HAMPTON ROADS PLANNING DISTRICT COMMISSION

WORK PROGRAM

FY 2019

PEP18-05

HAMPTON ROADS PDC PLANNING DISTRICT COMMISSION

May 2018

Report Documentation

Title	Report Date
Work Program	May 2018

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Abstract

The Hampton Roads Planning District (HRPDC) is one of 21 Planning District Commissions in the Commonwealth of Virginia and is a regional organization representing the 17 local governments of the Hampton Roads area. The HRPDC Fiscal Year (FY) 2019 Work Program (WP) details the various planning activities and associated funding for the period from July 1, 2018 to June 30, 2019. The WP is financed in part by the several local, state and federal agencies that provide grant, contract and annual contribution support for the HRPDC programs.

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Introduction

The Hampton Roads Planning District Commission (HRPDC) Work Program (WP) describes planning work to be performed by the HRPDC staff for the Fiscal Year (FY) 2019. It includes projects to be undertaken for the region as a whole as well as for sub-regional groupings of localities and agencies. Additionally, included are local projects to be carried out in cooperation with or on behalf of individual member localities. The WP functions as a comprehensive guide to the activities of the HRPDC staff and supporting committees and represents the agreement between the HRPDC staff and the Commission on the functions and services to be accomplished on behalf of the Commission and its member localities. The WP is required by the Virginia Department of Housing and Community Development (DHCD), in part, as the basis for the state's annual appropriation to support Planning District Commissions.

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

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

The planning activities in the WP address a wide range of programs, including: community affairs and civil rights, economics, emergency management, environmental education, housing and human services, regional planning and water resources. Each of these programs concurrently considers many related issues, such as land use, socioeconomic characteristics, transportation, climate change, environmental justice, and public involvement and outreach. To ensure the most effective service to the Hampton Roads community, many of the HRPDC functions, as well as those of the Hampton Roads Transportation Planning Organization (HRTPO), require integration and coordination of key issues such as recurrent flooding, hurricane evacuation, economic development and provision of utility and transportation infrastructure.

The FY 2019 Work Program distinguishes between the HRPDC functions and those of the HRTPO by covering only the HRPDC functions. In 2009, the HRPDC and the HRTPO entered into two Memoranda of Agreement (MOA). One MOA specifies that the HRPDC is to provide technical and administrative staff to support the operations of the HRTPO and the second provides that the HRPDC is to contribute financial and accounting services to support the HRTPO. A separate work program details the work activities and functions of the HRTPO. To assist the users of this document, the HRPDC FY 2019 Work Program is organized by

department and includes a programmatic guide to the HRPDC's programs. This guide lists the various functional areas covered by the HRPDC along with the primary work tasks that fall within each of these functional areas.

HRPDC Structure

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

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

1. To improve public health, safety, convenience and welfare, and to provide for the social, economic and physical development of communities and metropolitan areas of the Commonwealth on a sound and orderly basis, within a governmental framework and economic environment which will foster constructive growth and efficient administration.

2. To provide a means of coherent articulation of community needs, problems, and potential for service.

3. To foster planning for such development by encouraging the creation of effective regional planning agencies and providing the financial and professional assistance of the Commonwealth.

4. To provide a forum for state and local government on issues of a regional nature.

5. To encourage regional cooperation and coordination with the goals of improved services to citizens and increased cost-effectiveness of governmental activities.

6. To deter the fragmentation of governmental units and services.

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

1. To conduct studies on issues and problems of regional significance;

2. To identify and study potential opportunities for state and local cost savings and staffing efficiencies through coordinated governmental efforts;

3. To identify mechanisms for the coordination of state and local interests on a regional basis;

4. To implement services upon request of member localities;

5. To provide technical assistance to state government and member localities;

6. To serve as a liaison between localities and state agencies as requested;

7. To review local government aid applications as required by §15.2-4213 and other state or federal law or regulation;

8. To conduct strategic planning for the region as required by §§15.2-4209 through 15.2-4212;

9. To develop regional functional area plans as deemed necessary by the commission or as requested by member localities;

10. To assist state agencies, as requested, in the development of sub-state plans;

11. To participate in a statewide geographic information system (GIS), the Virginia Geographic Information Network, as directed by the Department of Planning and Budget; and

12. To collect and maintain demographic, economic and other data concerning the region and member localities, and act as a state data center affiliate in cooperation with the Virginia Employment Commission.

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

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

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

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

- To provide the local governments and citizens of Hampton Roads credible and timely planning, research and analysis on matters of mutual concern; and,

- To provide leadership and offer strategies and support services to other public and private, local and regional agencies, in their efforts to improve the region's quality of life.

HRPDC Regional Strategic Plan

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

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

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

HRPDC Membership

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

The HRPDC also includes eleven towns, whose interests are represented on the Commission through the Counties in which they are located. The Town of Windsor is located in Isle of Wight County. Southampton County encompasses the towns of Boykins, Branchville, Capron, Courtland, Drewryville, Ivor and Newsoms. The towns of Claremont, Dendron and Surry are included in Surry County. Depending on the program, these towns are involved to various degrees in regional studies and activities.

While not a member of the HRPDC, the Town of Windsor is a full and active participant in a number of HRPDC programs.

HRPDC Member Jurisdictions

HRPDC Committee Structure

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

In several instances, the HRPDC has formalized operation of programs or projects through a Memorandum of Agreement (MOA) among the HRPDC, member local governments, affected Towns and appropriate regional agencies. These include:

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

There are also a number of MOAs governing regional emergency management activities.

Standing Committees – Water Resources Planning

Directors of Utilities Committee: The HRPDC Directors of Utilities Committee is charged with addressing technical, policy and administrative issues associated with the planning and operation of the region's water supply and wastewater systems, as well as a broad range of other water resource management issues. The Committee includes the Director of Utilities or a senior representative from the seventeen member local governments, the Town of Windsor, the HRSD and the HRPDC. It is recognized as a formal Advisory Committee to the Commission. Semiannually, the Committee meets jointly with the local Directors of Health and Virginia Department of Health to discuss issues of mutual concern associated with drinking water and other water quality issues. The following subcommittees or working groups/teams have been established by the Directors of Utilities Committee:

- **Capacity Team**: The Capacity Team meetings provide a forum to discuss the requirements of the HRSD's Sanitary Sewer Overflow (SSO) Consent Decree which requires extensive coordination with localities. The Capacity Team includes representatives from the wastewater functions of the affected local governments, HRSD, HRPDC and consultants to the local governments.

- **askHRgreen.org: Fats, Oils and Grease Subcommittee (HR FOG)**: The HR FOG Subcommittee was established to develop a regionally consistent program for managing fats, oils and grease in the wastewater system. This effort includes training and supports compliance with the Regional SSO Consent Order. Representatives from the affected local governments (wastewater operations), HRSD and the HRPDC participate on the Committee.

- **askHRgreen.org: Water Awareness Subcommittee (HR WET):**
  This Subcommittee was initially established to develop and implement a regional water conservation education program. Its mission has been expanded to include all aspects of drinking water quality and value. It includes education and public information staff representing the participating local government public utilities departments, HRSD and the HRPDC. Primary staff support is provided by the Environmental Education Department.

- **Regional Stormwater Management Workgroup**: The Regional Stormwater Management Workgroup supports implementation of programs required by the Municipal Separate Storm Sewer System (MS4) Permits, issued by the state to eleven of the region's localities. The Workgroup also evaluates technical, regulatory and policy initiatives in stormwater management outside the requirements of MS4 permits such as Total Maximum Daily Load (TMDL) development and implementation plans.

- **askHRgreen.org: Stormwater Education Subcommittee (HR STORM):** The Stormwater Education Subcommittee was established by the Regional Stormwater Management Committee to develop and implement a regional stormwater education program. A primary purpose of this initiative is to support local government compliance with the Phase I and Phase II Stormwater Permits. The Subcommittee includes education, technical and public information staff from the public works and related departments and the HRPDC. The military, Soil and Water Conservation District, Virginia Department of Transportation and the Department of Conservation and Recreation participate in an ex officio capacity. Primary staff support is provided by the Environmental Education Department.

- **Coastal Resiliency Committee:** This special committee was formed in 2014 to develop specific recommendations related to recurrent flooding and sea level rise adaptation and mitigation for local governments, advocate for support and action by the state and federal governments, and serve as the primary regional contact to coordinate efforts with federal agencies and academic institutions.

<u>Standing Committees – Regional Planning</u>

- **Regional Environmental Committee**: The Regional Environmental Committee (REC) is recognized as a formal Advisory Committee to the Commission. It consolidates the work of the former Hampton Roads Chesapeake Bay Committee

and Regional Stormwater Management Committee. REC is charged with addressing technical, policy and administrative issues associated with environmental planning, land use, water quality, stormwater, environmental education, as well as a broad range of other coastal zone management and planning issues.

Standing Committees – Environmental Education

- **askHRgreen.org** is a comprehensive environmental education program, composed of the existing HR CLEAN, HR FOG, HR STORM and HR WET programs. Staffed by the HRPDC, askHRgreen.org is overseen by an Executive Committee representing the HRPDC's four long-standing environmental education committees. As described above, three of the Environmental Education Committees – HR FOG, HR STORM and HR WET - continue as Subcommittees of the Directors of Utilities and Regional Stormwater Management Committees.

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

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

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

Standing Committees – Emergency Management

Hampton Roads All Hazards Advisory Committee (AHAC): AHAC is a consolidated committee comprised of the Regional Emergency Management Technical Advisory Committee (REMTAC), the Hampton Roads Urban Area Working Group (UAWG), the Hampton Roads Regional Catastrophic Planning Team (HRRCPT), the Hampton Roads Metropolitan Medical Response System Oversight Committee, and the Hampton Roads Interoperable Communications Advisory Committee (HRICAC). The Committee is composed of voting members nominated by each locality in Hampton Roads, subject matter experts, as well as emergency management state and federal partners. AHAC's scope is to foster communication and greater situational awareness among local, state and federal

stakeholders to improve the region's capacity to plan, collaborate, equip and ultimately respond to and recover from natural and human-caused threats and disasters. Responsibilities of AHAC include:

- Provide policy direction and oversight for the development and maintenance of a coordinated and integrated regional approach to emergency management planning and response systems and identify ways for the region to work together and combine resources to address planning gaps.

- Make annual recommendations for funding and budget requirements to the HRPDC Board and administer all funds appropriated to accomplish the work of the AHAC.

- Develop and maintain interoperable and operable communications capabilities and associated emergency communications activities.

- Foster regional collaboration and communication for various preparedness stakeholder groups.

- Foster regional communication and coordination for community education and citizen preparedness.

- Strengthen mass casualty response, medical surge and mass prophylaxis capabilities.

- Develop and coordinate hazard mitigation programs among the member jurisdictions.

- Develop and acquire Federal, State and private grant funding opportunities on behalf of the region and make recommendations as to how the region can most efficiently and effectively utilize financial assistance made available for disaster planning, mitigation and recovery.

- Provide technical guidance and serve as a clearinghouse for homeland security issues for the Hampton Roads Planning District Commission.

- Develop a "whole of community" approach to planning and preparedness by including jurisdictions outside the HRPDC region and representation from critical entities such as the military, National Voluntary Organizations Active in Disaster (VOAD), non-governmental organizations and private service agencies and industry.

- Conduct Threat and Hazard Identification and Risk Assessments (THIRA) on behalf of the region on a periodic basis as recommended by the Federal

- Emergency Management Agency (FEMA) through the National Preparedness System and the Commonwealth of Virginia Emergency Operations Plan (COVEOP).

AHAC has also established and directs the following subcommittees:

- **Interoperable Communications Subcommittee**: This Subcommittee is tasked with planning, identifying, establishing, and maintaining regional interoperable communications between first responders and emergency managers.

- **Public Information Subcommittee:** This Subcommittee is tasked with addressing the challenges of providing coordinated, emergency management related public information to the residents and visitors of Hampton Roads.

- **Grants Allocation Subcommittee:** This Subcommittee is tasked with coordinating the application and allocation of regional grants programs that address emergency management /homeland security needs in the region.

- **Inclusive Planning Subcommittee:** This Subcommittee is tasked with addressing the challenges of protecting the lives of our most vulnerable citizens by collaborating with and leveraging our community partners to provide the most effective guidance, enhancement and support of local and regional emergency management efforts.

- **Resiliency and Mitigation Subcommittee:** This Subcommittee is responsible for the coordination of regional resiliency and mitigation efforts in the Hampton Roads region.

Hampton Roads Metropolitan Medical Response System – Primary Committees

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

HRMMRS Health Care Committee: The HRMMRS HealthCare Committee was established to strengthen medical surge, mass prophylaxis, emergency triage, and pre-hospital treatment capabilities, identify training needs and arrange accordingly, facilitate healthcare provider participation in regional exercises, support Medical Reserve Corps programs,

support regional emergency preparedness planning for special needs populations, strengthen interoperable communication capabilities among hospitals, public health, public safety, and emergency management, support development of fatality management plans, review and recommend funding sources from HRMMRS, ASPR, UASI and RCPG grants. Membership consists of representatives from Hampton Roads hospitals, public health departments, MRC programs, EMS agencies, emergency management, American Red Cross (ARC), medical examiner's office, (OCME) long term care facilities, military treatment facilities, and HRPDC and HRMMRS staff. This committee is chaired by a hospital or public health representative with a Vice Chair from the other discipline, one from the Peninsula and one from the Southside. During the next year, this committee will form the foundation for the new Eastern Virginia Healthcare Coalition, a U.S. Department of Health and Human Services initiative to improve the nation's public health and medical preparedness and response capabilities for emergencies. The new coalition will have an expanded mission, membership and geographical coverage area.

External Committees

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

Community Affairs and Civil Rights

Total budget including pro-rata share of Administration

$198,761

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

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

- Comply with the public involvement and Title VI requirements of the Federal and State regulations.
- Provide specific opportunities for local citizens and citizen-based organizations to discuss their views and provide input on the subject areas addressed in plans, projects or policies of the HRPDC.
- Ensure full and fair participation by all potentially affected communities in the planning decision-making process.
- Inform and educate citizens and other interested parties about ongoing HPRDC planning activities, and their potential role in those activities.
- Focus study and plan recommendations on investments that promote quality of life and mitigate adverse impacts for residents of Hampton Roads.
- Utilize Public Comment Opportunities presented by Partner Agencies, and other state and federal agencies to lend a Title VI/EJ perspective to their policies, reports and project documents.
- Create materials that effectively inform the public of HRPDC's obligations and commitments under Title VI of the Civil Rights Act of 1964.

Title VI Legislation and Guidance

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

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

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

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

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

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

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

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

that Environmental Justice is equally as important during the planning stages as it is during the project development stages.

Work activities include the following:

1. Develop surveys to be accessed via the HRPDC website, Facebook and libraries throughout the region.

2. Participate in public meetings, committee meetings and hearings held by the HRPDC plus those held by local and state governments and the local transit agencies, as appropriate.

3. Use Social Media Platforms (Facebook, Twitter, etc.) to promote HRPDC, engage partner organizations, and increase awareness of the HRPDC by the public.

4. Respond to information requests from the general public.

5. Create publications that highlight each effort of the HRPDC

6. Support staff in public communications, engagement, and participation in HRPDC programs and projects, studies, plans, and programs.

7. Prepare Newsletters and special features on timely issues.

8. Update the HRPDC website to enhance public participation and to highlight various events and publications.

9. Respond to and/or facilitate response to general comments received via www.hrpdccva.gov, or by other means of communication from the general public, members of governments, etc.

10. Review and evaluate public participation strategies, as necessary, to ensure effectiveness and outreach to a broad audience. Create public participation documents, such as the Public Participation Plan, as needed, to reflect federal mandates. Create and implement the HRPDC Title VI Plan and the HRPDC LEP Plan which includes Title VI, Environmental Justice and related authorities.

11. Provide training for public involvement staff to build, enhance, and broaden public involvement techniques.

12. Develop and implement outreach activities tailored to engage low-income and/or minority communities or households. Key activities include partnering with regional agencies that advocate for and/or provide

services for traditionally underserved persons and creating a community impact assessment tool.

15. Provide translation and/or interpreter services on an as-requested basis.

17. Meet with community groups from varied sectors and with varied interests to provide information about the HRPDC's primary purpose and functions and gather input on key issues, programs, and activities they feel are critical.

18. Enhance and refine a Title VI/Environmental Justice methodology used to identify Title VI/Environmental Justice communities as well as the benefit/burden analyses (including conducting a broad review of environmental justice methodologies by other agencies and investigating potential data sources).

19. Incorporate Title VI/EJ analysis into individual studies, programs and plans contained in the HRPDC UPWP.

22. Update and maintain the HRPDC website.

23. Develop a Communications Plan.

24. Create Special Reports as needed

Emergency Management

Total budget including pro-rata share of Administration

$1,043,144

Hampton Roads All Hazards Advisory Committee (AHAC)

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

- AHAC Public Information Subcommittee
- AHAC Interoperable Communications Subcommittee
- AHAC Resiliency/Mitigation Subcommittee
- AHAC Grants Allocation Subcommittee
- Inclusive Emergency Planning Subcommittee

Inclusive Emergency Planning Subcommittee

The Inclusive Emergency Planning Subcommittee (IEP Subcommittee) reports to the All Hazards Advisory Committee (AHAC) and is tasked with providing support, advocacy, and inclusion of populations with disabilities and access and functional needs for all local, regional, and state emergency management initiatives related to the Hampton Roads region. The subcommittee members represent both private and public stakeholders which provide support services for these populations as well as assist in emergency preparedness planning. This subcommittee and the Inclusive Emergency Planner are supporting the following planning initiatives:

- Tunnel & Bridges - Accessible evacuation and communication (ie. Signage)
- Regional Shelter Exercises for People with Disabilities & Access/Functional Needs
- Outreach & Education related to ReadyHamptonRoads.org and personal preparedness
- Inclusive Emergency Operation Plan templates for the local and state levels
- Inclusive emergency preparedness training for shelter staff and first responders
- State Mass Care Sheltering Framework
- Re-Entry Planning & Collaboration

AHAC partners with other regional preparedness planning committees. The HRPDC staff will support these committees on behalf of AHAC. The committees include but are not limited to:

- Hampton Roads Emergency Management Committee
- VDEM Hurricane Evacuation Coordination Group

Product: Program Support, Agendas, Capabilities and Gap Tracking, Website, Document Repository, Regional Coordination

Grants Management

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

- **The Urban Areas Security Initiative (UASI)**: UASI program funds address the unique risk driven and capabilities-based planning, organization, equipment, training, and exercise needs of high-threat, high-density urban areas and assists them in building an enhanced and sustainable capacity to prevent, protect against, mitigate, respond to, and recover from acts of terrorism.

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

Associated Projects Managed by the HRPDC:

- Mass Causality and Mass Care
- CBRNE Pharmaceutical Stock-Pile
- Interoperable Communications Sustainment
- Inclusive Emergency Planning

Ready Hampton Roads

The Ready Hampton Roads program is a comprehensive resource for citizens to access emergency preparedness information. Ready Hampton Roads also serves the emergency management community by providing a secure site for collaboration and coordination of planning work and a virtual joint information system. It promotes emergency preparedness across the Hampton Roads region and serves as a data hub for emergency management stakeholders.

This program involves the following activities:

- Maintaining ReadyHamptonRoads.org web site and Ready HR social media.
- Distributing educational materials through the HRPDC and participating localities.
- Coordinating with Ready Virginia, VDH, and local emergency management outreach programs to enhance community resilience throughout the region.
- Coordinating an ongoing social media campaign.
- Developing, managing, and maintaining a regional public information system.
- Developing, managing, and maintaining a regional community outreach and education system.

Product: Readyhamptonroads.org Website

Staff Support, Planning, and Technical Assistance

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

In addition, the HRPDC staff will provide assistance and oversight in maintaining the following regional initiatives:

- Hampton Roads Threat Hazard Identification and Risk Assessment
- Virginia Region 5 Preparedness Measure/Hampton Roads Homeland Security Strategic Plan

Environmental Education

Total budget including pro-rata share of Administration

$936,417

Help to Others (H2O) Program

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

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

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

This project is funded through the Regional Water Program by a special local government contribution.

Products: Donation Resources, Envelopes, Promotional Materials, News Features, Financial Reports

askHRgreen.org

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

With both qualitative and quantitative research guiding this effort, the askHRgreen.org website was created as the region's portal to engaging Hampton Roads residents in the green conversation. In FY 2019, the focus will be on continuing and enhancing successful public relations efforts to gain added value media, extending the role of regional media ambassadors, seeking new media partners, and developing new social media initiatives and strategies. The campaign will continue to use results of marketing research to further improve branding and messaging as well as supporting media strategies and public relations initiatives.

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

Products: askHRgreen.org Website and Blog, Social Media, Paid and Earned Media, Graphic Design, Promotional and Educational Materials, Events, Grants, Reports

askHRgreen.org: Stormwater Education Subcommittee & Program

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

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

Products**:** Program Management, Events, Educational and Promotional Materials, Reports, News Releases, Articles, Grants

askHRgreen.org: Recycling and Beautification Subcommittee & Program

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

Information is delivered under the umbrella of askHRgreen.org. Messaging and outreach will focus on improving the volume and quality of materials collected through municipal recycling programs and reducing litter in Hampton Roads communities.

This program is funded through a special local government contribution.

Products: Program Management, Events, Educational and Promotional Materials, Reports, News Releases, Articles, Grants

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

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

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

Part of the Fats, Oils and Grease Program includes regional coordination of training for food service establishment (FSE) employees and grease haulers. A web-based training program for both of these sectors is available at www.hrfog.com, and ongoing maintenance support and development are necessary to maintain and enhance the website.

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

Products: Program Management, Events, Educational and Promotional Materials, Reports, News Releases, Articles, Grants, Training Materials

askHRgreen.org: Water Awareness Subcommittee & Program

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

Information for this program is delivered under the umbrella of askHRgreen.org, with key messages promoted throughout the year via television, radio, and/or online media sources. Funding is provided through the Regional Water Program by a special local government contribution.

Products: Program Management, Events, Educational and Promotional Materials, Reports, News Releases, Articles, Grants, Training Materials

Housing and Human Services

Total budget including pro-rata share of Administration

$669,670

Hampton Roads Loan Fund Partnership (HRLFP) Administrative Support

The HRLFP was organized in late 1996 to enable participation in the Virginia Single Family Regional Loan Fund, a statewide homeownership assistance program for low income households. Along with its goals for expanding homeownership opportunity, the HRLFP supports local community development priorities by financing mortgages in targeted neighborhoods and redevelopment areas.

HRLFP partner organizations include Redevelopment and Housing Authorities, local governments, and nonprofit housing organizations. By mutual agreement of the partner organizations, the HRPDC acts as Regional Administrator for the HRLFP and fiscal agent for administrative support funds.

HRLFP funds are divided into two elements for accounting purposes:

- Element 3004 administrative funds are provided by Virginia Department of Housing and Community Development (VDHCD) to offset program-related labor, document reproduction, mailing, telephone charges and miscellaneous costs incurred by the HRPDC staff.

- Element 3005 is a pass through account for processing federal down payment and closing cost assistance funds provided through VDHCD.

Product: Homeownership Assistance Loans, Progress and Status Reports

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

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

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

Funds are divided into two elements for accounting purposes:

- Element 3090 administrative funds are provided by City of Portsmouth to offset program-related labor, document reproduction, mailing, telephone charges and miscellaneous costs incurred by the HRPDC staff.

- Element 3005 is a pass through account for processing federal HOME down payment and closing cost assistance funds provided through the City of Portsmouth.

Product: Homeownership Assistance Loans, Progress and Status Reports

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

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

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

Funds are divided into two elements for accounting purposes:

- Element 3006 administrative funds are provided by City of Chesapeake to offset program-related labor, document reproduction, mailing, telephone charges and miscellaneous costs incurred by the HRPDC staff.

- Element 3005 is a pass through account for processing federal HOME down payment and closing cost assistance funds provided through the City of Chesapeake.

Product: Homeownership Assistance Loans, Progress and Status Reports

Housing and Human Services - Technical Assistance

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

- Act as Regional Administrator and fiscal agent for the Hampton Roads Loan Fund Partnership, a state-sponsored homeownership program for low-income households.
- Support the research, educational and professional training activities of the Hampton Roads Housing Consortium (HRHC), a regional association of government, non-profit and private sector housing organizations. Staff will also assist in the development of a five-year strategic plan as well as implementation of a new training center for regional housing partners.

- Provide staff support and assistance to the Hampton Roads Disabilities Board.
- Host periodic meetings of Consolidated Plan coordinators from city governments.
- Participate as a Board Member for Senior Services of Southeast Virginia.

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

- Composition, age, quality and market value of the housing stock.
- Housing availability and affordability for various demographic groups.

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

Development of Regional Housing Service Portal (RHSP)

The HRPDC Staff will continue to provide information and tools through the Regional Housing Service Portal for the HRPDC. This effort will continue through FY 2019 with final completion of the online customer website. The purpose of this tool is to continue to provide a "one-stop shop" environment for obtaining and accessing reliable and legitimate services for housing such as first-time homebuyer education and counseling and foreclosure prevention.

There are numerous housing related organizations in Hampton Roads that provide varied down-payment/closing cost assistance, first-time homebuyer education, foreclosure prevention, rental counseling, and housing services for persons with disabilities. The HRPDC staff will work to continue to update services and programs in the web portal for consumers and housing providers to utilize. Staff will identify gaps in housing services and continue creating a toolbox of resources for housing providers.

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

Planning and Economics

Total budget including pro-rata share of Administration

$584,279

Staff Support and Technical Assistance for Planning

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

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

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

- HRPDC Commission and Member Jurisdictions
- Chief Administrative Officers
- Hampton Roads Mayors and Chairs Caucus
- Regional Construction Standards Committee
- Hampton Roads Sanitation District
- Southeastern Public Service Authority of Virginia
- Virginia Peninsula Public Service Authority
- South Hampton Roads Resource Conservation and Development Council
- Soil and Water Conservation Districts
- Hampton Roads Transportation Planning Organization
- Hampton Roads Military Federal Facility Alliance

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

The HRPDC will continue to serve as the Regional Clearinghouse for review of:

- Applications for federal grant funds.
- Environmental Impact Reviews.

Technical assistance will be provided to the jurisdictions on short-term projects such as grant applications, review of plans and studies, geographical information systems technical support, assistance with regulatory proposals, comments on other planning matters, facilitation of various local and agency initiatives and analysis of state and federal actions.

When requested, the staff will provide ongoing technical input to major local planning efforts, such as:

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

The HRPDC will work with various media outlets in providing citizens with public information and education concerning the activities of the HRPDC. This will include special issues educational information and public forums, as well as on-line polls, and representation in the various regional speakers' bureaus.

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

Products: Letters, Memoranda, Reports

Regional Solid Waste Management Planning

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

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

Products: Regional Plan Updates, Annual Recycling Rate Reports

Hampton Roads Regional GIS

The HRPDC will work in partnership with the Hampton Roads Sanitation District (HRSD) and other local stakeholders to build a regional GIS data hub. One component of this project is to develop a process to create several "collaborative" regional GIS data layers based on local GIS data. The process will include holding several workshops with stakeholders to create new regional data standards without altering the original local data.

The goal is to create a foundation of regional GIS data which can then be used for new applications and analysis in the future.

Products: Workshops, Reports, Training, GIS Data

Hampton Roads Data Center

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

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

Product**:** Website

Regional Benchmarking

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

Product: Report, News Release, Update Article, Website

Hampton Roads Economic Monthly

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

current relevant economic indicators to help assess the current condition of the region's economy.

Product: Monthly Reports

Economic Impact Studies

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

Product: Interviews, Studies, Update Articles, and Reports

Annual Economic Forecast

The staff will produce a forecast for the regional economy for 2019. This work effort will contain a review of trends in the regional economy over the preceding year along with a detailed forecast for 2019. The forecast will cover employment, unemployment, gross regional product, retail sales, residential building permits, and other relevant information. A presentation will be made at the quarterly Commission meeting in January. Additional presentations of the forecast will be made available to local governments and organizations throughout the region.

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

Economic Technical Assistance

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

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

Comprehensive Economic Development Strategy (CEDS)

The Economic Development Administration (EDA) describes a Comprehensive Economic Development Strategy (CEDS) as "a strategy-driven plan for regional economic development." The CEDS process brings together the public and private sectors to develop a regionally-owned plan to build capacity and guide the economic prosperity and resiliency of a region. This effort would result in individuals, organizations, local governments, institutions of learning, and private industry engaging in meaningful conversation and working together to plan and prioritize investments in a manner that best serves the economic development interests across a region. Staff will begin laying the groundwork to develop a regional economic development strategy and explore potential funding opportunities with the EDA to support an effort to develop a CEDS for Hampton Roads.

Product: Interviews, Presentations, Report, Speaking Appearances

Water Resources

Total budget including pro-rata share of Administration

$3,758,675

Drinking Water Program

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

The following efforts are included in this task:

- Research industry trends such as changing rate structures, affordability programs, declining demands, and conservation programs.
- Research different state and regional approaches to water management and permitting.
- Collect and compile annual water rate information.
- Update and distribute the Water Quality Response Plan points of contact and guidelines.
- Review the State Water Supply Plan and assess its applicability to the region.
- Complete updates to the Regional Water Supply Plan due in 2018.
- Regularly update data and maps for the Regional Source Water Protection Plan.
- Assess initiatives identified in the Water Supply Assessment and Emergency Response Training project.
- Monitor legislative and regulatory issues affecting public water supply and coordinate regional comments as needed.
- Serve on regulatory advisory panels and coordinate information sharing between regional representatives and other localities regarding potential regulatory changes.
- Facilitate discussions of best practices with focus on utility management.
- Continue enhancement of communications between the local Departments of Health and Utilities.
- Provide administrative and technical support to the Directors of Utilities Committee and facilitate the Committee process.

On behalf of the local governments, the HRPDC will continue the Regional Groundwater Mitigation Program. The Memorandum of Agreement (MOA) for the Groundwater Mitigation Program was renewed in July 2016, extending the program from January 1, 2016 to December 31, 2020. Through this program, the HRPDC provides groundwater hydrology and computer modeling expertise to the participating member local governments.

This effort includes the following activities:

- Hampton Roads Regional Mitigation Program, including analysis of impacts of groundwater withdrawals and administration of the program.
- Local groundwater studies.
- Groundwater education.

- Administrative support and coordination for cooperative groundwater program with the U. S. Geological Survey (USGS).
- Work with USGS, the Department of Environmental Quality and the localities to refine implementation of the state groundwater regulatory programs.
- Continue analysis to estimate the sustainable yield of the Virginia Coastal Plain aquifer system.
- Participate in Mission H2O's Groundwater Subcommittee to provide stakeholder coordination and track regulatory initiatives.
- Track technical and policy changes in DEQ's application of the regional groundwater model in the evaluation of permits.

This project is funded through a special local government contribution.

Product: Technical studies and analyses

Coastal Resiliency Program

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

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

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

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

funding (in the form of staff time) from the HRPDC and Hampton Roads' local governments. The partners have continued to staff this effort and find new funding for forum events and speakers' travel expenses.

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

Research Projects and Studies with Academic Partners: The HRPDC staff regularly collaborates with academic partners on an informal basis to support HRPDC technical projects and academic research projects. Regular partners include researchers at VIMS, Old Dominion University, and the University of Virginia.

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

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

Products: Reports, presentations, updated articles

Regional Stormwater Management Program

The Regional Stormwater Management Committee guides the Stormwater Management Program's priorities. Through this task, the HRPDC staff will facilitate Committee efforts to address these priorities, including undertaking technical analysis; tracking legislative and regulatory issues; supporting the regional coordination process; consultant management; and education. A Memorandum of Agreement (MOA) formally establishing the Hampton Roads Regional Stormwater Management Program was executed by the HRPDC and the region's localities during 2003 and renewed in 2008, 2013, and 2018. The MOA outlines the roles and responsibilities of the HRPDC, the localities and the Committee in carrying out the program.

The Regional Stormwater Management Program includes the following components.

Permit Strategy:

The region's six communities governed by the Phase I Stormwater Permit Regulations (Chesapeake, Hampton, Newport News, Norfolk, Portsmouth and Virginia Beach) applied

for new permits in 2005. The permitting process stalled and eventually the program shifted from DCR to DEQ. HRPDC staff helped the six localities jointly negotiate permits that were finalized in July 2016.

The cities of Poquoson, Suffolk, and Williamsburg and the counties of James City and York are governed by Phase II General Permits, as required by state and federal regulations. The Phase II localities in Hampton Roads are covered under a revised General VSMP permit for small MS4s issued in 2013. This most recent Phase II permit requires the localities to focus an increased amount of resources on BMP maintenance, reporting and water quality. This task supports ongoing implementation and refinement of the local stormwater management programs to meet the new regulatory requirements.

Technical Support:

- Legislative and regulatory monitoring: This activity includes technical review of legislative and regulatory proposals, development of consensus position statements, and participation on state and federal advisory committees. HRPDC staff continues to serve on the Nutrient Certification Regulatory Advisory Panel, the Phase II MS4 permit Regulatory Advisory Panel, and the Construction General Permit Technical Advisory Committee.

- Complete Annual Reports required by the stormwater discharge permits for the six Phase II localities.

- Develop and conduct pollution prevention and stormwater management training programs, as required by the local permits. HRPDC maintains a library of training materials and host webinars to minimize training costs for localities.

- Assist Phase II localities with ongoing program development, implementation and evaluation.

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

Water Quality Initiatives:

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

- The HRPDC staff provides coordination and information on development of the Polychlorinated Biphenyl Total Maximum Daily Load (PCB TMDL) for the Elizabeth River and supports the development of more effective TMDL implementation strategies for PCBs.

- The HRPDC staff is participating in a new multi-state consortium focused on best practices and emerging science related to water quality challenges in the Coastal Plain.
- Staff works with HRSD to increase coordination with local stormwater programs on integrated planning initiatives including SWIFT MOUs for nutrient credits and bacteria source tracking studies.
- Staff participates in advisory committees for water quality studies initiated by non-governmental organizations such as the Elizabeth River Project.
- Staff conducts quarterly Water Quality Workgroup meetings to share information about water quality impairments, restoration projects and emerging research. Participants include public agencies, academic institutions, and NGOs.

Chesapeake Bay TMDL:

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

- The HRPDC staff participates in the Chesapeake Bay Program's Urban Stormwater Workgroup and tracks many additional Bay Program policy workgroups. This effort allows the region to provide input during the development of policies and revisions to the Chesapeake Bay TMDL models. HRPDC staff also collects information on the state's initiatives for implementation of the Chesapeake Bay TMDL to share with localities.
- The HRPDC staff serves on the Chesapeake Bay Climate Resiliency workgroup and the subgroup looking at BMPs that are more resilient to sea level rise and changes in precipitation patterns.
- The HRPDC staff serves on Virginia's Chesapeake Bay TMDL Stakeholder Advisory Group which is tasked with supporting the development of the Phase III Watershed Implementation Plan.
- The HRPDC staff also supports the region's representative on the Local Government Advisory Committee with background information and technical expertise as needed.

Consultant Management:

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

This program is supported by a special local government contribution.

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

Regional Water Quality Monitoring Program

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

The objective of the Regional Water Quality Monitoring Program is to collect data at a regional scale that will accurately measure the amount of nutrients and sediments delivered to waterways by the local MS4 systems. The data will be submitted to the Virginia DEQ and/or the Chesapeake Bay Program for updates to improve the accuracy of existing computer models, provide a basis upon which to administer local stormwater programs with a greater degree of precision, and improve action plans to meet the Chesapeake Bay TMDL and other local TMDLs for impaired waters.

The Regional Water Quality Monitoring Program is based on a five-year work plan and provides compliance with the monitoring requirements in the Phase I MS4 permits issued in 2016.

Products: Contract management

Coastal Resources Management Program – First Floor Elevations

The HRPDC has received a grant from DEQ through the Virginia Coastal Zone Management Program (VCZMP) to assess methodologies to estimate the first floor elevation of structures in Hampton Roads. First floor elevations are a necessary dataset to effectively estimate the vulnerability of residential properties and critical infrastructure to flooding caused by sea level rise and storm surge. HRPDC staff will coordinate with ODU and the U.S. Army Corps of Engineers and other entities that have undertaken efforts to estimate first floor elevations and can offer assessments of some methodologies. The initial phase of the study includes collecting available elevation certificates from all localities and creating a regional, electronic dataset to evaluate or groundtruth estimation techniques.

The grant period is from October 1, 2017 to September 30, 2018. A second phase is anticipated to be funded for October 1, 2018 to September 30, 2019.

Products: Data analysis, report, grant management

Regional Wastewater Program

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

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

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

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

This program is funded through a special local government contribution.

Products: Reports, Presentations, Contract Management

Coastal Resources Management Program - Technical Assistance

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

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

The project is scheduled to be completed by September 30, 2018.

HRPDC staff will apply for another grant for the period of October 1, 2018 to September 30, 2019 to continue providing technical assistance related to Coastal Resources Management.

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

Joint Land Use Study – Norfolk and Virginia Beach

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

The first JLUS involves the Cities of Norfolk and Virginia Beach and four Navy installations (Joint Expeditionary Base Little Creek-Fort Story, Naval Air Station Oceana, Naval Station Norfolk, and Naval Support Activity Hampton Roads). This study will focus on identifying the impacts of flooding and sea level rise within the two participating localities and how those impacts affect operations and readiness at the Navy installations. The study kickoff meeting was held in February 2017.

The project is scheduled to be completed by August 2018.

Products: Grant management, contract management, reports, presentations

Joint Land Use Study – Chesapeake and Portsmouth

The second JLUS will involve the Cities of Chesapeake and Portsmouth and the following Navy installations: NSA Hampton Roads-Portsmouth Annex, NSA Norfolk Naval Shipyard, and Naval Supply Center Craney Island Fuel Terminal. This study will address issues such as congestion, parking, and land use, in addition to sea level rise and flooding. HRPDC anticipates awarding the contract in May 2018 and completing the study in approximately 24 months.

Products: Grant management, contract management, reports, presentations

Regional Construction Standards

HRPDC first published the Regional Construction Standards in 1999. The Standards are intended to provide quality construction throughout the region, simplify the bidding and construction administration process, and reduce construction costs. The initial direction of the Standards was to address "horizontal" improvements and those involving the major elements of roadways, drainage and utilities (water distribution and wastewater collection). The latest version, the 6th Edition, was adopted by HRPDC in 2016.

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

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

Products: Report, updated website, training, contract management

Glossary of Terms

ARC	American Red Cross
ASPR	Office of the Assistant Secretary for Preparedness and Response
BMP	Best Management Practices
CBPA	Chesapeake Bay Preservation Act
COE	United States Army Corps of Engineers
COVEP	Commonwealth of Virginia Emergency Operations Plan
DCR	Virginia Department of Conservation and Recreation
DEQ	Virginia Department of Environmental Quality
DHCD	Virginia Department of Housing and Community Development
DHS	United States Department of Homeland Security
DOD	United States Department of Defense
EOP	Emergency Operations Plan
EPA	United States Environmental Protection Agency
FEMA	Federal Emergency Management Agency
FSE	Food Service Establishment
FY	Fiscal Year
GI	Green Infrastructure
GIS	Geographic Information System
H2O	Help to Others Program
HR CLEAN	askHRgreen.org: Recycling and Beautification Subcommittee
HR FOG	Hampton Roads Fats, Oils and Grease, Wastewater Education Program
HR STORM	Hampton Roads Stormwater Education Committee
HR WET	Hampton Roads Water Education Subcommittee
HRHC	Hampton Roads Housing Consortium
HRICAC	Hampton Roads Interoperable Communications Advisory Committee
HRLFP	Hampton Roads Loan Fund Partnership
HRMFFA	Hampton Roads Military and Federal Facilities Alliance
HRMMRS	Hampton Roads Metropolitan Medical Response System
HRPDC	Hampton Roads Planning District Commission
HRSD	Hampton Roads Sanitation District
HRT	Hampton Roads Transit
HRTPO	Hampton Roads Transportation Planning Organization
IMPLAN	Impact Analysis for Planning
IRS	Internal Revenue Service
IT	Information Technology
JLUS	Joint Land Use Study
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MS4	Municipal Separate Storm Sewer System
OCME	Office of the Chief Medical Examiner
OCP	Virginia Office of Commonwealth Preparedness

Glossary of Terms (continued)

ORION	Overlay Regional InterOperability Network
PARS	Permit Administration and Reporting System
REMI	Regional Economic Models Inc.
SCC	State Corporation Commission
SSO	Sanitary Sewer Overflow
SSORS	Sanitary Sewer Overflow Reporting System
Stormwater Phase I Permits	The cities of Chesapeake, Hampton, Newport News, Norfolk, Portsmouth, and Virginia Beach
Stormwater Phase II Permits	The cities of Poquoson, Suffolk, Williamsburg and the counties of Isle of Wight, James City and York
TMDL	Total Maximum Daily Load
UASI	Urban Areas Security Initiative
USGS	United States Geological Survey
VDEM	Virginia Department of Emergency Management
VDH	Virginia Department of Health
VDOT	Virginia Department of Transportation
VIMS	Virginia Institute of Marine Science
VOAD	Volunteer Organizations Active in Disasters
VPDES	Virginia Pollutant Discharge Elimination System
WebEOC	Web-Based Emergency Operations Center Software
WHRO	Public Telecommunications Center for Hampton Roads
WIP	Watershed Implementation Plan
WP	Work Program