26. June topics included:
 - VDOT Presentation by Linda LaSut and Cassy Lord covering a review of all recent, ongoing, and future projects planned in the region as well as discussion regarding study of the intersections/corridors developed during previous Local Planners meetings. A map summarizing all recent and current corridor study locations and intersections reported during previous Local Planners meetings was provided and it was reported that the intersections noted by the local planners are currently being reviewed by VDOT engineers for potential solutions. The proposed solutions will be shared with the localities once they are available and discussions will ensue about how to get the projects funded should the locality support them.
 - Discussion ensued regarding sidewalk construction for locations listed in the six-year improvement plan. VDOT staff noted that most localities will require construction with development in partnership with VDOT local land use staff. Interested localities were instructed to talk with Robert Butler or Chad Brooks from the Saluda Residency.
 - Local planners suggested specific intersections to be added to the list with known safety issues.
 - Smart Scale Round 5 updates.
 - Communications with Saluda Residency regarding current and scheduled road construction projects.
- Participated in the VDOT MPO/PDC Quarterly Coordination and Annual Planning and Programming meeting on June 22.
- Participated in the USDOT Equity Action Plan Update Public Dialogue on June 23.
- Met with Office of Intermodal Planning and Investment staff to discuss concerns with the VTrans development process with regards to secondary road needs in particular.
- Drafted and submitted an application to the Boating Infrastructure Grant Program to upgrade the north end of Upton's Point Marina with a floating dock system.
- Partnered with VMRC on the development and submittal of two applications for NOAA Bipartisan Infrastructure Law funding for 3 habitat restoration projects (Hog Island, New Point Comfort Natural Area Preserve, and Captain Sinclairs West) and 1 habitat restoration project for beneficial reuse of dredged material for living shorelines and other habitat restoration, coastal resilience, and public access needs.
- Researched the VDOT Primary Extension Maintenance funding program.
- Continued to coordinate with VDOT Residency regarding engineering needs for bridges within the region in an effort to supplement a future application for federal infrastructure funding for rehab or replacement of bridges with identified needs. VDOT staff have provided information regarding specific needs (i.e., engineering vs. construction funds) for each structure. MPPDC staff are processing this information for eligibility and potential for federal funding.
- Assisted Town of Tappahannock with matters pertaining to the development of the contract for the Town's USDOT RAISE award.
- Informed MPPDC localities of upcoming VDOT Vulnerable Roadway User Safety Assessment Survey workshops.

Project 32169 – USDOT RAISE Public Working Waterfront Designs

Project is to conduct a region-wide planning project that will result in a suite of shovel-ready, high-priority multi-modal transportation infrastructure improvements intended to address critical needs related to the region's publicly owned working waterfronts in order to meet the modern and future needs of the region's growing commercial seafood and maritime industries. The project will involve three distinct tasks: 1) State of

Good Repair Condition Assessments, 2) Multimodal Working Waterfront Needs Assessment and Improvement Strategies, and 3) Multimodal Working Waterfront Improvement Plan Development.

- Participated in conference call with Gerald Hill of MARAD discussing details of successful reimbursement request submission; including how they want attachments “packaged” when submitting. Provided Gerald with a copy of the letter we received from Kelly B. Mitchell-Carroll at USDOT confirming our FY23 Indirect Cost Allocation Plan.
- Coordinated and prepared proposal review team. Completed reviews of the three proposals received during the RFP submittal window which ended July 6. Will conduct interviews if and as necessary and initiate competitive negotiations with the top-scoring offerors in the near future.
- Presented and solicited feedback on the list of public working waterfront sites to be targeted during the project with the Local Government Planners during their June 28 meeting.

Project 38810 – VPA Aberdeen Dredging

Gloucester County was awarded VA Port Authority Waterway Maintenance Funding to dredge the Aberdeen Creek channel to –7 feet Mean Low Water and place the dredged material at an upland disposal site. MPPDC is administering the grant on behalf of the County with procurement and permitting assistance and project oversight.

- Continued to research dredge material disposal options and will reconvene to meet with the County and DCR in the near future.

Project 38811 – DCR Flood Fund – Broad Creek Dredging and Jetty Design (Middlesex)

Project is for designing and dredging Broad Creek while concurrently designing and developing a draft joint permit application for the construction of shoaling protection structures along the mouth of the channel to ensure long-term navigability.

- Finalized service agreement with the county and planning a kickoff meeting with county staff prior to initiating procurement for the project contract.

Project 38812 – DCR Flood Fund – Whiting Creek Dredging (Middlesex)

Project is for designing and developing draft permit applications for dredging and beneficial reuse or disposal of dredged material and flood/shoaling protection structures at Whiting Creek in Middlesex County.

- Finalized service agreement with the county and planning a kickoff meeting with county staff prior to initiating procurement for the project contract.

ONSITE REPAIR & PUMPOUT

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

Project 30194 – RAFT Dupont LMI Pumpouts

This project will provide grant funding to ~55 LMI Middle Peninsula homeowners to assist them in complying with the Chesapeake Bay Preservation Act requirement to have their septic tanks pumped out or inspected every 5 years.

- As of June 30, a total of 131 RAFT applications for septic pumpout assistance were provided to Middle Peninsula homeowners in person, by mail, and electronically. Staff received, reviewed, and approved **78** applications with all homeowners being 80% MIL as set by the U.S. Dept. of Housing and Urban Development. Vouchers were issued on a first-come, first-served basis to 65 homeowners. Of those 65, (1) voucher was voided due to the sudden passing of the homeowner, (1) additional voucher was voided as the homeowner presented it for a service call, and **(63)** septic systems in the Middle Peninsula were pumped out. Staff received a total of **148** inquiries with **82** homeowners being placed on the waiting list should other funding become available.

- **Total Septic Pumpout Applications Distributed and Received as of June 30, 2023**

Applications Mailed, Emailed, Picked up or Downloaded from Website: 131

Essex	40
Gloucester	12
King and Queen	12
King William	21
Mathews	14
Middlesex	32

Incomplete Applications	01
Approved Applications	65
Vouchers Issued	65
Completions	63
Voided Vouchers	02

- **Total Septic Pumpout Vouchers Issued and Completed by County**

Vouchers issued on a first-come, first-served basis: 65

Essex	20
Gloucester	06
King and Queen	04
King William	11
Mathews	06
Middlesex	18

Septic Pump-outs completed: 63

Essex	20
Gloucester	06
King and Queen	04
King William	10
Mathews	05
Middlesex	18

- 96% of the homeowners that applied for RAFT septic pumpout assistance receive social security as their source of income.
- Average cost per pumpout was \$347.36.

Project 30198 – Gwynn’s Island Septic

To support the MPPDC Regional On-Site Wastewater Treatment and Disposal Funding Program, this grant from Mathews Community Foundation provides septic repair assistance to LMI homeowners on Gwynn’s Island.

- Met with Mathews County Community Foundation representative, Bill Whitley for a photo op on Gwynn's Island. The Foundation has given MPPDC Septic Assistance repair program a grant of \$10,000 to be used towards septic repairs for qualified low-income homeowners on Gwynn’s Island.

Project 32163 – DEQ 319(h) NPS IP for BMP Residential Septic 2021

This project provides cost-share assistance to landowners, homeowners, and agricultural operators as an incentive to voluntarily install nonpoint source (NPS) best management practices (BMPs) in designated watersheds.

- As of July 14, MPPDC staff has received phone calls from 140 homeowners in Gloucester, Mathews, and Middlesex Counties in response to the press release for available 319(h) funding. The physical addresses of each of these septic systems were entered into the mapping tool to verify their location is within the program’s target areas. **(34)** homeowners had miscellaneous requests, declined moving forward, requested ineligible practices such as voluntary upgrades and reimbursement for work completed prior to program launch; **(3)** Mathews County homeowners placed their project on hold; and **(63)** homeowners’ septic system isn’t located in the program’s target area. To-date, **(5)** Alternative Septic Systems in Mathews County have been installed **(1)** Conventional Septic System in Gloucester County has been repaired **(2)** Septic Systems in Middlesex County, **(1)** in Gloucester County, and **(2)** in Mathews County have been pumped out. All 11 homeowners were approved and reimbursed 50% of the average practice cost set DEQ. The installation of **(1)** Alternative Septic System in Mathews County is currently in progress.

(15) Homeowners remain on the Septic Pumpout list. (7 Mathews, 6 Middlesex, 2 Gloucester)

(14) Homeowners remain on the Septic Repair/Replacement list. (11 Mathews, 3 Middlesex)

- Continue to receive inquiries from King William, King & Queen, and Essex County residents looking for septic assistance and are not in the designated target area set by DEQ to be eligible for 319(h) septic reimbursement funding. When applicable, these inquiries are screened for interest and eligibility for other MPPDC program funding, referred appropriately to VA DHCD, VHDA, and SERCAP for possible septic repair/replacement assistance and those seeking septic pumpout assistance are placed on the waiting list for when funding becomes available.
- Received voicemail from Gloucester County homeowner interested in 319(h) reimbursement program for septic repair/replacement.
- Received voicemail from Gloucester County homeowner interested in 319(h) reimbursement program for septic repair/replacement.
- Received voicemail from Gloucester County homeowner interested in 319(h) reimbursement program for septic repair/replacement.
- Received voicemail from Middlesex County homeowner scheduled to have their septic system pumped out and is interested in grant funding to assist with the cost.
- Received phone call from Gloucester County homeowner requesting assistance with septic repair/replacement. Address of the septic system is not in the target area set by DEQ. Homeowner was provided information on SWAP, DHCD, SERCAP, and MPPDC septic repair loan funds.
- Emailed Stephanie Heinatz, Consociate Media updated press release and map of target area taken directly from the Fight the Flood tool. Received confirmation of receipt.
- Received email from Farmer's Septic requesting eligibility of an address in Mathews County. Responded and requested additional information.
- Drafted DEQ NPS BMP Contract Parts I, II, and III for Mathews County homeowner for final execution.
- Received email from Farmer's Septic with complete address for Mathews County homeowner. Address of the septic system is located in the target area set by DEQ. Farmer's was asked to have the homeowner contact our office for an application.
- Received phone call from Mathews County homeowner referred by their real estate agent for septic repair/replacement assistance. Homeowner is building a house on a lot containing an illegal septic system and will have to install a new septic system. Permit is for a voluntary upgrade. Address of the septic system is not in the target area set by DEQ, septic repair loans can't be used for new construction, and they are over income for SWAP.
- Convened Committee to review Mathews County homeowner's 319(h) application for reimbursement for the installation of an alternative system. Committee approved the 50% cost-share reimbursement of Mathews County homeowner's installation of an alternative system in the amount of \$12k.
- Mathews County homeowner's approved 319(h) application was forwarded to MPPDC CFO for 50% cost-share reimbursement processing.
- Attempted to upload information related to the installation of Mathews County homeowner's alternative septic system into the DEQ BMP Warehouse as part of reporting requirements. Received server error. Printed error for records.
- Mathews County homeowner dropped off septic repair/replacement loan application and accompanying documents. The address of the septic system is located in the 319h program target area, but they are applying for a permit for a voluntary upgrade. When asked if their septic system is failing, the

homeowner stated their engineer said it would be less expensive to file and perform a voluntary upgrade vs filing and having the septic system replaced. Homeowner asked if the MPPDC maintains a list of septic companies so they may begin obtaining estimates. Provided homeowner with a list of local septic companies as requested.

- Made a second attempt to upload information related to the installation of Mathews County homeowner's alternative septic system into the DEQ BMP Warehouse as part of reporting requirements. Continue to receive server error. Printed error for records.
- Uploaded information related to the installation of Mathews County homeowner's alternative septic system into the DEQ BMP Warehouse as part of reporting requirements. Received confirmation of receipt from DEQ.
- Updated 319h program application with new deadline of June 30, 2024 for receipt of applications.
- Returned phone call from Mathews County homeowner interested in 319h reimbursement for septic pumpout. Address of the septic system was in the target area set by DEQ. Explained program and obtained email address. Application was emailed to homeowner as requested.
- Received phone call from Middlesex County homeowner interested in 319h reimbursement for septic pumpout or possible repair/replacement. Explained program and obtained email address. Application was emailed to homeowner as requested.
- Received phone call from Middlesex County homeowner requesting address eligibility for 319h septic repair/replacement reimbursement. The address of the septic system was not in the target area set by DEQ. Homeowner had already installed a new septic system and was just curious if they would have qualified.
- Received voicemail from Mathews County homeowner requesting address eligibility for 319h septic repair/replacement reimbursement.
- Received voicemail from Gloucester County homeowner requesting information regarding 319h septic repair/replacement reimbursement.
- Returned phone call from Mathews County homeowner requesting address eligibility for 319h septic repair/replacement reimbursement. The address of the septic system was not in the target area set by DEQ. Homeowner was provided information on SWAP, DHCD, SERCAP, and MPPDC septic repair loan funds.
- Returned phone call from Gloucester County homeowner requesting address eligibility for 319h septic repair/replacement reimbursement and left a voicemail.
- Received phone call from Mathews County homeowner requesting address eligibility for 319h septic repair/replacement reimbursement. The address of the septic system was in the target area set by DEQ. Homeowner was emailed an application as requested.
- Received phone call from Mathews County homeowner interested in 319h septic pumpout reimbursement. Address of the septic system is in the target area set by DEQ. Homeowner provided email address and a 319h application was emailed as requested.
- Submitted Quarterly Report DEQ TMDL NPS Data Coordinator, Madison Whitehurst.

Project 32173 VDH Septic Well Assistance Program (SWAP)

This project will provide grant funding to assist VDH approved low-income Middle Peninsula homeowners with costs associated with septic repair/installation, private well installation/abandonment, and connecting to public water and sewer for the purposes of wastewater/water improvements.

- As of July 14, MPPDC staff has received inquiries from (41) Middle Peninsula homeowners in need of well and/or septic repair/replacement assistance. Homeowners begin the intake/application process for

SWAP assistance at the MPPDC. Staff has received (1) Complete application and (10) Incomplete applications to-date. Homeowners whose income is at or below 200% FPG will have their SWAP applications and corresponding documentation packaged and submitted to the homeowner's local health department for income qualification and permitting. Qualified and permitted homeowner's projects are then remitted to the MPPDC where staff will implement private well installation and abandonment of existing wells, repair and replacement of malfunctioning and failing septic systems and engage contractors to address water quality on behalf of eligible homeowners.

- Homeowners deemed ineligible for SWAP assistance are screened for other MPPDC septic funding and referred to VA DHCD, VHDA and SERCAP for possible septic repair/replacement assistance.
- Emailed VDH Wastewater Infrastructure Manager, Nicole Sandberg requesting whether the Petition for Services Form is optional; does it need to be a part of the SWAP application packet; or if it will be provided by VDH at the time of income qualification? The Petition for Services Form qualifies applicants for free design services depending on income qualification.
- Received email response from VDH Wastewater Infrastructure Manager, Nicole Sandberg stating the Petition for Services is NOT optional and should be included in the SWAP application packet. Otherwise, there may be financial liability for AOSE design/assessment for COSS for which the SWAP program does not reimburse. If VDH cannot design the system (e.g. it requires an AOSE or PE or is for connection to public sewer) the petition for services will get the local health department to do the initial assessment but then a permit denial letter may occur and the letter may state the reasons which usually state no conventional design alternative is available and a private AOSE or PE is needed to design the system. Anyone who qualifies for SWAP will qualify for design services (either VDH designs COSS or SWAP would pay for AOSS design by an AOSE or PE).
- Returned phone call from King William County homeowner regarding interest in applying for SWAP assistance with well and plumbing repairs. Left voicemail.
- Received phone call from Middlesex County homeowner requesting information on SWAP assistance for septic repair/replacement. Left voicemail.
- Returned phone call from Gloucester County homeowner requesting information on SWAP assistance for their well. Left voicemail.
- Contacted Gloucester County homeowner to obtain mailing address and continued interest in obtaining a SWAP application. Left voicemail.
- Returned phone call from Mathews County homeowner requesting information on SWAP assistance for well and septic repair/replacement. Left voicemail.
- Received phone call from Gloucester County homeowner who has been advised by 2 plumbers that their pump needs to be replaced. Explained SWAP program and obtained homeowner's address to be mailed a SWAP application.
- Received phone call from Mathews County homeowner requesting the status of their SWAP application. Homeowner was informed the Executive Director has approved their septic project and staff will make sure all required documents have been received from Farmer's Septic.
- Received phone call from Essex County homeowner requesting the status of their SWAP application. Homeowner was informed the Executive Director has been in contact with legal and VDH and are awaiting information regarding procurement and next steps.
- Received phone call from Gloucester County homeowner who has been advised by 2 plumbers that their septic pump needs to be replaced. Explained SWAP program and obtained homeowner's address to be mailed a SWAP application.

- Responded to email inquiry from VDH Wastewater Infrastructure Manager, Nicole Sandberg and informed her the MPPDC has not received any information including a SWAP application or an Owner Interest Form from the Mathews County homeowner in question.
- Received return call from Gloucester County homeowner interested in obtaining a SWAP application for well repair assistance. Homeowner provided mailing address.
- Received return call from Gloucester County homeowner interested in obtaining a SWAP application for well repair assistance. Homeowner provided mailing address.
- Returned phone call from Mathews County homeowner requesting information on SWAP assistance for well and septic repair/replacement. Homeowner stated they aren't experiencing any problems with their system and were just curious about the program.
- Returned phone call from Middlesex County homeowner requesting information on SWAP assistance for septic repair/replacement. Homeowner requested a SWAP application and provided mailing address.
- Received phone call from VDH Wastewater Infrastructure Manager, Nicole Sandberg regarding Mathews County homeowner, SWAP inquiries, forms, application packet, progress, and D2 tracking spreadsheet.
- Copied on email from VDH Wastewater Infrastructure Manager, Nicole Sandberg directing Mathews County Environmental Health Supervisor, Pat Dutton to email any paperwork they may have on file for Mathews County SWAP homeowner in question to the MPPDC for further processing.
- Drafted SWAP application packet for Well and Septic repair/replacement assistance and emailed to MPPDC Executive Director for approval.
- Received approval of SWAP application packet for Well and Septic repair/replacement assistance from MPPDC Executive Director. Saved to file and printed copies for distribution.
- Contacted Farmer's Septic regarding Mathews County homeowner approved for assistance with septic repair/replacement. Mr. Farmer stated he would submit the estimate in the next few days.
- Contacted Gloucester County homeowner to obtain mailing address and continued interest in obtaining a SWAP application. Application was mailed as requested.
- Mailed SWAP application packet for Well and Septic repair/replacement assistance to Gloucester County homeowner, as requested.
- Mailed SWAP application packet for Well and Septic repair/replacement assistance to Gloucester County homeowner, as requested.
- Mailed SWAP application packet for Well and Septic repair/replacement assistance to Gloucester County homeowner, as requested.
- Mailed SWAP application packet for Well and Septic repair/replacement assistance to King William County homeowner, as requested.
- Mailed SWAP application packet for Well and Septic repair/replacement assistance to Middlesex County homeowner, as requested.
- Mailed SWAP application packet for Well and Septic repair/replacement assistance to Gloucester County homeowner, as requested.
- Received phone call from Northern Neck homeowner requesting assistance with a SWAP application they submitted to NNPDC. Homeowner reported they have not been contacted by NNPDC and can't make any progress. Homeowner was encouraged to continue to work with their PDC as that is their jurisdiction.

- Middlesex County homeowner came into the office to check on the status of their SWAP application. Provided homeowner with additional required application documents to make their SWAP application complete before submitting to local VDH for qualifying.
- Received procurement determination from legal counsel, Sands Anderson on June 27th.
- Received King & Queen County homeowner's executed Owner Interest Form without Income Verification, SWAP Application, Petition for VDH Services Form, Onsite VDH Permit Denial Letter, Soil Evaluation, and Picture of site via email from Essex County Three Rivers Health District Environmental Specialist, Kate Jones. Documents were saved to project file and logged.
- Received procurement determination from MPPDC Executive Director, Lewie Lawrence.
- Mailed SWAP application packet for Well and Septic repair/replacement assistance to Gloucester County homeowner, as requested.
- Met with MPPDC Executive Director to discuss a Middlesex County SWAP applicant's documentation. Applicant's self-certification of financial need reveals their income is well over the 300% Federal Poverty Guidelines and there is also likelihood they may not be the actual owner of the property in question.
- Received phone call from King William County homeowner with questions regarding the SWAP application they received in the mail. Homeowner was walked through the application packet.
- MPPDC staff is recognizing a need for an instructive cover letter to accompany the application packet to increase efficiency and lessen confusion on the homeowner's part.
- Received phone call from Gloucester County homeowner interested in obtaining a SWAP application for well and septic repair/replacement assistance. Homeowner provided mailing address and was mailed an application as requested.
- Received Essex County homeowner's executed and Qualified Owner Interest Form, Well Construction Permit, Drawings, SWAP Application, Petition for VDH Services Form, and Sewage Disposal System Permit from 1994 via email from Three Rivers Health District Environmental Health Specialist, Kate Jones. Homeowner is seeking well assistance.
- Received executed Owner Interest Form, Grant Application, SWAP Application, Petition for VDH Services Form, Sub-Recipient Agreement, and Local Partner Application in the mail from Gloucester County homeowner. Homeowner is seeking septic and well assistance. Application packet needs to be income qualified by Three Rivers Health District.
- Received executed Owner Interest Form, Grant Application, SWAP Application, Petition for VDH Services Form, Sub-Recipient Agreement, Local Partner Application in the mail from King William County homeowner. Homeowner is seeking septic and well assistance. Application packet needs to be income qualified by Three Rivers Health District.
- Received voicemail from Gloucester County homeowner with questions regarding the SWAP application they received in the mail.
- Received voicemail from Gloucester County homeowner requesting information and application for SWAP assistance for well repair/replacement.
- Returned phone call from Gloucester County homeowner interested in obtaining a SWAP application for well repair/replacement assistance. Homeowner provided mailing address and was mailed an application as requested.
- Returned phone call from Gloucester County homeowner with questions regarding project description section of the SWAP application they received in the mail. Left voicemail with instructions and the application process once it is received by the MPPDC.

- Emailed Three Rivers Health District Environmental Health Specialist, Kate Jones and requested income verification for King & Queen County homeowner's application packet received via email from Ms. Jones.
- Updated D2 Tracking Spreadsheet for quarterly reporting to VDH.
- Received phone call from Gloucester County homeowner requesting grant assistance with septic repair/replacement. Provided SWAP information. Homeowner stated they had applied at their local health department earlier in the year but never heard anything. Homeowner was unhappy they had to complete another application and provided their mailing address. SWAP application was mailed to the address provided.
- Received SWAP application for well assistance from Gloucester County homeowner in-person. Homeowner was missing income information and stated they would submit copies of their social security statements via email before COB.
- Received social security statements from Gloucester County homeowner to complete their application. Application is pending submission to local VDH for income qualification.
- Reviewed SWAP eligibility guidance for acceptable proofs of income to accompany applications submitted to local VDH for income qualification.
- Consulted with MPPDC Executive Director regarding VDH's acceptable proofs of income. Because the types are so vast, the proof of income section of the guidance document has been added to the SWAP application packet to ensure a complete application is returned.
- Received phone call from Farmer's Septic regarding the inclusion of tree removal in the estimate for Mathews County homeowner. Staff stated they believe it would need to be part of the permit in order to be a qualified expense but will refer to program guidance to be certain.
- Updated inquiry log and D2 tracking spreadsheet.
- Received phone call from Gloucester County homeowner reporting they haven't received their requested SWAP application. Homeowner was advised to give the postal service 2 more days and if it hasn't arrived, MPPDC staff will gladly send another.
- Received complete SWAP application for septic repair/replacement assistance in the mail from Gloucester County homeowner. Application is pending submission to local VDH for income qualification.
- Consulted with MPPDC Executive Director as to whether the MPPDC should provide the local health departments with what is considered a complete application packet to provide inquiring homeowners prior to application submission to the MPPDC for processing. Currently, MPPDC staff is contacting homeowners whose SWAP applications have been received by the local health departments and mailing them the MPPDC Sub-Recipient Agreement and Local Partner SWAP Application forms in order for their applications to be considered complete. Supplying the local health departments with what is considered a complete application packet would minimize time and confusion for the homeowners.
- Received phone call from Essex County homeowner whose application was submitted by Environmental Health Specialist, Kate Jones requesting the status of his SWAP application for well assistance. Homeowner was informed that 2 additional forms are needed and will be mailed for his signature. Sub-Recipient Agreement and Local Partner SWAP Application forms were mailed to the address provided.
- Received estimate for Mathews County homeowner's septic replacements via email from Farmer's Septic.

- Received phone call from Allen Farmer, Farmer's Septic stating he has received an addendum to Mathews County homeowner's septic repair permit from Mathews County Environmental Health Specialist, Eric Thomas.
- Received addendum via email from Farmer's Septic for Mathews County homeowner's septic repair permit requiring the removal of trees.
- Mailed Sub-Recipient Agreement and Local Partner SWAP Application to (1) King & Queen and (3) Essex County homeowners to complete their SWAP application.
- Emailed Sub-Recipient Agreement and Local Partner SWAP Application to (1) Mathews, (1) Essex, and (1) King William County homeowner to complete their SWAP application.
- Drafted SWAP Application Checklist.
- Received complete Sub-Recipient Agreement and Local Partner SWAP Application via email from Mathews County homeowner. Homeowner's SWAP application file is now complete and next steps may begin.
- Received phone call from Mathews County homeowner and verified receipt of their completed Sub-Recipient Agreement and Local Partner SWAP Application.

Project 32178 VDH Septic Well Assistance Program (SWAP) Direct to Partner Initiative (D2PI)

This project will utilize American Rescue Plan Act Funding (ARPA) through the SWAP Program to expedite the installation and completion of ~5 VDH approved Middle Peninsula low-income homeowner's shovel-ready septic, sewer, and well installation projects for the purposes of wastewater/water improvements.

- As part of the SWAP Direct to Partner Initiative (D2PI), MPPDC has been contracted by the Virginia Department of Health (VDH) to secure competitive vendor contracts for (7) shovel-ready projects and oversee the contractors while they install the systems. MPPDC has received 6 of the 7 shovel-ready septic project files from Nicole Sandberg, Wastewater Infrastructure Manager Division of Onsite Water and Wastewater Services at the Virginia Department of Health Office of Environmental Health Services.
 - 6 shovel-ready projects received (1 Gloucester, 3 Essex, 1 King & Queen, 1 King William)
 - 1 shovel-ready project pending receipt (1 Mathews)
- MPPDC is still awaiting legal advice from Sands Anderson regarding guidance and instructions related to approaching procurement of SWAP projects.
- Received email from Wastewater Infrastructure Manager, Division of Onsite Water and Wastewater Services, VDH, Nicole Sandberg regarding a potential 7th project from a Mathews County homeowner.
- Received phone call from King William County homeowner requesting status of their application for well replacement. Explained to homeowner we are waiting on guidance regarding procurement/bidding process and should be contacting them in the next few days with an update and next steps.
- Received procurement determination from legal counsel, Sands Anderson on June 27th.
- Received email from Wastewater Infrastructure Manager, Division of Onsite Water and Wastewater Services, VDH, Nicole Sandberg containing SWAP application information for Mathews County homeowner whose application was signed in May 2022 but was never received by VDH in Richmond. The project total for this program is now at 7.
- Received email from SWAP Regional Grant Coordinator, Amy Pemberton requesting MPPDC staff contact Essex County homeowner with the status of their SWAP application.
- Well installers list drafted to provide applicants with contact information.
- Contacted applicants requesting estimates be submitted, numerous correspondences and phone calls with applicants regarding estimates.

- Drafted MPPDC cover letter for BIG SWAP applications.
- Contacted Tammy Faulkner with Gloucester County VDH for background of a Gloucester applicant that doesn't seem capable of soliciting bids.
- Corresponded with Nicole Sandberg, Wastewater Infrastructure Manager, introducing new staff, and asking for sub-recipient agreement clarification, and a project in Essex County that doesn't appear shovel ready as contracted.
- Received email from Environmental Health Manager, Three Rivers Health District David Fridley requesting the status of a SWAP application for Essex County homeowner whose permit was denied. When we received the file from Wastewater Infrastructure Manager, Nicole Sandberg, she stated VDH had hired Madison Environmental to do the design work but due to unique site limitations, he was unable to do the design. Ms. Sandberg stated the file didn't include the work from Larry Madison but she would work on getting that to the MPPDC.

Project 32179 DEQ ARPA Septic Local Partner Program

This project will utilize American Rescue Plan Act Funding (ARPA) through the Virginia Department of Environmental Quality to utilize a new and more cost-effective septic repair pilot program approach for participating Middle Peninsula homeowners with failing septic systems.

- Consulted with DEQ staff, Lauren Linville and Lars Bolton concerning the recently awarded, DEQ Septic Local Partners Program and the draft of the MPPDC Program Design. Made modifications and submitted a re-draft document to DEQ for review and approval.

ECONOMIC DEVELOPMENT

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

Project 30123 – Staff Support to Middle Peninsula Alliance (MPA) FY23

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

- Prepared vouchers, processed A/P, processed deposits (if any), and reconciled bank statements. Prepared monthly financial statements.
- The Wednesday, July 12th meeting of the MPA was cancelled due to lack of a quorum.

Project 32177 – EDA Technical Assistance Program

MPPDC will facilitate the maintenance, update, and implementation of the Middle Peninsula Comprehensive Economic Development Strategy (CEDS) utilizing existing regional partnerships and building upon recent and ongoing regional initiatives focusing on fostering economic growth within the region.

- Participated in a workshop with Southeast Rural Crescent Commission staff regarding future MPPDC participation as a local development district to assist with providing projects and services within the region which are deemed priorities by SCRC.
- Partnered with VMRC on the development and submittal of two applications for NOAA Bipartisan Infrastructure Law funding for 3 habitat restoration projects (Hog Island, New Point Comfort Natural Area Preserve, and Captain Sinclairs West) and 1 habitat restoration project for beneficial reuse of dredged material for living shorelines and other habitat restoration, coastal resilience, and public access needs.
- Participated in the NOAA Climate Resilience Regional Challenge Informational Webinar during July and organized concepts for Middle Peninsula proposal(s).
- Drafted and submitted an application to the Virginia Boating Infrastructure Grant Program to upgrade the north end of Upton's Point Marina with a floating dock system.

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.

- **Funds available – \$147,346**

LOCAL INITIATIVES

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

Project 30184 – Tappahannock Comprehensive Plan & GIS Mapping

Technical assistance for reviewing and updating data in the Town Plan and digitizing with GIS and printing the Town Zoning and Land Use maps.

- Project extended to accommodate Town determination of Intensely Developed Area process. IDA map will be developed once the Town finalizes process.

Project 38023 – FY23 Local & Regional Technical Assistance

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

- Met with Garth Wheeler and Roy Kime to discuss funding needs to construct a new community pool at Taber Park. Staff researched grant opportunities that could fund such a project and sent this information to the Town for review.
- Drafted and submitted an application to the Boating Infrastructure Grant Program to upgrade the north end of Upton's Point Marina with a floating dock system.
- Drafted and submitted a proposal for the HMGP for the 2027 All-Hazards Mitigation Plan update.
- Met with VA Tourism Corporation staff to discuss opportunities and prospects for VTC funding in the region.
- Convene a meeting with the King William County Administrator and Planning Director to discuss King William County priority projects which the county is seeking grant funds for.

HOUSING

Funding – Housing Loan Program Income

Project 30187 – VHDA Affordable Workforce Housing Development

The three-year project will involve planning, designing, and constructing approximately ten affordable workforce housing units on property owned by the Middle Peninsula Public Access Authority. The project goals involve creating resilient and safe housing for citizens who need to live and work on or near the water. The designs will involve long-range planning for increased flooding and sea-level rise where the units can be readily moved once a site becomes unsafe for continued residential use.

- Submitted quarterly report.
- Attended a Gloucester Chesapeake Bay Board meeting in July to discuss permitting needed to advance the project to construction. Project was approved for the Pool House and Big House on a 7-0 vote.

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 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.

- **Funds available – \$46,018**

EMERGENCY SERVICES

Funding – VDEM/FEMA/Homeland Security

Project 32180 – FEMA Ware Cove

This project is for the mitigation reconstruction of a residential structure in Gloucester County. The current structure will be demolished and a smaller, more code-compliant and more hazard-resistant structure on an elevated foundation system will be constructed. The mitigation reconstruction project will mitigate for flood risk and the associated costs.

- Drafted and submitted a quarterly report to VDEM.
- Submitted a 12-month project extension request, including a new timeline and description of delays.
- Requested clarification from VDEM and FEMA on a procurement question which needs to be answered before procurement can happen. Engineering plans have been updated to reflect current building code and flood plain management requirements in Gloucester County.

Project 31212 – Middle Peninsula All-Hazards Mitigation Plan Update Yr2

MPPDC staff will work with participating localities to update the 2016 All-Hazards Mitigation Plan (AHMP). The plan will address mitigation of several natural hazards impacting the region.

- Drafted and submitted the quarterly report. Since FEMA has not closed out this project, staff is still required to submit reports. MPPDC staff completed the project in September 2023.
- Drafted and submitted a grant proposal to Hazard Mitigation Grant Program (HMGP) for the 2027 AHMP update.
- MPPDC staff met with Dewberry to discuss HAZUS needs for the 2027 AHP update and requested an estimate for this work. Once the estimate is received and a total project cost is known, staff will request letters of commitment from localities for the AHMP update. The estimate and the letters of commitment will be added to the HMGP proposal.

LOAN FUNDS FOR SEPTIC AND LIVING SHORELINES

Funding – VRA

Project 30420/30428 – On-Site Technical Guidance Assistance and 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 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.

- Continued to work with various clients interested in loan financing for septic repair.
- Continued to work with clients who have closed on their loans but are waiting for their project to be complete.
- Provided loan payoff for a septic client who is considering paying off their loan.
- **Remaining uncommitted septic repair funds: \$115,935 in loan funds – \$42,081 in grant funds.**

Project 31500 – Living Shoreline Loan Program

The MPPDC Living Shoreline Incentive Program Loan Fund provides low interest loans to local homeowners to implement living shorelines. These funds will be used for erosion prevention and water quality control and to protect and enhance natural shoreline habitats using strategically placed plants, stone, sand fill and other structural and organic materials.

- Continued to work with clients who have closed on their loans but are waiting for their project to be complete.
- Completed loan closing for living shoreline client who increased their note amount for costs that exceeded the project's original estimate.
- **Remaining uncommitted living shoreline funds: \$0**

Project 33001 – Loan Fund Program for Septic and Living Shoreline

During 2022, the MPPDC received a \$3M line of credit for living shoreline and septic repair projects from the VA Resources Authority. The fund provides a single financing program for activities historically covered by the MPPDC's On-Site Technical Guidance and Living Shoreline Incentive Programs.

- Continued to work with various clients interested in loan financing for septic and living shoreline.
- Submitted quarterly Aging Analysis to Spencer of Virginia Resources Authority.
- **Remaining uncommitted funds: \$2,644,825 in loan funds - \$300,000 in grant funds.**

AGENCY ADMINISTRATION

Funding - Indirect cost reimbursements from all PDC projects

MPPDC Administration

Administrative services provided to MPPDC programs. Planned FY23 Indirect Cost rate = 25.25%.

- Prepared vouchers, processed A/P, processed deposits, and reconciled bank statements. Prepared monthly payroll run. Prepared monthly financial statements.
- Prepared final financial reports and/or reimbursement requests for all projects requiring them.
- Updated quarterly staff allocations.
- Reminded staff to complete timesheets and update award/grant Master File.
- Replenished office and kitchen supplies.
- Continued onboarding process for Taylor Ovide, new Coastal Resilience Planner.
- Finalized and submitted signed VAcorp FY24 coverage intent form.
- Provided Executive Director a detailed breakdown of annual estimated costs involved for setting up a revolving loan program from scratch. This included software, legal, administrative, processing, and other miscellaneous fees.
- According to Anita Hazelwood of C&F Bank, they continue to have issues with their Positive Pay system but are working through it. In discussing a particular check that had been flagged and the growing instances of check fraud in the banking industry, Anita offered information regarding ACH Vendor Payments. Will review with Executive Director when time allows.

Closed Projects

Project 30122 – Staff Support to Middle Peninsula Alliance (MPA) FY22

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

Project 30188 – VTC Water Trails Marketing

Consociate Media will produce blog and social media posts to drive traffic and activity to the Middle Peninsula page of the Virginia Water Trails website (www.Virginiawatertrails.org) to increase outdoor recreation and tourism for the Middle Peninsula.

Project 30218 – Commuter Assistance Program (CAP) Operating FY22

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.

Project 30319 – Rural Transportation Planning FY22

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.

Project 32151 – NFWF Landowners Living Shorelines & Shoreline Management – Ware River Yr2

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.

Project 32161 – Virginia Coastal TA FY22

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.

Project 32162 – DEQ Chesapeake Bay WIP Technical Assistance (Yr3)

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.

Project 32165 – DEQ CZM ANPDC Ecotourism V

This project will build on the efforts completed between 2020-2021. During this project, PDC's will focus on implementing actions identified in the 36-month Marketing Strategy and Action Plan. PDC's will also focus on Public Access Site Resiliency for public access locations within the region, including assessments, implementation strategies, and signage.

Project 32168 – Septic Pumpout Program

This project will provide grants to 32 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.

Project 38022 – FY22 Local & Regional Technical Assistance

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

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 +)

Virginia Coastal Resilience Master Plan Technical Advisory Committee: As appointed by the Governor in EO-71, a Technical Advisory Committee (TAC) with representatives of state agencies, coastal planning districts and regional commissions, and academic advisors, among others will facilitate the coordination and the development of the Virginia Coastal Resilience Master Plan. The Commonwealth's Chief Resilience Officer, Special Assistant to the Governor for Coastal Adaptation and Protection, and TAC will work with localities, regional entities, citizens, and stakeholder groups to identify critical infrastructure, at-risk communities, adaptation strategies, and specific resilience projects for inclusion in the Plan.

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+)

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)

Virginia Shoreline Working Group: The Virginia Coastal Zone Management Program launched the working group in 2022 to focus in on complex regulatory and legal matters pertaining to shoreline management and to help advance shoreline protection and habitat restoration projects that can compete for federal funding.

Virginia Bay Enhancement Working Group (BEWG): The Northam Administration and VMRC launched BEWG in 2020 as result of administration policy of no future overboard discharge of dredged material. The group is tasked with identifying beneficial reuse opportunities for the 1 Million cubic yards of material that is dredged every 3-5 years from the York Spit Navigation Channel which is the primary shipping channel for the Baltimore Harbor in the southern section of the middle of the Chesapeake Bay. MPPDC staff were requested to serve to evaluate alternatives from around the Bay and including the Middle Peninsula.

Government Finance Officers Association (GFOA): The Government Finance Officers Association (GFOA), founded in 1906, represents public finance officials throughout the United States and Canada. The association's more than 20,000 members are federal, state/provincial, and local finance officials deeply involved in planning, financing, and implementing thousands of governmental operations in each of their jurisdictions. GFOA's mission is to advance excellence in public finance. (MPPDC Staff 9 years)

National Grants Management Association (NGMA): NGMA provides national and international leadership, helping its members achieve success in the grants management community through the advocacy of best practices and the promotion of professional excellence. (MPPDC Staff 2 years)

Opportunities Identified to Implement Commission Priorities

Proposals Status for Grant Applications Submitted

FY2023

Service Center	Project Title and Description	Date Applied	Funding Requested	Status
Haz. Mitigation	FEMA HMGP – All Hazards Mitigation Plan Update	Jun. 2023	\$148,143	Submitted
Community Development	VCZMP New Point Comfort NAP Boardwalk Replacement	Jun. 2023	\$183,952	Submitted
Transportation	VDOT Rural Transportation Planning Program FY24	Apr. 2023	\$72,500	Awarded
Environmental	NFWF Small Watershed Grant: Ware River Shoreline Construction (Phase 2)	Apr. 2023	\$349,835	Submitted
Environmental	NFWF Coastal Resilience–Fight the Flood Staffing Capacity (Preapplication)	Mar. 2023	\$605,000	Not Awarded
MPCBPAA	VA Outdoors Foundation Veterans Trailblazer Initiative	Mar. 2023	\$25,000	Awarded
Environmental	VA Outdoors Foundation Coastal Resilience Mini grants	Mar. 2023	\$10,000	Not Awarded
Environmental	NOAA/VCZMP Coastal Technical Assistance FY24	Mar. 2023	\$129,000	Submitted
Environmental	EPA CBPO Ware River Private Shoreline Construction	Mar. 2023	\$300,000	Not Awarded
Environmental	EPA CBPO MPCBPAA Hog Island Shoreline Construction	Mar. 2023	\$300,000	Not Awarded
Environmental	EPA CBPO New Point Comfort Natural Area Preserve Shoreline Protection	Mar. 2023	\$300,000	Not Awarded
Environmental	Mathews Gwynns Island Onsite Septic Repairs (Mathews Community Foundation)	Mar. 2023	\$10,000	Awarded
Transportation	VDRPT Commuter Assistance Program FY24	Feb. 2023	\$91,474	Awarded
Environmental	VPA ATLP East River Boat Yard Enhancements	Feb. 2023	\$400,000	Not Awarded
Environmental	VPA WMF Davis Creek Dredging	Feb. 2023	\$700,000	Awarded
MPCBPAA	VPA WMF Dredge Material Disposal Master Plan Development & Implementation	Feb. 2023	\$1,095,000	Not Awarded
Community Development	Working Waterfronts Resilience Assessments	Feb. 2023	\$54,841	Submitted
MPCBPAA	Captain Sinclairs ADA Accessibility Plan	Jan. 2023	\$50,000	Submitted
MPCBPAA	VA Water Trails Experiential Upgrades for Website	Jan. 2023	\$50,000	Submitted
Community Development	GOVA West Point Airport Industrial Site Evaluation	Jan. 2023	\$157,800	Awarded
Environmental	DEQ ARPA SLPP Septic Repair	Dec. 2022	\$730,195	Awarded
Environmental	CFPF Round 3 Supplemental - Gloucester Point Landing	Nov. 2022	\$1,276,332	Not Awarded
Environmental	CFPF Round 3 Supplemental - Middlesex Whiting Creek Public Boat Ramp Resilience	Nov. 2022	\$107,692	Awarded
Environmental	CFPF Round 3 Supplemental - Mathews Whites Creek Landing	Nov. 2022	\$160,669	Awarded
Environmental	CFPF Round 3 Supplemental - Mathews East R. Boat Yard	Nov. 2022	\$618,812	Awarded
Environmental	CFPF Round 3 Supplemental - Mathews Davis Creek Dredging	Nov. 2022	\$1,461,615	Awarded
Environmental	CFPF Round 3 Supplemental - PAA Sinclairs Road Elevation and Berm construction	Nov. 2022	\$146,000	Awarded
Environmental	CFPF Round 3 Supplemental - York R. Private Shoreline Construction (2 projects)	Nov. 2022	\$192,880	Awarded
Environmental	CFPF Round 3 Supplemental - Piankatank R. Private Shoreline Construction (1 project)	Nov. 2022	\$76,625	Awarded
Environmental	CFPF Round 3 Supplemental - Chesapeake Bayfront Private Shoreline Construction (1 project)	Nov. 2022	\$65,281	Not Awarded
Environmental	CFPF Round 3 Supplemental - Mobjack Bay Private Shoreline Construction (4 projects)	Nov. 2022	\$519,843	Awarded
Environmental	NSF MARTHA VA Sea Grant Resilience Monitoring	Nov. 2022	\$120,000	Not Awarded
Environmental	NOAA/VCZMP Hog Island 306A Shoreline Protection Construction	Nov. 2022	\$432,230	Awarded
Environmental	DEQ Chesapeake Bay WIP Technical Assistance 2023	Oct. 2022	\$72,500	Awarded
Environmental	NOAA Underserved Communities – Fight the Flood Staffing & Capacity	Oct. 2022	\$500,000	Not Awarded
Environmental	RAFT Dupont Mini grant - Septic Pumpouts for LMI Citizens	Sep. 2022	\$25,000	Awarded
Environmental	RAFT Dupont Micro grant - Fight the Flood video tutorials	Sep. 2022	\$5,000	Not Awarded
Environmental	FEMA BRIC Fight the Flood Analysis & Project Identification	Sep. 2022	\$300,000	Not Awarded
Haz. Mitigation	FEMA FMA Powers House Elevation	Sep. 2022	\$200,000	Awarded
Environmental	NOAA Mobjack Bay Habitat Restoration Projects Study	Aug. 2022	\$10,000	Not Awarded

Opportunities Identified to Implement Commission Priorities
Proposals Status for Grant Applications Submitted
FY2023

Service Center	Project Title and Description	Date Applied	Funding Requested	Status
MPCBPAA	DHCD Industrial Revitalization Fund Capt. Sinclairs Improvements	Aug. 2022	\$946,000	Not Awarded
Environmental	NOAA CBNERRS Fight the Flood Videos & Technical Assistance	Aug. 2022	\$50,000	Awarded
Transportation	Smart Scale Round 5 – Rt. 17 Woods Cross Roads Intersection Improvements	Jul. 2022	\$4,037,924	Withdrawn from Consideration
Transportation	Smart Scale Round 5 – Rt. 17 Glenns Intersection Improvements	Jul. 2022	\$5,240,929	Not Recommended for Award
Haz. Mitigation	FEMA Demo/Reconstruction Ware River	Jul. 2022	\$298,860	Awarded
MPCBPAA	NOAA IJJA West Point Airport Acquisition Letter of Intent	Jul. 2022	\$579,000	Not Awarded
MPCBPAA	NOAA IJJA Hog Island Letter of Intent	Jul. 2022	\$905,000	Not Awarded
MPCBPAA	NOAA IJJA Captain Sinclairs Addition Design Letter of Intent	Jul. 2022	\$213,000	Not Awarded
MPCBPAA	NOAA IJJA Tappahannock Acquisition Letter of Intent	Jul. 2022	\$520,100	Not Awarded
FY 2023 Awarded Total (July 2022 – June 2023)			\$6,149,695 (21 awards)	
FY 2023 Requested Total (July 2022 – June 2023)			\$25,395,148 (49 proposals submitted)	
FY 2023 Funding Request Remaining Award Potential Total			\$965,771 (7 proposals awaiting award decision)	

Opportunities Identified to Implement Commission Priorities
Proposals Status for Grant Applications Submitted
FY2024

Service Center	Project Title and Description	Date Applied	Funding Requested	Status
Environmental	NOAA BIL Habitat Restoration Planning: VMRC Extreme Creek Makeover LOI	Jul. 2023	\$650,000	Submitted
Environmental	NOAA BIL Habitat Restoration: New Point Comfort NAP Shoreline, Hog Island Shoreline, & Captain Sinclairs Shoreline LOI	Jul. 2023	\$1,100,000	Submitted
MPCBPAA	NERRS BIL West Point Airport Property Acquisition LOI	Jul. 2023	\$787,000	Submitted
MPCBPAA	NOAA BIL West Point Airport Property Acquisition LOI	Jul. 2023	\$787,000	Submitted
Community Development	NERRS BIL Middlesex Co. Bushy Park Farm Acquisition LOI	Jul. 2023	\$5,971,248	Submitted
Community Development	NOAA BIL Middlesex Co. Bushy Park Farm Acquisition LOI	Jul. 2023	\$5,971,248	Submitted
Community Development	Boating Infrastructure Grant – Urbanna Marina Floating Docks	Jul. 2023	\$159,550	Submitted
MPCBPAA	Captain Sinclairs Stormwater BMPs	Jul. 2023	\$10,000	Submitted
FY 2024 Awarded Total (July 2023)			\$0 (0 awards)	
FY 2024 Requested Total (July 2023)			\$15,436,046 (8 proposals submitted)	
FY 2024 Funding Request Remaining Award Potential Total			\$15,436,046 (8 proposals awaiting award decision)	

Status of Pending Applications Submitted during FY2023

Service Center	Project Title and Description	Date Applied	Funding Requested	Status
Haz. Mitigation	FEMA HMGP – All Hazards Mitigation Plan Update	Jun. 2023	\$148,143	Submitted
Community Development	VCZMP New Point Comfort NAP Boardwalk Replacement	Jun. 2023	\$183,952	Submitted
Environmental	NFWF Small Watershed Grant: Ware River Shoreline Construction (Phase 2)	Apr. 2023	\$349,835	Submitted
Environmental	NOAA/VCZMP Coastal Technical Assistance FY24	Mar. 2023	\$129,000	Submitted
Community Development	Working Waterfronts Resilience Assessments	Feb. 2023	\$54,841	Submitted
MPCBPAA	Captain Sinclairs ADA Accessibility Plan	Jan. 2023	\$50,000	Submitted
MPCBPAA	VA Water Trails Experiential Upgrades for Website	Jan. 2023	\$50,000	Submitted
FY 2023 Awarded Total (July 2022 – June 2023)			\$6,149,695 (21 awards)	
FY 2023 Funding Request Remaining Award Potential Total			\$965,771 (7 proposals awaiting award decision)	
FY 2023 & FY 2024 Cumulative Funding Request Remaining Award Potential Total			\$16,401,817 (15 proposals awaiting award decision)	

ACRONYMS

ACH	Automated Clearing House	PAA	Public Access Authority
AFID	Agricultural and Forestry Industries Development	RBOG	Rural Business Opportunity Grant
AHMP	All Hazards Mitigation Plan	RFP	Request for Proposal
BCC	Building Collaborative Communities Project	RFQ	Request for Qualifications
BOS	Board of Supervisors	RLF	Revolving Loan Fund
CBPA	Chesapeake Bay Preservation Area	RTP	Rural Transportation Planning
CDBG	Community Development Block Grant	SERCAP	Southeast Rural Community Assistance Project
CEDS	Comprehensive Economic Development Strategy	SHSG	State Homeland Security Grant
CIP	Capital Improvement Plan	SWCD	Soil and Water Conservation District
COI	Conflict of Interest	SWM	Storm Water Management
CZMP	Coastal Zone Management Program	SWRP	State Water Resource Plan
DEQ	Department of Environmental Quality	THIRA	Threat & Hazard Identification & Risk Assessment
DCR	Department of Conservation & Recreation	TMDL	Total Maximum Daily Loads
DGIF	Department of Game and Inland Fisheries	USACE	U.S. Army Corps of Engineers
DHR	Department of Historic Resources	USDA	U.S. Department of Agriculture
DHCD	Department of Housing and Community Development	USFWS	U.S. Fish and Wildlife Service
DMME	Department of Mines Minerals and Energy	VACORP	Virginia Association of Counties Risk Pool
DOE	Department of Energy	VAPA	Virginia Planning Association
DRPT	Department of Rail and Public Transportation	VAPDC	Virginia Association of Planning District Commissions
EDA	Economic Development Administration	VASG	Virginia Sea Grant
EDO	Economic Development Organization	VCP	Virginia Coastal Program
EECBG	Energy Efficiency and Conservation Block Grant	VCRMP	Virginia Coastal Resilience Master Plan
EOC	Emergency Operation Center	VCWRLF	Virginia Clean Water Revolving Loan Fund
EPA	Environmental Protection Agency	VCZMP	Virginia Coastal Zone Management Program
FEMA	Federal Emergency Management Agency	VDEM	Virginia Department of Emergency Management
Fracking	Hydraulic Fracturing	VDH	Virginia Department of Health
GIS	Geographic Information System	VDOT	Virginia Department of Transportation
HRPDC	Hampton Roads Planning District Commission	VEE	Virginia Environmental Endowment
LGA	Local Government Administrators	VIMS	Virginia Institute of Marine Science
LPT	Local Planning Team	VLCF	Virginia Land Conservation Fund
LSIP	Living Shoreline Incentive Program	VMRC	Virginia Marine Resource Commission
MOU	Memorandum of Understanding	VOAD	Volunteer Organization Active in Disasters
MPA	Middle Peninsula Alliance	VOP	Virginia Outdoors Plan
MPBA	Middle Peninsula Broadband Authority	VRA	Virginia Resources Authority
MPCBPAA	Middle Peninsula Chesapeake Bay Public Access Authority	VSMP	Virginia Stormwater Management Program
MPEDRO	Middle Peninsula Economic Development and Resource Organization	VTA	Virginia Tourism Association
NIMS	National Incident Management System	VTC	Virginia Tourism Corporation
NFWF	National Fish and Wildlife Foundation	VWP	Virginia Water Protection
NOAA	National Oceanic and Atmospheric Administration	VWWR	Virginia Water Withdrawal Reporting
NPS	National Park Services	WIP	Watershed Implementation Plan
OCVA	Oyster Company of Virginia	WQIF	Water Quality Improvement Fund
OLGA	Online Grant Administration		

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MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

INDIRECT COST ALLOCATION PLAN

FY 2023-2024 (July-June)

The FY 2023-2024 Indirect Cost Allocation Plan is based on the final approved budget figures adopted by the Commission.

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 FY24 Indirect Cost Allocation rate of **29.65%**. The Statement of Employee Benefits and the Salary Distribution are supporting documents used to calculate the employee benefit rate of **26.47%** and, ultimately, the indirect cost allocation rate.

**MIDDLE PENINSULA PLANNING DISTRICT COMMISSION
STATEMENT OF INDIRECT COSTS FY 2023-2024 BUDGET**

Indirect Personnel Costs

Indirect Salaries	86,522	
Employee Benefit Rate at 26.47%	22,904	
Total Indirect Personnel Costs.....		\$109,426

Facility Expense

Rental	28,061	
Facilities Maintenance	1,200	
Utilities	5,000	
Telephone	4,500	
Facility Insurance	132	
Total Facility Expense.....		\$38,893

Equipment and Supplies Expense

Office Supplies	3,500	
Total Supplies Expense.....		\$3,500

Consultant/Contractual Expense

Accounting/Auditing Expense	10,000	
Legal	79,492	
Total Consultant/Contractual Expense.....		\$89,492

Travel Expense

Vehicle Insurance	534	
Travel Expense Other	12,000	
Total Travel Expense.....		\$12,534

Miscellaneous Expense

Postage	1,000	
Printing/Duplicating	7,150	
IT Costs	28,554	
Pub Officials Insurance	1,893	
Dues	5,883	
Other	1,100	
Total Miscellaneous Expense.....		\$45,580

TOTAL INDIRECT COSTS.....\$299,425

**MIDDLE PENINSULA PLANNING DISTRICT COMMISSION
STATEMENT OF INDIRECT COSTS FY 2023-2024 BUDGET**

Modified Total Direct Project Costs (MTDC) = salary, fringe, subs up to \$25k each)

Name	Grant	MTDC	Federal ?	Funder
Housing Loan Admin - EE&CBG Project	\$ 500	\$ 500	No	
FY24 PDC Staff Support for Admin of MPA	\$ 15,000	\$ 15,000	No	
Sm Bus Loan Admin	\$ 1,000	\$ 1,000	No	
Tappahannock Comp Plan & GIS	\$ -	\$ (429)	No	
Elevated Septic Pilot	\$ 106,667	\$ 6,667	No	
VHDA Housing Development (Multiple Elements)	\$ 804,250	\$ 38,000	No	
Tappahannock CFPF Hoskins Creek Grant Admin	\$ 6,555	\$ 6,555	No	
CFPF Round 2 - Hoskins Creek Shoreline	\$ 69,920	\$ -	No	
Middlesex CFPF Mill Creek Boat Ramp Grant Admin	\$ 3,713	\$ 3,713	No	
CFPF Round 1 - Mill Creek Boat Ramp Design	\$ 23,400	\$ -	No	
FEMA BRIC MidPen FTF Scoping	\$ 56,250	\$ 29,000	Yes	FEMA
CFPF Round 3 Sup - Piankatank R. Private Shoreline Construction	\$ 53,638	\$ -	No	
CFPF Round 3 Sup - Piankatank R. Private Shoreline Construction - Grant Admin for Marron	\$ 9,195	\$ 9,195	No	
CFPF Round 3 Sup - York R. Private Shoreline Construction	\$ 135,016	\$ -	No	
CFPF Round 3 Sup - York R. Private Shoreline Construction - Grant Admin for Parker	\$ 8,571	\$ 8,571	No	
CFPF Round 3 Sup - York R. Private Shoreline Construction - Grant Admin for Hodges	\$ 9,195	\$ 9,195	No	
CFPF Round 3 Sup - Mobjack Bay Private Construction	\$ 363,890	\$ -	No	
CFPF Round 3 Sup - Mobjack Bay Private Shoreline Construction - Grant Admin for Harvey	\$ 9,120	\$ 9,120	No	
CFPF Round 3 Sup - Mobjack Bay Stormwater Flood Protection - Grant Admin for Antioch Rosenwald School	\$ 13,724	\$ 13,724	No	
Mathews Gwynns Island Onsite Septic Repair	\$ 10,000	\$ 1,000	No	
Onsite Loan Admin (and 304201 Sm. Septic Repair)	\$ 5,000	\$ 5,000	No	
LSIP Loan Admin	\$ 4,000	\$ 4,000	No	
PDC Staff Supp/Admin of PAA-Sp Assess.	\$ 4,200	\$ 4,200	No	
DEQ 319(h) NPS IP for BMP - Res. Septic	\$ 126,411	\$ 28,389	Yes	EPA
USDOT RAISE WWF Enhancement	\$ 2,000,585	\$ 161,286	Yes	USDOT
DEQ CZM Coastal TA FY23	\$ 16,125	\$ 31,038	Yes	NOAA
DEQ CZM 306 Next Gen Shoreline Plans (Yr2)	\$ 12,500	\$ 3,750	Yes	NOAA
DEQ CZM Ecotourism 6	\$ 3,250	\$ 5,775	Yes	NOAA
VDH (Local) SWAP Well & Septic	\$ 254,471	\$ 45,509	Yes	US Treasury
NFWF SWG - Hog Island Phase 1 Construction	\$ 328,873	\$ 68,873	Yes	NFWF
DEQ CZM Hogg Island 306A	\$ 412,229	\$ 32,003	Yes	NOAA
DEQ WIP3 TA 2023	\$ 29,000	\$ 36,250	Yes	EPA
NFWF SWG - Sinclairs Veterans Workforce Planning	\$ 39,706	\$ 39,706	Yes	NFWF
EDA Technical Assistance 2023	\$ 35,000	\$ 35,000	Yes	EDA
VDH (Big) SWAP Well & Septic	\$ 214,000	\$ 28,000	Yes	US Treasury
DEQ ARPA SLPP Septic Repair	\$ 663,240	\$ 70,240	Yes	US Treasury
FEMA Ware Cove Project	\$ 213,695	\$ 14,942	Yes	FEMA
Super Loan Admin	\$ 13,000	\$ 13,000	No	
VPA WMF - Hole In The Wall Dredging Implementation	\$ 30,000	\$ 30,000	No	
VPA WMF - Aberdeen Dredging (PAA)	\$ 105,000	\$ 85,000	No	
DCR CFPF Davis Creek Dredging	\$ 25,000	\$ 5,000	No	
DEQ WIP4 TA 2024	\$ 29,000	\$ 36,250	Yes	EPA
EDA Technical Assistance 2024	\$ 35,000	\$ 35,000	Yes	EDA
DEQ CZM Coastal TA FY24	\$ 48,375	\$ 90,375	Yes	NOAA
DEQ CZM309 WWF Resilience Assessments	\$ 54,505	\$ 24,505	Yes	NOAA
VDOT RTP FY24	\$ 58,000	\$ 61,500	Yes	FHWA
DRPT CAP Operating FY24	\$ 73,180	\$ 61,475	No	
VPA WMF Davis Creek Dredging	\$ 102,491	\$ 102,491	No	
	\$ 6,635,439	\$1,309,367		
	Indirect Costs	\$ 299,425		
	MTDC	\$1,009,942		
	FY24 IDC Rate	29.65%		

STATEMENT OF EMPLOYEE BENEFITS

Benefits

Health Insurance	\$73,728	
Retirement	27,433	
Workmen’s Compensation	425	
Social Security	43,055	
Life Insurance	6,739	
Unemployment	159	
Total Employee Benefits.....		\$151,539

Basis for Allocation of Employee Benefits

Total Chargeable Salaries.....	\$572,465
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Employee Benefit Rate

Total Employee Benefits	\$151,539	= 26.47%
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Total Chargeable Salaries	\$572,465	

FY 2023-2024 SALARY DISTRIBUTION

<u>Position</u>	<u>Salaries</u>	<u>Indirect Salaries</u>	<u>% Indirect</u>
Executive Director	\$ 171,280	\$44,858	26%
Deputy Director	\$ 96,545		
Chief Financial Officer	\$ 84,477	\$20,306	24%
Special Project Planner	\$ 78,946		
Planner I	\$ 70,000		
Executive Assistant	\$ 47,417	\$21,358	45%
Part-time (no benefits)	\$ 23,800		
	\$ 572,465	\$86,522	