



**MIDDLE PENINSULA  
PLANNING DISTRICT COMMISSION**

**COMMISSIONERS**

**Essex County**

*Mr. John Clickener  
Hon. Margaret H. Davis  
Hon. John C. MaGruder*

**Town of Tappahannock**

*Hon. Roy M. Gladding  
Mr. James W. Sydnor*

**Gloucester County**

*Hon. Ashley C. Chriscoe  
Mr. J. Brent Fedors  
Dr. William G. Reay  
Hon. Michael R. Winebarger*

**King and Queen County**

*Hon. Sherrin C. Alsop  
Hon. R. F. Bailey  
Mr. Thomas J. Swartzwelder  
(Chairman)*

**King William County**

*Dr. Ken C. Griffin  
Hon. David E. Hansen  
Hon. Travis J. Moskalski  
(Treasurer)  
Mr. Eugene J. Rivara*

**Town of West Point**

*Hon. Paul T. Kelley*

**Mathews County**

*Hon. O. J. Cole, Jr.  
(Vice Chairman)  
Mr. Thornton Hill  
Hon. Jack White*

**Middlesex County**

*Mrs. Trudy V. Feigum  
Hon. Wayne H. Jessie, Sr.  
Hon. John D. Miller, Jr.*

**Town of Urbanna**

*Hon. Steve Hollberg*

**Secretary/Director**

*Mr. Lewis L. Lawrence*

**MEMORANDUM**

**TO: MPPDC Board of Commissioners**

**FROM: Lewis Lawrence, Executive Director** 

**DATE: July 21, 2016**

**RE: July Commission Meeting**

The Middle Peninsula Planning District Commission will host its monthly meeting on Wednesday, July 27, 2016 at 7:00 p.m. in the Regional Board Room at the Middle Peninsula Planning District Commission office in Saluda.

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

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

I look forward to seeing you on July 27<sup>th</sup>!

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

**7:00 P.M.**

**Wednesday, July 27, 2016**

**125 Bowden Street**

**Saluda VA 23149**

- I. Welcome and Introductions
- II. Approval of June Minutes
- III. Approval of June Financial Report
- IV. Executive Director's Report on Staff Activities for the Month July
- V. Public Comment

**AGENDA ITEMS FOR DISCUSSION**

- VI. Presentation of the draft Working Waterfronts State Master Plan
- VII. FY16 Year in Review – Accomplishments, Concerns, To be Continued Items
- VIII. MPPDC 2020 Visioning for the Future
- IX. Adoption of FY17 MPPDC Indirect Cost Allocation Plan
- X. Other Business
- XI. Adjournment

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**MIDDLE PENINSULA PLANNING DISTRICT COMMISSION**

**June 22, 2016**

**Saluda Professional Center**

**Saluda VA**

**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 22, 2016, at 7:00 p.m. MPPDC Chairman Edwin “Bud” Smith welcomed everyone in attendance. Chairman Smith offered condolences to the County of Middlesex for the recent loss of Rufus Ruark, Sr.

**Commissioners Present**

Essex County: Edwin “Bud” Smith  
Gloucester County: Ashley Chriscoe, Brent Fedors, Dr. William Reay,  
Michael Winebarger  
King and Queen County: Sherrin Alsop, R.F. Bailey, Tom Swartzwelder  
King William County: Dr. Ken Griffin, David Hansen, Travis Moskalski,  
Eugene Rivara  
Mathews County: O.J. Cole, Jr., Jack White  
Middlesex County: Trudy Feigum, Wayne Jessie, Sr., Jack Miller

**Commissioners Absent**

Essex County: Margaret “Prue” Davis, John Magruder  
Mathews County: Thornton “Tim” Hill  
Town of Tappahannock: Monte “Roy” Gladding, James Sydnor  
Town of Urbanna: Steve Hollberg  
Town of West Point: Paul T. Kelley

**Also in Attendance**

Lewis Lawrence, MPPDC Executive Director  
Beth Johnson, MPPDC Finance Director  
Marquitrice Mangham, MPPDC Chief of Community Planning  
Harrison Bresee, III, MPPDC Emergency Management Planner  
Matthew Wall, VDEM, Acting Director, Recovery and Resilience Division  
Jack King, VDEM Director of Regional Support East Division  
Bruce Sterling, VDEM Chief Regional Coordinators  
Lori Dachille, VDEM Chief Regional Coordinators  
Matt Walker, Middlesex County Administrator  
Sydney Johnson, Essex County Board of Supervisors  
Stanley Langford, Essex County Board of Supervisors  
Mark Nugent, Middlesex County Emergency Manager  
Jimmy Brann, Essex County Emergency Manager  
Citizens of the region and beyond

**II. Approval of May Minutes**

Chairman Smith asked whether there were any corrections or changes to the May Minutes. There were no corrections or changes to the May Minutes. Chairman Smith requested a motion to approve the May Minutes as distributed. Eugene Rivara moved that the May Minutes be approved as distributed. Ashley Chriscoe seconded the motion; motion carried.

**III. Approval of May Financial Report**

Chairman Smith asked whether there were any questions regarding the May financial report before being approved subject to audit. There were no questions. Chairman Smith requested a motion to approve the May financial report subject to audit. Ashley Chriscoe moved to approve the May financial report subject to audit. Travis Moskalski seconded the motion; motion carried.

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

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

Mr. Lawrence requested that, since the agenda was full, Commissioners review the Executive Director's Report on Staff Activities at their convenience and contact him if they have any questions.

**VI. Public Comment**

Chairman Smith opened the meeting for public comment.

- (1) Donna Sayegh of Portsmouth distributed a handout to the Commissioners and spoke about citizen representation.
- (2) Monica Saunders of Middlesex County read an email she had sent to MPPDC Executive Director Lewis Lawrence and requested the email be forwarded by Mr. Lawrence to the Commissioners.
- (3) Bill Lucas of Essex County distributed a handout to the Commissioners and spoke about the Middle Peninsula All Hazards Mitigation Plan Update and sea level rise.

- (4) Betty Lucas of Essex County distributed a handout to the Commissioners and spoke about the Middle Peninsula All Hazards Mitigation Plan Update and requested delaying adoption of the plan.

With there being no other public comments, Chairman Smith closed the public comments period.

*\*Note: All handouts distributed at meeting or emailed are added to the Commission Meeting folder.*

## **VII. Presentation by Matt Wall, VDEM Acting Director of Recovery and Resilience Division**

MPPDC Executive Director Lewis Lawrence directed Commissioners' attention to the AHMP FAQ document prepared by MPPDC staff at the request of the Essex County BOS.

Matt Wall, VDEM Acting Director of Recovery and Resilience, gave a presentation on FEMA mandated All Hazards Mitigation Plans (AHMP). Mr. Wall informed the Commissioners that, without a current FEMA approved AHMP, localities are only eligible for federal emergency mitigation funding in Category A (debris management) and Category B (emergency services expenditures). To be eligible for Category C-G assistance (all other federal emergency mitigation grants and funding) a locality must have adopted a current FEMA approved AHMP. Mr. Wall informed the Commission that the Plan prepared by the Middle Peninsula Planning District Commission staff included all of the elements required by FEMA and had been approved. To be current, the Plan must be adopted by the locality. Mr. Wall told the Commission that the inclusion of sea level rise and climate change was not mandated by FEMA, but could prove beneficial to a locality in the cost benefit analysis used to determine which projects receive federal funding depending on the specific project.

If a locality wants to amend the Plan before adopting it, the process would be for the locality to amend the Plan to exclude mention of sea level rise and climate change, or change the Plan to include other rates or information which must include references to the source of the data to be included; adopt the amended Plan; send the amended Plan to VDEM to be forwarded to FEMA for approval. After review and if approved, FEMA would then send the amended Plan back to the locality where it would need to be signed by the CEO. If the CEO has such authority no further Board of Supervisors action would be required.

Discussion of sea level rise rates, climate change, local and state building codes, the federal flood insurance program, and the effect of the 6ft scenario HAZUS model run on any of the previous items. Mr. Wall, not being an expert on building codes or the federal flood insurance program was unable to provide guidance and suggested

that DHCD (for building codes) and DCR (for flood insurance) be contacted for their input on the areas of their expertise.

A copy of the powerpoint presentation is attached to these Minutes and available on the MPPDC website.

## **VII. HB2**

Executive Director Lewis Lawrence reported that the Commonwealth Transportation Board met to approve the 2017-2022 SYP. The Middle Peninsula had several projects approved for funding – an improvement over recent years. Gloucester County had 11 projects approved, King and Queen had 4, Middlesex had 2, Mathews had 1, Essex had 4, King William had 6. 2 projects submitted by the MPPDC were also approved – the Rappahannock Community College entranceway and the King and Queen Telework Center. Preapplication meetings for FY18 funding will begin in July with applications due in September. This will be the last year this process will be followed until additional funding is available. VDOT has made modifications to the process, so attendance at a preapplication meeting is important if an application for HB2 funding is anticipated.

Executive Director Lawrence informed the Commission that Senator McDougle had asked if the Middle Peninsula localities would support a Northern Neck request for replacement of the Norris Bridge across the Rappahannock River. VDOT has stated that there are no known structural integrity issues with the current bridge. There was no interest by the Commission in supporting this request.

## **VIII. Regional Emergency Management Program FY17/18 Funding Proposals**

Mr. Harrison P. Bresee, III, Regional Emergency Manager at the MPPDC, reported that he has submitted three grant applications in the competitive 2016 State Homeland Security Grant Program managed by The Virginia Department of Emergency Management. The grant ideas were generated by the Emergency Managers of the Middle Peninsula localities at their quarterly meetings. The three grants are: Regional Emergency Manager Position at the Middle Peninsula Planning District Commission, Six Satellite Telephone/Radios (portable – one for each County), and a Regional Emergency Operations Plan (EOP) Gap Analysis. The grant award notices are expected in October 2016, with start dates in December 2016.

## **IX. FY16 Year in Review**

This agenda item was table until the July meeting at the request of the Executive Director Lawrence.

**X. VAPDC Summer Conference**

The VAPDC Summer Conference will be held in Williamsburg, VA July 27-29. The major topic will be GoVirginia and economic development. Since overnight lodging is not required, the Commission will sponsor any Commissioner interested in attending. Executive Director Lawrence suggested that those Commissioners who will be serving on the MPREDO may particularly want to attend and should contact him or Beth Johnson to register.

**XI. Report from the Nominating Committee**

Chairman Smith reported that he and Wayne Jessie met at the May Quarterly Meeting as the MPPDC Nominating Committee to determine their recommendation for the FY17 slate of officers:

- Chairman-Tom Swartzwelder
- Vice Chairman- O.J. Cole
- Treasurer-Travis Moskalski
- Lewis Lawrence will remain as Secretary.

Chairman Smith asked for a motion to accept the recommendation of the Nominating Committee and elect the recommended slate of officers. Jack Miller moved that the recommended slate of officers be elected by acclamation; Eugene Rivara seconded the motion.

Chairman Smith requested all in favor by signifying Aye, those opposed, Nay:

Edwin Smith-Aye	R. F. Bailey-Aye	O J Cole, Jr.-Aye
Ashley Chriscoe-Aye	Tom Swartzwelder-Aye	Jack White-Aye
Brent Fedors-Aye	Dr. Ken Griffin-Aye	Trudy Feigum-Aye
Dr. William Reay-Aye	David Hansen-Aye	Wayne Jessie, Sr.-Aye
Michael Winebarger-Aye	Travis Moskalski-Aye	Jack Miller-Aye
Sherrin Alsop-Aye	Eugene Rivara-Aye	

**XII. Adjournment**

Chairman Smith told the Commission that it had been an honor serving as Chairman of the MPPDC. He requested a motion to adjourn the meeting. Jack Miller moved to adjourn the meeting. Travis Moskalski seconded the motion; motion carried.

COPY TESTE:

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(Secretary)

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# Project Financial Report

Middle Peninsula Planning District Commission

Run Date: 07/08/2016  
 Run Time: 10:25:29 am  
 Page 1 of 1

Period Ending: 06/30/16

		Expenditures						
Code	Description	Budget	Curr Month	Project Total	Un/Over	% Budget	Revenues	Balance
30013	EE&CBG Project	3,894.00	42.65	3,705.18	188.82	95.15%	3,663.26	-41.92
30019	Urbanna Foundation	6,000.00	4.94	6,046.12	-46.12	100.77%	6,000.00	-46.12
30021	Mathews Comp Plan Upd	8,750.00	855.70	4,747.18	4,002.82	54.25%	2,427.96	-2,319.22
30022	Tappahannock Economic I	4,000.00	1,149.30	2,356.19	1,643.81	58.90%	0.00	-2,356.19
30106	MPRJ Flash Freeze Study	90,000.00	6.10	89,926.49	73.51	99.92%	89,933.37	6.88
30108	Building Collaborative Co	34,275.00	991.21	38,989.66	-4,714.66	113.76%	34,275.00	-4,714.66
30109	Tidewater RC&D Staff Su	0.00	116.75	8,044.22	-8,044.22	0.00%	7,666.51	-377.71
30170	MPBDP FY12 Staff Sup	13,830.00	234.45	18,137.65	-4,307.65	131.15%	19,351.63	1,213.98
30210	FY15 Transportation Dem	20,000.00	12.66	20,284.97	-284.97	101.42%	20,037.57	-247.40
30211	FY16 Transportation Dem	74,000.00	7,554.54	74,271.21	-271.21	100.37%	71,041.00	-3,230.21
30313	FY16 RTP	72,500.00	10,376.47	73,122.68	-622.68	100.86%	54,610.29	-18,512.39
30420	Onsite Loan Management	118,932.85	475.64	121,734.97	-2,802.12	102.36%	125,153.30	3,418.33
30423	VCWRFR Onsite Fund	82,500.00	0.00	83,530.21	-1,030.21	101.25%	125,000.00	41,469.79
30424	2016 Septic Pumpout	28,600.00	2,735.63	12,465.36	16,134.64	43.59%	0.00	-12,465.36
30502	Water Supply Planning	111,805.89	0.00	111,805.89	0.00	100.00%	153,950.00	42,144.11
31002	GA Lobby FY09	18,247.75	0.00	18,247.75	0.00	100.00%	24,000.00	5,752.25
31201	AHMP Update 2014	130,010.00	3,895.60	120,081.48	9,928.52	92.36%	107,687.05	-12,394.43
31202	Emergency Planner	110,000.00	268.38	111,574.14	-1,574.14	101.43%	107,287.58	-4,286.56
31203	Emergency Planning 2016	154,500.00	8,872.90	60,423.50	94,076.50	39.11%	29,237.48	-31,186.02
32010	PAA Staff Support	7,000.00	745.64	6,969.32	30.68	99.56%	5,764.79	-1,204.53
32011	PAA Altruistic Giving	40,000.00	60.80	40,577.05	-577.05	101.44%	40,000.00	-577.05
32012	PAA Capt Sinclair Impr	39,977.00	31.90	40,546.03	-569.03	101.42%	39,977.00	-569.03
32013	DOF Maritime Forest Ca	2,535.00	5.20	2,455.53	79.47	96.87%	2,535.00	79.47
32014	Public Access Master Pla	80,000.00	6,591.12	55,028.79	24,971.21	68.79%	42,499.92	-12,528.87
32132	FY15 Coastal TA	43,602.00	0.00	43,661.39	-59.39	100.14%	44,755.21	1,093.82
32133	NFWF Living Shorelines I	222,267.00	133.38	185,535.89	36,731.11	83.47%	184,755.42	-780.47
32134	309 Ditching	40,000.00	31.05	40,610.49	-610.49	101.53%	40,000.00	-610.49
32135	Coastal TA FY16	60,000.00	4,574.59	46,166.09	13,833.91	76.94%	39,089.00	-7,077.09
32136	Mathews SLR Adapatati	54,687.00	4,075.45	33,646.92	21,040.08	61.53%	30,390.48	-3,256.44
32137	Mathews Ditch Map Data	60,524.00	2,768.19	26,273.38	34,250.62	43.41%	16,268.77	-10,004.61
32207	Working Waterfronts Pl	50,000.00	0.00	50,587.68	-587.68	101.18%	50,000.00	-587.68
32209	WWF State Plan	50,000.00	8,499.10	22,488.55	27,511.45	44.98%	9,151.58	-13,336.97
38016	FY16_Local_Programs	179,364.00	33,267.96	184,340.80	-4,976.80	102.77%	188,399.80	4,059.00
<b>Totals:</b>		<u>2,011,801.49</u>	<u>98,377.30</u>	<u>1,758,382.76</u>	<u>253,418.73</u>	<u>87.40%</u>	<u>1,714,908.97</u>	<u>-43,473.79</u>

## Balance Sheet by Category

Middle Peninsula Planning District Commission

**Run Date:** 7/8/16  
**Run Time:** 10:26:21 am  
**Page 1 of 1**

**Period Ending: 06/30/16**  
**Format: 1 Board**

**Assets:**

Cash in Bank	650,325.16
Receivables	196,750.25
Property & Equipment	7,931.14
Deferred Outflows	29,567.00

**Total Assets:**

**\$884,573.55**

**Liabilities:**

Accounts Payable	-2,314.07
VRA Loan Payables	128,814.87
Payroll Withholdings	48.68
Accrued Leave	51,014.76
Deferred Inflows	31,258.00
Net Pension Liabilities	281,877.00
Cost Allocation Control	(2,327.05)

**Total Liabilities:**

**\$488,372.19**

**Equity:**

Local Initiatives/Information Resources	5,096.60
Economic Development	-3,878.43
Transportation Programs	-21,990.00
Emergency Management Projects	-35,472.58
Onsite Repair & Pumpout	32,425.65
Housing	-41.67
Coastal Community & Environmental	-35,626.54
Public Access Auth Programs	-13,733.40
Mandates	29,754.99
Temporarily Restricted	188,479.87
General Fund Balance	251,186.87

**Total Equity:**

**\$396,201.36**

**Total Liabilities and Equity**

**\$884,573.55**

**Balance:**

**\$0.00**

## Agencywide R&E by Category

Middle Peninsula Planning District Commission

Run Date: 07/08/2016  
Run Time: 10:27:29 am  
Page 1 of 1

Period Ending: 06/30/16  
Format: 1 Agencywide R&E  
With Indirect Cost Detail

Code & Description	Budget	Current	YTD	Un/Ovr	% Bud
<b>Revenues</b>					
Local Match	0.00	32,201.71	124,751.41	-124,751.41	0.00%
Local Annual Dues	109,899.00	0.00	109,899.00	0.00	100.00%
Local Other Revenues	3,125.01	0.00	53,023.69	-49,898.68	1,696.75%
Local Other Organizations	44,000.00	0.00	89,206.21	-45,206.21	202.74%
State Revenues	135,171.00	3,641.01	144,303.38	-9,132.38	106.76%
Federal Revenues	675,436.00	46,172.62	468,130.09	207,305.91	69.31%
Miscellaneous Income	11,250.00	587.35	3,170.15	8,079.85	28.18%
RevolvingLoan Program Income	7,000.00	625.13	46,808.04	-39,808.04	668.69%
<b>Revenues</b>	<b>985,881.01</b>	<b>83,227.82</b>	<b>1,039,291.97</b>	<b>-53,410.96</b>	<b>105.42%</b>
<b>Expenses</b>					
Personnel	457,530.00	45,900.90	548,158.40	-90,628.40	119.81%
Facilities	27,963.00	2,786.46	29,889.39	-1,926.39	106.89%
Communications	4,050.00	168.81	4,292.39	-242.39	105.98%
Equipment & Supplies	3,800.00	326.83	16,825.87	-13,025.87	442.79%
Travel	6,879.00	400.82	5,517.20	1,361.80	80.20%
Professional Development	14,950.00	1,756.10	18,588.52	-3,638.52	124.34%
Contractual	279,643.00	11,315.50	281,415.28	-1,772.28	100.63%
Miscellaneous	53,156.00	3,520.19	53,318.89	-162.89	100.31%
Regional Share	0.00	32,201.71	124,751.41	-124,751.41	0.00%
<b>Expenses</b>	<b>847,971.00</b>	<b>98,377.32</b>	<b>1,082,757.35</b>	<b>-234,786.35</b>	<b>127.69%</b>
<b>Agency Balance</b>	<b>137,910.01</b>	<b>-15,149.50</b>	<b>-43,465.38</b>		

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# Middle Peninsula Planning District Commission



## MPPDC General Fact Sheet

### WHAT IS MPPDC?

The Middle Peninsula Planning District Commission (MPPDC) was established pursuant to the Virginia Area Development Act (Title 15.1, Chapter 34, Sections 15.1-1400, et seq., Code of Virginia (1950) as amended) and by joint resolutions of the governing bodies of its constituent member jurisdictions.

The "MPPDC" describes the geographic section of Virginia which encompasses the Counties of Essex, Gloucester, King and Queen, King William, Mathews and Middlesex and the Towns of Tappahannock, Urbanna and West Point.

### BACKGROUND

The Agreement to organize a Planning District Commission was made on January 31, 1972, by and between the government subdivisions as authorized by the Virginia Area Development Act.

### WHAT DOES MPPDC DO?

The purpose of the Commission is to promote the orderly and efficient development of the physical, social, and economic elements of the Planning District by planning and encouraging and assisting governmental subdivisions to plan for the future.

### HOW ARE DECISIONS MADE AT MPPDC?

Decision-making occurs through the Middle Peninsula Planning District Commission, a governing body comprised of elected officials, citizens, and chief administrative officers representing the six counties and three towns in the region.

### QUICK FACTS

#### Region at Glance

- Six Counties: Essex, Gloucester, King & Queen, King William, Mathews and Middlesex
- Three Towns: West Point, Urbanna, and Tappahannock
- 1,387 Square Miles
- 1,055 Miles of Shoreline

➤ 888,064 Acres of Land

➤ 90,826 People

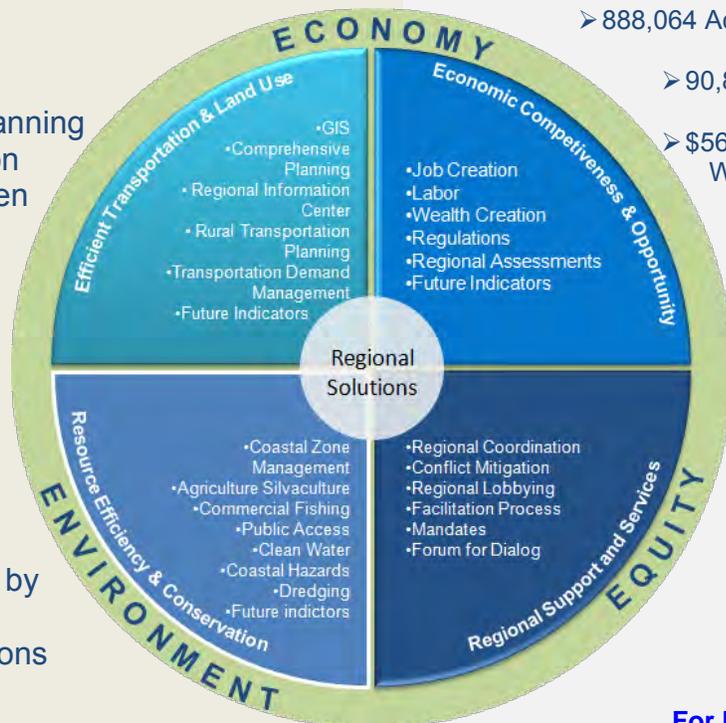
➤ \$567 Average Weekly Wage (State=\$952)

➤ 71% Out Commute Rate

#### By the Numbers

➤ 1.1% Total State Population

➤ \$50,001 Median Household Income



#### For More Information:

MPPDC  
P.O. Box 286  
Saluda Professional Center  
125 Bowden Street  
Saluda, Virginia 23149  
Phone: 804-758-2311

Please visit the MPPDC website at:

[www.mppdc.com](http://www.mppdc.com)

# Regional Profile:

All data is from Census 2000 and Census 2010 unless otherwise stated

Population Trends				Median Household Income and Unemployment Rate <sup>1</sup>			
Locality	Total Population		Population Growth from 2000-2010	Median Income Estimates		Unemployment Rate Estimates	
	2000	2010		2006-2010	2007-2011	2006-2010	2007-2011
Essex	9,989	11,151	12%	\$46,235	\$44,581	9.0%	8.2%
Gloucester	34,780	36,858	6%	\$58,389	\$60,269	6.5%	5.9%
King & Queen	6,630	6,945	5%	\$44,442	\$48,170	8.6%	7.4%
King William	13,146	15,935	21%	\$64,964	\$64,982	7.3%	6.7%
Mathews	9,207	8,978	-2%	\$47,435	\$54,118	5.9%	6.0%
Middlesex	9,932	10,959	10%	\$50,207	\$53,615	7.4%	6.4%
Town of Tappahannock	2,138	2,375	11.1%	\$39,149	\$35,313	6.6%	7.6%
Town of Urbanna	543	476	-12.3%	\$44,813	\$45,682	1.5%	4.5%
Town of West Point	2,866	3,306	15.4%	\$51,979	\$52,768	7.4%	9.5%
<b>Region Total</b>	<b>83,684</b>	<b>90,826</b>	<b>9%</b>	<b>\$49,735</b>	<b>\$51,055</b>	<b>7.6%</b>	<b>6.5%</b>

Race in the Middle Peninsula												
Locality	White			Black			Asian			Other		
	2000	2010	Percent Change	2000	2010	Percent Change	2000	2010	Percent Change	2000	2010	Percent Change
Essex	5,790	6,370	10%	3,900	4,247	9%	81	86	6%	218	448	106%
Gloucester	30,148	32,149	7%	3,585	3,197	-11%	240	286	19%	807	1,226	52%
King and Queen	4,059	4,663	15%	2,365	1,975	-16%	18	17	-6%	188	290	54%
King William	9,703	12,297	27%	2,999	2,819	-6%	48	118	146%	396	701	77%
Mathews	8,038	7,898	-2%	1,036	823	-21%	17	31	82%	116	226	95%
Middlesex	7,797	8,680	11%	1,999	1,978	-1%	12	37	208%	124	264	113%
<b>Regional Total</b>	<b>65,535</b>	<b>72,057</b>	<b>10%</b>	<b>15,884</b>	<b>15,039</b>	<b>-5%</b>	<b>416</b>	<b>575</b>	<b>38%</b>	<b>1,849</b>	<b>3,155</b>	<b>71%</b>

FY15 Locality Budget Data							
Locality	Raise %	Compensation Notes	Real Property Increase	Real Property Rate	Personal Property Increase	Personal Property Rate	Other
Essex	2%		\$0.02	<b>\$0.86</b>	\$0.25	<b>\$3.75</b>	\$35/\$25 Vehicle tax
Gloucester	3%	Bonus for lower scale employees only	None	<b>\$0.65</b>	None	<b>\$2.95</b>	
King and Queen	0%		None	<b>\$0.54</b>	None	<b>\$3.94</b>	
King William	2%		\$0.03	<b>\$0.82</b>	None	<b>\$9.65</b>	
Mathews	2%		\$0.07	<b>\$0.54</b>	\$0.05	<b>\$3.70</b>	
Middlesex	2%	Step Inc. w/ evaluation; No COLA	\$0.05	<b>\$0.53</b>	None	<b>\$3.50</b>	

<sup>1</sup> Data from the Bureau of Labor Statistics Local Area Unemployment data & the American Community Survey 5-year Estimates

## MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

### Staff Activities Service Summary of Regional Progress

Locality	Core Services Administered by the MPPDC							
	Information Resources/ Assistance	Coastal Community Development/ Environmental	Transportation	Onsite Repair and Pumpout	Economic Development	Local Initiatives	Housing	Emergency Management
Region-wide	✓	✓	✓	✓	✓			✓
Essex		✓		✓				
Gloucester		✓		✓				
King & Queen			✓	✓				
King William				✓				
Mathews		✓		✓		✓		
Middlesex		✓		✓				
Town of Tappahannock						✓		
Town of West Point								
Town of Urbanna		✓						
Other		✓	✓			✓		✓

Report on Mandated Initiatives				
Locality	Water Supply Plan Support Staff: Lewie Lawrence Start Date: 7/2008 Completion Date: 6/2011		All-Hazards Mitigation Plan Update Support Staff: Jackie Rickards Start Date: 1/2014 Completion Date: 12/2016	
	Participating	Current Status	Participating	Current Status
Essex	✓	Found Compliant	✓	For local consideration
Gloucester	NA	NA	✓	Adopted
King & Queen	✓	Found Compliant	✓	Adopted
King William	✓	Found Compliant	✓	Adopted
Mathews	✓	Found Compliant	✓	For local consideration
Middlesex	✓	Found Compliant	✓	Adopted
Town of Tappahannock	✓	Found Compliant	✓	For local consideration
Town of West Point	✓	Found Compliant	✓	Adopted
Town of Urbanna	✓	Found Compliant	✓	Adopted

## Opportunities Identified to Implement Commission Priorities

Service Center	Project Title and Description	Funding Requested	Status
Environmental	CZM – Flooding and Sea Level Rise	\$14,792	Funded
Environmental	CZM – MP Public Access Master Plan	\$40,000	Funded
Environmental	CZM – Ditch Mapping Database – Mathews	\$60,524	Funded
Environmental	CZM – Working Waterfronts – State Plan	\$50,000	Funded
Environmental	DEQ/VRA – Virginia Water Facilities Revolving Fund	\$200,000	Funded
Emergency Mgmt	VDEM – Homeland Security Amateur Radio Coordination Workshops	\$25,000	Funded
Emergency Mgmt	VDEM – Homeland Security Regional Emergency Planner	\$52,500	Funded
Emergency Mgmt	VDEM – Homeland Security Regional Shelter Partner List and MOUs	\$25,000	Funded
Emergency Mgmt	VDEM – Homeland Security THIRA for Mathews and Middlesex	\$21,500	Funded
Emergency Mgmt	VDEM – Homeland Security THIRA for King William, King and Queen and Essex	\$31,000	Funded
Environmental	DEQ – Septic Pumpout	\$28,600	Funded
Environmental	DEQ – NPS Septic Repair grants to homeowners	\$200,000	Funded
Environmental	CZM – ECO PAA Dragon Run	\$40,000	Approved
Environmental	CZM – Coastal Technical Assistance – FY17	\$30,000	Submitted
Transportation	DRPT – TDM Program – FY17	\$84,807	Funded
Transportation	VDOT – Rural Transportation Planning – FY17	\$72,500	Funded
Environmental	NFWF – PAA Living Shoreline Oyster Bag Sills & Monitoring (VIMS)	\$96,637	Submitted
Economic Dev	NFWF – Economic Leverage of Blue & Green Assets in MP	\$33,000	Submitted
Economic Dev	NFWF – Aquaculture Business Park and Oyster Hatchery	\$538,536	Submitted
Environmental	DEQ – Capitalization – MP Living Shoreline Revolving Loan Program	\$250,000	Submitted
Emergency Mgmt	VDEM – Homeland Security Regional Emergency Planner	\$95,000	Submitted
Emergency Mgmt	VDEM – Homeland Security Satellite Radios	\$58,000	Submitted
Emergency Mgmt	VDEM – Homeland Security EOP Gap Analysis	\$85,000	Submitted
Emergency Mgmt	Purdue Foundation – Sink or Swim Opioid Education Program	\$68,205	Submitted
Economic Dev	VDHCD – BCC Grant – MPREDO Advisory Board and Staffing	\$76,980	Submitted
Economic Dev	EDA – VASG Care4CoastalVA	\$999,000(\$19,340)	Submitted
MPCBPAA	VEE – Land Acquisition Assistance	\$12,000	Funded
MPCBPAA	Chesapeake Bay Restoration Fund – Education & Marketing for Land Donations	\$1500	Funded

## MPPDC ACRONYMS

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

## MPPDC ACRONYMS (Continued)

VWP	Virginia Water Protection
VWWR	Virginia Water Withdrawal Reporting
WIP	Watershed Implementation Plan
WQIF	Water Quality Improvement Fund

**Middle Peninsula Planning District Commission**  
**Executive Director's Report of Regional Progress**  
**July 18, 2016**

**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 13 years +)

**Congressman Robert Wittman's Fisheries Advisory Committee and Environmental Advisory Committee** (MPPDC Staff 6 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 7 years+)

**General Assembly Directed Study Panel:** Aquaculture production activities; authority of local governments (MPPDC Staff- current)

**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 8 years+)

**Middle Peninsula Northern Neck Coordinated Human Services Mobility Committee:** provides direction for a unified comprehensive strategy for transportation service delivery in the Middle Peninsula and Northern Neck Planning Districts focused on unmet transportation needs of seniors, people with disabilities, and people with low incomes. (MPPDC Staff 10 years)

**The National Working Waterfront Networks-** Outreach and Education committee: Provides education and outreach on national, state and local matters related to the preservation of working waterfronts.

**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)

**Bio Solid-Industrial Residual Regulatory Advisory Panel** – The purpose of this panel is the development of regulatory amendments needed to implement the provisions of House Bill 1364 and Senate Bill 1413 related to fees for the land application of industrial wastes and reimbursement for compliance monitoring conducted by local governments

**Hurricane Evacuation Coordination Workgroup** - The Hurricane Evacuation Coordination Workgroup is comprised of state and local emergency representatives tasked with finding solutions to fill in the gaps in the Commonwealth's and Locality's plans to respond to a Major Hurricane Evacuation.

**Shelter Location Identification Subcommittee of the Hurricane Evacuation Coordination Workgroup** -local and state experts tasked with identifying state and local shelter locations that can meet the needs of individuals with access and functional needs. A recent federal court ruling indicates that prior knowledge of shelter locations allows for more complete personal preparedness planning

**Shelter Staffing Subcommittee of the Hurricane Evacuation Coordination Workgroup** -local and state experts tasked with recommending solutions to alleviate staffing limitations in emergency shelters

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

## MPPDC Staff and Contact Information

### **Executive Director: Lewis Lawrence**

Contact Info: [llawrence@mppdc.com](mailto:llawrence@mppdc.com) (804) 758-2311x24 (804) 832-6747 (cell)  
Programs: *Coastal Zone Technical Assistance, Local Initiatives, Public Access Authority*

### **Finance Director: Beth Johnson**

Contact Info: [bjohnson@mppdc.com](mailto:bjohnson@mppdc.com) (804) 758-2311x22  
Programs: *Commuter/ Employer Transportation Services, Septic Repair & Pumpout Assistance, Revolving Loan Programs Administration, PDC Finance & Grants Administration, PAA staff support, PAA improvements*

### **Planner 2: Harrison Bresee**

Contact Info: [hbreesee@mppdc.com](mailto:hbreesee@mppdc.com) (804) 758-2311x26 (757) 871-2245 cell  
Programs: *Regional Emergency Planning, Public Access Authority*

### **Planner 2: Jackie Rickards**

Contact Info: [jrickards@mppdc.com](mailto:jrickards@mppdc.com) (215) 264-6451 cell  
Programs: *Environmental Programs, Graphic Arts*

### **Secretary: Rose Lewis**

Contact Info: [rlewis@mppdc.com](mailto:rlewis@mppdc.com) (804) 758-2311x21  
Programs: *Septic Pumpout Assistance, Commuter Transportation Customer Service, Facilities Scheduling*

**Project 30502 Water Supply Planning**

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

**Project 31201 Middle Peninsula All-Hazards Mitigation Plan Update**

*As a mandated requirement of the Disaster Mitigation Act of 2000, the 2016 All Hazards Mitigation Plan Update is designed to update the 2011 Middle Peninsula All Hazards Mitigation Plan (AHMP). The plan will address several natural hazards, including hurricanes, winter storms, tornadoes, coastal flooding, coastal/shoreline erosion, sea level rise, winter storms, wildfire, riverine flooding, wind, dam failures, drought, lightning, earthquakes, shrink-swell soils, extreme cold, extreme heat, landslides, land subsidence/karst, tsunami, and volcanoes.*

- Drafted the quarterly report for the Virginia Department of Emergency Management.
- Developed a question and answer document for the 2016 All Hazards Mitigation Plan which provides a digest version of the Plan. This document was sent to Essex County Board of Supervisors members.
- Received a resolution from King & Queen County Board of Supervisors that adopts the All Hazards Mitigation Plan. This was sent to Virginia Department of Emergency Management.

**INFORMATION RESOURCES/ASSISTANCE**

*Services to provide critical assessment and thinking.....*

- Updated [www.mppdc.com](http://www.mppdc.com) website – meeting notices, reports, news releases, public comment notices.

**COASTAL COMMUNITY DEVELOPMENT/ ENVIRONMENTAL**

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

**Project 32010 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.*

- Received a FOIA request from a Florida company interested in purchase orders to better understand the purchasing procedure and practices of the Middle Peninsula Chesapeake Bay Public Access Authority.
- Contacted Mark West of Premier Heating and Cooling concerning the status of HVAC repair for the brick rancher at Captain Sinclair's Recreational area.
- Prepared vouchers, processed A/P, reconciled bank statements. Prepared monthly financial statements.
- Prepared and presented draft FY17 budget to PAA Board for consideration and adoption.
- Responded to FOIA request from Smart Procure.

#### **Project 32014 Middle Peninsula Public Access Master Plan**

*MPPDC staff will develop a Middle Peninsula Public Access Master Plan. This plan will help Middle Peninsula localities and the general public to understand local and regional public access accomplishments and current policies, and the tools and policies that have been implemented. This plan will also provide as clear direction for the future of public access in the region.*

- Gathered freshwater fishing license and boat registration data from the Virginia Department of Game and Inland Fisheries. Also gathered recreational saltwater fishing license data from the Virginia Marine Resource Commission. This data is currently being formatted to be inserted into the master plan.
- Requested information on public access sites and associated ordinances from Gloucester, Mathews, and Middlesex Counties.
- Addressed feedback from a Middlesex County Citizen regarding the public access survey for Middlesex County. This included separating the responses to survey questions by public access site.
- Continued to edit and reform the Master Plan.
- Consulted with a Middlesex County citizen concerning public access comments submitted and received as part of the Middlesex County Public Access Survey. Offered to organize all comments by public access site and provide as an appendix to the survey synopsis.
- Consulted with Dave Kretz, Middlesex Planning Department, concerning public access issues within Middlesex County.

#### **Project 32132/32135 Virginia Coastal Zone Management Program**

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

- Consulted with Wynn Davis, Essex County Environmental Compliance- Department of Building and Zoning, concerning a storm water issue mentioned by John Magruder, Essex County Board of Supervisors. Discussed the history behind the citizen's concern, development of the project site, and the

development pattern of the area. Mr. Davis will assemble development plans for the subdivision for review and PDC staff will consult with the Coastal Policy Law Center on options.

- Discussed an opportunity for a FEMA resiliency workshop to be held in the Middle Peninsula focusing on the types of Federal aid available to mitigate future impacts from natural disasters. Discussed workshop topics and approaches with FEMA and VDEM staff.
- Met with Elizabeth Andrews and Roy Hoagland, Co-Directors for the Virginia Coastal Policy Center located at the College of William and Mary School of Law, to discuss the progress and future direction for the Center.
- Received an inquiry from Frances Ellis, Essex County citizen and Riverside Hospital Board of Directors, concerning General Assembly changes to the certificate of need process and local employment concerns. Forwarded the question to Delegate Keith Hodges for clarification.
- Contacted the Virginia Department of Housing and Community Development and the Virginia Department of Conservation and Recreation staff responsible for implementing the State Wide Building Code and Flood Plain Management Program across the Commonwealth to discuss connections to the FEMA required All Hazard Mitigation Plan. Several questions were posed by PDC Commission members at the June Commission meeting. The responses follow:

- ✓ **The first question:** If a locality adopts the FEMA approved Middle Peninsula All Hazard Mitigation Plan, will or can or are there plans in place by FEMA to use the contents of the Middle Peninsula plan to increase the cost of flood insurance to the citizens of the Middle Peninsula?

**ANSWER (DCR Charley Banks):** Regarding NFIP rating, the simplest explanation is found in Answers to Questions about the NFIP (see attached, #32). Let me know if they are concerned about any specific Plan info so I can address those individually. To my knowledge, FEMA has no plans to include Plan or HAZUS run info for NFIP rates. With 22,000+ participating communities across 50 states and the territories, it would be logistically impossible to set rates based on specific local conditions (other than those reflected on our FIRMs).

- ✓ **Second Question:** The All Hazard Mitigation Plan uses the HAZUS model to run disaster scenarios. The local emergency managers chose to use the best case- worst case scenario for sea level rise. A PDC Commissioner wants to know if FEMA will or has plans to use a worst case HAZUS scenario model run to change FEMA flood insurance rates.

**ANSWER (DCR Charley Banks):** Regarding NFIP rating, the simplest explanation is found in Answers to Questions about the NFIP (see attached, #32). Let me know if they are concerned about any specific Plan info so I can address those individually. To my knowledge, FEMA has no plans to include Plan or HAZUS run info for NFIP rates. With 22,000+ participating communities across 50 states and the territories, it would be logistically impossible to set rates based on specific local conditions (other than those reflected on our FIRMs).

- ✓ **Third Question**

- a) For the localities that **participate in the CRS** program, can or will the contents of the All Hazard Mitigation Plan be used to force changes to the local building codes. Is there any connection between Plan contents and building codes? Is there any connection between

All Hazard Mitigation Plan contents and building codes that will result in changes to the building code because of the Plan contents?

- b) For the localities that **DO NOT participate in the CRS** program can or will the contents of the All Hazard Mitigation Plan be used to force changes to the local building codes. Is there any connection between Plan contents and building codes? Is there any connection between All Hazard Mitigation Plan contents and building codes that will result in changes to the building code because of the Plan contents?

**ANSWER (DHCD Vernon Hodge):** I am not aware of any changes to the state building code over the years, or in the current code change cycle we are undertaking, that were triggered by local government hazard mitigation plans. I assume that reason for that is that hazard mitigation plans do not require new buildings to be constructed differently or existing buildings to be changed from how they were initially constructed. The question has also been forwarded to the DHCD Division Deputy Director.

- Consulted with an Essex County family considering donating 30 acres of upland and wetlands to the Middle Peninsula Chesapeake Bay Public Access Authority. Coordinated for the appraisal of the land and discussed donation timing with the attorney representing the family.
- Consulted with Steve Hollberg, Town of Urbanna Mayor, concerning various grant programs available to assist the Town with addressing critical infrastructure and economic development needs.
- Coordinated an outreach opportunity with Janit Llewellyn of Department Conservation and Recreation to allow local Planners' input and participation in the update of the Virginia Outdoors Plan. A meeting is scheduled for August 31<sup>st</sup> at the MPPDC Office at 10:00am with local Planners and Parks and Recreation staff from each locality.
- Updated and revised GIS maps of conserved land in Essex County at the request of Mary Moss Walker of Essex County Countryside Alliance.

### **Project 32133 NFWF Living Shorelines**

*MPPDC received a grant from the National Fish and Wildlife Foundation (NFWF) to facilitate citizen-based resource stewardship to enhance coastal resilience and reduce vulnerability to growing risks from coastal storms, sea level rise, flooding and other threats to shorelines by encouraging Middle Peninsula waterfront homeowners, through access to low interest loans and/or grants and through education about living shorelines, to make informed decisions to install living shorelines to protect waterfront properties. The main emphasis of the project will be to design and implement a Living Shoreline Incentive Program (LSIP) to provide loans and/or grants to homeowners to install living shorelines on suitable waterfront properties. The project also includes the design of a Shoreline Management Plan (SMP) for the entire Captain Sinclair's Recreational Area shoreline and the design and installation of one lower Chesapeake Bay public waterfront demonstration project to provide consumers easily accessible publically owned living shoreline examples to inform their decision making. The investment of effort and resources in producing a Shoreline Management Plan will yield substantial benefits in facilitating decision-making on a variety of potential issues and uses of the site. A Living Shorelines Education Program will be developed to educate the public about the benefits of living shorelines. The Captains Sinclair's Recreation area site boasts an 8,000 sq. ft. waterfront home within 200 feet of the demonstration site that will house the Living Shorelines Education Program.*

- Received application from a Gloucester County homeowner for funding from LSIP pilot program to finance a living shoreline installation on York River. Application was approved for 50% grant/50% loan at 0% interest.
- Provided loan information to Middlesex Title in anticipation of closing on loan. Repayments on loan will be utilized to fund the LSIP insurance program, pay for bond counsel if VCWRLF funding is approved to capitalize LSIP RLF, provide small grants to low income homeowners, and for program administration.

### **Project 32136 Coastal Zone Management Sea Level Rise**

*The purpose of this project is to provide planning options to be considered by rural coastal local governments in the Middle Peninsula to assist with mitigating the impacts of flooding and sea level rise in coastal communities. Using Mathews County as the pilot location, the project will identify and explore planning and development techniques that may be implemented at the local level to encourage and steer development to properties located outside of high risk flood hazard areas. The project will also provide information on how local government-acquired land may be leveraged to encourage more elevations or relocations by commoditizing protected lands in high hazard areas.*

- Consulted with John Shaw, Mathews County Planning Director concerning tools and approaches to address repetitive flooding within Mathews County and work completed by wetlands watch on resiliency tools.
- Researched implementation methods for regulatory and financial options used by Virginia localities to address recurrent flooding due to sea level rise. Continuing formatting the draft report.

### **Project 32137 Mathews Ditch Map Database**

*Building on the NFWF Ditching project in Mathews County, MPPDC staff in contract with Draper Aden Associations will continue reducing the information gap between stakeholders and those tasked with repairing the drainage system. First, maps will be created to identify ditch locations in the target areas using associated parcel information using Mathews County tax parcel maps overlapped with aerial imagery to provide information on ditch and channel locations. Additionally Virginia Coastal Policy Clinic will conduct research, compile deeds and easement documents that identify ditch ownership responsibility, easement rights and other interests in the roadside and outfall ditches. Finally a database will be designed for the organization and illustration of legal records for property owners of failing ditches.*

### **Project 32209 Virginia Working Waterfront Master Plan and 2<sup>nd</sup> Virginia Working Waterfront Summit**

*MPPDC staff will work with the Northern Neck PDC, Accomack-Northampton PDC, and Hampton Roads PDC to develop a Virginia Working Waterfronts coastal zone-wide plan that will serve to guide communities in protecting, restoring and enhancing their water-dependent commercial and recreational activities.*

- Reviewed the final draft of the Working Waterfront Master Plan and provided feedback to Neal. Also sent the final draft to the Working Waterfront Steering Committee for review.
- Requested contact information of potential summit attendees from Anne Smith, Clean Marinas Program.
- Consulted with Elizabeth Andrews, Director for the Virginia Coastal Policy Center located at the College of William and Mary concerning upcoming Virginia Working Waterfronts symposium to be held in December at the College of William and Mary. Discussed agenda topics, possible speakers, and possible guests.

- Updated Project timeline:

*Timeline for the Development of the Virginia Working Waterfronts (WWF) Plan and the 2<sup>nd</sup> WWF Summit in 2016.*

January	February	March	April	May	June	July	August	September	October	November	December	
<ul style="list-style-type: none"> <li>• PDC's will work on their Chapter for the WWF Plan</li> <li>• Don will work on the State of the Commonwealth Chapter for the Plan</li> </ul>			<ul style="list-style-type: none"> <li>• Neal will assemble the WWF Plan and write the plan's introduction, conclusion as well as chapter on working waterfront resiliency. PDCs will begin to share individual chapters to their Commission and participating localities.</li> </ul>			PDCs will share the completed Virginia WWF Plan with Commissions and participating localities. Seek plan adoption by the Commission and recommend that localities adopt plan as well.			Plan Symposium – secure sponsors and speakers		VCPC will host the Symposium the first of Dec.	

## TRANSPORTATION

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

### **Project 30211 Transportation Demand Management (TDM) Services**

*This program assists local commuters and employers with transportation issues. The main emphasis is on lowering the number of single occupancy vehicle commutes within and from the Middle Peninsula region through marketing and promotion of the program through local media and provision of ride matching services to commuters. In addition MPPDC staff will update the TDM Six Year Plan with additional funding from Virginia Department of Rail and Public Transportation (DRPT).*

- Received phone call from commuter wanting transportation from Glen Allen to Ashland. She was outside of our service area and referred to Ridefinders for assistance.
- Updated website – [www.midpenrideshare.org](http://www.midpenrideshare.org)
- Executed contract with DRPT for FY17 TDM program funding.
- Prepared and submitted final FY16 program certification.
- Renewed contract for King and Queen County billboard on Rt. 33 and new posters for both billboards to match the bus wrappers used on 5 Bay Transit buses in all 6 counties.
- Current commuter database – 140

### **Project 30312 Rural Transportation Planning**

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

- Submitted FY 16 Rural Transportation Program Final Report to Stephen Haynes, Fredericksburg District Manager, on July 6<sup>th</sup>.
- Attended the VDOT Title VI Program workshop in Charlottesville June 29<sup>th</sup>. Consulted with Tracie Stewart and Valerie Talley of VDOT regarding requirements for the Local Title VI Implementation Plan.

- Researched model Title VI Implementation Plans to assist localities with drafting local implementation Plans.
- Provided information to local Planners regarding changes to the Bicycle Road share signage and information on upcoming Smartscale (formerly HB2) application training and assistance scheduling.
- Prepared and submitted 4<sup>th</sup> quarter financial statement and reimbursement request to Craig Van Dussen, VDOT.

## ONSITE REPAIR & PUMPOUT

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

### **Project 30420, 30423 On-Site technical Guidance Assistance and Revolving Loan Program**

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

- Consulted with Bill Nachman, *Gloucester Mathews Gazette-Journal*, regarding grant funding to provide assistance to low-mod income homeowners to repair failing septic systems.
- Received four applications from homeowners interested in grant funding for septic repairs. Waiting on contract from DEQ for grant funds.
- Consulted with Rick Hill, DEQ, regarding contract for grant funding.
- Consulted with Marc Longest, Middlesex County Health Department, regarding assistance available for homeowner with failed privy.
- One Gloucester County septic repair completed.
- Consulted with King William homeowner regarding financial assistance available for repairing failing septic systems. Consulted with Bill Sanford, King William Health Department regarding project. Question as to whether Health Department will issue a repair permit.
- Consulted with Gloucester homeowner on waiting list regarding status of DEQ grant funds.
- Consulted with Middlesex homeowner on waiting list regarding status of DEQ grant funds.
- Executed ACH loan payments for septic repair loans. All MPPDC loan funding programs require that loan recipients authorize loan payments to be made automatically from loan recipients' bank accounts. Loan clients authorize the payments at loan closing (ACH Authorizations). MPPDC staff process these payments on the 15<sup>th</sup> of each month. This places the onus to not make a payment on the loan client contacting MPPDC staff prior to the loan processing date of the 12<sup>th</sup> of the month to request a payment be held. This has significantly reduced defaults and delinquent repayments of MPPDC loan

***Remaining uncommitted funding – \$163,115 loan funds. Grant funds of \$183,500 should be available soon – awaiting contract from DEQ for approved funding.***

**Project 30424 Septic Pumpout and Ordinance Review**

*This project will provide financial assistance to 110-130 low income Middle Peninsula homeowners to comply with Chesapeake Bay regulations to pump their septic systems every 5 years and to review Mathews County’s land use ordinance provisions per 9VAC25-830.-190.2-3 and 9VAC25-830-190.4-5 and develop any needed changes to promote protection of water quality through reduction of impervious cover, preservation of indigenous vegetation and minimization of land disturbance for consideration by the Mathews BOS.*

- Forwarded the recommended revisions of the Comprehensive Plan, Zoning Ordinance and Subdivision Ordinance to the V’lent Lassiter, DEQ, for compliance review.
- Consulted with numerous homeowners regarding vouchers, copays, participating septic haulers.
- Septic Pumpouts as of July 18, 2016
 

Applications Mailed	126
Approved Vouchers	72
Completions	52

Pumpout Vouchers by County

Essex	03
Gloucester	12
King and Queen	47
King William	03
Mathews	03
Middlesex	04

**ECONOMIC DEVELOPMENT**

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

**Project 301702 Small Business Revolving Loan Fund**

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

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

**Project 30108 Building Collaborative Communities (BCC) Grant**

*This project, with funding from the Virginia Department of Housing and Community Development (DHCD), is a collaborative effort with regional and local, public and private stakeholders to create an organizational structure with the capacity and resources to lead regional economic development initiatives in the Middle Peninsula. The project will seek to provide education, training and outreach to local officials on regional*

*economic development partnerships, re-establish the Tidewater Resource Conservation and Development Council, update the River County Economic Development study, as well as draft policies, bylaws and a conceptual work plan for the newly created economic development organization.*

#### **LOCAL INITIATIVES**

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

#### **Project 30021 Mathews County Comprehensive Plan Update**

*Middle Peninsula Planning District Commission will provide technical assistance to Mathews County in updating the Mathews County 2030 Comprehensive Plan and Mathews County Zoning Code. Every jurisdiction in Virginia is mandated by Virginia Code Section 15.2-2223 to create and adopt a Comprehensive Plan that outlines a vision for the future of the community with a twenty year planning horizon.*

- Consulted with John Shaw, Mathews County Planning Director on proposed approach to update of the Comprehensive Plan to completion. The timeframe for completion was slightly modified due to review information being unavailable.
- Reviewed and updated History and Culture Section of the Mathews County Comprehensive Plan.

#### **Project 30022 Tappahannock Economic Incentive Project**

*MPPDC staff are providing a planning study to develop economic enhancement and incentives to direct and encourage development in selected areas within the town of Tappahannock*

- Received draft water and sewer and vacant land maps from Jimmy Sydnor, Acting Tappahannock Town Manager. These maps will be used to develop policies and programs to encourage economic expansion within the Town of Tappahannock.

#### **Project 380161 Local & Regional Technical Assistance**

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

- Completed a survey by the Federal Reserve Bank of Richmond regarding the economic characteristics and conditions of localities in the region.

#### **Project 30109 Tidewater RC&D Staff Support**

*The Tidewater RC&D Council, Incorporated is a 501(c)(3) corporation organized to provide leadership, initiative and direction in development of a plan for the orderly development and utilization of the Middle Peninsula/Northern Neck regions' human and natural resources. With loss of federal support, the Northern Neck members opted to retire from the Council. The Middle Peninsula members desired to continue the organization and requested MPPDC to provide staff support and act as their fiscal agent. Tidewater RC&D's resources were divided and 40% was transferred to the Northern Neck Planning District Commission, Inc.*

- Consulted with Dr. Mo Lynch, Chairman of the Tidewater RC&D Council, concerning a meeting of the current RC&D Board of Directors necessary to initiate the change in leadership and replace the Board with new Directors appointed by member of local governments to form the new Middle Peninsula Economic Development and Resource Organization (MPEDRO).

- Called for a meeting of the Tidewater RC&D Board of Directors to transition the current Board of Directors and replace with the new MPEDRO Board of Directors.
- Attended the SET Program Workshop and Virginia Main Street Workshop in Staunton, Virginia on July 11-14. The workshop included information on funding opportunities to assist with downtown economic develop projects, the importance of downtowns in regional economic development, and the importance of aligning local and regional economic development plans.
- Consulted with Dr. Mo Lynch, Tidewater RC&DC Chairman, regarding payment from Navy and requesting authorization to pay invoices.

## HOUSING

### Funding –Housing Loan Program Income

#### **Project 300132 Energy Efficiency and Conservation Block Grant (EECBG)**

*Summary: Governor Timothy Kaine announced on October 6, 2009 that \$9.7 million in Energy Efficiency and Conservation Block Grants (EECBG) would be distributed on a competitive basis to small local governments. Virginia's 21 Planning District Commissions administered the program and assisted localities in the development of proposals which were ranked and awarded by the Department of Mines, Minerals and Energy (DMME). 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 is tasked with administering the overall project. MPPDC is administering the revolving loan program per DMME.*

- Received phone call from client requesting holding of July loan payment. Request approved.
- Executed ACH loan payments for MPBDP loans. All MPPDC loan funding programs require that loan recipients authorize loan payments to be made automatically from loan recipients' bank accounts. Loan clients authorize the payments at loan closing (ACH Authorizations). MPPDC staff process these payments on the 15<sup>th</sup> of each month. This places the onus to not make a payment on the loan client contacting MPPDC staff prior to the loan processing date of the 12<sup>th</sup> of the month to request a payment be held. This has significantly reduced defaults and delinquent repayments of MPPDC loans.

## EMERGENCY SERVICES

### Funding - Pending

#### **Project 31201 Middle Peninsula All-Hazards Mitigation Plan Update (Reported under Mandates)**

#### **Project 31203 Regional Emergency Management Planner**

*Regional Emergency Planner position housed at the Middle Peninsula Planning District Commission (MPPDC) in Saluda. The Middle Peninsula crosses VDEM Region 1&5 boundaries. Position will support local Emergency Coordinators by assisting/coordinating homeland security & disaster response preparedness; Rt. 17 evacuation planning; & resource data collection.*

- Prepared and submitted 3 grants to VDEM for the 2016 State Homeland Security Grant Program (SHSG). The grants were for: Regional Emergency Planner at the MPPDC; 6 Satellite Radio/Telephones (1 for each Emergency Manager in the Middle Peninsula); and, Regional Emergency

Operations Plan (EOP) Gap Analysis for the Middle Peninsula and interested localities on the Northern Neck. Grant decisions are expected in October 2016.

- Submitted the Final Report for the 2014 SHSP to VDEM.
- Submitted the Quarterly Report (April – June 2016) for the 2015 SHSP to VDEM.
- On June 23, the Regional Emergency Planner participated in the Mid-Atlantic Hurricane Webinar sponsored by the Office of Cyber & Infrastructure Analysis (OCIA) at the Department of Homeland Security (DHS). The webinar discussed the model results of the effect of a Cat 2 hurricane event on the Virginia Beach, VA region. OCIA’s engagement with communities deals with nationwide disaster preparedness and resilience efforts by serving our communities.
- On June 27, the Regional Emergency Planner attended the Emergency Preparedness Forum in Warsaw, Virginia. The event was sponsored by Congressman Robert Wittman. Speakers were: Dr. Jeffrey Stern, State Coordinator, VDEM; Chief Mark Nugent, Emergency Services, Middlesex County; and, Mr. Creig Moore, Emergency Management and Hazardous Materials Coordinator, Gloucester County. Approximately 50 people attended to discuss Community Preparedness, Public Awareness, and Post-Storm Procedures.
- Attended the June 29 Hurricane Evacuation Coordination Workgroup in James City County. The MPPDC Regional Emergency Planner sits on the SH-29 Workgroup, “Local Shelter Information Sharing.” The workgroup, consisting of personnel in the Commonwealth involved in emergency planning and first response (such as local Emergency Managers, VDOT, Virginia State Policy, VDEM, etc.) is responsible for addressing gaps identified in the “In-season Hurricane Evacuation Study” commissioned by the Governor of Virginia.
- On July 12, took part in the Richmond Regional Planning District Commission (PDC) and Crater PDC’s Regional Resilience Workshop in Chesterfield, Virginia. The speakers at the workshop included FEMA, VDEM, and PDC staff. The goals for the workshop were:
  - Define RESILIENCE from the regional perspective
    - ✓ Monetize mitigation actions and impacts
    - ✓ Build opportunities for functional partnerships
  - The highly interactive workshop included the following activities:
    - ✓ Overview of existing tools and projects: mapping products, risk reduction initiatives.
    - ✓ “Open House” conversation opportunities for discussion of current programs, opportunities for collaboration and funding
    - ✓ Scenario discussion of mitigation strategies
- As a 2016 State Homeland Security Program Peer Reviewer, reviewed and scored eight grant applications. The grants reviewed included Terrorism Mitigation Projects from around the Commonwealth of Virginia that requested local and regional funding for diverse needs, such as: equipment, modeling, staff support, planning, and software.
- Officials with some organizations, such as hospitals and secure government facilities, have concerns about the new Pokémon Go game listing their facilities as a place to visit to earn points for the game. In response to this, the Regional Emergency Planner sent an email to the Middle Peninsula Emergency Managers that allows a facility to opt out as a location for the Pokémon Go game by filling out a request

on the following website: [https://support.pokemongo.nianticlabs.com/hc/en-us/requests/new?ticket\\_form\\_id=319928](https://support.pokemongo.nianticlabs.com/hc/en-us/requests/new?ticket_form_id=319928)

- Prepared and submitted reimbursement request for 2<sup>nd</sup> Quarter 2016.
- Consulted with Shannon Girouard, VDEM regarding final reimbursement request for 2015 grant that was submitted in April 2016 and still outstanding.

#### AGENCY ADMINISTRATION

Funding - Indirect cost reimbursements from all PDC projects

#### **Project 300181 MPPDC Administration**

*Administrative services provided to MPPDC programs. Planned FY16 Indirect Cost rate =49.8%.*

- Consulted with incoming MPPDC Chairman Tom Swartzwelder concerning General Assembly changes to FOIA Notification process. Updated the PDC website to include current FOIA information.
- Prepared vouchers, processed A/P, processed payroll, processed deposits and balanced bank accounts. Prepared MPPDC monthly financial statements.
- Consulted with Michael Aukmap, Dunham, Aukamp & Rhodes LLC, regarding schedule for FY16 audit visit.
- Prepared FY17 Indirect Cost Allocation Plan for presentation to the Commission.

#### CLOSED FY17 PROJECTS

July 27, 2016

**MIDDLE PENINSULA PLANNING DISTRICT COMMISSION**

**INDIRECT COST ALLOCATION PLAN**

**FY 2016-2017**

The FY 2016-2017 Indirect Cost Allocation Plan attached is based on the budget figures adopted by the Commission in May, 2016. 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 advertising, 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 FY15 Indirect Cost Allocation rate of **49.03%**. The Statement of Employee Benefits and the Salary Distribution are supporting documents used to calculate the employee benefit rate of **34.88%** and, ultimately, the indirect cost allocation rate.

*\* FY16 actual indirect rate was 49.29% - planned rate was 49.03%*

**MIDDLE PENINSULA PLANNING DISTRICT COMMISSION  
STATEMENT OF INDIRECT COSTS FY 2016-2017 BUDGET**

Indirect Personnel Costs

Indirect Salaries	\$60,210	
Employee Benefit Rate at 32.08%	19,315	
Total Indirect Personnel Costs.....		\$79,525

Facility Expense

Rental	\$22,202	
Facilities Maintenance	3,750	
Utilities	4,750	
Telephone	3,200	
Facility Insurance	185	
Total Facility Expense.....		\$34,087

Equipment and Supplies Expense

Office Supplies	\$2,500	
Total Supplies Expense.....		\$2,500

Consultant/Contractual Expense

Accounting/Auditing Expense	\$8,150	
Legal	3,500	
Total Consultant/Contractual Expense.....		\$11,650

Travel Expense

Vehicle Lease	3,000	
Vehicle Insurance	1,152	
Vehicle Operating Costs	1,250	
Lodging and Staff Expense	500	
Total Travel Expense.....		\$5,902

Miscellaneous Expense

Postage	2,000	
Printing/Duplicating	11,100	
IT Costs	16,500	
Pub Officials Insurance	1,993	
VAPDC Dues	2,300	
Total Miscellaneous Expense.....		\$33,893

TOTAL INDIRECT COSTS .....\$167,557

**MIDDLE PENINSULA PLANNING DISTRICT COMMISSION  
STATEMENT OF INDIRECT COSTS FY 2016-2017 BUDGET**

Direct Personnel Costs

<sup>1</sup> Direct Chargeable Salaries	\$255,139	
Employee Benefit Rate at 32.08%	81,849	
Total Direct Chargeable Personnel Costs.....		\$336,988

CALCULATION OF INDIRECT COST ALLOCATION RATE

Total Indirect Costs	\$167,557	
<hr/>		= <b>49.72%</b>
Total Chargeable Direct Personnel Costs	\$336,988	

**MIDDLE PENINSULA PLANNING DISTRICT COMMISSION  
STATEMENT OF EMPLOYEE BENEFITS FY 2016-2017 BUDGET**

Benefits

Health Insurance	\$50,341	
Retirement	20,549	
Workmen’s Compensation	422	
Social Security	23,499	
Life Insurance	3,458	
Unemployment	2,880	
Total Employee Benefits.....		\$101,149

Basis for Allocation of Employee Benefits

Total Chargeable Salaries.....	\$315,349
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Employee Benefit Rate

Total Employee Benefits	\$101,149	
<hr style="width: 50%; margin-left: 0;"/>		<b>= 32.08%</b>
Total Chargeable Salaries	\$315,349	

Annual leave is based on employment tenure and accumulated per calendar month as follows:

0-5 years.....8 hours/month	15-19 years.....14 hours/month
5-9 years.....10 hours/month	20-24 years.....16 hours/month
10-14 years.....12 hours/month	25 plus years.....18 hours/month

Carryover of annual leave from one fiscal year to the next may not exceed the maximums listed in the personnel handbook. Full-time staff earn 10 hours of sick leave for each completed calendar month of work. Sick Leave may be carried over from one fiscal year to the next. Upon termination employees with five or more years continuous salaried service, may receive up to 25% of their unused sick leave balances up to a maximum of \$5,000.

**MIDDLE PENINSULA PLANNING DISTRICT COMMISSION  
FY 2016-2017 SALARY DISTRIBUTION**

<b>Position</b>	<b>Base Salary</b>	<b>Indirect Salaries</b>	<b>%Indirect</b>
Executive Director	\$104,081	\$14,000	17%
Finance Director	\$53,951	\$23,500	32%
Regional Planner	\$43,775		
Regional Planner	\$42,479		
Regional Planner	\$43,487		
Regional Planner (PT)	\$2,757		
Secretary	\$18,643	\$15,777	85%
Clerical (PT)	\$6,933	\$6,933	100%
<b>Total Chargeable Salaries</b>	<b>\$316,106</b>	<b>\$60,210</b>	

**CALCULATION OF DIRECT CHARGEABLE SALARIES  
AND TOTAL CHARGEABLE SALARIES**

**<sup>1</sup>Direct Chargeable Salaries**

Total Salaries	\$316,106
Less Indirect Salaries	<u>60,210</u>
	<b>\$255,896</b>

## **TITLE 2 OF THE CFR, PART 200 CERTIFICATE OF INDIRECT COSTS**

This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

1. All costs included in this proposal dated **July 27, 2016** to establish billing or final indirect costs rates for the fiscal year ended **June 30, 2017** are allowable in accordance with the requirements of the Federal award(s) to which they apply and 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Unallowable costs have been adjusted for in allocating costs as indicated in the indirect cost proposal.
2. All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

**Middle Peninsula Planning District Commission**

Governmental Unit

\_\_\_\_\_  
Signature

**Lewis L. Lawrence**

\_\_\_\_\_  
Name of Official

**Executive Director**

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date of Execution

**NOTE: THE ABOVE CERTIFICATION IS A REQUIREMENT OF 2 CFR 200. WE WILL NOT BE ABLE TO PROCESS YOUR INDIRECT COST PROPOSAL WITHOUT THIS CERTIFICATION.**

E-mail certificate along with your indirect cost proposal to your assigned Regional office of Cost Allocation Services.

Rev. 4/15

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

**I. General Accounting Policies**

A. Basis of Accounting -Modified Accrual Basis

B. Fiscal Period - July 1 through June 30

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

D. Indirect Cost Rate Allocation Base - Direct Salaries and Wages including applicable Fringe Benefits.

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

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

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

**II. Description of Cost Allocation Methodology**

**A. Salaries and Wages**

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

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

- Executive Director
- Finance Director
  - Secretary
  - Clerical Staff

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

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

**B. Fringe Benefits**

MPPDC contributes to the following fringe benefits for its employees:

1. Health Insurance
2. Worker's compensation,
3. F.I.C.A., Medicare
4. Unemployment
5. Group Life Insurance
6. Matching contributions to a defined benefit pension plan and a 457 plan

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

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

### **C. Travel**

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

For example:

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

### **D. Board Expenses**

Board expenses are not charged indirectly.

### **E. Supplies and Material**

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

### **F. Occupancy Expenses**

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

### **G. Utilities**

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

### **H. Communications**

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

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

### **I. Photocopying and Printing**

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

### **J. Outside Services**

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

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

**K. Capital Items**

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

**L. Depreciation**

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

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

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

**M. Service to Members**

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

**N. Unallowable Costs**

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

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



\_\_\_\_\_  
Signature

7/19/16  
Date

Executive Director  
Title

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

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